

Charter and Bylaws
of the
Douglas Anderson School of the Arts Orchestra Boosters, Inc.
As updated in July 2022
2445 San Diego Road
Jacksonville Florida 32207

Article I: Name

The name of this organization shall be “Douglas Anderson School of the Arts Orchestra Boosters, Inc.” (Boosters).

Article II: Purpose

The Boosters shall work diligently with the orchestra faculty to promote excellence in orchestral music education and performance, enthusiastically supporting the activities of the DASOTA orchestra music program by providing volunteers as necessary and conducting various fundraising activities to provide addition financial support for the program.

Article III: Meetings

- A. The regular meeting of the organization shall be no less than 3 times during the school year. The specific location, time, and date will be determined by the Executive Board prior to the school year.
- B. Special meetings may be called by the President at any time he or she deems necessary. In the event of a special meeting, every effort shall be made to notify the general membership.
- C. Members shall be notified of the meeting schedules at the beginning of the year. Attempts shall be made to remind the membership of each meeting via printed newsletter, telephone, committee, or email. *It is the responsibility of each member to notify the secretary of any change in their contact information.*

Article IV: Transaction of Business

Business shall be transacted at a regular or special meeting by the vote of a majority of the members in attendance.

Article V: Parliamentary Procedure

The parliamentary authority of this organization shall be “Roberts Rules of Order,” revised, when not in conflict with these By-Laws.

Article VI: Tangible Property

Any and all tangible property purchased or otherwise acquired by the Boosters shall upon dissolution, disbanding, or otherwise becoming inactive be surrendered permanently to Douglas Anderson School of the Arts for the benefit of its students.

Article VII: Membership and Dues

A. The following categories of membership are established:

- 1) Active (voting) member – Any parent or legal guardian of a student currently enrolled in the Orchestra Program and whose account is up to date will become an active member.
- 2) Associate (non-Voting) member – any person or corporation who does not qualify as an active member, but who actively participates either financially, by donating professional service, or through volunteer service shall qualify as an Associate Member. Associate members are ineligible to vote but may participate in regular and special meetings and may volunteer in accordance with the policies of the DASOTA and the school board.
- 3) Honorary (non-voting) member – honorary membership can be conferred upon such a person who would merit the distinction of and must be approved by unanimous vote of the Executive Committee.
- 4) Ex-officio (non-voting) member is a person who holds membership by virtue of his/her position. The Orchestra Director and student representatives are Ex-officio members.

B. There are no dues for this organization.

Article VIII Nominating and Election Procedures

A. Nominating Procedures

- 1) There shall be a nominating committee consisting of three members, appointed by the President at the regular meeting before the end of the first quarter of the calendar year.
- 2) The Nominating Committee will present one nominee for each office on or before the final meeting of the school year. Following the report from the Nominating Committee, the floor will be open for further nominations. Only those members who have consented to serve, if elected, shall be eligible for election.

B. Election Procedures

- 1) Officers shall be elected on or before the final meeting of the school year by a majority vote of members present.
- 2) The voting may be by ballot, voice, or show of hands, whichever is deemed appropriate by the presiding officer.
- 3) If there is just one nominee for each office, the President may request that the entire slate be voted upon in a single vote of the membership.

C. Term of Office

The term of office for President, Vice-President, Secretary and Treasurer shall be one year. Officers will assume their official duties on the first day of July following their election.

D. Vacancies

- 1) If a vacancy occurs in the office of President, the Vice-President shall assume the Presidency for the remainder of the term.
- 2) In the event of a vacancy in the office of the Vice-President, Secretary, or Treasurer, the Nominating Committee shall present a candidate for the vacancy at the first business meeting following the vacancy. Additional nominations shall be made from the floor. This elected officer shall assume the duties of the office for the remainder of this term.

E. Removal from Office

- 1) Any officer may be replaced by a two-thirds vote of the membership present at a regular monthly meeting of the organization.
- 2) Grounds to consider removal of an officer from office include incompetence, excessive absenteeism (three consecutive meetings), dishonesty, not fulfilling the requirements of the position, or creating discord within the organization.

Article IX: Officers and Executive Committee

A. The officers shall be elected from the Active (voting) Membership. No two members of the same household may hold two different elected offices at the same time.

