

J.P. Taravella High School
Band & Orchestra
By-Laws

**BY-LAWS OF THE J. P. TARAVELLA HIGH SCHOOL
BAND & ORCHESTRA PATRONS ORGANIZATION, INC.**

ARTICLE I: NAME

The name of this corporation shall be the “J. P. Taravella Band & Orchestra Patrons Organization, Incorporated”, which hereinafter alternatively referred to as “the Patrons”, or the “Band Patrons” or “Patrons Organization”). (The program consists of those performance-based music activities taught by J. P. Taravella’s band directors, which include marching band, color guard, concert band, jazz band, winter percussion, and orchestra.)

ARTICLE II: PURPOSE

The general nature, objects and purposes of the Band Patrons are:

1. The Patrons serves as a not for profit organization, organized under the laws of the State of Florida, exists for the purpose of promoting the health and safety of JPT student band members and to promote success of the JPT band program..
2. The Patrons will assist, through financial and physical help, the attainment of the directors’ goals and objectives for the band and orchestra program.
3. All actions of the Patrons shall be consistent with, and respectful of, the rules guiding Broward County Schools, as well as those of related professional memberships held by the directors.
4. To perform all of the functions contemplated by the Patrons and undertaken by the Board.

ARTICLE III: GENERAL POWERS AND DUTIES

1. The Patrons shall establish service committees based upon areas of need as determined by the band directors.
2. Chairpersons of those committees will serve as a coordinating Board for the purposes of communication and recruitment, and shall be comprised of all committee chairpersons. The Board shall coordinate all Board activities.
3. The directors and the Board will develop a projected annual program operation budget for the purposes of fundraising and assessment, which shall meet anticipated expenses of the new school year. Said budget shall be considered at a Board meeting designated for such purpose. The fiscal year shall commence on July 1 of each calendar year.
4. The budget, having been confirmed by the directors, will be submitted to the general membership for approval.
5. Under the director’s guidance, the Board will prepare and execute a program to implement the budget, that provides for a twelve month calendar which coordinates fundraising efforts with needed expenses.
6. The Patrons will strive to represent the consensus with respect to each and every family’s ability to participate in the band and orchestra program, in particular where monetary projects and obligations are concerned.
7. The Patrons shall hold funds solely and exclusively for the benefit of the organization for purposes set forth in these Bylaws.
8. To promulgate and enforce rules, regulations, and agreements to effectuate the purposes for which the Patrons is organized, and to delegate power or powers where such is deemed in the interest of the Patrons.
9. To exercise through the Board all powers, duties and authority vested in, or delegated to the Patrons, except those which may from time to time be reserved to the members.
10. To cause to be kept a complete record of its acts and corporate activities, and to present a statement thereof to the members at the annual meeting of the Patrons.
11. To supervise all officers and agents of the Patrons.
12. In general, to have all powers conferred upon a corporation by the Laws of the State of Florida except as prohibited herein.

ARTICLE IV: POLICIES

The Patrons Organization shall:

1. Cooperate fully with the administration of J. P. Taravella High School, recognizing the directors as the immediate representatives of the school and school district. All functions of the Patrons will proceed with the directors' approval.
2. Schedule at least four general meetings per school year.
3. Schedule activities: All activities and events for the Band, Orchestra, and Color Guard students and corresponding patrons may only be scheduled after approval by the director(s). Once scheduled, all events will be posted on the main Band & Orchestra calendar located on the program's main website currently in use.
4. Communicate to members: All communications to parents and students regarding events, meetings, fundraisers, and activities involving the band, orchestra, and color guard (or sections thereof) students, and/or the corresponding patrons shall be disseminated from a central email address or similar communication source.
5. Hold advisory Board meetings on alternate months, with the option for monthly meetings to be determined by the directors.
6. Keep the general population informed of financial obligations and important dates through special notice or the Web site.
7. Develop a projected operating budget at a designated Board meeting prior to the August marching band camp and New fiscal year, and assist the directors in determining a per capita Fair Share adequate to initiate the new school year.
8. Anticipate funding, in whole or in part, for coaching assistants and clinicians approved and authorized by the directors'.
9. Work with the directors to prepare a twelve-month calendar coordinating fundraising efforts with needed expenses, reflecting performance activities and obligations.
10. Present the annual budget proposal at the first general meeting for approval.
11. Conduct meetings in accordance with Robert's Rules of Order.
12. Hold advisory meetings in chairman/board format, unless parliamentary procedure is invoked by the presiding authority.
13. Recognize that a majority of the Board constitutes a quorum.

