

ENFIELD INSTRUMENTAL MUSIC ASSOCIATION

CONSTITUTION & BYLAWS

**Adopted August 17, 2006
Revised April 2, 2008
Revised May 4, 2016**

ENFIELD INSTRUMENTAL MUSIC ASSOCIATION (EIMA)

CONSTITUTION & BYLAWS CONSTITUTION

ARTICLE I

1.1 NAME

The name of this association shall be the Enfield Instrumental Music Association (EIMA), here and after referred to as the Association. This Association shall be known as doing business under the name of Enfield Instrumental Music Association or EIMA.

1.2 LOCATION

The principal office of the Association shall be Enfield High School, 1264 Enfield Street in Enfield, Connecticut.

ARTICLE II

2.1 PURPOSE

The Association is organized exclusively for educational and charitable purposes under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code to:

- a. Provide administrative, financial and logistical support for the Enfield High School Instrumental Music Department.
- b. Promote and foster communication of the activities and interests of the Enfield High School Instrumental Music Department.
- c. Support and encourage music education within Enfield High School and the community in which it resides.
- d. Encourage financial support of the Enfield High School Instrumental Music Department through contributions to the Association.

The Association shall be non-profit, non-commercial, non-sectarian, and non-partisan.

2.2 BYLAWS

The Association shall adopt bylaws consistent with the above purposes.

ARTICLE III

3.1 STRUCTURE

Under the provisions specified in the bylaws, the Association shall be governed by the elected Executive Board, and the membership, with the participation of the school's Instrumental Music Director(s).

ARTICLE IV

4.1 DISTRIBUTION OF ASSETS UPON DISSOLUTION OF ASSOCIATION

Upon the dissolution of the Association, the Association shall, after paying or making provisions for the payment of all liabilities of the Association, dispose of all of the assets of the Association exclusively for the purposes of the Association in such manner, or to the Enfield High School Student Association, Band Account, or for one or more exempt purposes under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code. Any of such assets not so disposed of shall be disposed by the Superior Court for the Judicial District of Hartford, exclusively for such purposes or to such organization or organizations, as said court shall determine which are organized and operated exclusively for such purposes.

**ENFIELD INSTRUMENTAL MUSIC ASSOCIATION (EIMA)
CONSTITUTION & BYLAWS**

BYLAWS

ARTICLE I

1.1 FISCAL YEAR

The fiscal year of the Association shall begin on July 1st of one calendar year, and end on June 30th of the following calendar year.

ARTICLE II

2.1 GROUPS SUPPORTED

All groups within the Enfield High School Instrumental Music Department will be supported by the Association, including but not limited to:

Color Guard
Concert Band
Jazz Combos
Jazz Ensemble
Marching Band
Percussion Ensemble
String Orchestra
Pep Band
Small Ensembles

ARTICLE III

3.1 MEMBERSHIP

There are two membership levels, listed below.

FAMILY

Parents or guardians who have a child actively participating in the Enfield High School Instrumental Music program will have automatic membership in the Association.

ASSOCIATE

All other individuals who do not meet the criteria of Family membership.

Membership shall not be limited in number.

Membership shall not be denied based on race, color, religion, national origin or ethnic origin. Membership shall include any adult of at least 18 years of age willing to promote the purpose of the Association. Current high school students are not eligible for membership.

Membership shall be for a one-year period coinciding with the Association's fiscal year.

Members may be required to pay a nominal annual fee to cover the cost of mailing newsletters, etc.

All members will be required to complete an information form prescribed by the Executive Board so that the necessary information can be collected exclusively for communication between the Association and its members.

3.2 DUES

Annual membership dues may be levied upon member families each year in an amount determined by the Executive Board.

Any membership dues assessed should be paid in full within 30 days.

3.3 VOTING RIGHTS

All "Family" members shall have one vote on any matter under consideration by the general membership at a meeting of the general membership.

"Associate" members do not have any voting rights.

Members may not vote by proxy at any meeting.

