

TABB TIGER BAND PARENTS, INC.

CONSTITUTION AND BY-LAWS

(Revised: August 12, 2019)

CONSTITUTION

ARTICLE I: NAME

This organization shall be known as the “*Tabb Tiger Band Parents, Inc.*”, referred to in this document as TTBP.

ARTICLE II: PURPOSE

The purpose of the TTBP shall be to encourage and assist, by our interest, time, and talents, the promotion and growth of both the instrumental music and visual ensemble activities at Tabb High School.

ARTICLE III: OBJECTIVES

Section 1: To arouse and maintain an enthusiastic interest in all phases of the instrumental music and visual ensemble programs at Tabb High School; but not to interfere with the instructional methods or activities of these programs.

Section 2: To build up a treasury through the efforts of special projects to be used in support of such activities as purchases of instruments, uniforms and accessories, band room enhancements, visual ensemble accessories, etc.

Section 3: To provide financial assistance to the Band Director(s), as requested, to support the programs listed in Article III, Section 1 above.

ARTICLE IV: QUALIFICATION OF MEMBERSHIP

Students participating in active instrumental music or visual ensemble at Tabb High School, and their parents and/or legal guardians, shall be eligible for membership. Student TTBP Registration fees will be determined by the annual financial statement of the TTBP.

ARTICLE V: ELECTED OFFICERS AND TERMS OF OFFICE

Section 1: The officers of the TTBP shall be a President, Vice President of Fundraising, Vice President of Community Outreach, Secretary, and Treasurer.

Section 2: The officers shall be elected annually during the final General Membership Meeting of the school year.

Section 3: The term of office shall not exceed one year and begin on June 15th following the election. Officers shall be eligible to serve in the same position for consecutive terms.

Section 4: The individual holding the positions of Treasurer is limited to no more than two (2) consecutive terms in office.

Section 5: These officers, and the Tabb High School Band Director(s), comprise the Executive Board. The Tabb High School Principal shall always be an ex-officio member, but not a voting Executive Board Member.

BY-LAWS

ARTICLE I: DUTIES OF ELECTED OFFICERS

Section 1: The President shall preside over all meeting of the TTBP, shall appoint all committee chairpersons, and shall be an ex-officio member of all standing committees.

Section 2: The Vice-President of Fundraising shall assume all the duties of the President in their absence and shall be the chairperson of the Fundraising Committee.

Section 3: The Vice-President of Community Outreach shall be the chairperson of the Community Outreach Committee.

Section 4: The Secretary shall keep written records of all Executive Board, Board, and General Membership meetings. The Secretary shall provide copies of these records to the President on a monthly basis. The Secretary shall be custodian of the records of the TTBP and the Annual Reports of the Executive Board except for those specifically assigned to others.

Section5: The Treasurer shall pay all bills upon warrant of the TTBP; shall collect, deposit, and dispense all monies and shall prepare and present a written report at each Executive Board and General Membership meeting. The Treasurer's books shall be reviewed for accuracy annually by an independent party and a financial statement provided prior to the transfer of such to an incoming Treasurer.

ARTICLE II: THE TABB TIGER BAND PARENTS, INC. BOARD

Section 1: The TTBP Board shall be comprised of the elected officers of the organization, the Band Director(s), and each chairperson of the current standing committees.

Section 2: The TTBP Board shall have monthly board meetings. As noted above, the President shall run each meeting; or the Vice President in their absence. Monthly meetings include (the first four topics are required): review and acceptance of meeting minutes, financial report, President/ topics, Band Director(s) topics, committee reports, new business, old business, and any topics of interest.

Section 3: Members of the TTBP Board shall act only in an official capacity and shall not take action or assume responsibility as individuals.

Section 4: A TTBP Board meeting can only be called at the request of the President, the Band Director(s), or by the request of any two (2) elected officers. Committee chairs cannot call a TTBP Board meeting.

Section 5: The Executive Board shall make an annual report to the general membership during the last General Membership meeting of the school year.

