

**Constitution of the**  
**San Luis Obispo Instrumental Music Boosters Association**

**Article 1 – Name, Address, Records**

The name of the organization shall be San Luis Obispo Instrumental Music Boosters Association, hereafter referred to as SLO-IMBA.

**Article 2 – Purpose Section**

**Section 1:**

The purpose of SLO-IMBA shall be to promote and encourage support for the San Luis Obispo Instrumental Music Program, hereafter called the Program, with the following objectives:

- a. to provide financial, logistical, and moral support.
- b. to aid the Program in such a manner as members of SLO-IMBA and the Instrumental Music Directors shall deem appropriate.
- c. to serve as a means of communication to keep parents informed as to the activities and projects of the Program.
- d. to provide for the Program members those things over and above that which is provided by the school board, such as funds for any projects, activities, or trips that might be proposed and approved.

**Section 2:**

Groups so supported in the Program include but not limited to all instrumental groups and Color Guard at San Luis Obispo High School and Laguna Middle School, hereafter referred to collectively as the Performance Groups.

**Article 3 – Structure of Organization**

Under the provisions specified in the Bylaws, SLO-IMBA shall be governed by the elected officers, known as the Executive Board, and the membership, with the cooperation of the school Instrumental Music Directors.

## **Bylaws of the San Luis Obispo Instrumental Music Boosters Association**

### **Article 1.1 – Membership**

Membership in SLO-IMBA shall be open to any person or legal entity willing to promote the purpose of the organization. Alumni, parents and guardians of students currently enrolled or of alumni are automatically members. Only members who are parents and/or guardians of a currently enrolled student or of alumni are eligible to be elected to the Executive Board or considered for another position or office.

Officers of the Student Band Board, which include President, Vice-President, Secretary/Registrar, Treasurer, and Drum Major shall be ex-officio, non-voting members of SLO-IMBA. Officers of the Student Band Board and Performance Group members may attend meetings.

### **Article 1.2 - Non-Discrimination Statement**

SLO-IMBA does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our organization.

### **Article 2.1 –Executive Board**

#### **Section 1: Offices**

The officers of SLO-IMBA's Executive Board shall be the President, Vice-President of Operations, Vice-President of Fundraising, Secretary, and Treasurer, and shall serve for an annual (twelve month) term, beginning at the June meeting, without compensation. With the exception of Treasurer, all positions may have co-officers. Each co-officer is entitled to vote. In case of a tie, the Treasurer will supply the tie-breaking vote. If the Treasurer is absent, the Secretary will supply the tie-breaking vote. Executive Board Officers of SLO-IMBA may be re-elected. Any member of the organization in good standing, shall be eligible to serve as an officer. All officers shall deliver to their

successors all official material and property of the organization in their possession after the June meeting and prior to the August meeting.

If the Instrumental Music Directors and/or the Executive Board determine that an officer or a committee member is not fulfilling their duties of office, the Instrumental Music Directors and/or Executive Board hold the right to terminate that person from office.

The Instrumental Music Directors may participate in an advisory capacity. The Instrumental Music Directors and assistants shall be ex-officio, non-voting members. During its term, the Executive Board shall be vested with complete authority over all facets of management and operation of SLO-IMBA, which authority it may delegate to officers at its sole discretion. This authority shall include all decisions concerning financial matters and expenditures regarding SLO-IMBA activities, including but not limited to, decisions regarding the purchase of music equipment, festival fees, special event costs, funding for music coaches, supplies, fundraising, transportation and lodging expenses and related activities. Only a duly authorized officer of the Executive Board, with prior authorization of the Executive Board, is authorized to commit SLO-IMBA to financial commitments, contracts or agreements with the prior authorization of the Executive Board.

### **Section 2: Nominations**

The nominating committee for the following year's slate of officers shall consist of an appointed Chairman and two other members. The nominating committee shall be appointed by the Executive Board no later than the March general membership meeting. The nominating committee must present its slate of officers, selected from the current membership, at the April meeting, with nominations being accepted from the floor, with the consent of the nominee.