3.4 GOOD STANDING

A member shall be considered in good standing if he or she has complied with the Bylaws of the Association.

3.5 REMOVAL OF MEMBER

Any member may be removed from the Association for cause by a majority vote of the members present at a duly called special or general membership meeting. Upon removal from the Association, the individual shall immediately transfer all property of the Association entrusted to him or her to the designee identified by the Executive Board.

3.6 RESIGNATION

If any member shall resign, he or she shall not be entitled to a refund of any dues paid. Upon resignation, the individual shall immediately transfer all property of the Association entrusted to him or her to the designee identified by the Executive Board.

ARTICLE IV

4.1 EXECUTIVE BOARD

The Executive Board shall consist of the officers of the Association and will serve until the election and qualification of their successors.

The Instrumental Music Director(s) of Enfield High School will serve as nonelected member(s) of the Executive Board in an ex-officio capacity.

Each officer of the Executive Board will have an equal vote. Offices held in a co-capacity will have one vote.

The duties of the Executive Board will be to:

- a) Transact necessary business of the Association.
- b) Facilitate business at the general membership meetings, when necessary.
- c) Engage the general membership to support the activities and interest of the Association through committee and other volunteer work.
- d) Meet with auxiliary advisors and instrumental music student representatives, as needed.

4.2 NOMINATIONS & ELECTIONS

Nominations for officers shall be opened each year at the scheduled March general membership meeting. Nominations may also be made from the floor at the April general membership meeting.

Nominations of Family members may be made by any member of the Association.

Election of officers will take place at the first May membership meeting.

A majority vote of the eligible voting members present at the first May general membership meeting shall constitute an election.

The newly elected officers will assume their duties on June 1st. They will work with previous officers in a transitional capacity until the end of the school year.

In the event that no one is nominated for an officer position, the board will nominate and elect an active member with Family status to the position by a majority vote of the Executive Board.

4.3 REMOVAL OF OFFICER

Any officer may be removed from his or her position for cause by a majority vote of the members present at a duly called special or general membership meeting. Upon removal from office, the individual shall immediately transfer all property of the Association entrusted to him or her to the designee identified by the Executive Board.

4.4 VACANCIES

In the event of a vacancy during the year in any office of the Executive Board, the Executive Board, by majority vote, shall elect a Family member to serve in such capacity for the remainder of the unexpired term.

In the case of a vacancy during the year in the office of the President, the Vice President shall automatically serve the unexpired term of the President.

In the case of a vacancy during the year in the office of the Treasurer, the Assistant Treasurer shall automatically serve the unexpired term of the Treasurer.

4.5 OFFICERS

The officers of the Association, who shall serve without compensation, shall be:

- a. President
- b. Vice President
- c. Treasurer
- d. Assistant Treasurer
- e. Recording Secretary
- f. Corresponding Secretary
- g. Fundraising Director

4.6 TENURE

The term of an officer shall be for one year.

No person shall hold more than one office at the same time.

No office shall be filled by more than one person at a time with the exceptions of the Recording Secretary, Corresponding Secretary, or Fundraising Director which may be filled by a maximum of two members.

No officer shall be eligible to hold the same office for more than four consecutive one-year terms.

Upon leaving office, each officer shall transfer all property of the Association entrusted to him or her to his or her successor within 30 days following the election.

4.7 DUTIES OF THE OFFICERS

The duties of the officers shall vary based on the position.

4.7.1 PRESIDENT

The President shall:

- a. Preside over at all general membership meetings, Executive Board meetings, and special meetings.

PRESIDENT (duties continued)

- b. Prepare an agenda for each meeting, and distribute such agenda to the appropriate parties.
- c. Preserve parliamentary order and duly observe the bylaws.
- d. Exercise the authority to sign all official documents, upon review and approval of the Executive Board.
- e. Serve as a liaison between the Association, school administration, and the Town of Enfield.
- f. Work with the committee chairpersons, as needed, and assist them with carrying out their duties.

