

BYLAWS

ARTICLE I: NAME

The name of the school is:

J.M. Tate High School

1771 Tate Road

Cantonment, Florida 32533-6472

The name of the association is:

Tate Band Boosters Association, Inc.

PO Box 445

Gonzalez, FL 32560

ARTICLE II: ARTICLES OF ORGANIZATION

The association exists as an incorporated association of its members. Its "articles of organization" comprise these bylaws, as from time to time amended, and its articles of incorporation, if any. In the absence of separate articles of incorporation, the bylaws shall be deemed to be the articles of incorporation. In the event of any conflict between these bylaws and the articles of incorporation, these bylaws shall govern.

ARTICLE III: PURPOSE

Section 1. Objectives. The purpose or purposes (Objects) which the association will hereafter pursue are:

a. To promote the band programs of Tate High School through cooperation among students, band directors and staff, school administration, parents and guardians, and the community.

b. To provide financial and logistical assistance in an effort to meet band program needs not funded by the school or school district, and within the budget of the association.

c. To encourage, promote and advance the goals of the organization for the benefit and interest of the students and the band, as a whole, not for the personal enrichment of any member or section of the organization.

d. To work within the rules and governance of The School District of Escambia County Outside Support Organizations (OSO) Guidelines Manual.

e. To preserve the image and integrity of Tate High School,

Affirmation of BYLAWS
(Please CHECK and FILL OUT ONLY ONE)

☒ These ByLaws were voted upon and approved at the Booster Association Meeting on 6-18-26 (Date)
OR

☐ These ByLaws were reviewed at the Booster Association Meeting on _____ (Date) and no changes were made.

This was reported to the general membership on 6-18-26 (Date)

Signed: [Signature]

Booster President

Lisa Ferlo

Please Print Name

Signed: [Signature]

Band Director

Ronald Gray

Please Print Name

Must be signed and dated

the Tate band program, the students, and the Tate Band Booster Association.

f. To refrain from making decisions that fall under the direct control of the band director or assistant band director, including (but not limited to) show design, show decisions, uniform decisions, instructional staff, etc.

Section 2. The association is organized exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter referred to as "Internal Revenue 36 Code").

ARTICLE IV: BASIC POLICIES

The following are basic policies of this association.

a. The association shall be noncommercial, nonsectarian and nonpartisan.

b. The name of the association or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the Objects of the association.

c. No part of the net earnings of the association shall inure to the benefit of, or be distributable to its members, officers, directors or other private persons except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the Objects set forth in Article III hereof.

ARTICLE V: MEMBERSHIP

Section 1. Membership in the association shall be made available to any Tate Band student's parent(s), stepparent(s), legal guardian(s), and/or alternate person(s) approved by the Board who subscribes to the Objects and basic policies of the association without regard to race, color, creed or national origin, under such rules and regulations not in conflict with the provisions of these bylaws.

Section 2. Only members of the association shall be eligible to participate in business meetings, or to serve in any of its elected or appointed positions.

a. Related members and/or members of the same household may serve on the Board, but only one may be an elected officer of the board.

1. Multiple related members and/or members of the same household who serve on the board shall not each be entitled to a vote, but shall share only one vote as a whole.

Section 3. For the purpose of annual enrollment, the membership year will be June 1 through May 31.

ARTICLE VI: GENERAL MEMBERSHIP MEETINGS

Section 1. Regular meetings of the association shall be held in-person monthly or as determined by the Board.

a. Meetings will be held on the third Thursday of every month unless otherwise provided by the association or by

the Board. Five days notice shall be given of change of date.

b. Special meetings may be called by the Board, five days notice having been given.

c. The Annual Meeting shall take place in April.

d. The last regular meeting of the association term shall be held in April.

Section 2. Ten members shall constitute a quorum for the transaction of business in any meeting of this association.

ARTICLE VII: OFFICERS AND THEIR ELECTION

Section 1. Each officer of this organization shall be a member of this association.