### **Section 3: Elections**

Election of officers will take place at the May meeting and the officers will assume their duties in June. A simple majority of the membership in attendance is required for the election. If there is only one candidate for an office, the election shall be by voice vote. If there is more than one candidate for an office, the election shall be by ballot. If three or more nominees run for a single office position, and no nominee receives a simple

majority, a second vote will be conducted with consideration given only to the top two nominees from the first vote.

Vacancies that occur in offices other than the President shall be filled by appointment by the Executive Board. In the event of a presidential vacancy, refer to Article 3, Section 4 of these Bylaws.

#### **Section 4: Duties of the Executive Board**

##### **President:**

- a. shall preside at all meetings of SLO-IMBA and the Executive Board.
- b. shall appoint all chairpersons of standing and special committees, subject to approval of the Executive Board, and be a member ex-officio of all committees.
- c. shall act as liaison between the Instrumental Music Directors and SLO-IMBA
- d. shall have the authority to commit SLO-IMBA for amounts up to \$500.00 per month not to exceed \$2,000 per fiscal year, providing written explanation at the next Executive Board meeting.
- e. shall chair the Budget Committee.
- f. shall from time to time, but no less than once every three months, review the bank accounts of SLO-IMBA. If the President and Treasurer are from the same immediate family, the President shall appoint another to perform this review in his/her stead.
- g. shall be authorized to sign checks.

##### **Vice-President of Operations:**

- a. shall assist the President as directed.
- b. shall assume all duties of the President in his/her absence.
- c. shall oversee and coordinate the duties of such committees as Field Equipment, Prop Building and Concert Season Equipment.
- d. shall be responsible for the organization of transporting the equipment to performance sites and the maintenance of the equipment.
- e. shall give the Secretary an updated list of members of each committee.
- f. in the absence of the Treasurer, will have authority for deposits and disbursements of funds as directed by the Executive Board.

##### **Vice-President of Fundraising:**

- a. shall assist the President as directed.

- b. shall be responsible for all fundraising activities in which SLO-IMBA engages and appoint a Chairperson for each fundraising event.
- c. shall give the Secretary an updated list of members for each committee.

**Secretary:**

- a. shall keep an accurate record of the proceedings of all meetings of SLO-IMBA and the Executive Board. Minutes taken during the previous month will be given to the officers of the Executive Board at least one week prior to the next scheduled meeting.
- b. shall prepare a list of unfinished business items for the President and assist with preparation of the agenda.
- c. shall be prepared to present and refer to minutes of previous meetings.
- d. shall make corrections to the official minutes and enter amendments to the Bylaws.
- e. shall keep current lists of membership and committees, as well as a copy of the Bylaws.
- f. shall conduct all the necessary correspondence of SLO-IMBA, keeping a file of all communications and flyers.
- g. shall be in charge of promoting membership and be Chairperson of the Membership Committee.
- h. shall oversee and coordinate the duties of such committees as Hospitality and Publicity.
- i. shall send out e-mails to members of SLO-IMBA and the Instrumental Music Directors as requested by the President and the Executive Board.

**Treasurer:**

- a. shall receive all funds due SLO-IMBA and issue appropriate receipts, and be solely responsible for the timely deposit of funds in a designated depository determined by the Executive Board.
- b. shall pay all bills authorized for payment by the Executive Board, only after reviewing the supporting invoice and/or receipt and budget authorization.

- c. shall keep an accurate accounting record of receipts and disbursements, maintaining all records, organizing invoices and receipts supporting disbursements and make this record available upon request to the Executive Board.
- d. shall prepare and present monthly financial statements at every SLO-IMBA meeting and at other times when requested by the Executive Board, including a list of all expenditures.
- e. shall make a full, annual report to SLO-IMBA.
- f. shall prepare an annual budget with the President and Instrumental Music Directors to be approved by the Executive Board at the August Board meeting.
- g. shall present the approved annual budget to the general membership at the August SLO-IMBA meeting.
- h. shall advise the Executive Board on all financial matters and shall comply with government requirements relative to financial reporting and regulatory filings.
- i. shall file all required tax returns and documents.
- j. shall be authorized to sign checks.