4.7.2 VICE PRESIDENT

The Vice-President shall:

- a. Serve the duties of the President in the absence or disability of the President.
- b. Open the nominations for officers as required by Article IV, Section 4.2.
- c. Coordinate with the Fundraising Director, any fundraising activities of the Association.
- d. Work with the committee chairpersons, as needed, and assist them with carrying out their duties.

4.7.3 TREASURER

The Treasurer shall:

- a. Prepare, with the assistance of the Budget Committee chairperson, an annual budget for the Association based on the information provided by the Enfield High School Instrumental Music Director(s) and the Executive Board no later than August 31 of each year.
- b. Present, with the assistance of the Budget Committee chairperson, the annual budget at a general membership meeting at the start of the school year.
- c. Receive and record all incoming monies and issue receipts accordingly.
- d. Approve all vouchers for payment based on the decisions of the Executive Board, and to make payments based on the approved vouchers according to the Disbursement Policy, Article 9.2.
- e. Distribute a written statement of financial condition, in a format approved by the Executive Board, at each general membership meeting.
- f. Retain custody of the bank accounts and all financial records for at least seven years in addition to the current year.

TREASURER (duties continued)

- g. Maintain consistency in the application of other financial related policies of the Association.
- h. Prepare, sign and file any federal or state tax returns that may become due.
- i. Work with the committee chairpersons, as needed, and assist them with carrying out their duties.

4.7.4 ASSISTANT TREASURER

The Assistant Treasurer shall:

- a. Serve the duties of the Treasurer in the absence or disability of the Treasurer.
- b. Review and reconcile all bank statements monthly and to provide such reconciliations and statements to the Executive Board for review.
- c. Manage the assessment and collection of payments by the students who participate in any music competitions and educational activities.
- d. Work with the committee chairpersons, as needed, and assist them with carrying out their duties.

4.7.5 RECORDING SECRETARY

The Recording Secretary shall:

- a. Record, in meeting minute format, the business discussed and attendance at all general membership, Executive Board and special meetings.
- b. Secure a replacement to record the minutes of any meeting that they are unable to attend.
- c. Distribute for approval to the appropriate audience all meeting minutes.
- d. Act as the custodian of all records, communications and flyers, with the exception of financial records that are kept with the Treasurer.
- e. Work with the committee chairpersons, as needed, and assist them with carrying out their duties.

4.7.6 CORRESPONDING SECRETARY

The Corresponding Secretary shall:

- a. Handle all correspondence relating to the Association and its membership.
- b. Maintain EIMA Website and Calendar.
- c. Work with the Publicity Committee Chairperson to maintain an open line of communication with the local media.
- d. Work with the committee chairpersons, as needed, and assist them with carrying out their duties.

4.7.7 FUNDRAISING DIRECTOR

The Fundraising Director shall:

- a. Develop the Association's fundraising plan for presentation to the Executive Board no later than August 31 of each year
- b. Lead and coordinate all of the Association's fundraising activities as approved by the Executive Board.
- c. Coordinate with the Treasurer and Assistant Treasurer the transfer of all funds and records associated with all fundraising activities.

ARTICLE V

5.1 COMMITTEES

The President shall appoint committees, as deemed necessary by the Executive Board. Committees may include, but not be limited to, the following:

Alumni

Budget

Chaperones

Equipment & Transportation

Fundraising

Hospitality

Music Competition and Educational Activity

Publicity

Scholarship

Uniforms

Website

Committee Chairpersons will be appointed by the Executive Board on an as needed basis.

The President shall be a member ex-officio of all committees.

The Executive Board shall provide assistance to all committees.

The chairperson of any standing committee shall present a plan of work to the Executive Board for approval. No committee work shall be undertaken or monies spent without the approval of the Executive Board.

Committee Chairpersons, or their delegates, shall maintain records and provide periodic updates to the Executive Board and the general membership at the request of the Executive Board.

ARTICLE VI

6.1 MEETINGS

Meetings shall be held in accordance with the guidelines for their respective groups.

