

Oak Park Instrumental Music Association By-Laws

OPIMA

Article 1: Name

The name of this association shall be the Oak Park Instrumental Music Association (hereafter "OPIMA" or "the Association"). The Association is formed as an official Activity Committee of the Community Foundation for Oak Park. The Community Foundation is incorporated in California as a 501(c)(3) tax-exempt, public benefit charity. The Principal location of the organization is at Oak Pak High School, 899 Kanan Road, Oak Park CA 91377.

Article 2: Purpose

The Purpose of OPIMA is to support, enhance and promote the Instrumental Music Programs within the Oak Park Unified School District (OPUSD). The primary objectives of the association are:

2.1 To coordinate parent and student involvement in achieving the goals set out by OPUSD instrumental and music program teachers and administrators.

2.2 To provide cultural and leadership opportunities to the students of OPUSD relating to the OPUSD Instrumental Music Program.

2.3 To establish a fund with which these goals may be accomplished by providing equipment, materials, supplies and financial support not available through OPUSD funds.

2.4 To conduct activities and business that are consistent with the objectives and goals set forth above, that are deemed appropriate by the OPIMA Board and approved by the membership, and are consistent with the guidelines for such activities set out by the OPUSD.

Article 3: Policies

OPIMA shall be non-commercial, non-sectarian, non-partisan and shall engage only in activities deemed necessary to accomplish the stated objectives. All actions of the organization shall be in conformance with the regulations of OPUSD that apply to such organizations as well as the Oak Park Community Foundation for as long as OPIMA is an official Activity Committee under that Organization. No Officer or Member shall engage in any act or activity while representing OPIMA which would tend to create an unfavorable impression or unfavorable publicity or in any way be contrary to the general interest of OPIMA.

Article 4: Membership

4.1 Membership in OPIMA is open to all of the following:

Parents and guardians of students who are participating in any of the instrumental music programs of the OPUSD during the current fiscal year.

Parents and guardians of students who participated in any of the instrumental music programs at OPUSD who have now graduated prior to the current fiscal year.

4.2 A "member" is any parent or guardian of any student participating in the OPUSD instrumental Music Programs or of any student who has graduated in the past and has graduated from OPUSD.

4.3 No annual membership dues will be required.

4.4 No member shall have any rights or interests in any of the funds of the association.

4.5 No member shall be personally liable for the debts, liabilities or obligations of the association.

4.6 OPIMA Funds shall not be used to grant personal loans.

Article 5: Association Leadership Positions

5.1 The "OPIMA Board" shall consist of

1. The "Officers" of the association,
2. The OPUSD instrumental music teachers; each of whom must be in place during the current fiscal year.

Each OPIMA Board member shall have one vote for matters appearing before the OPIMA Board.

5.2 The "Officers" of the association shall be

President

Vice President of Ways and Means

Vice President of Membership

Vice President of Technology

Vice President of Publicity

Recording Secretary

Treasurer

Vice President of Operations - OPHS

Vice President Operations - MCMS

Parliamentarian

5.2.1 Additional Officer Positions can be added, and current positions removed, as determined and approved by vote of the OPIMA board but only at the annual election meeting.

5.2.2 No member may hold more than one "Officer" position at any one time.

5.2.3 Any Officer position can be shared jointly by more than one member of the association. In the case of shared positions, only one vote shall be shared by the members in matters before the OPIMA Board.

5.2.4 Officer positions cannot be held by members of the same immediate family concurrently.

5.2.5 The Officers shall be elected by voice vote by the membership of the association. The members of the association shall meet annually for voting sometime in the last three months of the fiscal year. The elected officers will serve for the following fiscal year.

5.2.6 Any member may nominate any other member for an Officer Position. The Parliamentarian shall communicate the nomination process to the membership in the month preceding the annual general election meeting. The current Secretary will conduct the election of the Officer Positions for the next fiscal year by soliciting a voice vote of the members in attendance at this Annual Election Meeting.

5.2.7 The OPIMA Board may remove an Officer if that person fails to perform the duties of the position without adequate reason for a period of 30 days, or for cause, by declaring the position vacant. An action to remove an Officer or Chairperson requires a 2/3 majority vote of the OPIMA Board at a regularly scheduled Executive Board meeting or at a special meeting as outlined below.

5.2.7 If a vacancy occurs in an Officer Position the OPIMA Board will accept nominations from the membership. The replacement member will be selected from these nominations by a plurality of the vote the OPIMA board at a regularly scheduled OPIMA Board Meeting.

5.3 All Officers and Chairpersons shall serve without compensation.

Article 6: Duties of Officers

6.10 President: The president shall engage in the general supervision, direction and control of OPIMA except as otherwise provided by the by-laws. The scope of the President's authority is limited in so far as he or she shall have no governing authority in making policies or rules without the approval of the OPIMA Board. The President shall:

- Preside at all OPIMA Meetings.
- Prepare the agenda for each General Meeting.
- Keep the Executive Board informed on all issues.
- Coordinate Booster activities and represent the membership in its interaction with the Band Directors and professional staff.
- Act as OPIMA representative with school administration, school district officials, the Band Directors and the public.
- Present the annual budget at the annual meeting with the assistance of the Treasurer.
- Be an ex-officio member of all standing committees except the Nominating Committee.
- Ensure officers maintain accurate records and notes to assist with easy transition for incoming officers.
- Act as second signature on checks.

