

# 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.," which is a 501C(3) non-profit organization.

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

Section 1. The objects of this corporation shall be to assist in the High School Music, Dance and Drama activities in cooperation with teachers and school authorities with any of their projects and to lend financial assistance to the Performing Arts Cluster for co-curricular and extracurricular needs and activities.

Section 2. The THSPA Boosters 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 objects of this corporation.

### **ARTICLE V. Officers:**

Section 1. The officers of the corporation shall be a President, a Vice President, Recording and Corresponding Secretary, Treasurer.

Section 2. The Executive Board shall have the authority to transact any necessary business between meetings of the corporation.

Section 3. Terms for officers and committees shall be from June 1<sup>st</sup> to May 31<sup>st</sup> of the next year.

Section 4. Officer's vacancies occurring during the year shall be filled by normal election procedure with the Executive Committee being responsible for nomination.

Section 5. 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, Drama Director, Band Director and Choir Director of Tuscarora High School (or their designates) and the immediate Past President of the organization, if a member, shall be ex-officio members of the Executive Committee.

Section 2. The Executive Board shall recommend to the membership projects for the corporation and shall have supervision over the carrying out of these projects.

Section 3. Standing Committees may include a representative of Band, Choir, Orchestra, Drama, Dance/Guard, and the following: Ways & Means, Uniforms, Costumes, Chaperone/Field Crew, Drama Production Assistance, Home Competition Coordinator, Concessions, Membership, Public Relations, Social, Telephone, etc.

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.

**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 bylaws 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 Objects may be promoted.

Section 3. The Vice President shall act as aid 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 from 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 monies remaining in the treasury shall be transferred to the Tuscarora High School Performing Arts Activity Accounts.

**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.

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 Band Director, Drama Director, Choir Director, Principal (or their designate) and immediate Past President (if a member) shall be notified of all regular meetings, Executive Board meetings and special meetings.

Section 5. Attendance of Executive Board Members and officers at regularly scheduled meeting 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 (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.

**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 shall be eligible to hold 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 1<sup>st</sup>) and shall serve for a term of one year until their successors are elected.

**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 2/3 vote of the membership present at any regular meeting of the organization. The general membership must be notified at least 10 days prior to the date of the meeting.