

# **Instrumental Music Association**

**Easton Area High School**

## **Constitution and Bylaws**

### **ARTICLE I. NAME**

The name of this organization shall be the Instrumental Music Association (IMA), hereinafter referred to as the IMA of Easton Area High School. The official address of the organization is as follows:

Instrumental Music Association  
c/o Easton Area High School  
2601 William Penn Highway  
Easton, PA 18045

The mailing address to be used at all times is:

Instrumental Music Association  
P.O. Box 3535  
Easton, PA 18045

### **ARTICLE II. PURPOSE**

**Section 2.01** The IMA is a non-profit corporation and shall be operated exclusively for the purposes of promotion and support of the Easton Area High School Instrumental Music Department within the guidelines of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of future federal tax code.

**Section 2.02** The purposes of this organization are:

- a) To encourage and develop a closer relationship between parents/guardians and the school, fostering the musical interests and education of students, and stimulating the knowledge, performance, and appreciation of music.
- b) To provide financial and logistical support to the Easton Area High School Instrumental Music Department and its members.
- c) To collaborate with the Director(s) of the Instrumental Music Department to the end that the students are brought to their highest level of competence and productivity.
- d) To support the Instrumental Music Department to participate in educational trips, exchange programs, or concerts that are approved or sanctioned by the school district.
- e) To aid in chaperoning events to the degree requested by the Director(s).

## **ARTICLE III. MEMBERSHIP**

### **Section 3.01** Membership eligibility

- a) Membership to the IMA shall be limited to parents and guardians of students presently enrolled in the Easton Area High School Instrumental Music Department.
- b) Membership to the IMA is classified as parents/ guardians who join membership through paper or online registration.

### **Section 3.02** Membership rights

- a) Members shall have one (1) vote at each IMA meeting. Members may volunteer for IMA committee and/or fundraising activities.
- b) Members with up-to-date Pennsylvania clearances may volunteer to chaperone IMA-supported events.

### **Section 3.03** IMA Meetings

- a) The IMA shall hold general membership meetings on a monthly basis throughout the academic year.

## **ARTICLE IV. OFFICERS**

### **Section 4.01** The following relates to the officers of the IMA:

- a) The Executive Board of the Organization shall consist of the five (5) officers: President, Vice President, Financial Manager, Recording Secretary, and Treasurer. The Executive Board officers and the Publicity Coordinator and Fundraising Coordinator, plus the Easton Area High School Instrumental Music Department Director(s), shall compose the Board of Directors of the Organization. Only the IMA-elected Executive Board officers vote, with the President having a vote only in the case of an Executive Board tie vote. All officers and coordinators shall be parents/guardians of students currently enrolled in the Easton Area High School Instrumental Music Department. The Instrumental Music Director(s) shall not hold any elective office within the Organization.
- b) The term of office shall be one (1) year running from July 1 through June 30. The President, Vice President, Financial Manager, Recording Secretary, and Treasurer may serve no more than two (2) consecutive one (1) year terms in the same office, but may hold another vacant office upon the expiration of the second one (1) year term of their initial position. A member who serves six (6) months as an officer is considered to have served a full term in that office. There will be no term limits placed upon the Publicity Coordinator and Fundraising Coordinator, as they are non-voting members of the Board of Directors. Both coordinator positions shall still be elected in the same manner as the Executive Board and shall serve a term of one (1) year.

