

By Laws of the John Burroughs High School Instrumental Music Association Booster Club, Inc.

Article I. Purpose

- 1 The purpose of the JBHS Instrumental Music Association Booster Club, Inc., hereinafter called the "IMA" shall be to promote and help the John Burroughs High School Instrumental Music program, hereinafter called the "Program".
- 2 The contribution by the IMA of time, goods, services and/or finances to the Program is intended to augment the Program and not to serve as a substitute for the legal financial obligations of the State of California, the county of Los Angeles, or the Burbank Unified School District to provide for the basic needs of the Program.

Article II. Membership

- 1 Membership in the IMA shall be granted to any interested person who subscribes to the purposes of the IMA.
- 2 Voting privileges and elective offices will be limited to members (parents or guardians) of students actively participating in the music program

Article III. Board of Directors and Executive Board

- 1 The Executive Committee of the Association shall be comprised of the elected officers and the Band Director.
 - (a) The Executive Committee shall serve as, and are legally recognized as the Board of Directors of the JBHS Instrumental Music Association Booster Club, Inc. - a non-profit corporation. .
 - (b) The Executive Committee shall decide on all matters of confidentiality.
 - (c) The Executive Committee may at any time appoint such committees as the business of the IMA may require.
 - 2 The Board of Directors is the governing body of the IMA, hereinafter called the "Board", and shall be comprised of elected officers, the Band Director, school liaison, the Drum Major, a Parliamentarian and appointed committee chairmen.
 - (a) Elected officers of the IMA shall be President, First Vice President, Second Vice President, Recording Secretary and Treasurer.
- (b) The principal of John Burroughs High School, or other member of the administration, shall serve as School Liaison in an advisory capacity.
- (c) The Drum Major shall serve in a non-voting capacity.
- (d) Committee chairmen shall be appointed or removed by the President with the approval of the majority of the Board

Article IV. Nominations

- 1 The president, First Vice President, Second Vice President, Recording Secretary, and Treasurer shall be elected annually.
- 2 Nominations for office shall be made by a nominating committee, which shall be appointed by the Board at least two months prior to the annual election meeting in March. The committee shall serve until the annual election meeting.
 - (a) The nominating committee shall be comprised of a minimum of three) (3) active members, representing views from the major member groups. Members currently holding office should not serve on the committee. The Parliamentarian shall chair the nominating

- committee.
- (b) Nominations for the office of president shall be limited to members of the IMA who have served a minimum of one year on the Board, inclusive of committee chairmen.
 - (c) Only those persons who are eligible and who have signified their consent to serve shall be nominated for or elected to office.
 - 1) Only members with voting privileges are eligible.
 - 2) All nominees should be in good standing.
 - (d) A written report of the nominating committee shall be provided to the IMA at the February membership meeting. At the annual election in March, additional nominations may be made from the floor.
- 3 Elections shall be held annually at the March meeting. Officers shall be elected by a majority vote of the members present. Elections will be held by voice vote unless there is more than one candidate for any office.

Article V. **Term of Office**

- 1 Officers shall serve for a term of one year, or until their successors are elected and take office. No officer shall hold the same office for more than two (2) consecutive terms. Officers shall assume their duties on June 1. A person who has served for more than six (6) months of one year in any office shall be deemed to have served a full term.
- 2 A vacancy occurring in any office shall be filled for the unexpired term by a person from the membership at large elected by a majority vote of the Board.
- 3 If an office remains unfilled after election, it shall be considered a vacant office to be filled by the board-elect.
- 4 All committee chairmen shall serve, as members of the Board, for one (1) year or until the duties of the committee are complete, whichever occurs first.
- 5 Two people may serve as co-officers, providing they were nominated and elected as co-officers. Two or more people may serve as co-chairmen of a committee.

Article VI. **Duties of Officers**

- 1 The President shall:
 - (a) Coordinate the work of officers and chairmen in order to carry out the purposes of the IMA in accordance with the bylaws.
 - (b) Preside at all meetings of the Board and general membership, and conduct all meetings in accordance with Robert's Rules of Order.
 - (c) With the approval of the Board, appoint chairman of all committees.
 - (d) Be an ex-officio member of all committees - except the nominating committee.
 - (e) Attend school calendar meetings in June and prepare a yearly calendar agenda with the advise and counsel of the Band Director.
- 2 The Vice Presidents shall assist the President and shall in their designated order perform the duties of the president in the absence of or the inability of the President to act.
 - (a) The First Vice President shall
 - 1) Coordinate all transportation needs for the Band activities and events.

