

BY LAWS
of the
Elk Grove Instrumental Music Association
(EGIMA)

Article 1. Duties of Officers

Section 1. PRESIDENT: The President shall preside at all general and special meetings of the Elk Grove Instrumental Music Association (further referred to as EGIMA) and of the Executive Board, appoint all committee chairmen, both standing and special, shall be ex-officio member of all committees except the nominating committee and shall be the spokesman for EGIMA in all external affairs.

Section 2. FIRST VICE-PRESIDENT: The First Vice-President shall assume the duties of the President in his/her absence. Standing committees shall report to the First Vice-President and shall work closely with and assist the President in the decision making process. The duties will include special events (i.e. Pop & Pizza Concert and the Middle School Festival).

Section 3. SECOND VICE-PRESIDENT: The Second Vice-President shall assume the duties of the First Vice-President in his/her absence. The Second Vice-President shall also be the Fundraising Chairman and shall be responsible for the execution of all fund-raising activities approved by the majority of the Executive Board.

Section 4. TREASURER: The Treasurer shall be responsible for the collection, deposit and disbursement of all funds due to or payable by EGIMA as approved by the majority of the Executive Board and consistent with the intent of these by-laws.

Section 5. RECORDING SECRETARY: The Recording Secretary shall keep records and minutes of all general, special and Executive Board meetings. The Recording Secretary will perform other duties as the office may require or as may be assigned by the President. The Recording Secretary shall further keep a record of the current membership.

Section 6. CORRESPONDING SECRETARY: The Corresponding Secretary shall be responsible for all correspondence received/sent by EGIMA. The Corresponding Secretary shall further be responsible for the preparation and distribution of the EGIMA Newsletter to the membership at least three times a year.

Section 7. DIRECTORS OF ORCHESTRA AND BAND DEPARTMENTS AND IMMEDIATE PAST PRESIDENT: The Directors of the Orchestra and Band Departments and the Immediate Past President shall serve in an advisory capacity for all officers and shall not be voting members of the Executive Board.

Article 2: The Executive Board

Section 1. The Executive Board shall be composed of the elected Officers of EGIMA. The Elk Grove High School Orchestra Director, the Elk Grove High School Band Director, and the Immediate Past President of EGIMA shall serve on the Board in an advisory capacity.

Section 2. The business and affairs of EGIMA shall be conducted and managed by the Executive Board.

Section 3. The Executive Board shall meet at the direction of the President. All Executive Board meetings will be open with the exception of Executive Sessions. If participation is requested at a Board meeting, it must be presented in writing to the President one week prior to the meeting.

Section 4. A majority of the elected members of the Executive Board shall constitute a quorum, for the transaction of all business, at meetings of the Board.

Section 5. Unless otherwise provided in these By-Laws, all resolutions, appointments, appropriations, directions or other acts of the Executive Board shall be by a majority of those present and constituting a quorum at any Board meeting.

Section 6. Any elected member of the Executive Board or an appointed member of a committee or a representative of EGIMA may be removed from any such office or position: due to failure to perform the duties of that office or position properly. Such removal shall be made and approved by a vote of two-thirds of the remaining Executive Board, with due notice being given in writing, to the recipient of such action.

Article 3: Meetings

Section 1. General meetings of EGIMA will be held twice a school year, date and time to be determined by the Executive Board. The EGIMA meeting announcement will be sent out before each General meeting or when needed.

Section 2. Special meetings may be called by the President or a quorum of active members. A written notice to the entire membership is mandatory to hold such a meeting. A quorum equals two-thirds (2/3) members present.

Article 4: Finance

Section 1. The fiscal year of the Elk Grove Instrumental Music Association shall coincide with the term of office of the newly elected officers. (June 30 annually)

Section 2. Upon election to office, the newly elected President, First Vice-President and Treasurer shall meet with the outgoing President, First Vice-President and Treasurer to affect the necessary transfer of signature authority for disbursement of funds of EGIMA. All demand deposits shall be deposited in a financial institution approved by the majority of the Executive Board.