### **Article 3.1 – Executive Board**

#### **Section 1:**

The Executive Board shall consist of the elected officers of SLO-IMBA.

#### **Section 2:**

The Executive Board shall provide organizational leadership for SLO-IMBA and its various committees.

#### **Section 3:**

The Executive Board may authorize payment of routine organizational bills within the limit of the approved budget. All other bills submitted for payment must be voted on by the Executive Board, or, if over five hundred dollars (\$500.00), by the general membership and approved by the simple majority of those present.

#### **Section 4:**

The Executive Board shall fill any vacancy at a regularly scheduled meeting subject to the approval of the general membership.

#### **Section 5:**

At the June meeting, each newly elected member of the Executive Board shall be given a copy of these Bylaws and shall be responsible for making a thorough study of them. Any amendments, if any, must be made before the next general meeting, at which time the Bylaws will be presented. If amendments are made and agreed upon, the Bylaws will be voted on by the general membership in accordance with Article 10, Section 1. If no amendments are made, the Bylaws will be voted on and signed into effect.

**Section 6:**

The Executive Board shall establish an operating budget for the fiscal year before the first SLO-IMBA meeting of that year. The Budget Committee shall consist of the Treasurer, the past Treasurer, the Instrumental Music Directors and the President. The meeting is open to outgoing and incoming Executive Committee members.

**Article 4.1 – Meetings**

**Section 1: General Meetings**

SLO-IMBA meetings shall be held each month during the third week of the month when school is in session. Day and time will be announced at the August Executive meeting. There will be no meeting in July. In the event of a schedule conflict with a music department program, a meeting may be rescheduled. June is the last meeting of the school year. This meeting shall be known as the annual meeting at which time annual reports shall be received except the Year-End Financial Report which is due after 7/31. The Treasurer will report in August. Additionally, newly elected Executive Board officers start their duties at this meeting.

**Section 2. Executive Board Meetings**

Meetings of the Executive Board will be held quarterly at a minimum. (An Executive Board meeting in August is recommended to amend and approve the Bylaws and set a budget.) At the beginning of his/her term of office, the incoming President shall call a meeting of the new Executive Board and Chairs of all Standing Committees for the purpose of planning activities for the upcoming year. A report of business transacted at each Executive Board meeting shall be made by the President at the following general membership meeting.

**Section 3: Special Meetings**

Special meetings of SLO-IMBA or the Executive Board may be called by the President, or the Instrumental Music Directors, or by request of five members of the association, provided notice has been given to the membership. No business may be transacted than that for which the special meeting was called.

**Section 4: Quorum**

A simple majority of the members present and voting shall be sufficient to carry a motion.

**Section 5: Order of Business**

1. Call to order
2. Secretary's report
3. Vice Principal's Report
4. President's Report
5. Treasurer's report
6. VP Fundraising Report
7. VP Operations Report
8. Laguna Representative Report
9. Instrumental Music Directors Report
10. Color Guard Coach/Liaison Report
11. Band Board Report
12. Ongoing business and Committee Reports
13. New business
14. Adjournment

**Section 6: Procedure**

The aforementioned constitution and Bylaws shall govern the association.

**Article 5.1 – Committees****General Guidelines:**

Standing Committees are those that function year-round or that have significant impact upon total operation of SLO-IMBA. These committees, listed below, shall consist



of members from the general membership and shall not be limited in number. Special Committees may be established by the Executive Board for specific assignments from time to time throughout the year. These may include: awards, specific fundraisers, band camp advisory, banquet, parties, concessions, trailer, office help, and all special projects. A chairperson shall have general supervision of the committee, shall hold meetings and conduct business when necessary, shall submit a report to the Executive Board Secretary one week before the Executive Board meeting and then present that report at the next general meeting.

