

A meeting was held on 3/15/2019 with Matt Lerner, Addy Lerner, Tom Trawick, Tammi Trawick, and Becky Schaefer. Revisions to the By-Laws were discussed and the following changes/revisions are suggested for approval.

**Title Page** - The line that says "By-Laws effective as of July 1, 2016" should be amended to say "By-Laws effective as of **July 1, 2019**"

### **Article I Organization**

The line "This group incorporates the following groups: Marching Band, Concert Bands, Orchestra, ..." add the "s" after Concert Band to include the upcoming additional band classes.

### **Article II Purpose**

No changes

### **Article III Membership**

No changes

### **Article IV Executive Board**

Section 4

- In the first sentence include "notification" and remove "an" as shown in red:  
"When a member of the Executive Board fails to attend three consecutive Executive Board meetings without **notification**, ~~an~~ adequate excuse, ...."
- End the last sentence with a period.

### **Article V Officers and Their Election**

Section 2: Appointed Officers

- Change "Drumline Concession Coordinator" to "Drumline/**Winterguard** Concession Coordinator"
- Change "Drumline Hospitality Coordinator" to "Drumline/**Winterguard** Hospitality Coordinator"

Section 3: Ex-Officio Officers

In the second sentence, change "to" to "for" as noted in red below:

"They shall also be members of the Executive Board and shall represent the Tustin Unified School District and Tustin High School **for** ~~to~~ the organization."

Section 5: Elections

- Change the slate of nominees will be presented in March instead of April.
- Change the vote will be at the general meeting in April instead of May.
- Add "s" for "members of the organization"
- Changes noted in red below:  
"The slate of nominees must be accepted by the Executive Board and will be presented in **March** ~~April~~ and voted upon by the members **s** of the organization at the general meeting in **April** ~~May~~."

### **Article VI Duties of Officers**

President

Add the following as the final sentence:

“The President may not be related by blood or marriage, or reside in the same household as the Treasurer or any authorized signers of checks.”

#### Vice President

- Indent the first sentence to be consistent with the other positions.
- Remove the following sentence:  
“The Vice President shall publish all IMD events subject to the approval of the Executive Board and the school.”

#### Secretary

- Remove the following sentence:  
“The Secretary shall conduct all necessary correspondence of the organization upon authorization of the Executive Board and shall send out notices to the communication chair.”
- Remove the word “also” in the last sentence as noted in red below:  
“He/She shall **also** keep an updated roster of all members of the organization and an updated copy of the by-laws of the organization.”

#### Treasurer

Add the following as the final sentence:

“The Treasurer may not be related by blood or marriage, or reside in the same household as the President or any authorized signers of checks.”

#### Restaurant Night Coordinator

Add “If possible” to the beginning of the last sentence as shown in red below:

“**If possible**, the restaurant night should be set up at least one month in advance of the date.”

#### Drumline Concession Coordinator

Add Winterguard to the position, so it is listed as “Drumline/**Winterguard** Concession Coordinator”

#### Drumline Hospitality Coordinator

Add Winterguard to the position, so it is listed as “Drumline/**Winterguard** Hospitality Coordinator”

Remove extra line above Auditor.

### **Article VII – Meetings**

#### Section 1 – How Business is Conducted

Reword the second sentence in the third paragraph as noted in red text below:

“Members may bring up discussion items to be placed on agendas as a later date **or at this time** ~~at this time also.~~”

#### Section 3 – What Preceded Debate

- Change the section label from “What Preceded Debate” to “Motion Procedures”
- For the second line add “member’s motion” and remove the second sentence as noted below in red text:  
“The member’s **motion** is seconded. ~~Every motion should be seconded.~~ This rule saves you from debating an issue only one person favors.”
- After the word “Debate” add “(Optional)”

## Article VIII Voting

- In the first sentence “via” should be “viva”, and the period after “hands” should be a comma. Changes noted in red text below:  
“The usual methods of taking the votes are **viva via** voce (by voice), by show of hands, ~~rising~~, ballot, roll call (yeas or nays), or general consent.”

### Section 1: Who is entitled to Vote

- Second note, need to finish the quotes at the end of the first sentence as noted below in red text:  
“THS IMO will follow the general rule “that no one can vote on a question in which he or she has direct personal or financial interest.” Spouses are not automatically included in this statement, only if they will benefit directly from the vote.
- Remove the following Example:  
“There has been a motion to set band fees at \$200.00” “This motion would affect all members so all may vote.”

## Terms

### Quorum

In the second sentence change “Officers” to “Board Members” so it reads as follows:

“The official quorum number will be at least two (2) of THS IMO **Board Members Officers** and two (2) other non-related booster members.”

## Article IX – Funds and Disbursements

For the last paragraph in bold, change “with out” to “without” and remove “held” and change to “personally”. Changes shown in red text below:

“Any funds spent over budget by any person of the General membership, Executive Board, or Ex-Officio member **without with-out** the consent of the General Membership will be **held personally** accountable for those funds.”

## Article X – Amendments

At the beginning of the third sentence, add “Minimum of” as shown below in red text:

“**Minimum of** two volunteers from the General Membership and the President shall constitute this committee.”