

Constitution

Indian Valley Music Boosters

Article I

Name & Address

The name of this organization shall be Indian Valley Music Boosters.

Indian Valley Music Boosters

253 S Walnut St

PO Box 507

Gnadenhutten, OH 44629

ivmusicboosters@gmail.com

ivmusicboosters.org

Article II

Purpose & Objective (or Goals)

Section 1. Indian Valley Music Boosters is a non-profit organization organized exclusively for charitable purposes to support the Indian Valley Music Department of the Indian Valley Local School District under section 501(c)3 of the Internal Revenue Code or corresponding section of any further federal tax code.

Section 2. To encourage cooperation between the Music Departments, the School Board, the parents and students to build and maintain communication between band parents and/or guardians, and supporters of the organization which will help promote the general activities of the Music Departments and auxiliaries (Example: Flag Corp., Field commander, etc).

Section 3. To provide financial assistance for the Music Departments. This includes but is not limited to; funding co-curricular instruments, equipment, materials, travel over and above that provided by the Board of Education, to provide scholarship(s) for graduating student(s), to provide awards and recognition to members of the Music Department, to provide for other miscellaneous expenditures and support as determined by the Boosters and the Music Department Directors annually.

Article III

Membership

Membership: The membership of the organization will be composed as follows:

Section 1. An active member (voting privileges) will be a parent or guardian of a child/children currently enrolled in the Music Department of the Indian Valley School System.

Section 2. An associate member will be anyone who is interested in backing and promoting the activities of the Music Department of the Indian Valley School System.

Section 3. Any new associate must attend two consecutive meetings per school year to receive voting privileges for Booster activities and to be considered an active member. Voting privileges take effect at the third meeting.

Section 4. Any active member who misses more than three consecutive meetings will be considered an associate member. Any member that misses more than five meetings in a school year will be considered a new associate member.

Section 5. No dues shall be charged for membership in this organization.

Article IV

Meetings

Section 1. Regular meetings will be held once a month.

Section 2. Special meetings may be called by the Executive Committee.

Section 3. A quorum will consist of at least four active members.

Article V

Officers & Elections

Section 1. Officers: The officers of this organization shall be a President, two Vice Presidents, Secretary, an Assistant Secretary, a Treasurer, and an Assistant Treasurer. These seven elected officers shall constitute the Executive Committee. The Director or Directors of the Music Departments of the Indian Valley School System shall be ex-officio members of this group.

Section 2. Elections: A nominating committee of three members shall be appointed by the President at the April meeting. The committee shall contact members and obtain consent from at least two persons for each office. The committee shall present the names at the May meeting at which time nominations shall be by consent of the nominee. The elections shall be held at the May meeting. The term of office shall be June 1 through May 31.

Section 3. The officers will be elected by ballot at the regular meeting in May.

Section 4. Officers of the organization may be elected to the same office with no restriction on years of service.

Article VI

Committees

Section 1. This Organization will operate with a nominating committee and any additional committees will be appointed by the President.

Article VII

Funds

Section 1. This Organization will have one financial General Fund Operating account. All other organization expenses shall be paid by the general fund. Any other fundraiser not already designated shall deposit proceeds into this fund. All budgets will be determined by funds available as of the July Meeting date minus expected expenses. Budgets may be adjusted by a 2/3rds vote.

Uniform Reserve Fund

Set aside no less than 25% of each fundraiser for the purpose of maintaining & purchasing new uniforms and uniform accessories for the High School Marching Band, High School Choir Robes and MS uniforms/robes/Shirts.

Concession Stand Fund

Purchase new equipment to operate the concession stand. Purchase inventory and provide change. Profits are deposited during the season. At the end of a season profits are deposited to the General Fund, minus next season starting amount. This fund may also be used for setting up at fair's, festivals and fundraising events.

General Fund

To pay expenses at the Executive Committee's discretion. This includes but is not limited to new instruments, instrument repair, and competition fees/materials, music, equipment requested by The Directors, or other requests/needs presented to the organization.. Annual budget determination will be made by the budget committee.

Band Director's budget

To pay the expenses of the Middle school/High School band. Annual budget determination will be made by the budget committee.

Choir Directors Budget

To pay the expenses of the Middle school/High School Choir. Annual budget determination will be made by the budget committee.

Trip Budget

This fund is intended to assist in defraying costs for music program trips. Annual budget determination will be made by the budget committee. A starting budget for this fund will be established approximately 1 year prior to traveling. Specified fundraisers will be dedicated to creating the budget for the account.

Elementary School Budget

To pay the expenses of the elementary music department. Annual budget determination will be made by the budget committee.

Scholarship Fund

Awarding scholarships to deserving students and students in financial need. Annual budget determination will be made by the budget committee.

Article VIII

Policies

Section 1. Operate as a corporation not-for-profit under Section 1702.01 et seq., Ohio Revised Code. A copy of the Articles of Incorporation will be kept on file with the Secretary.

Section 2. This organization shall not make donations, gifts, or otherwise give money to any political organization, ballot measure, and/or candidate. This organization shall not accept donations, gifts, or other monies from any political organization, ballot measure, and/or candidate.

Section 3. Budget committee shall consist of 4 or more members appointed by The President.

Section 4. Audit of all treasurer's accounts annually.

Section 5. Fiscal year will be from July 1 through June 30 of each year.

Section 6: Compensation - Members of the Executive Board shall not receive compensation for services rendered to the organization.