Section 2. Officers and their election:

a. The officers of this organization shall consist of a President, three Vice-Presidents, a Secretary and a Treasurer.

b. Officers shall be elected by ballot at the Annual Meeting, to be held in the month of April. However, if there is but one nominee for any office, election for that office may be by voice vote. A majority vote shall elect.

c. With the exception of the Treasurer, officers shall assume their official duties following the end of the school year and shall serve for a term of one year or until their successors are elected. The Treasurer shall assume all duties after the books have been audited.

d. The period of time from the Officer election to the end of the school year shall serve as a training period for the elected Officers with the current seated Officers. The elected Officers shall not have a vote during this period.

Section 3. Nominating Committee

a. In January, the Board will form a Nominating Committee.

b. The Nominating Committee will be elected by the Board. The committee will be composed of either three or five members, the number determined by the Board by February, two months prior to the election of officers at the Annual Meeting.

c. Members related to the current Officers are not eligible to sit on the Nominating Committee.

d. The President shall appoint a chair pro term, who shall call the first meeting. The committee shall elect its own chair.

e. The nominating committee shall nominate one person for each office to be filled and report its nominees to the general membership at the March meeting, one month prior to the Annual Meeting, at which time additional nominations may be made from the floor or in writing, via email or letter to the Nominating Committee no later than March 31st.

1. To be nominated, a person must be a current member, in good standing (student account payments, district volunteer forms current, Standing Rules, integrity, image, etc.), of the association.

f. Only those members who have consented to serve if elected shall be nominated for or elected to such office.

g. Members of the nominating committee may be elected to office.

Section 4. A vacancy occurring in the office of President, shall be filled for the remainder of the unexpired term by the Vice President. A vacancy occurring in any other office shall be filled for the unexpired term by a person elected by a majority vote of the Board on which they shall serve, notice of such election having been given.

Section 5. In the event an elected Officer position is vacated prior to starting their term, a special election shall be held by the Booster Association.

1. The special election shall take place at the next regularly scheduled Booster Association meeting following a resignation or removal of vacant position.
2. The special election shall not require the use of a nominating committee.
3. Nominations shall take place during the same Booster Association meeting that the election occurs.
 - a. Nominations can include current members holding current Officer

positions, and if elected to that position, then their vacated position shall be voted upon to replace them at the same special election meeting.

ARTICLE VIII: OFFICERS

Section 1. The Officers shall consist of the elected officers.

1. President
2. Vice-President 1
3. Vice-President 2
4. Vice-President 3
5. Secretary
6. Treasurer

Section 2. The duties of the Officers shall be to transact emergency business in the interval between Board meetings.

Section 3. The majority (>50%) of the Officers shall constitute a quorum.

Section 4. Meetings of the Officers shall be held as needed.

a. A band director shall be present at any and all meetings.

Section 5. Officers may only be removed by the body that elected them, with the following exceptions:

a. The Principal and Band Director(s) may remove an officer based on the following:

1. Violation of the OSO.

Section 6. Meetings of the Officers, Board and Committees of the booster organization, may be conducted in person, by conference call, teleconference or other electronic media, as permitted by applicable law. Votes cannot be cast by text based mediums, such as email, text, and similar mediums.

1. Meetings shall be in-person, teleconference, or conference call, but shall not be a combination thereof.

Section 7. Any Officer shall serve at most three full-year terms.

1. If the same Officer wishes to serve another term, they shall not serve on the Board for a minimum of two years and

must be an active member of the booster association. After such time, they may be eligible to be nominated for an Officer position.

Section 8. Any Officer removed or resigned from their position shall only be eligible to remain in the capacity of a band booster member position as long as they have a biological or legal child in the Tate Band Program.

1. Exception to this shall be as follows:
 - a. Student and family move out of the area and then return at a later date.
 - b. Resigns their position in good standing with the Association.

