



BYLAWS

Amended December 2, 2013

ARTICLE I -- Name

This organization shall be known as Avon Grove Instrumental Music Boosters Association, also known as Avon Grove High School Music Boosters.

ARTICLE II -- Purpose

The main objectives of this organization will be:

- to lend support to the High School Music Department; to assist in the planning of such support as is needed in the way of transportation, publicity, and fundraising
- to provide things over and above that which is provided by the Avon Grove School District/School Board, such as: annual banquet, scholarships, funds for projects, activities or trips that are proposed and approved
- to actively support all Music Department performances
- to serve as a means of communication to keep parents of the program informed of activities and projects
- to support the work of the Music Department Directors, including the Director of Bands, Orchestra Ensembles, Choirs, Jazz Band, Indoor Percussion and Color Guard carrying out what he/she asks as resources permit

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ARTICLE III – Standing Rules

All activities, events and projects of the Avon Grove Instrumental Music Boosters Association undertaken in support of the Avon Grove High School Music Department program must be approved by the Avon Grove High School Music Department Directors and in keeping with the policies of the Avon Grove High School Administration and the Avon Grove School District.

ARTICLE IV -- Membership

Members shall be parents or legal guardians of students in an Avon Grove High School Music Department Program, and any persons interested in participating in functions of the programs.

Each member shall have one vote on any matter under consideration at a meeting of the membership.

Membership shall **NOT** require annual dues.

ARTICLE V -- Officers

The officers of this organization (Executive Committee) shall be:

- President
- Vice-President
- Secretary
- Treasurer

The High School Music Department Directors shall participate in a **non-voting** (advisory) capacity.

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To hold office, a member must have a student actively involved in a High School Music Department Program. To hold the office of President, a member must have served as a committee chair or other officer in a previous year. In the event a candidate cannot be found for any office, the above requirement can be waived by approval of the Booster Membership.

Elected Officers shall serve for a term of 1 year, at which time they can be nominated to serve again if they choose. If they choose not to serve again, or it is determined by the Executive Committee that they are no longer capable to fulfill their responsibilities, nominations will be taken to replace them as described below.

Nominations

Candidates will be presented at the general Booster membership meeting in March.

Nominations may be made from the floor, provided nominees are in agreement.

Nominees must be present or submit a signed statement stating their interest in being nominated to an existing officer by March 1.

Elections

Officers are to be elected at the April Booster membership meeting and shall attend meetings thereafter with the existing officers in order to gain familiarity with the role and budget, and shall assume their duties immediately following the close of the fiscal year.

If there is more than one candidate for an office, election shall be by ballot. If there is only one candidate for an office, election shall be by voice.

A majority vote of members present shall constitute an election.

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DUTIES OF OFFICERS

President

The President shall:

- preside over the monthly Booster meeting
- be in communication with the High School Music Department Directors
- be in communication with all other officers
- have supervision over business affairs
- act as judge of all elections and declare results
- cast a deciding vote in case of a tie

Vice-President

The Vice-President shall:

- perform duties in the absence of the President
- oversee the coordination of volunteers for all activities of the Avon Grove Instrumental Music Boosters Association
- in the event that the President is unable to fulfill the term of office, the Vice-President shall fill the office until a special election can be held
- secure an updated list of booster members from the High School Music Department Directors and make such a list available to the Executive Committee and Committee Chair-persons

Secretary

The Secretary shall:

- serve as a repository for various director reports and committee reports to be maintained on file

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- attend all meetings and record acceptance or veto of motions, minutes of all transactions and present a written report of minutes for all required meetings
- make minutes available and have them sent to the officers and Music Department Directors within a week of the next scheduled regular monthly meeting
- mail minutes to members via email
- keep a file of all minutes and correspondence for future reference
- keep a record of members attending meetings.
- distribute messages from Music Directors to members as requested and approved by Directors.

Treasurer

The Treasurer shall:

- receive all monies due to the organization
- pay all bills incurred by the organization
- be responsible for all financial records of the organization, including completed deposit request forms, check request forms and petty cash forms and student accounts.
- give a financial report at each regular Booster meeting
- prepare a summation of finances at the end of the school year, which shall be made available to the Executive Committee
- submit financial records for an independent audit at the close of the fiscal year
- prepare Tax filings, as required
- present the proposed budget for the following fiscal year at the general membership meeting in April.