- c) The President shall preside at all meetings of the IMA and of the Executive Board, and shall have general supervision over the affairs of the IMA, subject to the direction and control of the board. The President shall appoint all standing and special committees, as well as chairpersons with majority approval of the Executive Board. The President shall be an ex-officio member of these committees.
- d) The Vice President shall perform all duties of the President should the President be absent and shall assist in carrying out the objectives of the IMA. The Vice President will coordinate and lead the chaperones and related responsibilities for all events.
- e) The Recording Secretary shall record the minutes of the Board of Directors meetings and general meetings, issue notices for all meetings, file all committee reports, and perform such other duties as prescribed by the President.
- f) The Financial Manager shall be responsible for reviewing all financial reports on a monthly basis to ensure accuracy and operational efficiency. The Financial Manager will report their findings to the Board of Directors. The Financial Manager shall also be responsible for checking the IMA P.O. Box and lockbox on a weekly basis. The Financial Manager shall pass documents along to the corresponding coordinator, chairperson, or the Treasurer. The Financial Manager shall cooperate with the Treasurer and Board of Directors in administering the budget.
- g) The Treasurer shall receive all financial documents and input all income and expenditures into Quickbooks. The Treasurer shall deposit in banks designated by the Executive Board, all monies received from all income-generated activities within five (5) banking days of receipt of funds. These include fundraiser and non-fundraiser events. The Treasurer shall maintain a regular book of accounts, which shall be reported at monthly meetings and examined at the end of the administrative year, assure the completion and filing of all required tax documents by an IMA-approved, outside-appointed accountant to governmental agencies, and perform all the duties usually incident with the office. All invoices approved by the Financial Manager / Executive Board are to be paid on a timely basis per terms of the invoice. The Treasurer shall cooperate with the Financial Manager and Board of Directors in administering the budget.
- h) The Publicity Coordinator shall be responsible for maintaining the IMA-operated social media accounts and working with the Fundraising Coordinator to design and distribute press releases and publicity to benefit the IMA and Instrumental Music Department events.
- i) The Fundraising Coordinator shall be responsible for overseeing all fundraising operations within the IMA. This includes maintaining a log of each event and all related materials (instructions, financial reports, contact information). This information should be deposited into the IMA Board files. The Fundraising Coordinator shall ensure that all pertinent fundraising information is relayed to the Board of Directors at their monthly meetings. The Fundraising Coordinator will also assist specific chairpersons in communicating with the Publicity Coordinator. This Fundraising Coordinator will also ensure deposits are given to the Treasurer and financial reports are given to the Financial Manager within five (5) banking days of the event/ conclusion of fundraiser.

- j) All checks written by the IMA shall be signed by two (2) of the Executive Board members: the Treasurer or Financial Manager and the President. In the event the president is unavailable, a check can be co-signed by the Treasurer and Financial Manager.

**Section 4.02** Removal of an Executive Board/ Coordinator/ Committee Member:

- a) A Board President, officer, or coordinator, may be removed by a majority vote of the remaining board members in office. An officer or coordinator may be removed from office for failure to perform their duties as outlined in these Bylaws. A board member who misses three (3) consecutive meetings may be removed from office.
- b) In the event that any officer or coordinator is absent at three (3) or more consecutive meetings in any one (1) year (July through June), that office may be declared vacant by the Executive Board, who shall appoint a member of the IMA to serve the balance of the term of that position. In the event that any officer or coordinator's child(ren) leaves the program and that officer has no other child(ren) remaining in the program, that officer must vacate their position and the Executive Board may appoint someone from the general membership to fill that position within 30 days.

**Section 4.03** Vacancies:

- a) Board Members may fill vacancies due to resignation, death, or removal of a member and may appoint a new board member in accordance with the number of board members allotted (5) under these Bylaws.
- b) In the case of a resignation or vacancies on the Executive Board or coordinator positions, the Board will appoint someone from the general membership to serve the balance of that position. In the case of a vacancy of the office of President, the Vice President shall immediately assume that office.
- c) All members of the Board of Directors shall have their clearances up to date and on file with the Easton Area School District at the time of taking office in compliance with Pennsylvania Act 153.

**ARTICLE V. ELECTIONS**

**Section 5.01**

- a) Not less than (1) month prior to the March membership meeting, the Executive Board evaluates nominees for their eligibility, experience, and willingness to undertake the necessary responsibilities.
- b) All nominees must be eligible for voting membership. No more than one (1) member of the same household may hold an elected office during the same term. The Executive Board shall notify the nominees at the March membership meetings. Additional candidates may be nominated from the

floor at the March membership meeting. The election shall be held at the April membership meeting.

