

TEQUESTA TRACE BAND BOOSTERS ASSOCIATION, INC.

BYLAWS

ARTICLE I NAME

Section 1. The name of this organization shall be the Tequesta Trace Band Boosters Association, Inc.

ARTICLE II PURPOSE

Section 1. The purpose of this organization shall be to support the Tequesta Trace Middle School Band Program and its director.

ARTICLE III MEMBERSHIP

Section 1. Membership in this organization shall consist of parents or guardians of students enrolled in the Tequesta Trace Middle School Band Program, any interested community members, at the discretion of the band director, and any Tequesta Trace staff members.

Section 2. Requirements for membership in good standing are defined as: attendance at general meetings, willingness to contribute time & effort and payment of any student band fees.

Section 3. Each member as listed in Section 1 (one) is entitled to voting privileges.

ARTICLE IV BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the Officers of this organization, the Band Director of Tequesta Trace Middle School, and at least one parent/guardian representative from each grade.

Section 2. The President shall appoint grade level representatives for 7th & 8th at the same time as the election of officers. A 6th grade representative shall be appointed in the same manner at the first general meeting of the membership.

ARTICLE V OFFICERS

Section 1. The officers of this organization shall be a President, a Vice-President, a Treasurer and a Secretary.

Section 2. The officers of this organization shall be elected for a term of one (1) year and shall be eligible for reelection not to exceed two (2) additional years for the same office. The office of the Treasurer shall be eligible for re-election not to exceed one (1) additional year.

Section 3. Nominations for officers will be made by a Nominating Committee composed of one (1) chairperson appointed by the President, the Band Director, and two (2) members from the General Membership appointed by the President. The committee shall be appointed in February and shall present their recommendations in March. No more than one member from the current board shall be allowed to serve on the Nominating Committee. Further nominations may be made from the floor at the meeting in April.

Section 4. Election of officers shall be held at the meeting in April after all nominations have been presented. Those officers will assume their duties at the regularly scheduled meeting in May.

Section 5. During the transition, an official audit of all records shall be completed. The President shall appoint an Auditing Committee composed of 2 or 3 members of the organization.

- Section 6. Election shall be by ballot when there is more than one nominee for an office. A nominee will be elected by a simple majority of ballots cast and re-balloting will be continued until such a simple majority exists. A committee of three (3) members present, selected from the floor and not appearing on the ballot, shall supervise the election and counting of ballots.
- Section 7. Vacancies in an office shall be filled by the Board of Directors, after receiving written notice of same, except in the case of the President. If such a vacancy should occur, the Vice-President shall assume the office of the President.
- Section 8. If any member of the Board of Directors has missed two (2) consecutive regular meetings without good cause, that office shall be considered vacant. That vacancy shall be filled at the following meeting by the Board of Directors and any general membership present.

ARTICLE VI DUTIES OF OFFICERS

- Section 1. The President shall preside at all meetings of the organization and her or she shall perform all other duties of that office, and shall be a member ex-officio of all committees except the Nominating Committee.
- Section 2. The Vice-President, in the absence of the President, shall preside at all meetings of the organization and shall perform all other duties of that office.
- Section 3. The Treasurer shall handle all monies of the organization. He or she shall keep a correct record of all receipts and disbursements and the amount on hand, and shall present a written report at each regular meeting of the organization. The treasurer shall deposit all funds belonging to the organization in a bank. All checks shall be signed by any two (2) of the following: The President, Vice President, Treasurer or Secretary. The Treasurer must be one of the signatories.
- Section 4. The Secretary shall keep an accurate record of all regular and special meetings of the organization. He or she shall maintain a list of members along with their email addresses and telephone numbers and perform any and all duties pertaining to that office.

ARTICLE VII MEETINGS

- Section 1. The Board of Directors shall meet once each school month, or more often if necessary, to conduct the business of this organization. All meetings are open to the general membership.
- Section 2. Special meetings of the general membership will be called by the President as needed. The purpose of said special meetings shall be to conduct any business that might present itself in the interim between regularly scheduled general meetings.

ARTICLE VIII DUTIES OF THE BOARD OF DIRECTORS

- Section 1. The President shall appoint the Chairperson of each committee. Committees will be established as needed.
- Section 2. The Board of Directors, with the input of the Band Director, shall prepare and submit a budget for the upcoming fiscal year that will include the anticipated receipts and expenditures of the organization. It should be presented to and voted upon by the general membership.

Section 3. A simple majority of the members of the Board of Directors shall constitute a quorum.

ARTICLE IX FINANCE

Section 1. Expenditures of unbudgeted funds must be approved by the Board of Directors and majority vote of the general membership in attendance at a regular meeting or special meeting.

ARTICLE X RULES OF ORDER

Section 1. The rules contained in Roberts Rules of Order, Revised, shall govern this organization in all cases which may apply, not to be inconsistent with these bylaws.

ARTICLE XI AMENDMENTS TO THE BYLAWS

Section 1. These bylaws may be amended by a vote of a two-thirds majority of the members in attendance at a regular meeting or special meeting. Amendments must be first read to the members in attendance. The vote will then be taken immediately after the first reading. The reading of these amendments shall take precedence over any other old or new business.

Section 2. These Bylaws shall be reviewed every year by the Board of Directors.

ARTICLE XII DEDICATION OF ASSETS

Section 1. The property of this corporation is irrevocably dedicated to the educational purposes of the Band Program and its students.

Section 2. Any real or personal property owned by the Corporation may be sold, mortgaged, or leased by the Corporation. Such sale or lease must be approved by a majority vote of the membership in attendance at a general meeting.

ARTICLE XIII DISTRIBUTION OF ASSETS

Section 1. Upon the dissolution or winding up of this corporation, its assets remaining after payment, or provision for payment, of all debts and liabilities of the corporation, shall be distributed to the Tequesta Trace Middle School Band internal account.