6.2 PARLIMENTARY PROCEDURE

The rules contained in Roberts Rule of Order, Revised, shall govern the Association in all cases in which they are applicable and when they do not conflict with the bylaws of the Association.

6.3 GENERAL MEMBERSHIP MEETINGS

Meetings of the general membership shall be held monthly.

A calendar of general membership meeting dates and times for the fiscal year will be established by the Executive Board in conjunction with the school's Instrumental Music Director(s) and published at the beginning of the fiscal year.

Scheduled general membership meetings, from time to time, may be changed by the Executive Board in conjunction with the school's Instrumental Music Director(s). When doing so, the Executive Board shall provide ample notice of the change to the membership.

A quorum for the transaction of business required by the general membership shall be five (5) members.

Any motion will pass or fail by simple majority vote of the eligible voting members.

6.4 EXECUTIVE BOARD MEETINGS

Meetings of the Executive Board shall be held monthly.

A calendar of Executive Board meeting dates and times for the fiscal year will be established by the Executive Board in conjunction with the school's Instrumental Music Director(s) and published at the beginning of the fiscal year.

Scheduled Executive Board meetings, from time to time, may be changed by the Executive Board in conjunction with the school's Instrumental Music Director(s).

A quorum for the transaction of business by the Executive Board shall be five (5) officers.

Any member of the Association may petition to attend an Executive Board meeting.

Any motion will pass or fail by simple majority vote of the eligible voting members.

6.5 COMMITTEE MEETINGS

Chairpersons of any of the Association committees will solicit volunteers from the membership ranks and shall determine the frequency and forum of any necessary committee meetings.

6.6 SPECIAL MEETINGS

Special meetings of the general membership may be called at the discretion of the Executive Board.

The general membership shall receive notification by the Corresponding Secretary of any special meetings at least three (3) days in advance.

Any motion will pass or fail by simple majority vote of the eligible voting members.

ARTICLE VII

7.1 USE OF ASSOCIATION INFORMATION

Student alumni of the Enrico Fermi and/or Enfield High School Instrumental Music Department and any alumni of the Association shall be considered important groups to the Association for both moral and financial support.

In no event shall any student or member of Association solicit these alumni groups for personal gain, such as, but not limited to:

- a. Using student alumni and/or Association alumni vendor or donor information to conduct fundraising efforts on behalf of any person or group other than the Association itself.

ARTICLE VIII

8.1 MUSIC COMPETITIONS AND EDUCATIONAL ACTIVITIES

At the discretion of the Instrumental Music Director(s), student members of the Enfield High School Instrumental Music Department shall participate in music competitions and educational activities. Such events shall promote the need to achieve musical excellence, as well as instill in the students an understanding of cultural differences, as well as the importance of teamwork, sportsmanship and a greater appreciation of music itself. As such, these events shall be supported by the Association.

8.2 DIRECT PAYMENTS FOR MUSIC COMPETITIONS AND EDUCATIONAL ACTIVITIES

The cost associated with the school's participation may be paid for directly by the students and the chaperones who attend.

8.3 FUNDRAISING FOR MUSIC COMPETITIONS AND EDUCATIONAL ACTIVITIES

To offset the cost of participating in music competitions and educational activities, as defined in Article VIII Section 8.1 the association may run fundraising events. Any funds raised specifically to defray the cost of Music Competitions and Educational Activities, will be used to defray the overall cost of the event for all participants at the same rate. The association will not maintain any individual fundraising accounts and/or conduct individual fundraising activities.

8.4 CANCELLATION POLICY

In the event of a cancellation of a music competition or educational activity, by the Instrumental Director(s) or the School Administration, all direct payments made by a student or chaperone will be returned subject to the cancellation policy as determined by the Executive Board for the activity in question.

In the event a student or chaperone needs to cancel his or her participation in a music competition or educational activity due to a serious illness or death in their immediate family, any payments made by a student or chaperone will be refunded, less expenses due to cancellation. The Executive Board shall reserve the right to request proper documentation to support the reason for the student's or chaperone's cancellation.

