



SARASOTA MILITARY

ACADEMY

MUSIC BOOSTER

BY-LAWS

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SMA MUSIC BOOSTERS INDEX

Article I – Name

1.01 Name

Article II – Purpose

2.01 Organization

2.02 Purpose

Article III – Membership

3.01 Voting Members

3.02 Non-Voting Members

Article IV - General Meetings

4.01 Date, Time and Location

4.02 Quorum and Voting

4.03 Roberts Rules of Order

4.04 Annual Meeting

Article V – Officers, Elections and Terms of Office

5.01 Board of Directors (Executive Board)

5.02 Eligibility

5.03 Election of Directors / Officers

5.04 Transfer of Responsibility

5.05 Term of Office

5.06 Vacancies

5.07 Removal of Board Members

5.08 Compensation

5.09 Meetings

5.10 Quorum and Voting

5.11 The Nominating Committee

5.12 Presentation of List and Voting

Article VI – Duties and Functions of the Executive Board Members

6.01 President

6.02 First Vice President (Fundraising)

6.03 Treasurer

6.04 Secretary

Article VII – Standing Committees

7.01 Overview

7.02 Committees

Article VIII – Fiscal Activities

8.01 Fiscal Year

8.02 Audits

8.03 Budget Committee

8.04 Disbursements

8.05 Tax Exempt Compliance per IRC Section 501 (c) (3)

Article IX – Amendments

9.01 Amendments

SARASOTA MILITARY ACADEMY BOOSTER BY-LAWS

ARTICLE I – NAME

1.01 Name. The name of this organization shall be the **Sarasota Military Academy Music Boosters** (hereafter referred to as SMAMB).

ARTICLE II – PURPOSE

2.01 Organization. The SMAMB is organized exclusively for the charitable and educational purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code. This organization will abide by all guidelines and regulations set forth by the Sarasota Military Academy (hereafter referred to as SMA) and the Sarasota Public Schools (hereafter referred to as SPS) as well as State and Federal Laws as they apply to Non-Profit Tax Exempt organizations.

2.02 Purpose. The SMAMB shall support and promote the Sarasota Military Academy Music Program at all levels through volunteers, financial aid, community involvement and parental understanding of the objectives of the SMA music program.

ARTICLE III – MEMBERSHIP

3.01 Voting Members. The membership of the SMAMB is open to all parents and legal guardians of the present SMA Band, Chorus, Drum Line and Pipe Band cadets (hereafter referred to as “Music Cadets”) and other persons who support the SMA music program. The annual dues for membership shall be \$5.00 per year.

3.02 Non - Voting Members. All full-time or part-time music instructors employed by SMA can participate in an advisory capacity as non-voting members.

ARTICLE IV – GENERAL MEETINGS

4.01 Date, Time and Location. The general membership shall meet the third Tuesday of each month (except in June and July) or as directed by the Executive Board. The meetings shall be at the SMA cafeteria or any other SMA location and time as directed by the Executive Board and reflected in the Band Calendar.

4.02 Quorum and Voting. In order to transact business, a quorum shall consist of twenty (20) members, excluding the President who shall only vote in the case of a tie. Voting shall be decided by the simple majority of the attending members.

4.03 Roberts Rules of Order. All meetings of the Executive Board and Committees and general meetings shall be conducted pursuant to Roberts Rules of Order as set forth in the latest revision.

4.04 Annual Meeting. The annual membership meeting shall be held on the third Tuesday of May each year and the business to be conducted at that meeting shall include the election of directors/officers for the following year. All members shall receive electronic notice of such meeting along with the proposed list of the directors and officers.

ARTICLE V – BOARD OF DIRECTORS, OFFICERS, ELECTIONS AND TERMS OF OFFICE

5.01 Board of Directors (Executive Board). The business of the SMAMB shall be managed by a Board of Directors of not more than eleven (11) members and consisting of all the elected officers (hereafter referred to as “Board Members”). The Board shall have control and management of the affairs of SMAMB.

