

LIBERTY HIGH SCHOOL GRENADIER BAND AND ORCHESTRA PARENTS' CLUB BY-LAWS

Revised and Approved: May 2019, March 2022, March 2024

ARTICLE I – NAME

The name of this club shall be the Liberty Instrumental Music Association doing business as Liberty High School Grenadier Band and Orchestra Parents' Club (hereinafter referred to as "LHSGB&OPC"), located in Bethlehem, Pennsylvania.

ARTICLE II – OBJECTIVES

- Section 1. To create and maintain an enthusiastic interest in support of the Liberty High School Instrumental Music Program (hereinafter referred to as "Program") and its associated units, including resources and financial support.
- Section 2. To provide the Program with resources and financial support.
- Section 3. To promote fellowship within the LHSGB&OPC.
- Section 4. To promote the Program within the community in association with the directors of the Program, the administration of Liberty High School and the Bethlehem Area School District.

ARTICLE III – MEMBERSHIP

- Section 1. The membership of LHSGB&OPC consists of Parents/Guardians of the students in the Program.
- Section 2. Any other adult interested in the progress and development of the Program who has attended five meetings and/or volunteered at five events within a fiscal year is considered a member. Membership must be renewed annually.

ARTICLE IV – GOVERNING BODY

- Section 1. The governing body of this organization shall be The Board of Directors. The Board of Directors shall include the Executive Committee per Article IV Section 2, Band Director, Assistant Band Director, and At-Large members per Article IV Section 3.

Section 2. The Executive Committee shall include the elected positions of President, Vice President of Volunteers, Vice President of Student Accounts, Treasurer and Secretary. Elected officers may succeed themselves for one additional term of office in the same position. Officers of the Executive Committee must currently have a student actively participating in the Program and must have been a member of the LHSGB&OPC for at least one year as per Article III. The Executive Committee officers shall serve terms as follows:

The President, Vice President of Volunteers, and Secretary shall serve terms of one year. The Vice President of Student Accounts and Treasurer shall serve terms of two years, alternating election year to ensure one member of the Executive Committee carries over to the next year of service

Section 3. At-Large Members, of which there shall be four (4), shall serve terms of two years and may be nominated for additional terms. At-Large Members must have been a member of the LHSGB&OPC for at least one year as per Article III and no fewer than two (2) At-Large Members must have a student actively participating in the Program.

Section 4. The Board of Directors shall include no more than one custodial/family member of a student during any given year.

Section 5. Duties of the Board of Directors:

- A. A majority of the Board of Directors shall constitute a quorum for transacting business at Board meetings.
- B. The Board of Directors shall be required to meet a minimum of twice per fiscal year (July 1-June 30).
- C. A quorum of the Board of Directors shall approve any expenditure outside of the approved budget that exceeds \$1000.
- D. The At-Large members in coordination with the Executive Committee, are responsible to solicit donations, whether by funds, in kind services, and/or products to support the Program.
- E. Should a vacancy arise on the Executive Committee or At-Large positions, the Board of Directors shall appoint a replacement until the next regularly scheduled election.
- F. Members of the Board of Directors shall each have one vote when voting upon items internally decided by the Board of Directors.

Section 6. Duties of the Executive Committee:

- A. The Executive Committee shall accept and approve chairpersons for all standing committees, special committees, and task forces as deemed necessary to support the LHSGB&OPC.
- B. Should a vacancy arise on a standing committee, special committee, or task force, the Executive Committee shall appoint a replacement.
- C. Members of the Executive Committee, as representatives of the membership, shall each have one vote at board meetings.
- D. A majority of the Executive Committee shall constitute a quorum for transacting day-to-day business.
- E. The Executive Committee shall be responsible for the administrative business of the LHSGB&OPC between meetings and report in detail any actions taken on behalf of the LHSGB&OPC. The Executive Committee shall prepare, develop, and recommend for review to the general membership, plans, programs and an annual budget designed to fulfill the LHSGB&OPC's objectives and report monthly on the progress of approved plans.
- F. The Executive Committee may act on behalf of the Board of Directors in such cases where immediate action is necessary.

- G. The Executive Committee is authorized to make any needed expenditures up to \$1000 between membership meetings to meet contingencies, which have not been reviewed by the membership. All expenditures are to be reported to the LHSGB&OPC membership at its next regularly called meeting.

Section 7. Duties of the Executive Committee Officers:

- A. President – Shall preside at all meetings of the LHSGB&OPC, Board of Directors, and Executive Committee, shall be an ex-officio member of all committees and task forces, and shall be one of the officers with the authority to accept and disburse funds on behalf of the LHSGB&OPC in accordance with Article IV Section 8.
- B. Vice President of Volunteer Coordination - Shall be responsible for securing volunteers and coordinating any events/activities as required for the LHSGB&OPC. Coordinates any fundraising that benefits the LHSGB&OPC as a whole. Shall perform all duties of the president when the president is absent or the office has been vacated.
- C. Vice President of Student Accounts – Shall be responsible for maintaining and posting of students' quotas, coordinating student fundraisers, and shall be one of the officers with the authority to accept and disburse funds on behalf of the LHSGB&OPC in accordance with Article IV Section 8.
- D. Treasurer – Shall have charge and keep accurate records of all the LHSGB&OPC funds. The Treasurer shall make disbursements to execute administrative business in conjunction with the approved budget and in accordance with Article IV Section 8. The Treasurer shall submit a monthly financial report showing monthly, year-to-date, and budgeted expenditures. The Treasurer shall submit the financial records for an annual audit by an independent auditor and submit any required 501c3 filings or reports, which should be completed as soon as possible after the end of the LHSGB&OPC's fiscal year.
- E. Secretary – Shall keep a record of all proceedings of the LHSGB&OPC, Board of Directors, and Executive Committee, and handle the LHSGB&OPC's correspondence. The secretary shall keep and provide minutes of the general meeting to the membership as well as take attendance at all meetings.