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Checks may be signed by the Treasurer or President after receiving a completed check request form. On approval of the Executive Committee, in an emergency, the Treasurer can disperse funds up to a limit of \$250. Such expenditures shall be reported to the Booster Organization at the next regular meeting.

General

All officers shall perform the duties prescribed in these by-laws and those assigned from time to time. Officers shall deliver to their successors books, papers, and other property of the organization at the conclusion of the final June Booster meeting but prior to the August Booster meeting.

The Avon Grove Instrumental Music Boosters Association budget for the following fiscal year will be presented to members at the regular meeting in April and voted on at the May meeting.

Vacancy

In the event of a vacancy in the office of President, the Vice-President shall serve (until an election can be held).

In the event of a vacancy in any other elected office, an election will be held at the next regularly scheduled Booster meeting to fill that office.

In the event of dereliction of duty, any officer or committee chair-person may be removed by 2/3 vote of the Executive Committee.

ARTICLE VI -- COMMITTEES

Executive Committee (or) Board

The elected officers of the organization and the High School Music Department Directors shall constitute the Executive Committee (or) Board. The Executive Committee shall meet at the discretion of the President or the High School Music Department Directors or as deemed necessary.

Their purpose shall be:

- to facilitate business at the general meeting
- to review plans and activities of various committees
- to evaluate the plans of ways and means committee for fundraising projects and to select appropriate options to present to the membership for approval
- to recommend to the general membership modifications to the annual budget approved at the May meeting

The Executive Committee shall have the power to authorize unforeseen expenditures (not to exceed \$250).

Chair-person Duties

The Executive Committee shall appoint a Chair-person for each committee. The term shall be one year and any member is eligible to serve as a Committee Chair-person. The Chair-person shall have general supervision responsibilities for the committee, shall hold meetings and conduct business when necessary, and shall submit a report to the Executive Committee and general membership at regular Booster meetings.

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AD HOC Committee

The President shall have the power to establish special committees from time to time, such as for special fund raising events, special High School Music Department Program events, or whatever might be needed.

Budget Committee

The President shall serve as the chair. The Budget Committee shall consist of the High School Music Department Directors, elected officers and any appointed members. It shall meet in March, prior to each fiscal year to determine an appropriate budget for the upcoming fiscal year.

Volunteer Committee

The Vice-President shall serve as the chair. The Volunteer Committee shall enlist parents to act as volunteers and chaperones for any High School Music Department activity as deemed necessary by the High School Music Department Directors. The Chair-person shall be responsible for all chaperone work assignments, documentation of responsibilities, communications and record keeping as required by the High School Administration.

Publicity Committee

The Publicity Committee shall handle publicity related to activities of the Avon Grove Instrumental Music Boosters Association (e.g., music booster website content updates, email notices, school newsletter, local papers, etc.), after seeking approvals as required from the High School Music Directors.

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General

Committees engaging in money raising projects or entering into contracts must have approval through majority action of the Executive Committee before the organization's name may be used or financial obligations incurred.

All bills should be approved promptly by the Committee Chair-person, where incurred by a committee, and forwarded to the Treasurer with appropriate supporting documentation and check request form so that payment can be made.

ARTICLE VII -- Meetings

General Meetings

Regular monthly Booster meetings shall be held every month of the school calendar on the second Monday at 7:00 p.m. in the Avon Grove High School Band Room.

If the situation dictates, scheduled meetings may be changed by the Executive Committee. General membership shall be notified of such change in the minutes of the preceding meeting, by email before the meeting or by posting on the Avon Grove High School Music Boosters Association web page.

The initial (general) informal meeting of the organization shall be held on the evening of a band rehearsal in August, which is scheduled by the Director of Bands. This meeting will focus primarily on marching band related information, but all members are welcome to attend.

Meetings shall be open to all members. Members will sign in to create a record of members that attended each meeting.

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Quorum

At least ten members, three members of the Executive Board and 2 Music Department Directors must be present, and a simple majority of those members present and voting shall be sufficient to carry a motion in general meetings.

Special Meetings

Special meetings may be called by the President, High School Music Directors, or by a majority of the Executive Committee at any time. No other business may be transacted than that for which the special meeting was called.