B. The officers shall be: President, Vice President, Secretary, and Treasurer

1) President

- a. Shall preside at all meetings of the organization
- b. Shall preside at all Executive Committee meetings
- c. Shall report to the general membership any action taken by the Executive Committee
- d. Shall sign checks along with the Treasurer
- e. Shall appoint all committee chairpersons, and appointed positions
- f. Shall serve ex-officio on all committees except the Nominating Committee
- g. Shall require an annual audit of all financial records of this organization by the officers in July and present the report from the audit to the membership at the next regularly scheduled meeting. A copy of this report must also be presented to the DASOTA school bookkeeper.
- h. Will provide the financial institution with official written notification for the officers who are authorized to sign checks for this organization
- i. Shall give all papers and reports to the new president no later than July 15

2) Vice-President

- a. Shall assist the President and Orchestra Director as needed.
- b. Shall be an ex-officio member of all committees except the Nominating Committee.
- c. Shall sign checks in the absence of the Treasurer and President.
- d. Shall preside over any meeting in the absence of the President.

3) Secretary

- a. Shall keep accurate records and minutes of all meetings of this organization.
- b. Shall send to the President and Executive Committee a copy of the current minutes within ten days of the general meeting.

- c. Shall assist the President as needed.
- d. Shall be responsible for general correspondence as directed by members of the Executive Committee.
- e. Shall give all papers and reports to the new Secretary no later than July 15 of the new booster year.
- f. Shall provide written notice of any proposed change in the By-Laws, and notice of the meeting at which proposed changes will be put before the body for a vote.
- g. Shall keep an up-to-date roster of all members, including addresses, telephone numbers, and e-mail addresses. A copy of this roster shall be provided to each member of the Executive Committee.

4) Treasurer

- a. Shall receive and deposit funds of the organization in the financial institution approved by the Executive Committee, in the name of the Douglas Anderson School of the Arts Orchestra Boosters.
- b. Shall disburse funds of the organization.
 - i. Disbursements shall be made by check, signed by the Treasurer and President (or Vice-President in the absence of the President).
 - ii. Disbursements will be made according to the guidelines in the annual budget of the organization.
- c. Shall present a report of financial transactions and current account balances at each regular membership meeting.
- d. Shall provide currency and coins at fundraising events.
- e. Shall keep a record for each student's personal account and trip monies.
- f. Shall create a "Debt List" of students who have not paid required fees.
- g. Shall present an annual summary of the organization's financial records to the Douglas Anderson School of the Arts accountant no later than July 15 of the new booster year.

C. Executive Committee

- 1) The Executive Committee will consist of the four elected officers (President, Vice-President, Secretary, and Treasurer), and the Orchestra Director.
- 2) The Executive Committee is responsible for the organizational planning, scheduling, and budgeting of the Orchestra Booster organization.
- 3) Shall meet with the orchestra Director as necessary.
- 4) Shall meet prior to the quarterly membership meeting when deemed necessary.
- 5) Shall inform the general membership of action and recommendations taken by the Executive Committee.

Article X: Committees and Appointed Positions

A. Standing Committees

- 1) Standing committees will consist of the Media/Publicity Committee, Fundraising Committee, Events Committee, Community/School Liaison.

- 2) The Executive Committee will appoint a chairperson for each Standing Committee. Committee chairpersons may select membership for their committees and establish procedures to assure the efficient operation of their committees.

B. Media/Publicity Committee

The responsibilities of the Media/Publicity Committee include management of social media accounts, contacting media outlets about all performances, and developing other creative publicity outlets such as table tents at local restaurants, posters in local businesses, bulk mailing for concert announcement, special invitations, complimentary tickets and display case presentations.

C. Fundraising Committee

The responsibilities of the Fundraising Committee include developing and coordinating fundraising programs. These include fundraising programs like event concessions and after school food sales, to benefit the general boosters account. These programs also include fundraising programs in which students can earn profits to credit their individual student booster's accounts. These responsibilities may also include procurement of corporate sponsorship, determining various sources of funding from area businesses and corporation sponsors for unrestricted use.

D. Events Committee

The responsibilities of this committee include organizing the junior class to sponsor the Senior Recital Reception and the Awards Banquet, and other events to support on an as needed basis. This includes determining location and decorations, organizing volunteers to donate food items and host the reception.

E. Community/School Liaison

The responsibilities of this position include working closely with The DA Orchestra Directors to coordinate efforts pertaining to various community events and/or trips. This includes securing a chaperone, communicating time and location of event(s) with students and/or parents, coordinating with venues to determine various student needs (copies of music, music stands, sound, lighting, etc.).