- 2) Manage equipment/instrument on-site storage and transport of same for Band activities and events.
- 3) Direct production of props and staging.

4) Oversee costume/uniform maintenance, acquisition and replacement or creation.

(b) The Second Vice President shall:

- 1) Coordinate all publicity, and community activities.
- 2) Direct fundraising efforts including grants and sponsorships. Serve as a member of the fundraising committee.
- 3) Interface with JBHS administration, ASB and create and IMA presence at school sponsored events to promote student involvement in the Band.
- 4) Foster interest in future participation in the Band at neighboring middle schools.

3 Recording Secretary shall:

- (a) Act as the recording officer of the IMA and a custodian of all records, historical committee binders and archived financial records.
- (b) Record, and keep in a permanent file, the minutes of the general meetings and of the Board meetings.
 - 1) Minutes should be made available to the president and any interested member at least one (1) week prior to general meeting.
- (c) Read minutes of the prior meeting at general meetings at Board meetings, or authorize a committee to review and approve the minutes.
- (d) Conduct all the official correspondence of the IMA at the direction of the Board or the president.
- (e) Keep a current copy of the by-laws and standing rules.
- (f) Keep an accurate roster of all students in the Program, and their parents, including address phone number and e-mail address. The roster is not to be published to general membership.
- (g) Maintain a list of Booster Club members, committees and their members.

4 The Treasurer shall:

- (a) Keep fiscal records and accounts of the IMA in accordance with generally accepted accounting practices. These records shall be sufficient to establish gross income, receipts, and disbursements of the IMA. Such records shall be open for inspection at all reasonable times.
- (b) Receive all moneys presented to the IMA, give receipts when requested and make deposits in the name of the IMA to a bank approved by the Board.
- (c) Disburse all funds of the IMA under Article VII of these by-laws. All transactions shall be documented by receipts, signed requests or checks. All checks shall be signed by two (2) authorized signatures.
- (d) Prepare a monthly financial statement of accounting to be presented at all Board meetings or when otherwise requested.
 - 1) The monthly financial statement should be submitted to the Recording Secretary at least one (1) week prior to general meetings.
- (e) Prepare a monthly financial statement for the fiscal year ending May 31, and provide copies to the Board by June 30.

- (f) Present an annual report to the Association at the June meeting.
 - (g) File IRS and Franchise Tax Board reports are required.
 - (h) Prepare and submit an annual operating budget two months prior to the end of the fiscal year. The budget shall be created, based upon the advice and counsel of the Board.
 - (i) Keep a list of all students in the Program and maintain an accurate accounting of any monies owed, paid, or raised through fundraising by each student.
 - (j) Serve as a member of the Fundraising Committee.
- 5 The Band Director shall:
- (a) Be responsible for the medical release forms for each student participating in the Program.
 - (b) Keep the Board informed of Program needs and activities.
 - (c) Attend school calendar meeting in June and assist in the preparation of the yearly calendar agenda.
- 6 The Student Representatives shall:
- (a) Attend all IMA meetings.
 - (b) Act as a liaison between the students and the IMA
 - (c) Promote fundraising activities and encourage student participation.
- 7 The School Liaison shall:
- (a) Advise the IMA on school and district policies.
- 8 Officers shall attend all meetings of the IMA. Any officer missing three (3) consecutive meetings without a valid excuse may be removed from office by a majority vote of the Board.
- 9 Duties of officers may be delegated to other persons by the Board.
- 10 All officers shall perform their duties as described in these By-laws and any other duties that may be assumed from time to time. At the end of the term of office, or in the case of resignation or removal, each officer shall turn over to the president without delay, all records, books and other materials pertaining to the office and shall, without delay, remit to the treasurer all funds belonging to the IMA.