Article IX

Dissolution

Section 1. Upon dissolution of the Organization and Corporation any assets remaining shall be dispensed to the Indian Valley Board of Education.

Article X

Amendments

Section 1. Amendments: The constitution and by-laws may be amended by a two-thirds vote of the members present at any regular meeting. The amendments must have been presented at one preceding regular meeting of the organization. A vote can be taken at the second regular meeting.

By-Laws

Indian Valley Music Boosters

Article I

Robert's Rules of Order

Section 1. The rules contained in "Robert's Rules of Order" shall govern the society in all cases to which they are applicable, and in which they are not inconsistent with the rules of order of this society.

Section 2. Regular members are members because they are the parents or legal guardians of a student who is active in Fifth (5th) Grade, Sixth (6th) Grade, Middle School or Senior High Music programs.

Section 3. Associate members, with voting privileges, are members who are interested in supporting the goals of this association.

Article II

Duties of Officers:

Section 1. The President shall preside at all meetings of the organization, appoint all committees and shall be an ex-officio member of all committees. The President shall break all ties by his/her vote. The President will not voice opinion when in roll of chairman. The President must have been an active booster for at least one year.

Section 2. The Vice-President(s) will, in the absence of the President, preside and perform the duties of the President. When circumstances make it necessary, he/she will assume the office of the Presidency. The Vice-President(s) will head all standing committees and supervise all projects.

Section 3. The Secretary will:

Keep the minutes of the meeting.

Record the minutes of the previous meeting.

Record the proceedings, not the debate.

Record the name of the member who introduced a motion, and the name of the member who seconded the motion.

Notify all committees of their appointments and business.

Take charge of all documents belonging to the organization when requested.

Sign official documents of the society when requested.

Call a meeting to order, in the absence of a President and Vice-President, and preside until the election of a chairman pro-term, which should take place immediately.

Have a list of all officers, board members and general membership.

Notify all members of meetings.

Conduct all correspondence as directed.

Read all correspondence at meetings.

Section 5. The Assistant Secretary will:
Perform duties as requested by the Secretary.

Section 6. The Treasurer will:
Receive and bank all monies due the organization.
Keep bookkeeping records of such funds.
Pay whenever possible by check, signed by the Treasurer.
Pay bills from officers and committees members only when clearly authorized and when receipts for expenditures are attached.
To disburse all monies as the organization may direct.
Present a statement of accounts at all business meetings.
To give a complete financial report in May. This report is to be audited, one year by a 3 member in house panel and the following year by an outside organization. This panel and auditing organization are to be appointed by the President at the April meeting.

Section 7. The Assistant Treasurer performs duties as requested by the Treasurer with the intention to succeed as the next Treasurer. These duties may include:
Make deposits
Take money to various events and fundraisers
Count money before and/or after the various events and fundraisers

Section 8: Directors of Music Programs: These members shall advise the organization concerning all work undertaken.

Section 9: Officers may be asked to resign due to Dereliction of duties. Dereliction of duties shall be determined by the Executive Committee based on concerns expressed by members of the booster organization. The recall motion is presented to the Booster membership at the next general meeting to the organization. If two-thirds of the voting membership approves the recall motion, the officer is removed from his/her position. The current President shall appoint a voting member to complete the term with the approval of the Executive Committee.

Article III

Committees

Section 1. Committees: There shall be a standing committee of a Nominating Committee. Any other committees will be appointed by the President as needed. The term of service on any committee shall be until the term of office is complete or the appointed committee has been dismissed by the Executive Committee.

Section 2. A Nominating Committee will be appointed from the membership by the President at the April meeting. This committee will nominate people from the membership to run for office.

Section 3. The Executive Committee shall have general supervision of the organization.

Section 4. The Executive Committee shall meet as necessary to discuss and determine necessary action between meetings. All pertinent business will be brought to the regular meeting before any action is taken. When not possible, the Executive Committee shall have the authority to take action, only in emergency situations.

Section 5. All standing committee members will be appointed by the President at the June meeting and they will serve a term of one year.

Article IV

Meetings

Section 1. Regular meeting dates for the year will be decided at the first June meeting of the organization.

Section 2. The election of officers will be held on the first meeting date in May, new officers will assume their duties in June.

Section 3. Special meetings of the Indian Valley Music Boosters may be called by the President or the Vice-Presidents in that order of priority. An attempt must be made to notify all members, 24 hours in advance of any special meetings.

Section 4. All officers are required to attend all regular meetings except in case of emergency.

Article V

Funds

Section 1. This Organization will have a general fund account which will be used to pay all expenses of the Organization. The Treasurer is the only person authorized to withdraw money from this account.

Article VI

Section 1. Purchases of uniforms, music, or any major items in the name of and for the use of the Music Departments of Indian Valley School System shall be made only upon the advice of the Music Director or Directors. All such items become the immediate property of the Indian Valley School System.

Section 2. If any funds are to be transferred out of the General Fund account it will be done so by majority vote.

Article VII

Section 1. 4 Members will form a quorum.

Article VIII Agenda:

Section 1. The following agenda is suggested for use at the Music Booster meetings. An agenda will be visible at each meeting.

Agenda Indian Valley Music Boosters

1. Call to Order
2. Reading of Minutes
3. Secretary's Report
4. Director's Reports
5. Treasurer's Report
6. Old Business
7. New Business
8. Future Agenda Items
9. Motion to pay bills
10. Adjournment

Constitution and Bylaws approved 2/7/2019