### **Section 1: Standing Committees**

#### Budget Committee

- a. shall consist of the Treasurer, the past Treasurer, the Instrumental Music Directors, and the President.
- b. shall prepare and submit to the association a proposed budget at the first regular meeting of the year.

#### Nominating Committee

- a. shall consist of the President, the Instrumental Music Directors, and two volunteer members.
- b. shall consider candidates for nomination to the Executive Board and prepare a slate for presentation to the Executive Board and the general membership at the May meeting.

### **Uniforms Committee (Marching Band, Jazz Band, Honors Wind Ensemble, Symphonic Band, Color Guard)**

- a. shall coordinate the fitting, issuance, maintenance, and collection of required uniforms, gloves, shoes, hats, etc.
- b. shall coordinate the ordering and storing of travel bags, jackets, sweatshirts, t-shirts, etc.
- c. shall assist all students in maintaining a high standard of appearance at competition events.
- d. shall maintain an adequate inventory of grooming equipment, supplies, gloves, etc.

#### **Color Guard Representative**

- a. shall attend fall and winter (if there is Winterguard) SLO-IMBA meetings and serve as liaison between the association and the Color Guard.

### **Publicity Committee**

- a. shall gather, publish and distribute all important information about the activities, accomplishments, and projects of the Performance Groups, their members and SLO-IMBA
  - 1. The Student Band Board shall be responsible for the duties of Historian (i.e. yearly slideshow, storing photos, scrapbook).
- b. shall be responsible for maintaining the website.
- c. shall be responsible for all publicity for all SLO-IMBA and student activities prior to an event and after all events. This includes preparing press releases and notifying local newspapers, radio stations, cable channels, and distribution of flyers as well as preparing principal's newsletter entries to be sent to the Directors by Tuesday morning each week. All communications must be pre-approved by the Instrumental Music Directors.
- d. shall gather all information to prepare and print the programs for all concerts, festivals, and events we host.

### **Alumni Liaison Committee**

- a. shall compile and maintain a current list of alumni names, addresses, phone numbers and e-mail addresses.
- b. shall coordinate email notification of alumni regarding band activities as needed and or directed by the Instrumental Music Directors or the Executive Board.
- c. shall act as a consultant, resource, advocate, and liaison between the alumni and the active membership of SLO-IMBA.

### **Events / Travel Committee**

- a. shall assist the President and the Instrumental Music Directors with duties relating to competitions and events throughout the school year.
- b. In cooperation with the Instrumental Music Directors, shall investigate, plan, and arrange details of trips by the Performance Groups.

### **Hospitality Committee**

- a. shall provide all food, beverages, and related supplies needed for any Performance Group event.
- b. shall organize food donations and volunteers.
- c. shall act as host at all general meetings, greeting guests and members, and providing refreshments when requested by the Executive Board.
- d. In conjunction with the Instrumental Music Directors, shall assist in organizing events for students and SLO-IMBA members, such as an end-of-the-year dessert reception.

#### **Fundraising Committee**

- a. shall be under the direction of the Vice President of Fundraising.
- a. shall recommend ways of raising funds necessary for financing the activities of SLO-IMBA.
- b. shall coordinate and implement ideas upon approval of the Executive Board and the membership.
- c. shall keep records of all suppliers and project evaluations.

#### **Audit Committee**

- a. shall consist of two or more members, appointed by the President, to audit the books of the Treasurer each year at the end of the fiscal year.
- b. Upon completion of the audit, shall submit its report to the Executive Board.

#### **Volunteer Committee**

- a. shall enlist parents to act as volunteers and chaperones for any performance activity as deemed necessary by the Instrumental Music Directors.
- b. shall prepare volunteer sign-up forms to distribute at the first meeting of the year and collect the completed forms.
- c. shall recruit and assign volunteers to the opportunities available and contact these volunteers by phone or e-mail to confirm.