Article VII. Meetings

- 1 There shall be a minimum of four (4) general meetings per school year, held on a regular schedule as designated by the President. Schedules for these meetings shall be published as part of the calendar agenda.
- 2 The Annual Meeting shall be held in June, and will include, but is not limited to, a presentation of the Program budget for the next fiscal year, a financial review, a show preview and a schedule of summer Band activities.
- 3 Special meetings may be called by the board. Special meetings must be called by the President within thirty (30) days of receipt of written request signed by at least ten percent (10%) of the members. The business to be transacted at any special meeting shall be stated in the notice thereof.
- 4 Quorum shall consist of the voting members in good standing in attendance as verified by the Recording Secretary. Business of the general meetings will be transacted by simple majority vote of members present.
- 5 Meetings of the Board shall be called by the President as may be required. Notice of the time and place of the meetings may be in writing or by telephone to each Board member.
 - (a) The majority of the Board membership shall constitute a quorum for the transaction of business at Board meetings.

Such business may be transacted by telephone in lieu of a regular meeting. In either case, all action by the Board shall be recorded in the minutes of the next regularly scheduled general meeting.

- (b) Each member of the Board shall have one (1) vote. If one member holds more than one position on the Board, that person shall have only one vote.
- 6 The meetings and proceedings of IMA shall be regulated and controlled according to the most current Robert's Rules of Order for parliamentary procedure, except as may be otherwise provided by these bylaws.

Article VIII. **Funds**

- 1 The funds of the IMA shall be obtained from three (3) primary sources:
 - (a) Gifts, Contributions, and grants.
 - (b) Proceeds from fundraising activities.
 - (c) Semi-annual dues assessments from each student participating in the Program which may be satisfied by earning credits on fundraising projects. Assessments may be waived fully or in part due to financial hardship upon completion of an Association scholarship application and approval of the Executive Committee.
- 2 All moneys shall be placed in the appropriate bank accounts and funds of the IMA shall be designated as follows:
 - (a) Funds allocated to approved annual budget items.
 - (b) Funds allocated to student credit accounts.
 - (c) Unallocated reserve funds.
 - (d) Savings account.
- 3 All disbursements shall require approval of the Board and two (2) authorized signatures by persons not residing in the same residence. Those authorized to sign checks shall be the President, First Vice President, Recording Secretary and Treasurer.
- 4 Expenditures of funds for any items identified in the approved annual budget may be disbursed at any time by the Treasurer, after approval of said expenditures by the Board.
- 5 Upon approval of the Board, the Treasurer may disburse funds in excess of the budgeted amount for any budget item, provided sufficient funds are available in the unallocated reserve, and the total budget overrun does not exceed 10% of the total budget for that item.
- 6 No officer of committee chairman or members shall receive compensation for services rendered to this IMA. Members shall be entitled to reimbursement for actual necessary expenses incurred in the performance of their duties. Such reimbursement must be approved by the Board.
- 7 The annual budget shall include funds for emergency purposes, not to exceed \$100 per month and \$400 per semester, and shall be made available to the Band Director as needed.

Article IX. **Miscellaneous**

- 1 Funds are to be used only to accomplish the objectives and purposes specified by the IMA and no part of such funds shall inure nor shall they be distributed to members.
- 2 IMA shall not contribute any of its earnings or property, nor provide any services for any political candidate, committee, party or organization.
- 3 IMA shall indemnify each Director, Officer, and employee to the fullest extent permitted by applicable law, provided that each such person

to be indemnified shall be required to have conducted himself or herself in good faith and have reasonably believed that his or her conduct was in the IMA's best interest.

Article X. Fiscal Year and Tax ID Numbers

- 1 The fiscal year of the IMA shall begin on June 1 and end on May 31 of the following year.
- 2 The IMA Booster Club was established in May, 1992. The Association incorporated on October 17, 1994. California Corporation number is 1752266. Non-Profit status under IRS code section 501(c)(3) was granted on December 21, 1994. Federal Tax ID Number is 95-4505210

Article XI. Amendments

- 1 These By-laws of the IMA may be altered, repealed or amended by the affirmative vote of two-thirds (2/3) of the members present at any regular or special meeting of the IMA, provided that notice has been given to the membership at least two (2) weeks in advance of the meeting.

Adopted March 29, 1995
Amended April 11, 2001
Amended October 10, 2001
Amended January 9, 2003
Amended March 3, 2004