ARTICLE IX: DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the association; perform such other duties as may be prescribed in these bylaws or assigned by the association; may appoint a Parliamentarian and Historian, with the approval of the Board and shall coordinate the work of the Officers and committees of the association.

Section 2. The Vice-Presidents shall act as aides to the President and shall (in their designated order) perform the duties of the President in the absence or disability of that officer to act.

- a. The 1st Vice-President shall serve as Volunteer Coordinator
- b. The 2nd Vice-President shall serve as Ways and Means Coordinator
- c. The 3rd Vice-President shall serve as Events Coordinator

Section 3. The Secretary shall record the minutes of all meetings of the association and of the Officers and Board; shall prepare all written communications as directed by the association or by the Board; and shall perform such other duties as may be delegated.

Section 4. The Treasurer shall have custody of all of the funds of the association; shall keep a full and accurate account of receipts and expenditures; and shall make disbursements in accordance with the approved budget, as authorized by the association. Three signatures should be on file at the bank, with two signatures required on all booster checks. The Treasurer shall present a financial statement at every

meeting of the association and at other times when requested by the Board and shall make a full report at the annual meeting. The Treasurer shall be responsible for the maintenance of books of account and records. The Treasurer's accounts shall be examined annually by an auditor or an audit committee of not less than three members who, satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report.

1. The Financial committee shall consist of those designated in the Stand Rules.
 - a. The committee shall develop and propose a budget for the next fiscal year, and propose any changes to the budget mid-year (as allowed by the Standing Rules), to the Board for approval.
2. The audit committee shall be appointed by the Board.
 - a. The committee's report shall be given at the next regular meeting after the audit is completed.

Section 5. All officers shall:

- a. Perform the duties prescribed in these bylaws and by the parliamentary authority adopted by this association.
- b. Deliver to their successors all official material not later than ten days following the end of the office term.

ARTICLE X: BOARD

Section 1. The Board shall consist of the Officers of the Association, the chairs of standing committees and the Band Directors. The chair of the standing committees shall be appointed by the officers of the association. The members of the Board shall serve until the election and qualification of their successors.

- a. Any person holding an elected or appointed position in this association shall serve for the designated term or until a successor is elected or appointed.
- b. In accordance with the extent of the OSO, the band director(s) cannot be voting members.

Section 2. The duties of the Board shall be:

- a. To transact necessary business in the intervals between

association meetings and such other business as may be referred to it by the association.

b. To create standing committees.

c. To approve the plans of work of the standing committees.

d. To present a report at the regular meetings of the association.

1. Previous regular board meeting minutes.
2. Previous booster meeting minutes.

e. To prepare and submit to the association for approval a budget for the fiscal year.

f. To approve routine bills beyond the limits of the budget.

1. Up to \$500 is to be approved by Treasurer and President.
2. Above \$500 is to be approved by the Officers. If the request aligns with a regular Board Meeting, then Board approval is sufficient.

g. All attending members of the board meeting must remain for the entire board meeting, except for extenuating circumstances.

h. All attending members of the board meeting shall vote when called upon, within the statutes described in Article V, section 2a.

Section 3. Board Meetings

a. Regular meetings of the Board shall be held monthly on the second Thursday of every month. A majority (>50%) of the Board members shall constitute a quorum. A Treasurer's report must be given at every regular board meeting.

1. All regular board meetings shall be open to the boosters. Boosters who attend shall be non-voting attendees, and observe only.

b. Special meetings of the Board may be called by the President or by a majority of the members of the board, 48 hours notice having been given.

1. Special meetings of the board shall not be open to the boosters.
2. A band director shall be present at any and all special meetings.

Section 4. Meetings of the Officers, Board, and Committees of the booster organization, may be conducted in person, by conference call, teleconference or other electronic media, as permitted by applicable law. Votes cannot be cast by text based mediums, such as email, text, and similar mediums.