6.11 Vice President of Ways and Means

Shall oversee and recruit chairperson(s) for all fund-raising events and programs within OPIMA. The VP of Ways and Means shall:

- Investigate and propose fund-raising opportunities.
- Seek corporate and individual sponsors.
- Solicit ads for concert programs.
- Coordinate with President and Treasurer to ensure that the activities work within the budget.
- Prepare an end of year report to assist the incoming Vice President of Ways and Means.
- Attend monthly Executive Board Meetings.

6.12 Vice President of Oak Park High School Band Operations shall:

- Oversee all communication between the Oak Park instrumental music ensembles (marching Band, concert bands, jazz bands, drumline, strings) and the Executive Board.
- Recruit Food Coordinator, MB Uniform Coordinator, Festival/Trip Coordinator, ensemble coordinators, awards ceremony coordinators, apparel coordinator, and others as needed, to handle logistics in each area.
- Recruit volunteers to assist Band Director with office assistance.
- Communicate weekly with President to ensure effective communication
- Coordinate with the Band Director to ensure that the activities work within the budget.
- Coordinate with VP Ways and Means and provide assistance for school fundraising events.
- Attend monthly Executive Board Meetings.

6.13 Vice President of Medea Creek Band Operations shall:

- Oversee all communication between the Medea concert and jazz band and the Executive Board.
- Recruit Apparel Coordinator, Trips Coordinator and Bake Sale Coordinator to handle logistics in these areas.
- Communicate weekly with President to ensure effective communication.
- Coordinate with the Band Director to ensure that the activities including field trips work within the budget.
- Coordinate with VP Ways and Means and provide assistance for school fundraising events.
- Attend monthly Executive Board Meetings.

6.14 Vice President of Membership Shall:

- Collect all member's volunteer forms, collate and distribute to appropriate persons.
- Maintain and update membership in CHARMS.
- Coordinate annual membership meeting with President and Treasurer.
- Coordinate registration volunteers for both Oak Park and Medea registration days.
- Prepare an end of the year report to assist the incoming Director(s) of Membership.
- Attend monthly Executive Board Meetings.

6.15 Recording Secretary shall:

- Prepare and publish the minutes for all Executive Board meetings and all General Meetings.
- Keep book of such minutes including copy of meeting agenda.
- Maintain a master calendar in CHARMS of all band events and school events to ensure proper coordination. Work with VP technology to ensure Upcoming Events are maintained on the Oak Park Music Website for all schools and ensembles.
- Maintain the master signup genius for all events and fundraisers
- Attend monthly Executive Board meeting.

6.16 Treasurer shall:

- Maintain OPIMA budget.
- Review all financial transactions in the general ledger for reasonableness and account posting accuracy.
- Prepare and present written financial reports for Executive Board and General Meetings.
- Coordinate the preparation of the annual budget.
- Assist the OPIMA President in presenting the annual budget at the September General/Budget Meeting.
- Coordinate with the Community Foundation to ensure proper remittance of reports and information as required by that Organization.
- Prepare an end of the year report to assist the incoming Treasurer(s).
- Attend monthly Executive Board meetings.
- Perform check writing and signing (President is second signature).
- Make and record OPIMA bank deposits.
- Invoice members for all requested fees and expenses, and other items as necessary.
- Prepare deposit statements for monthly executive meetings.

- Receive monies for deposit from all fund-raising activities and recount/verify the cash and checks.
- Receive monies for deposit from OPIMA families for payment of expenses and contributions.
- Maintain the OPIMA checkbook, review and reconcile the monthly bank statement(s), and prepare all checks for disbursement after verification that the materials or services have been received.
- Provide money for cash boxes, when necessary, for fund-raising and other events.
- Attend monthly Executive Board meeting.

6.17 Vice President of Publicity shall:

- Act as band liaison and coordinate preparation of promotional articles before and after concerts, events, feature articles, etc., for local newspapers and school eNewsletters.
- Coordinate with VP of Operations of OPHS and MCMS to ensure all events are publicized.
- Create concert programs and work with VP Ways & Means to ensure all paid advertising and sponsors are included.
- Provide support to Band Director.
- Attend monthly Executive Board Meetings.

6.18

Vice President Technology shall:

- Oversee the website Oakparkmusic.org.
- Ensure costs related to web host are communicated to president, treasurer and financial secretary.
- Coordinate the linking between the school websites and oakparkmusic.org
- Coordinate the paypal relationship. Maintain paypal buttons on oakparkmusic.org.
- Attend monthly Executive Board Meetings.

6.19 Parliamentarian

The Parliamentarian is a non-voting, appointed position to the Executive Board. The immediate past president or such other person or as determined by the Executive Board shall serve as the Parliamentarian. The Parliamentarian shall:

- Be the ultimate authority, determining rules of procedure at Executive Board meetings and all meetings of OPIMA.
- Utilize Robert's Rules of Order as a guide and reference.
- Chair the Nominating Committee.
- Attend monthly Executive Board Meetings.