In the event of any other cancellation, any payments made by a student or chaperone will be returned subject to the discretion of the Executive Board and school administration.

ARTICLE IX

9.1 FINANCIAL ASSETS

No part of the net earnings of the Association shall insure to the benefit of, or be distributable to, its members, officers, or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered to outside instructors and to make payments and distributions in furtherance of the purposes set forth in Article II, Section 2.1 of the Association's Constitution.

9.2 DISBURSEMENTS

All Disbursements must be approved by the executive board for payment. Any disbursement for over \$500.00 requires the signature of 2 officers on a voucher form.

ARTICLE X

10.1 POLITICAL NEUTRALITY

No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these bylaws, the Association shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of the Association.

ARTICLE XI

11.1 CHANGES AND AMENDMENTS

A committee may be appointed to submit for consideration a revised set of bylaws as a substitute for the existing bylaws only by a vote at a general membership meeting of the Association or by a vote of the Executive Board.

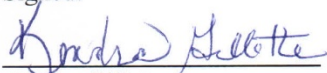
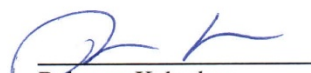
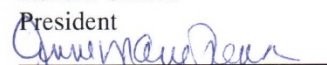
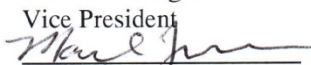
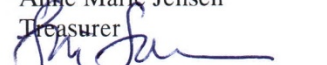
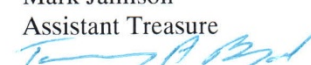
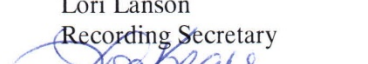
Any proposed changes or amendments to the bylaws will follow a 3 step process to be adopted

1. Any proposed changes or amendments to the bylaws shall be submitted in writing to the Executive Board thirty (30) days prior to a general membership meeting.
2. A copy of any proposed changes or amendments to the bylaws must be distributed to the general membership ten (10) days in advance of the general membership meeting at which time a discussion will be held. The general membership may amend the proposal and will vote on the final proposal so it may be presented at the next general meeting for adoption. The approval will be accepted based on a majority vote. Upon the approval the discussion period for the changes will end and the changes will be put to a vote at the next general meeting.
3. The approved proposal will be voted for adoption at the next general meeting. The amendments/changes to the bylaws will be adopted by the majority of the members in attendance.

The Constitution and By-Laws for the Fermi Instrumental Music Association were amended by the General Membership and Executive Board on May 4th, 2016. Enrico Fermi High School is closing as of June 21st, 2016 and consolidating with our sister high school (Enfield High School) in the same School District. The following minor changes were passed by a majority vote:

- Name change from Fermi Instrumental Music Association (F.I.M.A.) to Enfield Instrumental Music Association (E.I.M.A.)
- Address change from 124 North Maple Street to 1264 Enfield Street, Enfield CT 06082
- Change of tenure for officers from a maximum of three years to a maximum of four years to hold in the same office.
- Deleted Telephone Tree from Committee Section
- Changed director to director(s) throughout bylaws to reflect a two director system.
- Deleted monthly newsletter and added website to Corresponding Secretary duties
- Added Pep Band and Small Ensembles to groups supported.
- Change String Ensemble to String Orchestra in groups supported.

Signed:

 Kendra Gillette President	<u>5/18/16</u> Date	 Rebecca Kalagher Vice President	<u>5/18/16</u> Date
 Anne Marie Jensen Treasurer	<u>5/18/16</u> Date	 Mark Jamison Assistant Treasure	<u>5/18/16</u> Date
 Lori Lanson Recording Secretary	<u>5/18/16</u> Date	 Tammy Bungard Corresponding Secretary	<u>5/18/16</u> Date
 Lisa Keane Fundraising Director	<u>5/18/16</u> Date		

