

# TUSCARORA HIGH SCHOOL PERFORMING ARTS BOOSTERS, INC.

## By-Laws

### **ARTICLE 1.** *Title:*

Constitution of the Tuscarora High School Performing Arts Boosters, Inc.

### **ARTICLE 11.** *Name of Organization:*

The name of this organization shall be "Tuscarora High School Performing Arts Boosters, Inc.," to also be known as THSPAB, which is a 501C(3) nonprofit organization.

### **ARTICLE III.** *Objects:*

Section 1. The objective of this corporation shall be to assist with and to lend financial assistance to the activities of the Tuscarora High School Performing Arts Clusters ("cluster" being defined as the curricular, co-curricular, and extra-curricular unit of instruction for instruments, voices, drama, or dance) in support of the cluster directors and within Frederick County Public Schools guidelines and policies.

Section 2. The THSPAB will promote a better understanding and maintain an enthusiastic interest for the arts programs among parents and guardians, members, instructors, the Frederick County Board of Education, and the surrounding community and businesses within the Tuscarora feeder area.

Section 3. Our purpose will include promoting social and recreational gatherings for its members, their families and friends, toward the end of cementing a good fellowship and a social cooperative spirit in these activities.

**ARTICLE IV. *Membership:***

Section 1. Membership shall be composed of the parents or guardians of all performing arts students and auxiliary units at Tuscarora High School and such other persons who subscribe to the purposes and objective of this corporation.

Section 2. No individual member of the THSPAB shall state or write his or her personal opinion as representing the majority opinion of the organization without consent of the general membership.

**ARTICLE V. *Officers:***

Section 1. The officers of the corporation shall be a President, a Vice President, Recording Secretary, Corresponding Secretary, and Treasurer and each shall perform his or her duties on a non-compensated basis.

Section 2. Terms for officers and committees shall be from June 1st to May 31st of the next year.

Section 3. Officers' vacancies occurring during the year shall be filled by normal election procedure with the Executive Committee being responsible for nominations.

Section 4. No officer will hold any one office for more than three (3) years. However, if there is no other nominee for a position, this rule may be waived so that the term of a current officer may be extended.

**ARTICLE VI. *Executive Committee:***

Section 1. The Executive Committee shall consist of the officers of the corporation, chairmen of standing committees, and liaisons. The Principal or his/her designee, Drama Director, Band Director, and Choir Director of Tuscarora High School shall be ex-officio members of the Executive Committee.

Section 2. The Executive Board shall recommend to the membership each Cluster's proposed plans and goals for the corporation and shall have supervision over the conduct of these projects.

Section 3. Standing Committees may include a representative of Band, Choir, Orchestra, Drama, Dance/Guard, and the following: Ways and Means, Uniforms, Costumes, Chaperone/Field Crew, Drama Production Assistance, Home Competition Coordinator, Concessions, Membership, Public Relations, Social, and Communications (“communications” being defined as email, telephones, web site, or other technologies as appropriate).

Section 4. The Executive Board shall meet monthly during the fiscal year. The executive board will determine these dates for the upcoming year at the June meeting.

Section 5. The Executive Board shall have the authority to transact any necessary business between meetings of the corporation.

Section 6. The President, with approval of a majority of the elected officers and the Directors of the Music and Drama programs, shall appoint the Committee Chairmen.

Section 7. Each Performing Arts Cluster shall have a liaison to communicate the intentions and facilitate the achievement of the Cluster Group's objectives during the fiscal cycle. The Liaison shall preside over Cluster Group meetings; submit meeting summaries to the Executive Board, the general membership, and the Ways and Means committee. The Cluster Liaison shall be responsible for the coordination of resources necessary to realize the Cluster Group's fiscal and operational objectives.

#### **ARTICLE VII.** *Powers and Duties of Officers*

Section 1. The powers and duties of officers except as herein stated shall be in accordance with the normal duties of officers provided for in Roberts Rules of Order.

Section 2. The President shall preside at all meetings of the organization, the executive board, and the executive committee and shall be ex-officio a member of all committees. The president shall perform such other duties as may be

prescribed in these by-laws or assigned by the organization or by the executive board, and shall coordinate the work of the officers and committees of the organization in order that the Objective may be promoted.

Section 3. The Vice President shall act as an aide to the President and shall perform the duties of the President in the absence or inability of that officer to act. The Vice President shall be responsible for compiling and collecting reports from all standing committee chairmen.

Section 4, The Recording Secretary shall record the minutes of all meetings of the organization and of the Executive Committee and Board and shall perform such other duties as may be assigned by the President or Executive committee.

Section 5. The Corresponding Secretary shall be responsible for all general correspondence and shall keep a correct list of names and addresses of all members of the Executive Board and all members of the organization.

Section 6. The Treasurer shall be the custodian of all funds of the organization and shall keep a full and accurate account of receipt and expenditures. The Treasurer shall present a financial statement at all meetings of the organization and at other times when requested by the Executive Board. The Treasurer shall receive all monies payable into the corporation treasury and shall place such funds in a depository to be approved by the Executive Board. Disbursements from there shall be wholly by check and authorized by the signatures of two elected officers. The Treasurer shall provide for an annual review or audit of the financial records by a CPA firm or an analysis of the financial records by an internal audit committee before July 15th as requested by the executive committee.