Article 7: Meetings

7.1 Annual Election Meeting: The OPIMA members shall meet annually some during the last three months of the fiscal year for the purpose of electing the Officers to serve on the OPIMA Executive Board for the following fiscal year, and for approving the next fiscal year's annual budget. The current President will preside at the Annual Election Meeting. The fiscal year shall be July 1 to June 30.

7.2 Regular Meetings of the Board: The OPIMA Board shall meet at least 5 times a year. Board meetings shall be open to all members of OPIMA. The meetings will be conducted under Robert's Rules of Order. No Proxy's will be accepted at any regular meeting. Each position of the OPIMA Board shall have 1 vote. A quorum at any regular meeting of the OPIMA Board shall consist of a minimum of 6 officers.

7.4 Special Meetings: Any member of the OPIMA Board can call a special meeting of the members. If a special meeting is called as authorized by these bylaws, the special meeting must occur within 30 days. The request for the meeting must be submitted in writing and delivered to the President either personally or by regular mail or email. The notification should state the general nature of the business proposed to be transacted at the special meeting. A minimum of 14 day notice is required to be delivered to all members of the association disclosing the meeting agenda and the items to be voted upon during the special meeting.

7.5 Special Meetings called by the Membership: The members of OPIMA may call a special meeting of the OPIMA board and members. Special meetings called by the membership require written response by a minimum of 10% of the membership calling for such a meeting. The request shall be delivered to the President. The requirements for time disclosure of agenda etc. are as laid out in section 7.4. At such a special meeting called by the general membership the president shall preside and all members present shall have 1 vote for matters appearing before the OPIMA Board and Membership.

Article 8: Budget and Fundraising

8.1 The annual budget of the Association shall be approved by a majority vote of the attending members during the Annual Election Meeting. The annual budget will be submitted to the Oak Park Community Foundation. Modifications to the budget shall be approved by a majority vote of attending OPIMA Board members at any subsequently held regular meetings of the OPIMA Board during the fiscal year.

8.2 All ways and means activities of the association must be approved by a majority vote of the OPIMA Board at any regularly scheduled OPIMA Board meeting.

8.3 All disbursements of funds must be accompanied by an expenditure form signed by two members of the OPIMA board. All expenditures must be consistent with the approved budget. Any expenditure that is not consistent with the budget must be approved as a modification to the budget as per article 8.1 above.

Article 9: Cash Handling and Other Procedures

9.1 This Article is to ensure the proper handling and accounting for any cash monies received on behalf of OPIMA.

9.2 Following are the procedures to follow for handling of cash at OPIMA events and activities:

9.2.1 Cash received at any OPIMA event must be properly safe guarded at all times. OPIMA possesses secure cash boxes and these are to be used at all times for events and activities requiring cash transactions.

9.2.2 Individuals with the responsibility for collecting cash during an event must prepare a "Cash Verification Form" at the end of the event. Another adult at the event must also count and verify the amount of cash received and countersign the cash verification form. Two adult signatures are required on each form.

9.2.3 The completed form and the cash are to be sealed in an envelope and turned into the Treasurer on the same day as the event.

9.2.4 The Treasurer is responsible for recounting the cash, signing the cash verification form and retaining the form in the Association's accounting records as an indication of receipt of the stated cash funds. If discrepancies exist, the financial secretary will immediate contact the individuals for a reconciliation. Any discrepancy greater than \$10 must be reviewed by the OPIMA Board.

9.2.5 The Treasurer is responsible for depositing the cash funds within 3 business days of into the Association's bank account.

Article 10: Other Policies

10.1 Grants shall not be made to any individual by OPIMA. A grant may be made to another tax-exempt entity (including a government agency) for the specific purpose of aiding a deserving individual. Criteria for selecting a deserving individual may be evaluated by OPIMA. Any grant would be limited by the express purpose of OPIMA.

10.2 These bylaws will be reviewed, at a minimum, every five years.

10.3 The Members of OPIMA, with a two-thirds vote, can restructure the Organization if a different legal structure is determined to be in the best interest of OPIMA. The proposal shall be posted for thirty days prior to a general meeting.

10.4 The property of this organization is irrevocably dedicated to charitable purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person. Upon the dissolution or winding up of the organization, its assets remaining after payment, or provision for payment, of all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Internal Revenue Code section 501(c)(3).

10.4 No Officer or Member shall have the power to incur any expense in the name of or cause any liability to exist on the part of OPIMA outside of the budgeting and expenditure process noted above in section 8.3 disbursement of funds.

Article 11: Dissolution

Upon the dissolution of the Association, the OPIMA Board shall, after paying or making provision for the payment of all liabilities of the Association, distribute the balance of the funds to Oak Park USD.

Article 12: Amendments

These By-Laws may only be amended by majority voice vote of the Members at the annual Election Meeting, or by a Special Meeting called for such purposes.