F. Other Appointed Positions

- 1) The President may appoint members to other positions to facilitate the activities of the Boosters Organization.
- 2) These positions may include, but are not limited to:
 - a. Website Coordinator: Update website on a regular basis.
 - b. Email Coordinator: Email announcements to members and post on the website.
 - c. Phone Tree Coordinator: Organize phone tree listings and workers, start messages on phone tree as directed by the President or members of the Executive Committee.
 - d. Visiting Artists/Clinician Liaison: working with the Directors to identify and arrange visiting artists and clinicians, and to coordinate the activities during their visit.
 - e. Trip Coordinator: Assist the Director in practical arrangements for trips and local travel. A different coordinator may be appointed for different trips.
 - f. Box Office Coordinator: Recruit and coordinate volunteers to sell tickets, collect tickets, and distribute programs at the concert.

- g. Programs Coordinator: Gather performance details from the director before concerts, type information in the appropriate format for printing, arrange printing and delivery of the programs to the concert.
- h. Uniform Coordinator: Organize distribution and return of all student uniforms, coordinate cleaning, repairs and alterations as needed.

Article XI: Financial Responsibilities

A. Purpose of Financial Responsibilities

The purpose of any financial activity of the Boosters is to support the activities of the Orchestra Music Program in the following ways:

- 1) Provide money to supplement funds from the school district that allow the Orchestral Music Program to purchase instruments, equipment, uniforms, supplies, transportation, organizational memberships, and other services that support the educational and performance activities of the students.
- 2) Provide an organized way to collect, track, and disperse student fees for trips, auditions, contests, and other events.
- 3) Provide funding for the continuing education and training of the orchestra director(s). Requests from the director(s) for funding should be submitted to the board in writing along with a detailed description of the training or educational opportunity and how it will help strengthen the orchestra program. These funds are granted at the discretion of the board and must be within the approved annual budget.
- 4) Provide funding for an annual scholarship for worthy and qualified graduating orchestra seniors. The criteria, scholarship amount, and specific recipient(s) shall be determined by the Orchestra director in collaboration with the Booster President and Treasurer and must be within the approved annual budget.

B. 501(c)(3) Non-profit Organization – FEIN 88-1417913

- 1) Annual Filings
 - a. As a qualified, tax-exempt, public charity, the Boosters is required to file an annual information return, Form 990 or 990-EZ or electronic notice/e-postcard 990-N. For important information about the responsibilities as a tax-exempt organization, go to [IRS.gov/charities](https://www.irs.gov/charities). Enter “4221-PC” in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes record keeping, reporting, and disclosure requirements.
 - b. As a qualified, incorporated, organization in the State of Florida, the Boosters is required to file a renewal application annually each May with the Division of Corporations ([sunbiz.org](https://www.sunbiz.org)). At this time, updates to Board membership and Registered Agent may be updated for the upcoming FY (July 1 – June 30).
 - c. As a qualified charitable organization in the State of Florida, the Boosters is required to file an annual solicitation for contributions with the Florida Department of Agriculture and Consumer Services (FDACS).

C. Sources of Income

1) Student Enrichment Fees (Fair Share)

- a. Each student in the Orchestra Music Program is required to pay or earn a student enrichment fee (fair share) which must be paid by the calendar date set by the Booster. The due date shall be determined before the first day of the school year and will be communicated to students and parents through all appropriate forms of communication. The fee can be paid by cash, check, cashier's check, money order, credit or debit card, or can be earned through profits of a student's participation in fund raising activities before the determined deadline. The Booster will not accept personal checks from graduating seniors after January 1.
- b. The amount of the Student Enrichment Fee is determined by the Executive Committee at the start of each year and may vary between classes or performing groups within the Orchestra Music Program.

2) Uniform Rental and Maintenance Fee

- a. Male students are required to have a tuxedo style performance uniform. The school has uniforms available for student rental, or students may purchase their own tuxedo pending approval of the director. Students must provide their own white wing-tip tuxedo shirt, black socks, and black dress shoes.
- b. Female students are required to purchase the approved formal performance dress to be worn at all required events. An assigned Booster Board Member will make a one-time purchase of the dresses at the beginning of each school year. Parents are responsible for hemming and alterations, if required. Students must provide black dress shoes and black hose.
- c. Rental fees include costs for maintenance, cleaning, and savings toward future uniform replacement. The rental fee is determined by the Executive Committee at the start each year and must be paid by the last Friday in September of that school year. The fee can be paid by cash or check or can be earned through profits of a student's participation in fund raising activities before that Friday deadline.