5.02 Eligibility. All parents and legal guardians of the present SMA Band, Chorus, Drum Line and Pipe Band cadets are eligible to be Board Members. All Board Members must be a SMAMB member in good standing. For purposes of this section, member in good standing means any member who has paid annual dues...amount to be determined by the Board.

5.03. Election of Directors / Officers. The directors / officers for the next year shall be chosen at the annual meeting in May.

5.04 Transfer of Responsibility. New directors / officers shall take office on the first day of the new fiscal year as defined in Section 8.01.

5.05. Term of Office. Each elected office term shall be for one year. No booster member shall hold the same elected office more than two consecutive years. Any officer’s 2 year term may be extended by a majority vote of the Board.

5.06 Vacancies. In the event of a vacancy of an elected office, the vacancy will be filled by appointment approved by majority vote of the Board.

5.07 Removal of Board Members. A Board Member may be removed when sufficient cause exists for such removal.

5.08 Compensation. No Board Members or appointed Committee Members shall receive compensation of any kind provided, however, that the Treasurer may receive compensation as approved by the Board. Board Members may be reimbursed for out-of-pocket expenses associated with their services as a Board Member as approved by the Board.

5.09 Meetings. The Board may make such rules and regulations regarding its meetings as it may, in its discretion, be determined necessary. A special meeting may be called by any two (2) Board Members with no less than 72 hours written notice to all Board Members of the date, time, place and subject matter / agenda of the meeting. Notice may be sent electronically provided that receipt of such notice is confirmed.

5.10 Quorum and Voting. Sixty-five percent (65%) of the Board Members shall constitute a quorum. Each Board Member shall have one vote and voting may be done by proxy. Voting shall be decided by a simple majority of the attending members.

5.11 The Nominating Committee. The Nominating Committee, which shall consist of at least five (5) members of at least one (1) other Board Member, one Standing Committee Chairman / Coordinator and two (2) members at large. The SMAMB President shall **not** be a member of the Nominating Committee, ex-officio or otherwise. The committee shall be appointed by the President prior to the March general meeting.

(a) Responsibilities – The duties of the committee shall be to form a list of elective officers for presentation to the general membership. No one may be nominated for any position without his/her consent.

(b) Other Duties – While in the process of forming the list of nominees, the committee shall attempt to fill Standing Committee Chairs / Coordinators.

5.12 Presentation of List and Voting. The list of Board nominees shall be presented and voted upon at the annual membership meeting in May. Nominations may also be made from the floor with prior consent of the nominee. Voting shall be by a show of hands unless there are multiple nominees for any one office in which case voting shall be by written ballot. Board Members shall be chosen by a simple majority of the members present and voting.

ARTICLE VI – DUTIES AND FUNCTIONS OF OFFICERS

6.01 President shall:

- .preside at all meetings
- .appoint all Committee Chairs / Coordinators as the need arises and as deemed necessary to promote the objectives of the SMAMB with the SMA music department
- .serve as an ex-officio member of all such committees except the Nominating Committee
- .chair the Budget Committee
- .have the authority to sign checks on behalf of the SMAMB
- .represent the SMAMB in communications for the SMA music department with the SMA music department chair

6.02 Vice President (Fund Raising) shall:

- .assist President in appointing all Committee Chairs / Coordinators and in all other matters requested
- .co-chair the Audit Committee as outlined in Section 7.02 and described in Article VII and Section 8.02
- .assume the position of President in the event of absence or resignation of the President
- .be an ex-officio member of committees as requested by the President
- .be responsible for all general fundraising as outlined in Section 7.02 and described in Article VII
- .be responsible for all Cadet Account fundraising activities as outlined in Section 7.02 and described in Article VII
- .have the authority to co-sign checks on behalf of the SMAMB
- .perform any other duties as may be delegated by the President

