

By-Laws of
St Johns County Center for the Arts (SJCCA)
Booster Organization at RJ Murray Middle School (MMS)

Amended 1/25/2023

ARTICLE I

The name of this organization shall be Murray Middle School Arts Boosters Inc.

ARTICLE II-Our Purpose

Section 1. The Boosters Organization exists to promote the welfare and development of students enrolled in the St Johns County Center for the Arts (hereinafter "SJCCA") at RJ Murray Middle School (hereinafter "MMS")

Section 2. The organization is organized exclusively for the charitable, theatrical, musical, literary, educational or artistic endeavors within the meaning of section 501c(3) of the internal revenue code or corresponding section of any future Federal tax code (hereinafter "Internal Revenue Code")

ARTICLE III- Objectives

Our purposes will be accomplished by:

1. Maintaining this non-profit, solely for the support of the Artistic Programs within SJCCA at MMS.
2. To raise funds in support of SJCCA to benefit students enrolled in the program.
3. To utilize parents and other volunteers effectively.
4. To receive and disperse funds obtained from fees, donations, gifts and sponsorships for the support and maintenance of all Arts programs within SJCCA at MMS.
5. Assess the needs of the SJCCA program and facilities, supporting the maintenance of the program, to include the needs of property, staff and students alike.

ARTICLE IV-Place of Business

The principle place of business of this organization, subject to the right of this organization to hold meetings elsewhere, shall be RJ Murray Middle School, 150 N. Holmes Blvd, Saint Augustine, FL, 32084.

ARTICLE V-Term of existence

The term of existence of this organization shall be perpetual, unless sooner dissolved in accordance with the law.

ARTICLE VI-Membership

The conditions and regulations of membership shall be fixed and determined by the bylaws; provided, however, that the voting power of each member shall be equal. No dues or fees are to be collected from any officer or member of this organization.

ARTICLE VII-Officers and their Election

The number of officers for this organization shall be fixed by these By Laws and is hereby fixed at four: President, Vice-president, Treasurer, and Secretary. Each Officer shall have a student who is a member of SJCCA at MMS and be in good standing with the school. They shall serve a minimum of one year in their role, until his or her successor is elected and qualifies. Any officer may be re-elected, by popular vote, without limit to the number of terms. The officers shall be

elected at the last general meeting of the school year, for the following term. A vacancy occurring in office may be filled by an eligible person and may be elected mid-term by a majority vote of the existing elected officers.

ARTICLE VIII-Duties of the Officers

President-

- The president shall set the agenda for and preside at all meetings of the members of the Boosters organization
- Send invites and reminders for all events and meetings
- See that elections and appointments are held in accordance with the By Laws
- Oversee the coordination of all Arts Boosters departments and act as a liaison with all teachers and directors of said departments
- Advise, support and maintain communication with all teachers, members and special committee chairpersons associated with the Boosters organization
- Be a signatory on all bank accounts
- Oversee maintenance and compliance of the By Laws

Vice president-

- Act as an aide to the President in all matters
- Act as President in the absence of the President at any meetings or events
- Assist in correspondence and communication with members and teachers/directors at the request of the president
- Be a signatory on all bank accounts
- Oversee maintenance and compliance of By Laws

Secretary

- Record minutes of all meetings and distribute minutes via email to all members on the mailing list shortly following any meeting
- Assist with correspondence at the request of the president
- Keep attendance at all meetings
- Oversee maintenance and compliance of the By Laws

Treasurer

- Maintain the bank accounts for all Boosters departments and be the main signatory on all accounts
- Balance said bank accounts monthly and provide reports to all teachers or directors of said departments
- Process accounts payable as received at the request of teachers or directors of booster's departments
- Count all event proceeds and deposit all generated income in a timely fashion
- Process calendar year reports and ensure processing of any necessary papers with the IRS, State, District or school administration
- Oversee maintenance and compliance of the By Laws

ARTICLE IX-Meetings

Section 1. There shall be at least, but not limited to three meetings throughout the school year. One week's notice shall be given to members before a general meeting.

Section 2. There shall be at least one general meeting at the end of the school year.

Section 3. In any meeting of the organization, a simple majority vote by members in attendance is sufficient for the transaction of business unless otherwise specified in these By-Laws or Roberts Rules of Order. At least two of the organization's officers must be present.

Section 4. Special meetings of the officers or board may be called at any time that is mutually agreeable with all officers.

Section 5. The privilege of holding office, introducing motions, debating, and voting shall be limited to those with students in the SJCCA program at MMS.

ARTICLE X-The Board

Section 1. The board shall consist of the officers of the Boosters organization and an SJCCA teacher representative.

Section 2. The board shall:

- a. Prepare and submit a budget for the fiscal year.
- b. Prepare and submit proposed appropriations for each arts department for the fiscal year.
- c. Approve expenditures over and above \$250 prior to any purchase occurring.
- d. Create special committees where needed to approve and coordinate any fundraising activities.

ARTICLE XI-Committees

Section 1. Additional special committees shall be installed as seen fit by the officers. Such committees may be deemed necessary to promote the objectives of and carry on the work of the organization. A chairperson shall be appointed by the board and shall serve a term of one year.

Section 2. The chairperson of additional committees shall attend all meetings, provide updates, and action plans as necessary to accomplish the approved committee plan or goal.

Section 3. No unbudgeted expenditure shall be disbursed to the special committee without the consent of the officers of the organization.

Section 4. The power to form special committees and appoint their members rests with the officers of the organization. Since a special committee is created to perform a specific task, the committee ceases to exist once its work is completed, and a final report has been provided to the board.

Section 5. The president of the organization shall be ex-officio member of all committees.

ARTICLE XII-Parliamentary Authority

Roberts Rules of order, revised edition, shall govern this organization in all cases in which they are applicable and in which they are not in conflict with these by-laws.

ARTICLE XIII-Amendments

The officers of this organization shall have the power to make, amend or alter the bylaws of this organization in accordance with the procedures prescribed in these bylaws.

ARTICLE XIV-Distribution of Assets upon dissolution

The property of this organization is irrevocably dedicated to charitable purposes, and no part of the net income or assets of this organization shall ever inure to the benefit of any director, officer, or member of this organization, or to the benefit of any private person or organization. In the event of the dissolution of this organization or in the event it shall cease to carry out the objectives and provisions herein set forth, and after paying or adequately providing for the debts and obligations this organization, all of its assets shall be distributed to the participating Murray Middle School arts programs internal school accounts, as selected by the officers of the board.

Amended and Approved January 2023

Officers 2022-2023

President: Emily Torres

Vice President: Stephen Bartlett

Secretary: Leaa Cruce

Treasurer: Rachael Haynie