ARTICLE V: FUNDS

1. All revenue shall be deposited within seven (7) days in a federally insured account licensed by FDIC which exists solely for the benefit of the Band (hereinafter referred to as "account"). J. P. Taravella Band and Orchestra Patrons, Inc. account, and shall be administered under the advise of the directors and advisory Board. The checkbook shall be maintained in the Band office, and, which will reflect the current checking account balance.
2. Operation of said account shall be in accordance with acceptable general Accounting principals, with the Board having ultimate responsibility for the establishment and compliance with the same. Funds for all projects shall be disbursed only after collection of same. Collection of revenue shall be reflected on a spreadsheet.
3. The Treasurer and/or Financial Secretary will determine the procedure for collecting and recording expenses for each activity, and shall have day to day responsibilities to the extent delegated by the Board.
4. The chairperson of each fundraising activity, as advised by the treasurer and/or Financial Secretary, will be responsible for the collection of all related revenue, the maintenance of accurate records, and the submission of the same to the Treasurer.
5. All accounts of the Patrons will be audited within thirty (30) days after close of the fiscal year by a Board appointed accountant, who shall prepare a written report; the report will be made available to the membership.
6. The fiscal year of the Patrons will coincide with the schools budget year: July 1 – June 30.
7. Funds to be expended by the Patrons must be identified in the annual budget. Exceptions due to unforeseen circumstances must be approved, in advance, by the directors and Board. Such exceptions and/or other budgetary requests and over expenditures must a) be approved by the Board and directors and b) reflect commensurate fundraising compensations to the project's budget.

8. The Patrons will not incur indebtedness beyond the available balance in the Patrons' account.
9. Two Board members and both directors may approve individual expenditures in case of emergency; no single emergency expenditure may exceed \$500. Subsequent Board minutes will reflect all such expenditures.
10. In accordance with the law, in the event of a dissolution of the Band Patrons, the net assets of the J. P. Taravella High School Band & Orchestra Patrons Organization, Inc. will be deposited in the Band and Orchestra internal school account. Legal notice of dissolution will be published.

ARTICLE VI: MEMBERSHIP

Membership is voluntary and will consist of 1) adult persons from the immediate families of students currently enrolled in the J. P. Taravella High School band and orchestra department (as voting members) and 2) alumni of the band and orchestra department (as non-voting members).

ARTICLE VII: ADMINISTRATION

1. The business of the Patrons will be administered by the directors and the Board. For the purposes of advisement and efficiency, the directors will retain veto power over all actions of the board, but will typically avoid use of that option.
2. Decisions of the Board will be final upon majority vote by a quorum. The general membership, by a majority vote, may request review of a board decision.
3. Board actions affecting the general membership will be presented by the secretary at the next general meeting.
4. Suggestions for change in the by-laws will be presented, in writing, to the Board for review at their next meeting. These suggestions will be reviewed by a Special Committee consisting of the directors and President. An approved change will be presented to the next general meeting, where it will be adopted pending a majority vote.

