

LAKE MINNEOLA HIGH SCHOOL BAND

101 North Hancock Road , Minneola FL 34715

Brantley West, Director

Minneola Instrumental Music Association (MIMA) Bylaws

Article I: Purpose

This organization shall be known as Minneola Instrumental Music Association (MIMA) including but not limited to Lake Minneola Band Parents Association whose purpose is to foster, aid, and promote bands and instrumental music at Lake Minneola High School. The purpose for which the corporation is organized is exclusively charitable and educational within the meaning of section 501(c) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

Article II: Membership

Voting members shall consist exclusively of the parents of students who currently participate in the band program of Lake Minneola High School, and the Executive Board of the Association. Honorary memberships may be extended by unanimous vote of the Executive Board.

Section I: Lake Minneola High School Band Boosters Club

Any individual or business firm donating \$100.00 or more will become a member of the Band Boosters Club. Being a member of the Band Boosters Club does not specifically give the individual or business firm the right to be a voting member of the Lake Minneola High School Band Parents Association.

Article III: Meetings of the Association

Section I: Organizational Meeting

An organizational meeting of the Association shall be held each year near the beginning of the school year. This will constitute the first meeting of the Association for the new school year.

Section II: Regular Meetings

Regular monthly meetings of the Association shall be held on the first Thursday of each month during the school year. Alternate dates, times, and places may be decided by the Executive Board as necessary. Executive Board meetings shall be hosted on the third week of the month, as decided by the assembly.

Section III: Annual Election Meeting

The election of Officers for the upcoming school year shall be held during the regular meeting in the month of May (Annual Election Meeting).

Section IV: Special Meetings

The President, the Executive Board, or the Band Director(s) may call special meetings of the Association.

Section V: Quorum

A quorum present for conducting the business of the Association at any meeting shall consist of not less than one-tenth (1/10) of the voting members of the Association, and a majority vote of those present shall be required to pass any official action of the Association, except for amendments to these Bylaws. In the event that a quorum is not present at a Regular or Special Association meeting, business activities (with the exception of amendments to these Bylaws) may still be passed by a majority vote of those present with the express approval of both a Band Director and the President of the Association (or Vice President acting on his/her behalf) to proceed with the business activities. In the event of a meeting where Bylaws Amendments will be discussed, a quorum may still be established by the above means, however a 2/3 vote of those present will be needed to affect any Bylaws changes (see Article XI).

Article IV: Executive Board

There shall be an Executive Board of the Lake Minneola High School Band Parents Association consisting of the Band Director(s), and elected Officers of the Association together with the Lake Minneola High School Principal, who shall be an ex-officio member of the said Executive Board.

Section I: Responsibilities

The Executive Board shall manage the affairs of said Association, administer policies adopted by the general membership, and be empowered to elect and/or appoint any Officer or Committee Chairperson for the balance of the term of such Officer, should any Officer resign or become unable to serve. The Board shall further cooperate in every respect with the school authorities in the furtherance of the bands and instrumental music program of the school.

Section II: Quorum for the Executive Board

A quorum present for conducting business of the Executive Board shall consist of not less than one third (1/3) of the voting members of the Executive Board and a majority vote of those present shall be required on any official action of the Executive Board.

Section III: Meetings of the Executive Board

Regular or special meetings of the Executive Board shall be held as determined necessary by the Band Director or President. All meetings shall be open to all Association Members.

Article V: Association Officers

The Officers of the Association shall at least consist of President, Vice President, Secretary, Treasurer, Financial Secretary, and Member-at-Large. Additional officer positions may be created, as necessary, by proposal of the Executive Board with veto power of the Band Director(s), and approval by the Membership.

Section I: Elections

The incoming officers each year shall be elected, or re-elected, upon approval by the membership at the Annual Election Meeting. To be an Officer of the Lake Minneola High School Band Parents Association, said parent(s) must be a member for at least one school year and be knowledgeable of its functions. The Band Director in advance of the Annual Election Meeting, for the purpose of proposing nominations of Officers at said meeting, shall appoint a Nomination Committee. Nominations also may be taken from the floor at said meeting of the Association. Officers shall take office immediately following the election at said meeting and shall serve for one (1) year but may be re-elected from term to term for a maximum period of two (2) years. Officer term limit shall be two (2) years in the same position on the Executive Board.