Executive Committee Meetings

Executive Committee meetings shall be held when necessary. A report of business transacted at each executive meeting shall be made by the President at the following meeting of the general membership.

At least three officers must be present and a simple majority of those members present and voting shall be considered a quorum and shall be sufficient to carry a motion.

ARTICLE VIII -- Order of Business

1. Call to order
2. Secretary's Report
3. Treasurer's Report
4. Music Department Directors Report
5. Committee Report(s)
6. Old Business
7. New Business
8. Adjournment

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ARTICLE IX -- Parliamentary Procedure

These By-laws, in conjunction with the Avon Grove Instrumental Music Boosters Association Articles of Association, shall govern the Avon Grove Instrumental Music Boosters Association.

ARTICLE X -- Amendments

These By-laws may be amended or repealed at any regular meeting of the organization by a two-thirds vote of the members present, provided that the proposed amendment or repeal has been submitted in writing to the membership at the preceding regular meeting.

ARTICLE XI -- Fiscal

The organization is and shall make every effort to maintain its status as a tax-exempt organization.

Monies or funds raised by, for, or in the name of the Avon Grove High School Music Department Program, under the sponsorship of the Avon Grove Instrumental Music Boosters Association become the property of the Avon Grove Instrumental Music Boosters Association. Such funds may be used to cover association operating expenses and to support projects, activities, and programs of the Avon Grove High School Music Department programs.

The fiscal year shall be from July 1 to June 30 of the following calendar year.

Student Accounts

When a fund raising event is held, the Chair-person for that event will record how much money was brought in by each participating student/family. 50% of all profits raised will go into the Avon Grove Instrumental Music Boosters Association general fund, and the

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remaining 50% will go to the individual student/family account corresponding to how much money they earned. These records will be given to the Treasurer who will track the amount of money in each student account. Music Booster families are encouraged to keep track of their accounts, and can contact the Treasurer to request a list of withdrawal or deposit transactions or balance.

When a student would like to apply money from their Student Account to an event that has already been approved by a High School Music Director, they can contact the Treasurer to request that funds be moved from their student account to the account for the event. If the student would like to apply money from their Student Account to another event, they must initiate the request with their High School Music Department Director to receive approval for that event. Once approval is received from the appropriate Music Director, a request should be made to the Music Booster Treasurer. Then funding will be made available by the Treasurer directly to the account of the approved event.

Allocated Student Account funds will remain in a student's account until the student exits the Avon Grove High School Music Department Program. If a sibling remains enrolled in Avon Grove High School Music Department Program, money will be transferred to the sibling's student account for the benefit of the immediate family. Any money not used by a student (or a sibling) as they exit the High School Music Department Program will be transferred to the Avon Grove Instrumental Music Boosters Association general fund in an account allocated to be used for scholarships approved by the Executive Committee and intended to support students/families that would otherwise not be able to afford an activity related to the High School Music Department Program.

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ARTICLE XII -- Awards

Scholarships will be awarded each year to (a) deserving member(s) of the Band Program.

W. Douglas White Scholarship - 2 - \$500 scholarships given in honor of longtime Booster President W. Douglas "Doug" White to deserving graduating Band students according to established criteria. Selection of scholarship recipients will be made by the High School Band Director. Students must complete the application process by the prescribed deadline as established by the High School Band Director in order to be considered.

Drum Major Award(s) - given to Drum Major(s) of the High School Marching Band to attend summer camp. Selection of Drum Major Award recipients will be made by the High School Director of Bands.

An expenditure of \$500 has been approved to help defray costs of students selected to perform in High School Music Department functions outside of High School (e.g., Lions Club All-State Band, American Music Abroad, etc.). This amount will be divided equally among students who are accepted for such functions.

ARTICLE XIII -- Dissolution

Dissolution of the Avon Grove Instrumental Music Boosters Association requires a two-thirds vote of the association membership present at a special meeting scheduled exclusively for this purpose. Written notification of the special meeting and its purpose must be provided to the membership not less than 30 days prior to the meeting. In the event of the dissolution of the Avon Grove Instrumental Music Boosters Association, any funds remaining in the organization's treasury shall be disbursed to the eligible programs as the Executive Committee determines to be appropriate.