

PARENTS INSTRUMENTAL MUSIC ASSOCIATION OF RIVER FOREST
BYLAWS

Adopted March 4, 2014

(8 pages including cover)

ARTICLE I

ORGANIZATION

Section 1. The name of this organization shall be "Parents Instrumental Music Association of River Forest." The organization shall be referred to in the following articles as "PIMA."

ARTICLE II

PURPOSE

Section 1. The general purpose of PIMA is to support the instrumental music education opportunities offered at the River Forest District 90 School District ("District 90"). PIMA will encourage parents to become active in the instrumental music program and will conduct activities to raise funds to support and facilitate the broadest possible participation in and access to the instrumental music programs of District 90.

Section 2. The vision of PIMA is to promote the instrumental music programs at District 90, providing maximum benefits and an enhanced learning experience for the District 90 students that participate in the program.

Section 3. PIMA is organized exclusively for charitable, educational or scientific purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or the corresponding section of any future federal tax code (the "Code").

ARTICLE III

Policies

Section 1. PIMA shall be non-sectarian and non-commercial, and will maintain a non-partisan position in local, state and federal elections. PIMA may provide input and feedback on decisions that would affect District 90 and its students.

Section 2. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, PIMA's members, trustees, offices or other private individuals except that PIMA shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these Bylaws.

Section 3. No substantial part of PIMA's activities shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Section 4. Notwithstanding any other provision of these Bylaws, PIMA shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Code or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Code.

ARTICLE IV

Location

Section 1. The primary location for PIMA shall be Roosevelt Middle School at 7650 Oak Avenue, River Forest, Illinois. PIMA may have other locations or offices as the Board of Directors may designate or as the business of the organization may require.

ARTICLE V

Board of Directors

Section 1. The initial Board of Directors shall consist of 14 directors. The number of persons to serve thereafter shall be set by the bylaws, but never shall be less than five (5) nor more than fifteen (15). Members of the Board of Directors shall serve for a term of two (2)

years and may be re-elected. The Board of Directors shall have the power to adopt, amend, repeal and rescind the Bylaws.

Section 2. Officers of the Board of Directors shall be elected during the final meeting of the school year for the following school year. Officers are elected for the term of one (1) year. The elected officers shall be:

- a. Chairperson (the "Chair")
- b. Chair Elect
- c. Secretary
- d. Treasurer
- e. Fundraising Chair
- f. Fun Lunch Coordinator
- g. Volunteer Coordinator

Section 3. Regular board meetings shall be held on the first Monday of each month from September through June at 7:30 p.m., or at such time as the Chair may set by notice.

Section 4. Special Meetings of the Board of Directors may be called at any time by the Chair.

Section. 5. A majority of the voting members (50% plus 1) shall constitute a quorum for a transaction of business at any Board meeting.

OFFICERS

Section 1. The Chair shall:

- a. Conduct all Board Meetings;
- b. Act as a liaison with the District 90 Administration and the District 90 Parent Teacher Organizations;
- c. Work with the Band and Orchestra Directors to outline the program needs for the operating budget in advance of each fiscal year;
- d. Work with the Treasurer to fit the budget into the program needs and to present the annual budget to the Board for approval; and

e. Serve as an advisory officer for one year following his/her term of office.

Section 2. The Chair Elect shall:

- a. Assume all responsibilities of the Chairperson in the absence of the Chairperson and shall perform all other duties delegated by the Chairperson.
- b. Presumptively, with the approval of the Board, serve as Chairperson during the following school year.

Section 3: The Secretary shall:

- a. Keep an accurate record of the minutes of all meetings of the Board of Directors;
- b. Be responsible for all correspondence as needed;
- c. Maintain a list of all Board members' names, addresses, e-mail and telephone numbers; and
- d. Perform other duties as delegated by the Chairperson.

Section 4. The Treasurer shall:

- a. Maintain a permanent and accurate set of records detailing all funds received, deposited, and disbursed. These records shall be the permanent property of PIMA and shall be available for examination by the Board of Directors.
- b. Be responsible for the billing, collection, receipt, dispersal, and recording of contributions and all PIMA funds as directed by the Board of Directors.
- c. Be responsible for the disbursement of expenditures, as approved and authorized by the Board of Directors.

d. Give a detailed and accurate report of all receipts and expenditures at all regular Board of Directors meetings.

e. Meet with the Chair to finalize the projected Budget.

f. Present an annual financial report and projected Budget to the Board of Directors each school year, pursuant to a schedule to be established by the Board.

g. Have authority to sign and approve checks as needed. Expenditures of more than \$500.00 shall require the Chair's co-signature.

Section 5. The Fundraising Chair shall:

a. With assistance of the rest of the Board of Directors and the Band and Orchestra Directors, organize and lead PIMA's fundraising activities, including A Little Night Music;

b. Report regularly to the Board on the progress of planning fundraising events; and

c. With the approval of the Board, form sub-committees to assist with the planning, organization and execution of fundraising events.

Section 6. The Volunteer Coordinator shall:

a. Coordinate parent volunteers as needed for band and orchestra events, including fundraising events; and

b. Coordinate any donations of food for fundraising events.

Section 7. The Fun Lunch Coordinator shall:

a. Organize and lead PIMA's participation in the Fun Lunch program at Roosevelt Middle School, as directed by the Board of Directors; and

b. Serve as a liaison with the Roosevelt Middle School PTO to coordinate the Fun Lunch program.

ARTICLE VI

General Members

Section 1. PIMA's general members are the parents of students in the District 90 instrumental music programs who join PIMA by paying an annual fee to join PIMA. The per-family annual fee is currently set at \$25.00 per family. The fee may be adjusted at the discretion of the Board of Directors.

Section 2. There is no maximum number of general members. General members do not have voting authority unless authorized by the Board of Directors in a particular circumstance.

ARTICLE VII

Sub-Committees

Section 1. Nominating Committee: Prior to the end of each school year, the Chairperson shall appoint a Nominating Committee of at least three members. The Nominating Committee shall be comprised of at least two members of the Board and may also include General Members of PIMA. Prior to the first meeting of the school year, the Nominating Committee will circulate a list of proposed members of the Board of Directors to the existing Board.

Section 2. Other sub-committees, standing committees and special committees shall be formed as determined by the Board of Directors.

ARTICLE VIII

Governance

Section 1. All meetings of the Board of Directors shall be conducted under the guidelines of "Robert's Rules of Order, Newly Revised."

Section 2. Upon dissolution, PIMA's assets shall be distributed to Roosevelt Middle School through District 90.

Section 3. A quorum must be present at a meeting of the Board to empower it to take transact or approve any business or to otherwise discharge any of its responsibilities under these Bylaws.

ARTICLE IX

Finances

Section 1. PIMA's fiscal year shall be consistent with District 90's fiscal year, which is currently July 1 through June 30 ("Fiscal Year").

Section 2. PIMA shall approve its budget by a majority vote of its Board of Directors. The Budget shall be used to guide the activities of PIMA during the Fiscal Year. Any substantial deviation from the Budget, as determined by the President and the Treasurer, shall be approved in advance by a majority vote of the Board of Directors.

Section 3. PIMA shall not make loans, unless such loan is merely an advance of funds directly relating to PIMA's business.

ARTICLE X

Amendments to the Bylaws

Section 1. PIMA's Bylaws may be altered, amended or repealed, and new Bylaws may be adopted, by a 2/3 majority of its Board of Directors at a meeting at which a quorum is present and at which at least five (5) days advance notice has been given.