Section 8. The Executive Committee shall open and maintain checking accounts, including debit/credit cards associated with those accounts, as it deems appropriate. Three (3) members of the Executive Committee, the Treasurer, Vice President of Student Accounts, and President, shall have the authority to endorse checks and accept and disburse funds on behalf of the LHSGB&OPC. All checks shall require the endorsement of two members of the Executive Committee.

Section 9. The fiscal year of the LHSGB&OPC shall be from July 1 to June 30.

ARTICLE V – COMMITTEES

Section 1. It shall be the duty of each committee chairperson to submit a written report of their committee's activities of the past year. The report shall be submitted to the President by June 30 of the school year. Each chairperson is responsible for maintaining written guidelines for his/her respective committee.

Section 2. Committees can include but are not limited to: fundraisers, communications, bandstand, hospitality, nominations, Bylaws and special events. They shall be created by the Executive Committee as needed and open to the general membership to participate per sign up listing.

ARTICLE VI – MEETINGS

- Section 1. Regular meetings of the LHSGB&OPC will be scheduled at least once a month during school months and will be announced in advance.
- Section 2. The Board of Directors shall be required to meet a minimum of twice per fiscal year (July 1- June 30).
- Section 3. Special meetings may be called at the discretion of the Executive Committee and/or the Board of Directors.
- Section 4. At all meetings where business is conducted, a majority vote of members present is required.
- Section 5. Robert’s Rules of Order shall be the parliamentary procedures in all cases in which they do not conflict with the rules of the LHSGB&OPC.

ARTICLE VII – NOMINATIONS AND ELECTIONS

- Section 1. A nominating committee comprised of a minimum of two but no more than five members, shall be appointed by the Executive Committee no later than February 1 of each year.
- Section 2. The committee will solicit and accept nominations from the membership only for any open elected position or at-large member in advance of the March meeting and from the floor at the March meeting, with the consent of the nominee.
- Section 3. It shall be the duty of this committee to submit a list of candidates for each office to the Board of Directors at least a week prior to the April meeting.
- Section 4. The Board of Directors will approve the slate of nominations prior to the April meeting. The approved slate shall be presented to the general membership for a vote. Should a position be or become vacant at the April meeting, nominations may be made and accepted on the floor so much as the person being nominated has already agreed to accept the nomination. Only members, as defined in ARTICLE III, may vote.
- Section 5. The newly elected officers (Executive Committee) shall be prepared to take office immediately upon the close of the current fiscal year, and hold a joint meeting with the outgoing elected officers as soon as possible. The first meeting of the new Executive Committee is to be held in July prior to the beginning of the school year. All committee chairpersons are to be appointed prior to committees being open for membership at the first general meeting of the school year.
- Section 6. During the fiscal year, in the event of a vacancy in the office of president, the vice president of volunteer coordination shall serve as president and assume all the duties thereof until the next regularly scheduled election.
- Section 7. During the fiscal year, in the event of a vacancy of any other elected office, the Executive Committee shall be authorized to act as a nominating committee and to propose a suitable qualified candidate for immediate election by the Board of Directors. The elected replacement shall serve until the next regularly scheduled election.

ARTICLE VIII – AMENDMENTS

It will be the secretary's responsibility to provide written notice of a proposed bylaw change to the Board of Directors and general membership at least one meeting prior to voting on the proposed amendments. Following due notice to the membership of the proposed amendment to the Bylaws, a 2/3 majority vote is required of the eligible members present at any regular or special meeting. The result of the membership vote will be presented to the Board of Directors for final approval.

ARTICLE IX – BYLAWS REVIEW

Bylaws shall be reviewed at least every other year.

ARTICLE X – REMOVAL OF A BOARD OF DIRECTOR

An elected officer may be removed from office for due cause by a 2/3 vote of the Board of Directors, provided that the person in question is notified prior to such meeting. The person in question may appear before the Board to appeal the decision.

ARTICLE XI – DISSOLUTION OF THE ORGANIZATION AND DISTRIBUTION OF FUNDS

- Section 1. Dissolution of the organization can occur in the event that the LHSGB&OPC ceases to operate as a legal entity or upon a 2/3 majority vote of the general membership to disband.
- Section 2. In the event that the LHSGB&OPC shall cease to exist, all assets and funds in individual student accounts shall be returned to the student and/or parent/guardian as defined in the LHSGB&OPC Parent Handbook. General fund assets shall be distributed to a similar non-profit as voted on and approved by the Board of Directors as per the dissolution clause of the Internal Revenue Code governing 501(c)3 corporations.