

INDIANOLA MUSIC BOOSTERS
BYLAWS
March 23, 2015

Article 1: General

1. **Name.** The name of this organization shall be "Indianola Music Boosters".
2. **Address.** Correspondence shall be sent to: Indianola Music Boosters, P.O. Box 9, Indianola, Iowa 50125
3. **Purpose.** The purpose of this organization is to provide advocacy for the music programs in the Indianola Community School District. This may be done through activities such as fund-raising, publicity, volunteer assistance and others.
4. **Tax-exempt status.** The officers shall make all reasonable efforts to keep the organization qualified as a tax-exempt organization under the appropriate section(s) of the United States Revenue Service code as amended and revised from time to time.

Article 2: Membership

Membership is open to all parents and guardians of students in music programs in the Indianola Community School District, and other interested persons. Indianola School District music staff members are ex officio, non-voting members.

Article 3: Officers and Duties

1. **Officers.** Officers shall be: president, vice president/president elect, secretary, financial secretary, and treasurer.
2. **Election.** Officers shall be elected annually at the June meeting.
3. **Terms of office.** Terms of each office shall be one year in length, beginning at the close of the June meeting and continuing through the June meeting of the following year. The offices of financial secretary and treasurer may be held by the same person. No other officer may hold more than one office.
4. **Vacancies.** A vacancy in any office may be filled by appointment by the president for the unexpired portion of the term.
5. **President.** The president shall call and preside over all meetings, appoint standing committee chairpersons, appoint ad hoc committee chairpersons, and appoint a nominating committee and an audit committee at the April meeting.
6. **Vice President.** The vice president shall work with the president, assume duties in the absence of the president, and be the liaison for the fund-raising committees and the membership.
7. **Secretary.** The secretary shall take minutes of all meetings, send correspondence, and keep records of all minutes and communications.
8. **Financial Secretary.** The financial secretary shall receive and deposit all monies for the organization, deliver a report of them to the treasurer, and make regular financial reports to the membership.
9. **Treasurer.** The treasurer shall disburse monies according to membership approval, maintain records of all accounts, make regular financial reports to the membership, and present the books annually for audit.

Article 4: Committees

Committee chairs shall be responsible for recruiting their committee members and for communicating their activities to the president or vice president regularly and to the general membership at regular meetings.

A. Standing Committees

1. **Public Relations.** This committee is responsible for developing and implementing informational communications for parents and the general community to encourage involvement of parents in supporting the music program. This may involve flyers, school announcements, the local newspaper, and online media.
2. **Patron Program.** This committee is responsible for developing and implementing mailings to parents, community members, and businesses with requests for monetary donations, and for maintaining a database of contributors.
3. **Sunshine.** This committee is responsible for organizing activities to support, encourage, and congratulate music students in the Indianola School District.

B. Ad Hoc Committees

1. **Fund-raising.** These committees are responsible for designing and implementing specific fund-raisers. The vice president will serve as the liaison for each of these committee chairs.
2. **Festivals and Events.** These committees shall provide organizational assistance and volunteer recruiting for special music events held in the district's facilities. This includes, but is not limited to, All-State auditions and CIML solo and ensemble contests.
3. **Concessions.** This committee shall provide organizational assistance and volunteer recruiting where concessions are required at special music events held in the district's facilities. This includes, but is not limited to, Jazz/Show Encounter, All-State auditions and CIML solo and ensemble contests when held in Indianola.
4. **Scholarship.** This committee is responsible for promoting and administering the scholarship program of the Music Boosters.
5. **Nominating.** This committee shall consist of at least two members, appointed by the president at the April meeting, to present a slate of candidates at the June meeting.
6. **Audit.** This committee, consisting of two members appointed by the president at the April meeting, shall audit the books after the May meeting and present their report at the June budget meeting.

Article 5: Meetings

1. **Regular meetings.** Meetings shall be held once a month, except during July.
2. **Officers.** Officers may meet as needed.
3. **Committees.** Committees shall meet as needed.

Article 6: Authority

The membership alone shall have the right of decision, subject to the provisions of these bylaws. Any officers or committees within the organization shall have no authority beyond that conferred upon them by the bylaws or the membership.

Article 7: Rules of Governing

1. **Conduct.** Meetings shall be conducted according to Robert's Rules of Order.
2. **Quorum.** Members present at any meeting shall constitute a quorum of the membership,
3. **Voting.** In all matters calling for a vote, except for amendment of these bylaws, a simple majority is required to carry a motion. Ex officio members shall not vote.

Article 8 – Financial Accounting and Reporting

1. **Financial Accounting and Reporting.** This is the basis for spending Indianola Music Boosters funds. It provides for budget control, monitoring and use.
2. **Funds.** All funds raised by or donated to the Indianola Music Boosters shall be deposited into a single operating fund account; and are to be used solely for funding the operations of the Indianola Music Boosters organization and the music programs of the Indianola Community School District.
3. **Availability.** All areas of the Indianola Community School District music programs are eligible to receive funds from the Indianola Music Boosters.
4. **Fiscal Year.** Fiscal year for Indianola Music Boosters shall be from June 1 to May 31.
5. **Budget.** The annual budget meeting shall be set in June for the following fiscal year, the budget shall be presented for approval by the Indianola Music Boosters membership at the August meeting.
6. **Operating Budget.** Each major Indianola Music Boosters event, large fundraiser, and other committees that require funding, will have an operating budget approved by the membership after the annual budget meeting for the new fiscal year. These funds are dispersed as needed, without additional approval, by the treasurer in compliance with article 8.8. Funds committed to specific operating budgets but not disbursed will remain within the specific operating budget until disbursed or the group is closed.
7. **Budget Exceptions.** All established budgets must adhere to the standard Indianola Music Boosters Chart of Accounts. All budget exceptions must be approved by the Indianola Music Boosters membership prior to the commitment of funds.
8. **Fund Dispersion.** The Treasurer shall disperse only those funds that are shown in an existing, approved, operating budget or those funds approved on an individual basis by the Indianola Music Boosters membership.
9. **Accounting & Reporting.** The Treasurer and/or Financial Secretary shall consolidate all operating funds into a single Indianola Music Boosters account, and shall keep current accounting records for use at all Indianola Music Boosters meetings. These consolidated Indianola Music Boosters funds and reports shall provide the basis for making any additional funding year decisions.
10. **Audit.** The treasurer shall present the books at the end of May for the annual audit. The annual audit will be completed in June following the fiscal year closing of book.
11. **Taxes.** Annually, the treasurer shall file all income statements and forms as required by that current year's IRS code as scheduled by the IRS.

Article 9: Amendment of Bylaws

These bylaws may be amended at any regular meeting of the organization by a two-thirds vote, provided the amendment was submitted in writing and read aloud at the previous regular meeting.

These bylaws were amended by the membership of this organization on, March 23, 2015.

_____, President

_____, Secretary

_____, Vice President

_____, Treasurer