Section II: Duty of Outgoing Officers

All outgoing officers shall turn in all records and materials obtained or kept during their term(s). It is also the responsibility of all outgoing officers to clean up digital assets and databases prior to termination of office.

Section III: Duties

The Officers shall carry out the duties assigned to them by the Executive Board and their principal duties shall be:

A. President

- a. The President shall preside at all meetings of the Association and, in the absence of the Band Director(s), preside over the meetings of the Executive Board, and shall observe the latest edition of Robert's Rules of Order on parliamentary procedure in conducting the meetings.
- b. The President and Executive Board shall assist all standing committees as prescribed herein, as well as creating any special committees deemed necessary.
- c. The President shall supervise the activities of the standing and special committees and make periodic reports to the Executive Board on their activities.
- d. The President shall perform other duties as may be assigned to him/her, by the Executive Board And/or Band Director(s).
- e. The President shall abide by the outlined "MIMA Socials/Email" contract as signed per fiscal year.

B. Vice President

- a. The Vice President shall perform all the duties of the President in the absence of the President, assist the President in every way possible in the functions of that office, and take an active part in the furtherance of the Association.
- b. The Vice President shall perform all duties assigned to him/her by the President, Executive Board, and the Association.
- c. The Vice President shall serve as Chairperson for the Ways and Means Committee and shall therefore search for fundraising opportunities/corporate sponsorships and organize or delegate responsibilities of said opportunities.
- d. The Vice President shall abide by the outlined “MIMA Socials/Email” contract as signed per fiscal year.

C. Secretary

- a. The Secretary shall keep the minutes, in written or electronic form, of all general, Executive Board, and special meetings.
- b. The Secretary shall keep the minutes, in written or electronic records of general membership.
- c. It shall be the duty of the Secretary at the end of each fiscal year (July 1—June 30) to compile all approved meeting minutes & financial summaries.
- d. The Secretary shall handle all correspondence of the Executive Board and shall notify all Board members of meetings of the Board.
- e. The Secretary shall handle all correspondence of the Association and shall notify all Association members of meetings of the Association in coordination with the Member-at- Large.
- f. The Secretary shall notify all members of upcoming meetings, activities, and special events.
- g. The Secretary shall perform other duties as may be assigned to him/her, by the President, Executive Board, or Band Director(s).
- h. The Secretary shall abide by the outlined “MIMA Socials/Email” contract as signed per fiscal year.

D. Treasurer

- a. The Treasurer shall be responsible for depositing a majority of monies collected by the Association. All monies will be promptly counted and deposited into the Lake Minneola High School Band Parents Association, Inc. banking account no later than 5 business days later.
- b. In special circumstances, the Treasurer will delegate a board member to handle deposits in their absence.

- c. The Treasurer shall maintain and preserve proper records of collections and shall provide a monthly report for review / addition to the monthly financial summary.
- d. Any activities conducted within Checking and Savings accounts shall require two signatures from the President, Financial Secretary, or Vice President.
- e. The Treasurer shall perform such other duties as may be assigned to him/her by the President, Executive Board, or Band Director(s).
- f. Any activities conducted within Checking and Savings accounts shall require two signatures from the President, Financial Secretary, or Vice President.
- g. The Treasurer shall abide by the outlined “MIMA Socials/Email” contract as signed per fiscal year.

E. Financial Secretary

- a. The Financial Secretary shall be the disbursing agent for the Association, to make disbursement out of monies collected for items approved by the Executive Board and shall make an accounting to the Board at each Executive Board meeting, as well as the Association at all regular meetings.
- b. The Financial Secretary shall update and maintain all checking/saving ledgers within the MIMA financial accounts.
- c. Any activities conducted within Checking and Savings accounts shall require two signatures from the President, Financial Secretary, or Vice President.
- d. The Financial Secretary shall perform such other duties as may be assigned by the President, Executive Board, or Band Director(s).
- e. The Financial Secretary shall abide by the outlined “MIMA Socials/Email” contract as signed per fiscal year.