6.03 Treasurer shall:

- .maintain financial records for all the SMAMB activities
- .be responsible for accounting and depositing of all monies
- .be responsible for paying all authorized purchases
- .render a detailed monthly financial report to the organization on behalf of the SMAMB as determined by the Board
- .provide all necessary reports to the SMA accountants
- .chair the Scholarship Committee as outlined in Section 7.02 and described in Article VII
- .perform any other duties as may be delegated by the President

6.04 Secretary shall:

- .record and retain the minutes of all regular SMAMB meetings and Board meetings
- .provide a copy of the minutes to the Board and the SMA music department chair prior to the next months' meeting and present minutes of the prior months' meeting at the general membership meeting for approval
- .handle miscellaneous correspondence for the SMAMB organization as the need arises
- .provide a membership register at each meeting for members to sign in
- .be responsible for the cadet Database, Band Calendar, E-Mails & Newsletter as outlined in Section 7.02 and described in Article VII
- .distribute database to Board and appropriate committee chairs
- .perform any other duties as may be delegated by the President

ARTICLE VII – STANDING COMMITTEES

7.01 Overview. All committees of this organization shall be appointed by the Board.

- (a) **Committees** – The following positions, as outlined in Section 7.02, are recommended standing committees but may be changed by the Executive Board as the need arises and as is deemed necessary to achieve the objectives of the organization without amendment to the by-laws.
- (b) **Attendance at Meetings** – Standing Committee chairpersons / coordinators are expected to attend the monthly general membership meetings. If unable to attend, a written report should be delivered to the appropriate Executive Board Members(s).
- (c) **Committee Members.** The Chair / Coordinator has the authority to choose their own committee members.
- (d) **Terms of Position.** Each Chair / Coordinator shall serve for one year.
- (e) **Record Keeping.** Chairpersons / Coordinators shall maintain a working notebook with a timeline for Committee work and suggestions to pass on to their successors.

7.02 Committees and Responsibilities

Audit Committee Chair shall:

- .conduct reviews of financial records within sixty (60) days of the fiscal year end consisting of three (3) persons not involved with disbursement or control of the organization's finances. Members of this committee need to be members of the organization.

Battalion Awards Committee Chair shall:

.work with the SMA music department chair to purchase and prepare awards for the SMA music battalion cadets for presentation at the annual SMA Awards evening.

Chaperones Committee Chair shall:

.coordinate with the SMA music department chair to insure the required PALS approved chaperones are available for all music battalion field trips.

Freshmen Music Battalion and Volunteers Committee Chair shall:

.be responsible for all freshmen music battalion startup activities and volunteer events
.coordinate with the SMA music department chair for middle school liaison information sessions and parent information sessions for the incoming freshmen including acquiring information about prospective cadets for the SMA music battalion
.organize volunteer sign-ups at events early in the school year; distribute volunteer names and phone numbers to the appropriate Committee Chairs / Coordinators; help schedule volunteers as needed during the school year
.perform any other duties as may be delegated by the President

Fundraising Committee Chair shall:

.work closely with the vice president to make sure that each cadet and booster fundraiser has a chair person.

Historian shall:

.be responsible for recording the events of the year via video and still photography and will work with the SMA music department chair to prepare a CD and a DVD for the years' end.

Information Committee Chair shall:

.help to prepare and have printed the Winter and Spring Concert Programs.
.work with the SMA music department chair to compile all information to hand out to music battalion cadets at the beginning of the school year.
.prepare SMA music information to send out to all of the SMA music battalion cadets as the need arises.

Nominating Committee Chair shall:

.handle the interview, selection and recommendation of the list of potential officers for presentation to the membership for vote in May of each year
.recommend committee chairmen for the following year to the SMAMB.