#### **Field Equipment / Maintenance Committee**

- a. shall supervise activities and the crew associated with the placement and removal of pit instruments and props at competitions during field show season.
- b. shall arrange for transportation of equipment to off-site performances, reserving trucks & trailers as needed, and arranging for drivers.

- c. shall supervise the loading and unloading of the equipment truck and or trailer.
- d. shall be under the direction of the Vice President of Operations.

### **Concessions Committee**

- a. shall coordinate and instruct volunteers for concession table at home football games
- b. shall coordinate concessions for additional events as decided on during SLOIMBA meetings

### **Band Camp Committee**

- a. Shall be responsible for planning band camp with the High School instrumental music Director. Responsibilities include ensuring helping to coordinate an appropriate budget and site as well as working with other committees as needed for food, transportation and volunteers.

### **Laguna Middle School Band Committee**

- a. shall consist of at least one parent of a Laguna Middle School Band student
- b. shall provide communication between the Laguna Middle School Band students/parents and SLOIMBA.

### **Section 2: Vacancies of Committees**

The creation, disbanding, and refilling of vacancies of Standing Committees and Special Committees shall be at the discretion of the Executive Board in consultation with the Instrumental Music Directors.

### **Section 3: Committee Finances**

Any committee may be given a monetary advance to set up a project by majority action of the Executive Board. All bills for approved expenses incurred by a committee should be forwarded to the Treasurer so that vouchers may be prepared for payment. Committees engaging in fundraising projects or entering into contracts must have approval by a majority of the Executive Board before the association's name may be used or for financial obligations incurred.

## **Article 6.1 – Finances**

**Section 1: Fiscal Year**

The fiscal year shall be from August 01 to July 31. Financial records shall be submitted for audit within thirty (30) days after the end of the fiscal year.

**Section 2: Non-profit Organization**

SLO-IMBA shall be a non-profit organization, established with a tax-exempt status under Section 501c (3) of the Internal Revenue Code. Said organization is organized exclusively for charitable and educational purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501c(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

**Section 3: Monies or Funds Raised**

Monies or funds raised by, for, or in the name of, or under the sponsorship of SLO-IMBA become the property of SLO-IMBA. Such funds are to be used only to cover minimal operating expenses and to support approved projects and activities of the Program.

**Section 4: Honors, Finals, Summer Camp Scholarships, Leadership Camp**

SLO-IMBA may fund program-related expenses for students attending Leadership Camps, Summer Programs, and other programs which directly relate to the development of student musicians participating in the Performance Groups. Approval of these expenditures will be done by simple majority vote at a general membership meeting if not otherwise included in the annual budget.

**Article 7.1 – Limitation of Liabilities****Section 1:**

SLO-IMBA shall only be responsible for bills necessary to run the association. No officer or member shall make or incur any debt or liability in the name of SLO-IMBA or on its behalf unless duly authorized by the Executive Board.

**Section 2:**

SLO-IMBA shall not be liable for any lawsuits to them by any other groups or public persons, for injury to a person, or for lost or broken instruments.

**Section 3:**

By Law amendments, if approved, are to be incorporated into the final constitution within one month of approval.

#### **Article 8.1 – Dissolution**

The property of SLO-IMBA is irrevocably dedicated to charitable and educational purposes. No part of the net income or assets of this association shall ever inure to the benefit of any Directors, officer, member thereof, or to the benefit of any private persons. Upon dissolution of SLO-IMBA, its remaining assets, after payment, or provision for payment, of all debts and liabilities of the association, shall be distributed to the San Luis Obispo High School Instrumental Music Department, if it is then in existence and exempt under Section 501c(3); but if not then in existence or exempt, to another San Luis Obispo High School organization, which is organized and operated exclusively for charitable and educational purposes and which has established its tax-exempt status under Section 501c(3) of the Internal Revenue Code.