3) Fundraising

- a. The Boosters will organize fundraising activities to earn money that will go to the general operating of the organization. These may include concessions, concert box office ticket sales, food or merchandise sales, after school sales, or special events such as car washes.
- b. The Boosters will organize fundraising activities that will allow students to earn money that will be applied to their individual student accounts. Individual student accounts are managed by the Boosters.
- c. The Boosters will organize some fundraising activities that will earn money for special trips or events that may include only some student groups.
- d. Profit from any fundraising activity is defined as the excess money remaining after the start-up cost of the fundraising project has been paid. For example, profit from concession sales is the income from the concession sales, minus the cost of the food or drink that was purchased for sale in the concession booth.

4) Special Fees – The Boosters will collect special fees from students for orchestral music activities for which the student may be a participant, including all-state audition, all-state trip, state festival, accompaniment for state solo ensemble, contests, trips, concerts, award banquet and other activities. These fees are applied to an individual student's account.

5) Donations and Grants

- a. The Boosters is a 501(c)(3), tax-exempt, non-profit, charitable, public organization. We will accept donations from individuals or groups, and apply them to the Boosters general fund, or to special activities or purchases, as designated by the donor within the requirements and restrictions of the school, the school district, and these bylaws.
- b. The Boosters Organization will accept financial grants and apply for them according to the grant outline and within the requirements and restrictions of the school, the school district, and these bylaws.

D. Reduced Fees and Unpaid Fees

- 1) Fees may be reduced for individual students at the discretion of the Executive Committee, based on financial need, as recommended by the Director.
- 2) When students do not pay required fees by stated deadlines and have no money from individual fundraising in their student account to cover the fees, the Director will be notified, and the family will receive a notice of funds due from the treasurer. At the discretion of the Director, a student who has not paid fees by the stated deadline may not be allowed to participate in trips, visiting artist programs, or other special programs that are funded by the fees.
- 3) Families of students who pay fees with checks that are returned as insufficient will be notified by the treasurer and given the opportunity to pay the fees using a money order or cash.
- 4) Students with unpaid fees at the end of the school year are placed on a "debt list" that is provided to the school principal. According to school rules, students who are on the "debt list" do not receive their end of year grades or yearbooks and can't walk in graduation until they pay the debt.

E. Overpayment of Fees

- 1) A student may carry over his or her student account to the following school year.
- 2) At graduation, unused account overage remains in the Orchestra Fund and is not returned to the student. This overage may be carried over to a sibling who will be performing within the orchestra department.

F. Financial Accounts

- 1) The Booster Organization will keep all funds in a bank or credit union approved by the Executive Committee.
- 2) The Treasurer will keep financial records which allow tracking of funds allocated for different purposes, including:
 - a. General operating expenses of the Booster Organization.
 - b. Individual student accounts which track student payment by check or cash, or by fundraising, and deduct any fees owed by the student.
 - c. Director Discretionary Funds, which track gifts from boosters allotted to the Director for his/her educational programs, and deduct any expenses approved by the Director.
 - d. Uniform rental fees, of which a portion shall be set aside for the replacement and/or maintenance of uniforms.

- e. Special trip funds, which track fees for income from designated fundraising or donations, and deduct expenses incurred as part of planning or accomplishing the trip.
 - f. Budget and Expenditures
- 3) The Executive Committee will establish a budget the start of each year to define how Booster funds will be allocated to the:
- a. General Operating Expenses: the budget will include the amount of funds that are allocated for various expected expenses, including office supplies, awards program, senior recital and other special events, concert programs, publicity, hospitality, local transportation, and other expenses approved by the Executive Committee.
 - b. Director Discretionary Funds: The Executive Committee will designate money for the Discretionary Fund of the Director, with the amount roughly correlating to the expected number of students in the orchestra program. The total amount of money allocated to the Director Discretionary Fund will be determined by the Executive Committee, based on the expected income from student enrichment fees and the amount of projected excess from the general operating expenses.
- 4) Special Trip Funds
- a. Special trips are to be planned so that there is sufficient income from student trip fees, or designated donations and fundraising, to cover all approved expenses for the trip, including the cost of travel by the Director and/or chaperones.
 - b. The Executive Committee will determine guidelines for appropriate expenditures for each trip, in consultation with the Director and parents of the students involved with the trip.

Article XII. Change in By- Laws

Any changes or amendments to the bylaws can be made by submitting written notice of the proposed changes not less than one month prior to the meeting at which said changes will be proposed. It will require a two-thirds vote of the members present.

Booster President Date

Booster Vice-President Date