Parades and Competition Chair shall:

- .be responsible to communicate all parade and competitions information
- .work with the SMA music department chair to process all paperwork for the following contests...concert band, jazz, All-Region, All-State, Solo & Ensemble
- .make sure that refreshments are provided, including water and snacks
- .perform any other duties as may be delegated by the President.

Publicity and Community Events / Public Relations Chair shall:

- .help with coordinating community events and venues where the music battalion cadets can perform...i.e. grade schools, middle schools, high schools, non-profit organizations, retirement centers, community organizations and clubs, cultural events, sports events, colleges, etc.
- .help with generating newspaper, radio and television publicity, etc.

Special Trips / Competition Trip Committee Chair shall:

- .coordinate any special trip for the music battalion with the SMA music department chair
- .work with the SMA music department chair to plan and prepare and special trips for the music battalion. Duties may include researching available options (accommodations, activities, transportation, etc.) emails and correspondence to the cadets and their parents, enlisting chaperones, preparing itineraries, preparing room and bus seating assignments, registrations, waivers, etc.

ARTICLE VIII – FISCAL ACTIVITIES

8.01 Fiscal Year. The fiscal and tax year shall be August 1st through June 30th.

8.02 Audits. The financial records shall be reviewed annually by the Audit Committee after the end of the fiscal year and presented to the Board. The results shall be made available to the general membership at the August meeting. A review may be requested at any other time by a simple majority of the Board.

8.03 Budget Committee. The Budget Committee shall be chaired by the President and comprised of the First Vice president (Fundraising), Treasurer, the SMA music department chair and the SMA CFO. The committee shall prepare and present a proposed budget for the following fiscal year to the Board no later than thirty (30) days prior to the regularly scheduled membership meeting in May of each year. Following Board approval, the budget will be presented to the general membership for approval at the regularly scheduled May meeting.

8.04 Disbursements

(a) Budgeted Disbursements. Disbursements approved in the annual budget will not require further approvals.

(b) Signatures. All disbursements from the SMAMB account shall require two (2) authorized signatures of unrelated individuals, one of which must always be the Treasurer. Officers authorized to sign for the SMAMB account are the President, First Vice President and the Treasurer.

(c) Unbudgeted Disbursements Under \$500.00. Unbudgeted disbursements of less than \$500.00 which are not specifically covered in the annual budget may be authorized in special circumstances by the President, providing that the funds are available.

(d) Unbudgeted Disbursements over \$500. Unbudgeted disbursements in excess of \$500.00 must be voted on and approved by the general membership at a regularly scheduled meeting.

(e) Unbudgeted Expenditures Between June and August. Any unbudgeted expenditures in excess of \$500.00 between the June and August meetings require the unanimous approval of the Executive Board prior to the expenditure or the commitment, and then must be reported at the next general meeting.

8.05 Tax Exempt Compliance per IRC Section 501 (c) (3)

501 (c) (3) Activities. Notwithstanding any other provision of these articles, the organization shall not carry on any activities not permitted to be carried on by a organization exempt from federal income taxes under section 501 (c) (3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue law, or by a organizations contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal revenue law.

Net Earnings Use. No part of the net earnings of the SMAMB shall be to the benefit of, or be distributable to it's members, trustees, officers or any other private persons, except, that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments in the furtherance of the purposes set for in Article V.

(a) Political and Legislative Activities. No substantial part of the activities of the organization shall be for the carrying on of propaganda, or the otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in, any political campaign on behalf of any candidate for public office.

- (b) **Dissolution and Distribution of Funds.** Pending dissolution of the SMAMB, any remaining assets shall be distributed to the SMA music battalion activities fund. Upon the dissolution of the SMAMB after paying or adequately providing for the debts and obligations of the organization, all assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code of 1954.

ARTICLE IX – AMENDMENTS

9.01 Amendments. These by-laws may be amended at any regular meeting of the organization by a majority vote of the members present and voting, provided that notice has been given at the previous regular meeting. A quorum must be present and the President will only vote in the case of a tie.