

# INDEPENDENCE MUSIC BOOSTERS

## Statement of Purpose

Independence Music Boosters, Inc., (IMB), is a non-profit charitable organization which provides supplemental funding to support and enhance music education in the Independence school district. It has been organized to qualify as a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code.

## BY-LAWS

### **Article 1 Officers and Elections**

Section 1. The Officers of the organization shall be President, Vice President, Secretary and Treasurer. Said Officers shall hold offices for one year or until their successors are elected and assume office.

Section 2. The first election of officers shall take place at the organizational meeting. Thereafter, the election of officers shall take place every year during the last Executive Committee meeting of the school year.

Section 3. The Officers shall perform the duties, which are usually performed by such Officers. The President, or in the President's absence the Vice President, shall preside at all meetings of the organization. In the event of the inability of the President to carry out the duties of the office, the Vice President shall perform such duties. All elected officials shall assume their positions within ten (10) days of the close of the school year.

### **Article 2 Meetings**

Section 1. A minimum of two (2) Executive Committee meetings shall be held annually. The Executive Committee shall decide the time and location of the meetings.

Section 2. A majority of the membership of the Executive Committee shall constitute a quorum for official transactions of business for the organization.

### **Article 3 Finances**

Section 1. The treasurer shall submit a budget to the Executive Committee for approval at the first meeting of the fiscal year.

Section 2. After approval by the president, budgeted expenditures may be paid by the treasurer providing funds are available and unencumbered.

- a) Receipts or written request for an extension must be submitted to the Treasurer within 30 days after the event is completed or no expense money will be paid.

Section 3. Non-budgeted expenditures less than \$100.00 may be made by the treasurer providing funds are available and unencumbered. The Executive Committee prior to disbursement must approve non-budgeted expenditures in excess of \$100.00.

Section 4. An audit committee shall be appointed by the president at the last meeting of the school year to conduct an annual audit of the organization's books. The report of the auditing committee shall be given at the first meeting of the fiscal year.

Section 5. The fiscal year shall be July 1 through June 30.

#### ***Article 4 Nominations***

Section 1. A nominating committee will be appointed at the first meeting after the beginning of the calendar year. The nominating committee will consist of at least one (1) member of the Executive Committee and two (2) other members. The nominating committee shall present its recommendations at the last meeting of the school year.

Section 2. Following the report of the nominating committee, an opportunity shall be given for nominations from the floor.

Section 3. A person desiring to resign his/her position shall notify the Executive Committee in writing.

Section 4. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by the majority vote of the Executive Committee

#### ***Article 5 Committees***

Section 1. There shall be an Executive Committee composed of the officers of the organization.

Section 2. The standing committees of the organization shall be: Chili & Spaghetti Dinner, Football Refreshments, Membership, Music Apparel, Reverse Raffle, Uniforms, and Webmaster. Chairpersons of the standing committees shall be appointed annually by the Executive Committee.

Section 3. The Executive Committee shall establish additional committees as needed.

Amended and restated as of 8/23/03

**Article 6 Basic Policies**

Section 1. The rules of procedure at all meetings shall be according to Robert's Rules of Order.

Section 2. This organization shall not in any way interfere in the policies, administration, curriculum or instruction of the school system.

Section 3. An annual report will be presented by the President at the last meeting before the end of the academic year summarizing all activities of the organization for the year.

Section 4. Each of the officers and chairpersons of the standing committees shall maintain a file and deliver said file to his/her successor within ten (10) days of the close of the school year

**Article 7 Amendments**

Section 1. Bylaws may be amended or rescinded by a quorum of the Executive Committee.

Amended and restated as of 8/23/03