#### **Article 9.1 – Standing Rules**

##### **Section 1:**

All matters pertaining to the activities, events, and projects of the Program and of SLO- IMBA must meet with the approval of the Instrumental Music Directors and must be in keeping with the policy of the San Luis Coastal Unified School District.

##### **Section 2:**

SLO-IMBA shall in no way control, direct or set policy as to the curriculum of the San Luis Obispo High School Music Program.

##### **Section 3:**

SLO-IMBA shall maintain a post office box for the purpose of having an address and receiving mail. The keys to said box shall be retained by the President and the Treasurer.

##### **Section 4:**

Any property purchased with SLO-IMBA funds is the sole property of SLO-IMBA and may not be gifted, loaned, borrowed, transferred, rented, traded, or sold to any other person or entity without the prior written authorization and vote of the Executive Board. The SLO-IMBA logo is the sole property of SLO-IMBA and may not be used by any person or entity without the written authorization and vote of the Executive Board.

**Section 5:**

Each member shall have an equal right to speak on all matters brought before the association. Persons granted the right to speak will give their names. Political speakers will not be allowed to occupy the time of the association.

**Section 6:**

Should any grievance arise within the association, the Executive Board, and or the Instrumental Music Directors, the following steps shall be taken:

1. The grievance shall be specified in writing and given to the Executive Board for resolution.
2. If unresolved, the grievance shall be taken to the San Luis Obispo High School administration.
3. If further action is necessary, the grievance shall be taken to the Board of Education.

**Section 7:**

This association must abide by state law. If any provision of the Bylaws conflict with state laws, the appropriate provisions of state laws will take precedence over the Bylaws.

**Article 10.1 – Amendments****Section 1:**

Additions to, or amendments of, the Bylaws must be presented in writing to the general membership one month prior to being voted on by the general membership. All resolutions, with the names of the persons making the motion and seconding, must be presented in writing in correct form to the Secretary of the Executive Board. A simple majority vote of the membership in attendance shall be sufficient to amend the Bylaws.

**Signatures**

The below named officers of the Executive Board of SLO-IMBA certify these Bylaws have been duly presented and accepted by a simple majority of the association’s members present during the meeting held on September 13, 2021. The Executive Board, as appropriate, will implement changes pursuant to ratification of these Bylaws.

	Name	Signature	Date
President:	_____	_____	_____
Vice-President of Operations:	_____	_____	_____
Vice-President Fundraising:	_____	_____	_____
Treasurer:	_____	_____	_____
Secretary:	_____	_____	_____
Instrumental Music Directors:	_____	_____	_____

Proposed: \_\_\_\_\_ (date)

Adopted: September 13, 2021

Amended: June 21, 2022



Amendments

Date: September 13, 2021

Article #: \_\_\_\_\_

Statement of changes:

Added Article 1.2 – Non-discrimination statement

Article 2.1 section 4 : Deleted “d. shall co-sign checks with the Treasurer and other authorized board members after verifying that all payments are authorized expenditures.

Added “f. shall from time to time, but no less than once every three months, review the bank accounts of SLO-IMBA. If the President and Treasurer are from the same immediate family, the President shall appoint another to perform this review in his/her stead.”

Article 5.1, Band Camp Committee: Amended “ensuring helping to coordinate an appropriate site” to “ensuring helping to coordinate an appropriate budget and site”.

Signatures of Executive Board members certifying change:

	Name	Signature	Date
President:	_____	_____	_____
Vice-President of Operations:	_____	_____	_____
Vice-President of Fundraising:	_____	_____	_____
Treasurer:	_____	_____	_____
Secretary:	_____	_____	_____
Instrumental Music Directors:	_____	_____	_____

Proposed: \_\_\_\_\_ (date)

Adopted: \_\_\_\_\_ (date)

Amended: September 13, 2021 (date)