1. Meetings shall be in-person, teleconference, or conference call, but shall not be a combination thereof.

Section 5. Board Members may only be removed by the body that elected them, with the following exceptions:

1. Violation of the OSO.

Section 6. Any member of the Board shall serve at most three full-year terms.

a. If the same member of the Board wishes to serve another term, they shall not serve on the Board for a minimum of two years and must be an active member of the booster association. After such time, they may be eligible to be a member of the Board.

Section 7. Any Board Members removed or resign from their position shall only be eligible to remain in the capacity of a band booster member position as long as they have a biological or legal child in the Tate Band Program.

1. Exception to this shall be as follows:

- a. Student and family move out of the area and then return at a later date.
- b. Resigns their position in good standing with the Association.

ARTICLE XI: STANDING AND SPECIAL COMMITTEES

Section 1. The Board may create such standing committees as it may deem necessary to promote the Objects and carry on the work of the association. The term of each chair shall be the membership year and/or until the election/appointment and qualification of a successor.

Section 2. Assistant chairs may be appointed to each committee as needed. Where assistant chairs exist, they are appointed and shall each follow the rules set forth.

Section 3. Committee Chairs may only be removed by the body that elected/appointed them.

Section 4. The chair of each standing committee shall present a plan of work to the Board for approval. No committee work shall be undertaken without the consent of the Board.

Section 5. The power to form special committees and appoint their members rests with the association and the Board.

Section 6. The President, as a member ex-officio of all committees except the nominating committee, has the right, but not the obligation to participate in the proceedings of the committees

ARTICLE XII: FISCAL YEAR

The fiscal year of the organization shall begin on July 1 and end on the following June 30.

The budget for the following fiscal year shall be proposed and submitted to the board for approval at the June Board meeting. Once an approved budget is established, the budget shall be presented to the general members at the scheduled June meeting of the Association.

ARTICLE XIII: FISCAL REIMBURSEMENTS

Section 1. All fundraising activities, individual credits, or direct payments made to the Tate Band Booster Association shall be for the sole purpose of Tate High School Band program. No reimbursements, credits or direct paid funds shall be transferred to another 501c3, or other Tate High School program.

1. Tate Band Booster Association funds may only be transferred to the Tate High School Internal Band funds as needed to still benefit the band program.

Section 2. Reimbursement for direct overpayment of band dues/fees for a student's account shall be by request only.

1. Request must be made in writing to the board for approval.
2. Payback must be requested by individual(s) who paid within the same fiscal year of the booster program for which it was paid into the program.
3. Reimbursement may only be requested if direct payment(s) were made that were more than final band due/fee determination.
4. Reimbursement for band credits shall not be permitted.
5. Combined direct payment(s) and band credits that

gross higher than final band due/fee determination shall not be eligible for reimbursement, only the direct overpayment portion shall be considered.

6. Reimbursements may only be made when an individual makes a direct payment for more than the actual costs that is incurred for the activity.

Example: Individual directly pays \$650 for band fees and earned \$75 in credits, but fee is only \$600. If payment (not credits) was made for entire \$650 amount, then \$50 would be eligible to be paid back for reimbursement upon board approval. The \$75 would remain as credit in the account.

Section 3. Any Board member receiving a reimbursement of any sort shall not be a signee of the check they receive as part of the reimbursement.

1. If an account holder on the bank account is due a reimbursement, then that account holder shall not be a signee of the reimbursement check. The other two account holders on the bank account shall be the signees of the reimbursement check.

ARTICLE XIV: CREDITS & TRANSFERS

Section 1. All individual credits or direct payments made to the Tate Band Booster Association shall be for the sole student member.

1. Credits may only be earned for the Tate Band Program to an individual, designated student's account in the event a Tate Band Booster organized fundraiser has enough money getting generated from that fund raiser in order to afford credits to be applied.
 - a. Individual fundraising events that are intended to provide credit to the individual student accounts will be designated by the board.