ARTICLE VIII: LEADERSHIP BOARD

1. The leadership structure will consist of four (4) elected officers, thirteen (13) appointed committee chairs, two (2) members at large, and the directors, all of which constitute the Board. Past presidents will become nonvoting Board members.
2. The elected Board positions are:
 - President
 - Past President (assumed)
 - Recording Secretary
 - Financial Secretary (Student Accounts)
 - Treasurer
3. Committee Chairs will be appointed by the president in consultation with the directors to administer:
 - Fundraising
 - Color Guard
 - Event Programs
 - Publicity
 - Uniforms
 - Hospitality
 - Communications
 - Chaperones
 - Transportation and Field Crew
 - Orchestra
 - Webmaster
 - Volunteer Coordinator
 - Winter Percussion
4. Vice Chairs may be appointed by the president in consultation with the directors to assist the committee chairs but do not vote on the board, except if asked to fill in at a board meeting in the absence of the committee chair.

5. Board members must attend all Board meetings. Any Board member who is absent for more than two consecutive meetings without appointing a substitute to perform his or her duties may be removed from the Board. (The Recording Secretary will notify the President of any such violations so that a verbal notice can be given.)
6. Each Board member will present a written or oral report at all Board and general meetings.
7. Any Board member displaying disrespectful or inappropriate behavior at any band/orchestra or Board function may be removed from the Board pending a Board majority vote.

ARTICLE IX: ELECTIONS

1. Elected Board positions will be chosen annually by ballot.
2. The Past President will appoint a Nominating Committee at least thirty days prior to the May general meeting. That committee will be composed of three Board members, two general members and the directors. Nominating Committee members are not eligible for nominated positions.
3. If the Past President is unavailable, the President, with Board approval, will choose a Nominating Committee Chair.
4. Only members in good standing and available for a full term will be nominated for office.
5. Any patron nominated for the four (4) elected positions must have served on the board for a minimum of one year.
6. The nominated officers will be elected by a majority vote at the last general meeting prior to the end of the school year. All new Board members will assume office at the end of the school year during which they were elected.
7. At the election general meeting, space will be made available on the ballot for any nominations to be made from the floor.
8. No elected Board member shall serve more than two consecutive terms in the same office. The Past President office is a one-year term.
9. If an active Board position should become vacant, excepting the Presidency, the directors and Board will approve a replacement selected by the President.
10. If the active Presidency should become vacant, the directors will assume those responsibilities until they and the Board can select a suitable replacement.

ARTICLE X: COMMITTEES

1. Each Committee Chairperson will appoint an appropriate number of volunteers who are willing to serve on that committee for the duration of need. The complete committee roster will be listed on the Web Site.
2. The Board and directors may create an ad hoc committee providing its function and intent is consistent with all provisions of the by-laws.

ARTICLE XI: DUTIES OF BOARD MEMBERS

- 1) The President will:
 - a) Preside over Board and general meetings
 - b) Serve as an ex officio member on all committees.
 - c) Select members to serve the Patrons as needed
 - d) Work in close cooperation with the directors
 - e) Represent the Patrons in dealing with the school and community
- 2) The Past President will:
 - a) Be a consultant to the President
 - b) Coordinate recruitment of Patrons membership
 - c) Serve as chair for the Nominating committee and supervise the election of Board members.
- 3) The Recording Secretary will:
 - a) Keep accurate records of all Board and general meetings
 - b) Read minutes of the prior Board and general meetings, and have copies available as needed
 - c) Assist other Board members with secretarial functions.
- 4) The Financial Secretary will:

- a) Be responsible for the collection and deposit of moneys received from students.
 - b) Maintain accurate records of all students' accounts cash receipts and disbursements.
 - c) Present a proper statement of account for the Treasurer and for presentation at all Patrons' meetings.
- 5) The Treasurer will:
- a) Be responsible for the collection, recording and accounting of all moneys received by the Patrons.
 - b) Set up and maintain cash receipts and disbursements records and prepare a statement of account to present at all Patrons' meetings
 - c) Reconcile all bank statements monthly.
- 6) The Fundraising Chairperson will:
- a) Administer the Fundraising Committee.
 - b) Appoint a chairperson for each fundraising activity who will, in a manner established by the Board, keep a written report with accurate financial records for that activity.
 - c) Submit to the Board a definitive plan of action for the yearlong fundraising program on or before the first Board meeting of the fiscal year. This will include a tentative schedule of events and a fiscal budget for the Board's approval.
 - d) Collect all moneys paid to the Patrons and turn over such moneys and identifying data to the treasurer.
- 7) The Color Guard Chairperson will:
- a) Administer the Color Guard Committee.
 - b) Act as a liaison for the Color Guard Director.
 - c) Present (or verify) an itemized annual budgetary request for the Color Guard (salaries, materials, transportation) on or before the Boards budget planning meeting.
 - d) Assist with collecting Color Guard fees.
 - e) Attend or have a representative at all Color Guard events
- 8) The Orchestra Chairperson will:
- a) Administer the Orchestra Committee.
 - b) Act as a liaison for the Orchestra
 - c) Present (or verify) an itemized annual budgetary request for the Orchestra (salaries, materials, transportation) on or before the Boards budget planning meeting.
 - d) Assist with collecting Orchestra fees.
 - e) Attend or have a representative at all Orchestra events
- 9) The Event Programs Chairperson will:
- a) Administer the Football, Concert and Winter Guard printed program committee.
 - b) Appoint coordinators for 1) Advertising and Solicitation, 2) Publicity, and 3) Printing.
 - c) Collect all moneys paid for advertising and submit such moneys and identifying data to the Financial Secretary for posting in student accounts
- 10) The Newsletter/Publicity Chairperson will:
- a) Write advance and post event press releases.
 - b) Develop an ongoing relationship with local press to promote and publicize all aspects of the band and orchestra program.
 - c) Collect information from the board, write new articles for the newsletter, and prepare final copy for mailing
 - d) Recruit and administer volunteers as needed.
- 11) The Uniform Chairperson will:
- a) attend both marching camps to measure and get information for uniform preparation
 - b) sew and mend uniforms as needed
 - c) assume overall responsibility for collection, cleaning and redistribution of uniforms and tuxedos.
 - d) attend every band performance to resolve uniform problems
 - e) recruit assistants as needed
- 12) The Hospitality Chairperson will:
- a) administrate the annual pre-school band picnic and final banquet
 - b) organize volunteers to prepare refreshments for general meetings and special events as requested by the board
- 13) The Communications Chairperson will:
- a) set up and oversee telephone chains for the dissemination of important information to all families whenever needed
- 14) The Chaperones Chairperson will:
- a) assign chaperones for all events as needed

- b) train, supervise and explain possible expenses when being a charpeone
- 15) The Transportation and Field Crew Chairperson will:
 - a) Make arrangements for the transportation of equipment to ball games, contests, concerts and trips.
 - b) Coordinate, train and supervise the field crew, and designate members on a volunteer basis to perform functions related to the transportation and handling of equipment.
- 16) The Directors will:
 - a) Supplement the duties of the President when help or clarification is beneficial to the goals of the program.
 - b) Exercise veto authority on issues contrary to the good of the program or which hinder the effectiveness of the Band and Orchestra Patrons Organization.
 - c) Be available to promote the authority and efficiency of all members of the Board
 - d) Represent the education needs of the students and mandates of the School Board of Broward County.
- 17) The Webmaster will
 - a) Maintain the Band and Orchestra Web Site.
 - b) Keep the web site up to date with information provided by the directors and Board.
- 18) The Winter Percussion Chairperson
 - a) Administer the Winter Percussion Committee.
 - b) Act as a liaison for the Winter Percussion Director.
 - c) Present (or verify) an itemized annual budgetary request for the Winter Percussion (salaries, materials, transportation) on or before the Boards budget planning meeting.
 - d) Assist with collecting Winter Percussion fees.
 - e) Attend or have a representative at all Winter Percussion events

NBD-11/24/86

Revised: SJB 2/19/91

Revised: Neil Jenkins/Mark Humphreys 7/29/97

Revised: General Band Patrons Meeting 1/25/02

Revised: 7/05 General Patrons Meeting

Revised: 11/05 General Patrons Meeting

Revised: 8/07 General Patrons Meeting

Revised: 3/08 General Patrons Meeting

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