- c) Prior consent must be obtained from any candidate before his/ her name may be placed in nomination, promising support of all groups within the Easton Area High School Instrumental Music Department.
- d) Election shall be by secret ballot only for an office for which there is more than one (1) nominee. For offices with only one (1) nominee, the election may be conducted by voice vote. If the election is by secret ballot, tellers shall be appointed by the President to gather and count the ballots and return a signed summary to the President, who will announce the results. Only one (1) name for each position may be placed by each member. Ballots shall be collected and maintained by the Recording Secretary fourteen (14) days after the election.
- e) The candidate for each office who receives a plurality of the votes shall serve on the Board of Directors with the current officers/ coordinators in the capacity the new officers/ coordinators have been elected, except that the new officer/ coordinator's role will be ex-officio until July 1. Installation of new officers/ coordinators will be conducted at the awards banquet in May/ June.
- f) The President shall name all standing committee chairpersons prior to taking office.

## **ARTICLE VI - BOARD RESPONSIBILITIES**

### **Section 6.01** General Board Responsibilities:

- a) The Board of Directors shall plan for all fundraising projects. All fundraising projects shall be reviewed and agreed upon by the Board of Directors as to the project(s), timing of the project(s) and the profitability of the project. In the event that a fundraiser becomes unpopular and unprofitable, the Board of Directors can end and replace that fundraiser with a more profitable one immediately.

### **Section 6.02** Financial Responsibilities:

- a) A Financial Examination Committee shall exist, which will consist of three (3) members, who shall be 1. Voting member, 2. Treasurer, 3. Accountant, or other Voting member, preferably someone familiar with regular accounting practices and procedures, appointed by the President. This committee shall examine the books of the Treasurer as of June 30 of the current year and document and report its findings to the Board of Directors by August 15 of the same year. The Treasurer shall be available during this examination.
- b) The Executive Board shall formulate a budget for the year to be presented to the Director, followed by the general membership at the August membership meeting for its consideration and adoption. This Board shall oversee the expenditure of funds for the year to coordinate income and expenditures. The Board of Directors shall budget for the cost of any trips, Instrumental Music Department needs, and other operating costs. The Board of Directors shall also be responsible for reviewing any information from the Treasurer and Financial Manager every six (6) months.

- c) The Financial Manager and Treasurer will be responsible for keeping all records and reports up to date utilizing QuickBooks.
- d) Income Statement and Profit and Loss report will be presented to the Board at the monthly Board meeting for review.

### **Section 6.03 Bylaws**

- a) The Board of Directors, along with two (2) general members, shall review the Constitution and Bylaws at least every two (2) years.
- b) The updating of the Bylaws will be the responsibility of the Secretary and reviewed by the President and Director before presenting the new or updated Bylaws to the remaining Board members.

## **ARTICLE VII - COMMITTEES**

**Section 7.01** The Executive Board is responsible for forming committees when necessary. Creating a talented and diverse board is extremely important to the success of the IMA. The Board may form any type of committee it deems appropriate. The board can delegate certain powers to the committee for productivity. Committees should be added to the Bylaws when the Bylaws are updated.

- a) Financial Committee (see Section 6.02(a))
- b) The Hospitality Committee shall be responsible for all social functions of the Organization. All social functions are subject to the prior approval of the Executive Board.
- c) The Scholarship Committee shall be responsible for selecting recipients for the annual scholarships presented by the IMA at the end-of-year awards banquet. This committee shall consist of the chairperson and four (4) other general members. One (1) member of the committee, if possible, shall be a member from the previous year. Two (2) or more members shall be parents of sophomores or freshmen for the current year. No member of the committee may be a parent of a senior for the current year. No more than one (1) member of the same household may serve on this committee during the same year. This committee shall be appointed by the Executive Board in January and shall select scholarship recipients from those seniors who have applied. At the annual awards banquet, the chairman shall present two (2) or more scholarships to senior students in the Instrumental Music program, as stated in the scholarship eligibility requirements. The recipients of the scholarship shall remain anonymous to all except the chairman until the time the scholarships are presented.