F. Member-at-Large

- a. The Member-at-Large shall act as a liaison to the overall parent association.
- b. The Member-at-Large shall perform such other duties as may be assigned to him/her by the President, Executive Board, or Band Director(s).
- d. The Member-at-Larger shall abide by the outlined “MIMA Socials/Email” contract as signed per fiscal year.

Section IV: Special Duties / Obligations

A. Webmaster

- a. The Webmaster shall be responsible for transfer of all communication and data platforms (i.e. email, slack, google drive).
- b. The Webmaster shall not under any circumstances share details communicated in private within the board, whether through email and/or all official MIMA communications.
- c. The Webmaster shall perform such other duties as assigned to him/her by the President, Executive Board, or Band Director(s).
- d. The Webmaster position is not a member of the board and does not receive a voting position.
- e. The Webmaster shall abide by the outlined “MIMA Socials/Email” contract as signed per fiscal year.

Section V: Removal from office

An Officer who is felt to be neglecting the duties of their office may be removed from office by two thirds (2/3) vote of the membership at a regular meeting, assuming quorum has been established. Such removal must also have the approval of the Band Director(s), who shall have veto power to block any such removal from office.

Section VI: Resignation of Office

A vacancy resulting from resignation occurs when the written resignation is submitted to the Band Director and The President of the Board. A board member must include an effective date of the resignation and may not defer the resignation by more than 60 days.

Section VII: Timelines for Filling a Vacancy

When a vacancy occurs, the Board shall take the following action, as appropriate:

- a) When a vacancy occurs within two months of the end of the Board member’s term, the Board shall take no action.
- b) When a vacancy occurs longer than two months before the end of a Board members term, the Board shall, within thirty (30) days of the date of the vacancy either order an election for the next regular election date or make a provisional appointment to fill the vacancy.

Article VI: Standing Committees

The following Standing Committees shall be maintained, and a report given at each Executive Board and Association meeting. All Standing Committees are required to seek the advice and consent of the Band Director(s) in determining policies.

A. Ways and Means Committee

- a. The Vice President shall be Chairperson of the Ways and Means Committee.
- b. It shall be the responsibility and duty of this Committee to carry out plans for all fundraising projects approved by the Executive Board during the year, including logistical planning for public concerts for the band.

B. Uniform Committee

- a. It shall be the responsibility of this Committee to see that uniforms are distributed and collected as necessary.
- b. Committee shall maintain an accurate accounting of said uniforms.

C. Concession Committee

- a. Concession Chairperson may be appointed by the Band Director(s).
- b. It shall be the responsibility of this Committee to see that food is ordered and workers are made available when concessions are needed.

D. Color Guard Committee

- a. A Color Guard Chairperson (*Lead Parent*) may be appointed by the Band Director(s).
- b. It shall be the responsibility of this Parent to assist the Color Guard Director or the Band Director(s) as needed.

Article VII: Special Committees

A special committee can be created by action of the Executive Board, the Association, Band Director, or President.

Article VIII: Budget

The budget will be developed by the Band Director(s) with advice from the Executive Board. The budget will be voted on and approved by the Board in advance of the July Association meeting, with final approval by vote of the Association membership at that meeting.

Article IX: Working with school authorities

One of the principal purposes of this Association as outlined is to work closely with the school authorities in the furtherance of the music programs at Lake Minneola High School. In this connection, it is therefore essential that the Association, the Officers and the Executive Board assist the Band Director(s), when requested by the Band Director(s), to develop a program which will be consistent with the best interest of the student. Therefore, the President and the Executive Board shall request the presence of school authorities deemed necessary and desirable at all meetings in order to maintain a close working relationship.

Article X: Amendments to these Bylaws

A vote of two thirds (2/3) of the members present at a regular or special meeting of the Association will be required to effect a change in these Bylaws, once a quorum has been established (see Article III, Section V). The Association may amend the Bylaws at any general meeting of the Association provided 2 days prior notice. The Executive Board of the Association may call an emergency meeting to amend the Bylaws with 7 days prior notice.

Article XI: Dissolution of Assets

In the event that MIMA is dissolved, all assets are transferred to Lake Minneola High School Band Internal Account.

End Bylaws

Last update 09/17/22