Section 2. Any individuals may request their credits be transferred to the benefit of a biological/legal sibling within the same household, or the Angle Fund.

1. Tate Band Booster Association credits can request to transfer credits from one student member to a biological or step sibling living within the same household, as long as they share at least one biological or legal parent/guardian living under the same roof.

- a. The Tate Band Booster Association credit can not be transferred to a non-immediate relative (i.e. cousin, nephew, niece, etc.) unless they share the same legal guardian and live under the same roof as the student whom wishes to transfer the credit to them.
2. The "Angel Fund" will be a General Fund of credits only to assist families with hardships and having trouble making the band fee payments during their tenure with the Tate Band Program.
 - a. Lack of payment of band fees shall not be due to relying on Angel Fund credit distributions. There is no guarantee credits will be in the annual Angel Fund, and no guarantee they will be designated to a individual student's band account.
 - b. Request to receive credits from the Angel Fund must be made in writing by the student's parent or legal guardian, and the request must include support documentation supporting their case to be considered for the request.
 - c. Only the board may select recipient(s) for credits, with input from the band director(s), whom they feel will benefit the most from the Angel Fund.
 - d. Any potential recipient to receive benefit from the Angel Fund may be requested to provide additional household financial information to assist the board in making the decision to if they will be a Angel Fund recipient.
3. Credits can only be transferred at the end of the student member's tenure with the Tate High School Band program (i.e. at graduation or if the student leaves the band program permanently).
 - a. And transfer of credits shall be made in writing, and submitted to the board no later than April 1st.
 - i. This date is intended to allow the board enough time to ask for additional supporting documentation, take a vote on

the request, and all the funds to be distributed accordingly prior to the end of the fiscal year.

4. All credits not requested to be transferred into another siblings band credits or Angel Fund shall automatically be absorbed into the Tate Band Booster Association to solely benefit the Tate Band Program.

Section 3. All individual credits or direct payments desired to be transferred to another household sibling, or the "Angel Fund" shall be by request only.

1. All credit transfer requests must be submitted in writing to the Tate Band Booster Board for approval. Additional legal documentation may be requested in order for the board to make a fair assessment for approval or denial.
2. Any request to transfer credits to the "Angel Fund" shall go into a General Credit fund

ARTICLE XV: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE XVI: STAFF & EMPLOYMENT

Section 1. Authority over Hiring

a. The hiring and removal of staff members is solely under the discretion of the Band Director(s). The Boosters shall have no authority in the hiring process, decisions, or approval of staff members.

Section 2. Staff Contracts

a. All contracts for staff members shall be negotiated and finalized solely by the Band Director. The Boosters shall not have any authority over the negotiation or terms of these contracts.

Section 3. Staff Budget

a. A budget for staffing shall be proposed and approved by the Boosters at the beginning of each fiscal year. Within the

approved budget, the Band Director retains full authority to allocate funds and determine compensation for staff members.

Section 4. Payment Oversight

a. The disbursement of funds for staff payments shall be managed according to the approved budget. The Band Director shall provide periodic updates on budget utilization to ensure transparency.

Section 5. Any paid staff member by the booster association shall not be a member of the board.

ARTICLE XVII: AMENDMENTS

Section 1.

a. These bylaws may be amended at any regular meeting of the association by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at least 10 days prior to the meeting at which the amendment is voted upon.

b. The amendment shall become effective upon approval.

c. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the association or by two-thirds vote of the Board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Section 2.

a. The association shall include in its bylaws provisions corresponding to the provisions of the guidelines of the Escambia County Outside Support Organization Manual. The adoption by the OSO of an amendment to its guidelines shall serve automatically and without the requirement of further action by the association to amend correspondingly the bylaws of the association.

b. Notwithstanding the automatic character of the amending process, the association shall take action promptly to incorporate such amendments in its bylaws.