Section 6: The Executive Board (excluding the Band Director(s)), with a majority vote, shall have the power to remove any elected or appointed board member whose actions conflict with the stated purpose and objectives of the TTBP.

ARTICLE III: STANDING COMMITTEES

Section 1: At a minimum, there shall be the following standing committees: Fund Raising, Hospitality, Volunteers, Chaperones, Communications/Roster, Pit Crew/Equipment, Corporate Sponsorships, Uniforms, Publicity, Website/Social Media, Spirit Wear, Tiger Paws, and others as the Executive Board shall determine, i.e.: By-Laws, Audit, Nominations, etc.

Section 2: The chairperson of each standing committee, along with each Elected Officer, shall be a member of and comprise the TTBP Board.

Section 3: The Band Director(s) shall be an ex-officio member(s) of all committees, including the Nominating Committee.

ARTICLE IV: MEETINGS

Section 1: There shall be a minimum of two (2) General Membership Meetings per year; the time and place of which shall be decided by the Executive Board. Five days notice of such meetings shall be given.

Section 2: Committee meetings shall be at the call of the committee chairperson, who shall make record of such meetings as part of the normal report of activities during Executive Board Meetings.

Section 3: All meetings will be open to the active membership of the TTBP. The TTBP Board will have monthly meetings.

Section 4: No Tabb Tiger Band Parent, Inc. member shall discuss the school teaching, policies, or instructional methods of the Band Director(s) during a regular or called meeting. Nor shall they discuss their individual student(s) or other students' problems or misunderstandings concerning the band program. For such discussion, the concerned person(s) shall arrange a private meeting with the Band Director(s).

ARTICLE V: FINANCIAL POLICY

Section 1: Funds necessary to accomplish the purpose of the TTBP shall be raised through Fund Raising projects which meet with the approval of the General Membership, the Band Director(s), the Tabb High School Principal, and the York County School Board policies. Fund Raising projects will be for the benefit of the entire band. No independent fundraisers for the benefit of individual groups within the band are allowed.

Section 2: A proposed operating budget shall be formulated by the Band Director(s), Treasurer (to include both the outgoing and incoming Treasurer), and the TTBP President or other TTBP Board designee, to be presented for approval by the Executive Board prior to the first General Membership Meeting of each school year. The budget shall then be presented for review and approval at the first General Membership Meeting of the school year.

Section 3: A minimum balance of \$5,000.00 shall be maintained in the General Fund at year-end. At no time shall the General Fund account have a balance less than \$1,000.00.

Section 4: All monies collected by any member or committee shall be turned over to the Treasurer for proper disposition and/or deposited into a Tabb Tiger Band Parents, Inc.-registered bank account. Funds taken in from a fundraiser are to be validated by both the Committee Chair and Treasurer. Any discrepancies are to be addressed immediately before the Treasurer takes control of the funds.

Section 5: All disbursements for expenses are to be made by check.

Section 6: Committee Chairs needing to be reimbursed for expenses must submit a Reimbursement Form and attach to original receipt to the form. All reimbursement requests must be submitted within thirty (30) days of the date that the charges were incurred. No reimbursements will be submitted without the approval of the Band Director(s) and/or the TTBP President.

Section : Timeliness of both deposits and payments will be maintained by the Treasurer. Disbursements and deposits must be made within two (2) weeks of request/receipt.

Section 8: An approved Accounting Firm will be used to process 1099 -Misc IRS forms and for filing taxes annually. The Treasurer is responsible for coordinating both filings in a timely manner.

Section 9: There shall be no distribution of income to any officer, member, or other person. The entire income of the TTBP shall be applied and used in the conduct of its activities in furtherance of its purpose as set forth in Article II of the Constitution.

Section 10: Expenditures of funds from the TTBP account that are not budgeted shall require prior Executive Board approval by a simple majority. At no time will the requisitioner of funds be an authorized signatory of the check fulfilling their own request.