## **ARTICLE VIII - DUES**

- a) Dues are not collected.

## **ARTICLE IX - STUDENT FINANCIAL RECORDS**

- a) Fundraising proceeds will be maintained in the IMA's operating account, and will be used to carry out the mission of the IMA.
- b) All fundraising activities and proceeds will be used to benefit all students in the Easton Area High School Instrumental Music Department, notwithstanding the levels of participation by each member or student in any given fundraising activity.

## **ARTICLE X - MEETINGS**

### **Section 10.01 Board of Directors Meeting:**

- a) Board of Directors' meetings shall be held monthly, a week before the general membership meeting, at such times and places as determined by the President.
- b) Board meetings are for the sole purpose to discuss upcoming fundraisers, financials, scheduling and to give direction to the other Board members.

### **Section 10.02 General Membership Meeting:**

- a) A general membership IMA meeting shall be held on the second Tuesday of each month. The Executive Board may change the meeting night to avoid conflicts with other Music Department or school events. Special meetings may be called at the discretion of the President and announced at least one (1) week prior to the meeting date.
- b) The final monthly general membership meeting of the administrative year will include summaries of all fundraisers and other pertinent reports.
- c) Parliamentary procedure shall be observed in accordance with Robert's Rule of Order (revised), except where they conflict with the Constitution and bylaws: in such cases, this Constitution and bylaws will govern.

## **ARTICLE XI - AMENDMENTS**

- a) Any proposed amendment to the Constitution and/or Bylaws of the Organization, other than those submitted by the Board of Directors under Article VI (Section 6.03) hereinabove, shall be submitted to the Board of Directors in writing by a general member and must be signed by no less than a quorum of general members. The Board of Directors must have the opportunity to review and discuss the proposals prior to presenting it to the membership for discussion at the next general meeting.
- b) These Bylaws may be amended at the following monthly meeting and an affirmation vote of two-thirds (2/3) of all ballots cast by general members shall be necessary for the adoption of any amendments. Voting shall be by secret ballot.
- c) Amendments so adopted shall take effect immediately upon adoption, unless otherwise stipulated

in the Motion and vote for such amendment.

**ARTICLE XII - ANTI-DISCRIMINATION POLICY**

- a) The IMA is an equal opportunity “booster club.” The IMA will not discriminate and will take measures to ensure against discrimination to any Board members and volunteers on the basis of creed, color, national origin, sexual orientation, or sex. IMA is an all inclusive association.

**ARTICLE XIII - ANTI-HARASSMENT POLICY**

- a) The IMA is committed in all areas to providing a safe environment that is free from harassment and takes a zero tolerance stance. Harassment based upon an individual’s sex, race, ethnic origin, age, sexual orientation, religion, or any other legally protected characteristics will not be tolerated. All including board members, chair heads, IMA volunteers and members are expected and required to abide by this policy.
- b) Sexual harassment is behavior of a sexual nature that is unwelcome and offensive to the person or persons it is targeted toward. Examples of harassing behavior may include unwanted contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, and displays of pornographic or sexually explicit pictures.

**ARTICLE XIV - EXISTENCE/ DISSOLUTION**

The IMA is intended to exist perpetually, in conjunction with the existence of the Easton Area High School Instrumental Music Department. The IMA, however, may be dissolved at a regular or special meeting upon the vote of 75% of the general membership, so long as a quorum of such general membership is present at the meeting. The Director(s) of the Instrumental Music Department must also be present at said meeting. In the event of any dissolution or other termination of the organization, all assets after payment of outstanding debts and other legal obligations shall be paid to Easton Area High School, Easton, Pennsylvania, to be used for the Easton Area High School Instrumental Music Department if it exists. Otherwise, use will be for other school music purposes.

April 2020

END of Constitution and Bylaws

Revised - July 2021

President - Jason Alley	_____
Vice President - Doris Lynch	_____
Financial Manager - Jennifer Smith	_____
Recording Secretary - Maureen Maryak	_____
Treasurer - Kara Howe	_____