#### **ARTICLE VIII** *Dues and Finances:*

Section 1. The annual membership dues shall be such amount as the membership may fix by a majority vote of those present and voting at the annual meeting.

Section 2. The fiscal year of this corporation shall be from June 1st to May 31st.

Section 3. Purchases will not be reimbursed without the approval of the Executive committee.

Section 4. The membership cannot commit this organization's funds without review and recommendation by the appropriate committee and the Executive Board. Should the corporation be dissolved, any remaining assets in the treasury shall be a restricted donation to the Tuscarora High School Performing Arts Cluster.

Section 5. Fund raising activities shall be undertaken in the name of the corporation with prior recommendation of the Executive Board, cluster directors, and the voted approval of the membership.

Section 6. Directors of the Tuscarora High School Performing Arts Cluster shall present a proposed budget for the following fiscal year, no later than April 1, to the Executive Board.

Section 7. The Executive Board and cluster directors shall review the units proposed balanced budgets and shall make recommendations to the general membership during the May membership meeting. A vote shall be taken at that meeting. With approval, the unit budgets shall be effective on June 1.

Section 8. The proposed General THSPAB balanced budget shall be presented to the general membership during the May meeting. A vote shall be taken at that meeting. With approval, the general budget shall be effective on June 1.

Section 9. Each unit of the Tuscarora High School Performing Arts Cluster shall achieve an actual cash balance of their approved budget before any funds shall be raised for specific, unbudgeted expenditures.

Section 10. All budgeting conflicts shall be resolved by the Executive Board.

**ARTICLE IX. Meetings:**

Section 1. A minimum of four meetings of the corporation is to be held every fiscal year as determined by the executive board at the June meeting. Additional meetings of the corporation or Executive Board can be added and may be called

by the Executive Board as necessary. The general meeting may be rescheduled with two (2) weeks advanced notification to the corporation membership.

Section 2. The President, the majority of the Executive Board, or 10% of the corporation voting membership, may call special meetings of the corporation.

Section 3. The annual meeting of the corporation shall be held at the May meeting.

Section 4. The Cluster Directors, Cluster Liaisons, and Principal (or their designate) shall be notified of all regular meetings, Executive Board meetings and special meetings.

Section 5. The Executive Board shall meet at least once each quarter of the fiscal year. The Board shall determine the dates of the meetings. Attendance of Executive Board members and officers at regularly scheduled meetings is critical to the proper functioning of the association. A majority of the Executive Board Members shall constitute a quorum and a majority of the Executive Board Members must be present to vote. Action of the Executive Board may be taken if an Executive Board member misses more than three (3) consecutive Board meetings of the total yearly meetings. The Executive Board member shall be removed from the Executive Board by majority vote of the Executive Board. A newly elected Executive Board member will be installed in his/her place following the adjournment of that meeting.

Section 6. Cluster Groups shall meet at least twice yearly. The cluster director and liaison shall jointly prepare agendas for all cluster meetings, conduct the business of the cluster meetings, and determine the need for special meetings. Cluster meeting summaries may include proposed plans and goals and shall be distributed to the executive committee.

Section 7. Two-thirds of the members present and voting constitutes a quorum.

**ARTICLE X. Election:**

Section 1. The President at the January meeting shall appoint a Nominating Committee. It shall be the duty of this committee to nominate candidates for the officers to be elected at the May meeting

Section 2. The Nominating Committee shall notify the general membership of the slate of nominees one month before the general membership meeting at which officers will be elected.

Section 3. Nominations from the floor shall be permitted before the election at the May meeting.

Section 4. Only those persons who have consented to serve shall be nominated for or elected to such office.

Section 5. Only voting members in good standing (“members in good standing” being defined as members who have paid all required fees or dues and are not delinquent, inactive, or suspended members) shall be eligible to hold an elected or appointed office.

Section 6. Officers shall be elected by ballot. However, if there is one nominee for an office, election for that office may be by a show of hands or voice vote.

Section 7. With the exception of the Treasurer, the newly elected officers shall take office at the start of the fiscal year (June 1st) and shall serve for a term of one year until their successors are elected.

Section 8. Cluster group liaisons shall be recommended by their respective cluster groups with the final approval of the cluster director. The recommendation shall become effective on June 1 and hold that position the term of one year. In the event of a vacancy, a new Liaison shall be appointed to fulfill the existing term.

**ARTICLE XI. Parliamentary Authority:**

Section 1. **Roberts Rules of Order** shall govern all proceedings of this corporation unless otherwise stated herein.

Section 2. The President may appoint a Parliamentarian from the membership to rule on procedure.

**ARTICLE XII.** *Amendment procedure:*

The Constitution and the by-laws may be amended or modified by quorum vote of the membership present at any regular meeting of the organization. The membership shall be notified of a proposed amendment vote and the language of the proposed amendment at least 30 days prior to the date of the meeting at which the amendment vote is to be taken. Ratified amendments shall become effective following the adjournment of the meeting in which it was adopted or on the date stated in the ratified amendment.