Section 3. Three (3) signatures shall be on record at the approved financial institution, to wit: the Immediate President, first Vice-President, and Treasurer. Two (2) of the aforementioned signatures shall be required to issue checks of more than seventy-five (\$75.00). In the event that an expenditure, previously approved by the executive board, that requires the issue of a check for an amount in excess of seventy-five dollars (\$75.00), and the second of the two aforementioned signatures cannot be obtained within a reasonable time frame, the Treasurer will execute the following procedure:

1. The Treasurer shall transmit an e-mail message to all executive board members explaining the situation and requesting approval to issue the check, by e-mail reply from each member.
2. Upon receiving such approval from a majority of board members, the Treasurer shall issue the check with the Treasurer's signature.
3. The Treasurer shall include copies of both the original and reply e-mail messages with the periodic financial report to the executive board.

Section 4. All expenditures in excess of seventy-five (\$75.00) must be approved by the majority of the Executive Board.

Section 5. All Fundraiser Chairpersons shall provide complete written reports of goods and monies handled in the course of each project within one week of completion. All monies, receipts, invoices and student credits will be submitted to the Treasurer. Written reports of goods shall be submitted to the Second Vice-President. All requests for advances for a specific project shall be made to the Treasurer by the Fundraiser Chairman.

Section 6. The individual student credits, earned from fundraising projects, may be used by the students when a trip or approved usage event occurs as determined by the Executive Board. Unused credits, if any, remaining at the end of the student's participation in orchestra or band will be automatically transferred to the general fund. If the student has a sibling in the orchestra or band program in the immediately following school year, the credits, if any, may be transferred within the student's family. Student credits will not be used to cover expenses incurred by EGIMA.

Section 7. The Treasurer will prepare a financial report to be presented at all the General and Executive meetings. The Treasurer will prepare an annual financial report on all finances and funds of EGIMA to be audited in June of each year by such persons selected by the Executive Board. A copy of the financial report shall be available for inspection by the membership present at the first General meeting (in the Fall) of each school year. The Treasurer is also responsible for filing the tax return for the year in which the position was held.

Article 5: Elections

Section 1. The President shall appoint two (2) members from the Executive Board to a nominating committee. This committee shall then appoint three (3) additional members to the nomination committee from the general membership. This committee will present a slate of candidates at the Spring meeting. Additional nominations can be made from the floor at this meeting.

Section 2. Officers of EGIMA shall be elected at the Spring meeting (May concert) of each fiscal year. A simple majority vote for a candidate, by voting members present, shall constitute election. In the event there is more than one candidate for any office, a ballot will be submitted to the membership for their vote. The term of office shall coincide with the fiscal year and be co-terminus with the term of office to be served by

those elected at the election meeting in the Spring. At said election meeting, the dates of the fiscal year shall be announced by the newly elected President and confirmed by those present and voting.

Section 3. No officer shall hold the same elective or appointed office for more than four (4) consecutive terms. (One term being equal to one fiscal year.) Any voting member (a parent or guardian who has a student in the Orchestra or Band program) may hold any office, elective or appointed.

Section 4. Upon receipt of the written resignation of a member of the Executive Board, or on the occasion of a Board member leaving for any reason, the President shall call a special meeting of the Board as soon as possible. The Board shall select and appoint a member to fill the vacancy for the remainder of the unexpired term.

Article 6: Committees

Section 1. The President shall appoint, subject to approval by the Executive Board, representatives from EGIMA, to serve on such outside organizations, as may from time to time, require such representation. They shall report to the Board and act in EGIMA's best interest; failure to do so shall subject them to removal.

Section 2. Chairmen of standing committees shall be accountable to the First Vice-President. The committees shall be established as follows: hospitality, publicity, concert tickets and special events.

Section 3. Chairmen of Fundraising committees shall be accountable to the Second Vice-President. The committees shall be established as directed by the Board, primarily for fundraising for EGIMA.

Section 4. Special committees shall be formed as deemed necessary by the Board.

Article 7: Amendments

Section 1. The By-Laws may be amended by a majority vote of the members present at any General meeting provided said amendment has been presented at a prior meeting of EGIMA, and they may be reviewed at any time by the Executive Board.

Article 8: Parliamentary Authority

Section 1. The rules contained in “Robert’s Rules of Order Newly Revised” shall govern EGIMA when deemed so by the President.