ARTICLE VI: ELECTIONS

A nominating committee, consisting of any three (3) Tabb Tiger Band Parent, Inc. members appointed by the Executive Board, and the Band Director(s) shall submit a slate of officers at the last General Membership Meeting of the school year, at which time elections will be held. Nominations, with the consent of the nominees, may be made from the floor after the slate of nominees has been presented. As noted above, the vote shall take place by June 15th of the previous year. The website shall be updated to reflect any Executive Board changes.

ARTICLE VII: Miscellaneous Policy

Section 1: Whistleblower Policy – the Tabb Tiger Band Parents, Inc. have adopted a Code of Conduct that requires the Band Director(s), Executive Board member, and its general membership to observe high standards of ethics in the conduct of their duties and responsibilities. It is the responsibility of the Band Director(s), Executive Board officers, and general members to report violations or suspected violations of the Code in accordance with this Whistleblower Policy. No Band Director(s), Executive Board member, or general member who, in good faith, reports a violation of the Code shall suffer harassment or retaliation.

Section 2: Code of Conduct – the Band Director(s), Executive Board officers, and members of the TTBP are expected to adhere to high standards of ethical conduct. Although it is impossible to describe all conduct that is to be addressed, this policy specifically requires the following:

1. Honest and ethical conduct, including the ethical handling of actual or apparent conflicts of interest within the organization.
2. Full, fair, accurate, and timely disclosure of relevant facts in all reports and documents dealing with matters of program services, governance and administration.
3. Compliance with all applicable governmental laws, rules and regulations.
4. Prompt internal reporting of code violations to an appropriate person or persons within the organization.
5. Personal accountability for adherence to the Code.

Section 3: Reporting Violations – members who suspect that the Code of Conduct has been violated shall report their concerns to someone who can address them properly. In most cases, a member of the Executive Board is in the best position to address an area of concern. Where the reporter is not comfortable speaking with an Executive Board member, or is not satisfied with the response, he/she may direct their concerns to the Band Director(s).

Section 4: Code of Conduct Committee – the TTBP President or Executive Board shall appoint a Code of Conduct Committee to investigate complaints and allegations concerning suspected violations of the Code of Conduct. The committee shall advise the Executive Board when, in his/her discretion, the complaint entails a significant risk to the TTBP. In the event that a reported concern involves accounting practices or internal controls, the Code of Conduct committee shall immediately notify the Executive Board of the complaint and work with the Board until the matter is resolved.

Section 5: Conflict of Interest Policy - the Band Director(s), Executive Board officers, and general members of the TTBP shall avoid the appearance or actuality of private benefit to persons who are in a position of substantial authority. When an actual or potential conflict of interest arises, this policy shall direct the decision of the governing body. This policy is intended to supplement, but not replace, state laws governing conflicts of interest in non-profit charitable corporations. An Interested Person is a Band Director, Executive Board officer, or member of a committee with Board-delegated powers, who has a direct or indirect Financial Interest, as defined below.

A person has a Financial Interest if the person has, directly or indirectly, through business, investment or family (blood or marriage):

1. An ownership or investment interest in any entity with which the TTBP has a transaction or arrangement, or
2. A compensation arrangement with the organization or with any entity or individual with which the TTBP has a transaction or arrangement, or
3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the TTBP is negotiating a transaction or arrangement.

4. Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.
5. Not every Financial Interest creates an actionable conflict of interest. A Financial Interest is a conflict of interest only if the Executive Board or committee decides that a conflict exists.

Section 6: Conflict of Interest Procedure - in the event that an Executive Board member or committee member with Board-delegated powers has a direct or indirect Financial Interest in a transaction or arrangement, the following procedure shall be used:

1. Duty to Disclose: The interested person shall disclose the existence of his or her financial interest and be given the opportunity to disclose all material facts to the Band Director(s) and members of committees with Board-delegated powers considering the proposed transaction or arrangement.
2. Determining Whether a Conflict of Interest Exists: After disclosure of the financial interest and all material facts, the interested person shall leave the Executive Board or committee meeting while the potential conflict of interest is discussed and voted upon. The remaining Board or committee members shall decide if a conflict of interest exists.
3. Procedures for Addressing the Conflict of Interest: If the Executive Board or committee members determine that a conflict of interest exists, the interested person shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement that involves the conflict of interest.
 - a. The TTBP President or committee chairperson shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - b. After exercising due diligence, the Executive Board or committee shall determine whether the TTBP can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
 - c. If a more advantageous transaction or arrangement is not reasonably attainable, the Executive Board or committee shall determine, by a majority vote of disinterested persons, whether the transaction or arrangement is in the TTBP's best interest and is fair and reasonable to the organization, and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.
4. Violations of the Conflicts of Interest Policy: If the Executive Board or committee has reasonable cause to believe that an Interested Person has failed to disclose actual or possible conflicts of interest, it shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose. If, after hearing the response and making such further investigation as may be warranted in the circumstances, the Board or committee determines that the person has in fact failed to adequately disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action, up to and including removal from the Executive Board.
5. Minutes: The minutes of the Executive Board and all committees with Board-delegated powers shall contain:

- a. The names of persons who disclosed or were found to have a Financial Interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Executive Board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

Section 7: Special Procedures For Compensation Issues - a voting member of the Executive Board who receives compensation, directly or indirectly, from the organization for services is precluded from voting on matters pertaining to his/her compensation. Additionally, a voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the TTBP for services is precluded from voting on matters pertaining to that member's compensation. Finally, persons who receive compensation, directly or indirectly, from the TTBP are precluded from membership on any committee whose jurisdiction includes compensation matters. No person, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

Section 1: The rules contained in *Roberts Rules for Order Newly Revised (2011)* shall be the parliamentary authority for all matters of procedure in which they do not conflict with the rules of the TTBP.

Section 2: All policies set and actions taken must be in accordance with Tabb High School and York County School Board regulation.

ARTICLE IX: CHAPERONES

Section 1: Chaperones are selected and approved by the Band Director(s), with the assistance of the Chaperone Chairperson, from the general membership at large.

Section 2: Chaperones shall assist the Band Director(s) in assuring a safe and enjoyable experience for each student.

Section 3: Chaperones shall assist the Band Director(s) in assuring the rules and regulations of the Tabb Tiger Band, Tabb High School, and the York County School Division are strictly adhered to.

Section 4: Chaperones shall immediately notify the Band Director(s) of any infringement of the Tabb Tiger Band, Tabb High School, or York County School Division rules and regulations, leaving any disciplinary action to the Band Director(s), Principal, or York County School Board.

Section 5: To assure the utmost safety, behavior, and assistance to the Band Director(s), there shall be a minimum ratio of one (1) chaperone per each ten (10) students participating in activities outside of the Tabb High School and/or York County School Division community. Note: chaperones do not include the Band Director(s), their spouse(s), or their guests.

ARTICLE X: SCHOLARSHIP COMMITTEE

Each year, the Band Director(s) or their designee shall create a Scholarship Committee consisting of three (3) or more Tabb High School teachers to select the recipients of the TTBP scholarship(s). The Scholarship Committee shall advise the Executive Board on who is to receive the TTBP scholarship(s). The number and size of scholarships shall be determined at the yearly budget meeting. This committee shall make their recommendations to the Executive Board at least two weeks prior to the end-of-year award ceremony.

ARTICLE XI: AMENDMENTS/CHANGES TO THE BY-LAWS

Section 1: The Constitution and these By-Laws may be altered, amended, or repealed and new documents may be adopted provided such alterations, amendments, or proposed substitutions have been presented at the preceding General Membership Meeting, or have been published on the website prior to the designated meeting for voting. Action may be made at a special meeting held at least ten (10) days prior to a TTBP Board Meeting. Once agreed to, the TTBP President must present the changes to the General Assembly with a majority vote.

Section 2: Amendments shall be effective upon adjournment of the meeting at which they were adopted, unless different effective dates are included in the revision.

Section 3: As a standing review procedure, the Constitution and By-Laws should be reviewed every three (3) to five (5) years.