

HHS Theatrical Association of Parents By-Laws

ARTICLE I

IDENTIFICATION

SECTION 1.01 NAME

The name of the Association in the State of Maryland shall be HHS Theatrical Association of Parents (TAP).

SECTION 1.02 FISCAL YEAR

The fiscal year of the Association shall be July 1st to June 30th of the year.

ARTICLE II

MEMBERSHIP

SECTION 2.01 QUALIFICATIONS FOR MEMBERSHIP

Membership in the Association shall be open to all persons or groups having an interest in theater and dance within Howard County, Maryland, particularly Howard High School; and further shall include any other adult persons or groups desiring to promote the overall improvement of theater and dance related curricula within Howard County.

SECTION 2.02 CLASSES OF MEMBERSHIP

The classes of membership in the Association are as follows.

- a. **Regular Members-** Includes all persons who have paid or kept current the annual dues as may be established by the Board of Directors.
- b. **Honorary Membership-** Shall include members of school administration, all staff presently supporting theater and dance at Howard High School. Honorary Members as herein set forth shall be exempt from payment of annual dues.
- c. **Associate Membership –** The Board of Directors may confer Associate Membership upon persons or groups desiring to make donations to the Association. Associate Members shall not be entitled to vote or serve as directors.
- d. **Lifetime Membership –** The Board of Directors may confer a Lifetime Membership upon persons or groups who have made a significant contribution to the Howard High School Theater and dance community.

SECTION 2.03 APPLICATION FOR MEMBERSHIP

Each of the classes of person enumerated under subsection (a) and (b) hereof shall complete a membership application. Applicant (s) will possess full membership rights (subject to any limitations herein set forth) and shall become liable for the payment of current dues (except as may be exempted) as shall from time to time be established by the Board of Directors.

ARTICLE III

SECTION 3.01 AMOUNT OF DUES

Annual dues in the Association shall be as follows:

- a. For those classes of persons defined as “Regular Members” under Section 2.02 (a) above, the annual dues shall be such amount as shall from time to time be established by the Board of Directors.
- b. Those classes of persons defined as “Honorary Members” or “Associate Members” under Section 2.02 (b) and (c), hereof, shall be exempt from payment of Annual Dues.

ARTICLE IV

MEETINGS OF MEMBERS

SECTION 4.01 MEETINGS

The election of the Board of Directors shall take place in May of each year. The elected Board will begin their terms July 1st. Notification of the meeting shall be posted via the website.

SECTION 4.02 VOTING AT MEETINGS

All members other than Associate Members shall be entitled to one (1) vote on any matter upon which a vote of the membership is required or desired. In such instance, a majority of those voting is sufficient to approve any matter arising for consideration, except for the election of Directors where a plurality of the votes cast shall be sufficient.

SECTION 4.03 QUORUM

At all meetings of the Association where a vote of the membership is required or desired, the presence of five (5) persons entitled to cast votes shall constitute a Quorum.

ARTICLE V**BOARD OF DIRECTORS****SECTION 5.01 AUTHORITY AND QUALIFICATION**

The Board of Directors will consist of President, Vice President, Treasurer, and Secretary. The officers shall be elected by and from the members in good standing.

SECTION 5.02 ENUMERATED POWERS

The Board of Directors shall

- a. Approve or reject all applications for membership
- b. Appoint standing, special or temporary committees
- c. Revoke membership rights for just cause
- d. Remove any officer of the Association for just cause
- e. Establish the annual rate of dues for membership

SECTION 5.03 VACANCIES

A majority of the remaining Directors whether or not sufficient to constitute a Quorum, may fill a vacancy on the Board which results from any cause except an increase in the number of directors. Such Director serves for the balance of the term of the directorship vacated, or until his successor is duly chosen and qualified. In the event that vacancies are not filled in a timely fashion, the association will be permitted to continue to perform the duties of the Association.

SECTION 5.04 NOTICE OF MEETINGS

Regular Meetings of the Association shall take place on the third Monday of each month, and as such are exempt from any requirement of written notice. In the event a regular meeting is not to be held on its ordinary date, the Secretary shall contact the Board members.

SECTION 5.05 QUORUM

The presence of three (3) members of the Board of Directors shall constitute a quorum, except for the filling of vacancies, (which is governed by Section 5.03, hereof). The action of a majority of the Directors present at a meeting at which a Quorum is present shall constitute the action of the Board of Directors.

SECTION 5.06 INFORMAL ACTION

Any action required or permitted to be taken at a meeting of the Board, or any committee thereof, may be taken without a meeting if it is entered into the minutes of proceedings of the Board.

ARTICLE VI

OFFICERS

SECTION 6.01 DESIGNATION AND QUALIFICATIONS

The officers of the Association shall be a President, a Vice President, a Treasurer, and a Secretary, each of whom shall be elected by and from the General Membership and who shall serve a term of one (1) year, or until his or her successor is duly chosen and qualified.

SECTION 6.02 THE PRESIDENT

The President shall be a member of the Board of Directors. As chief executive officer of the Association, he or she shall preside at all meetings of the Board or the membership. The President shall appoint the person to chair all committees subject to the approval of the Board.

SECTION 6.03 THE VICE PRESIDENT

The Vice President shall be a member of the Board of Directors and shall perform all of the duties of the President in his absence. Work in close co-operation with the committee heads.

SECTION 6.04 THE SECRETARY

The Secretary shall be a member of the Board of Directors and shall be custodian of all official records of the Association (except financial records), including Membership records as well as official minutes of proceedings of all meetings of the membership or Board of Directors as required by these by-laws.

SECTION 6.05 THE TREASURER

The Treasurer shall be a member of the Board of Directors and shall serve as the fiscal and financial officer of the Association. He or she shall keep and maintain true and complete records and books of the financial condition of the Association. Duties of the Treasurer shall include:

- a. Deposit or cause to be deposited in the name of the Association all monies, checks, drafts of the Association in such banks or depositories as the Board of the Directors shall select
- b. Issue checks for payment of the Association's duly authorized disbursements
- c. Render a statement of the Association's financial condition at least monthly.
- d. Provide a list of all of his or her transactions to the Board of Directors annually, in June, and at any other time upon request.
- e. Prepare and submit any tax and governmental agency reports
- f. Have the accounts examined at the close of the fiscal year and upon change of treasurer by an auditor or an auditing committee of not less than three persons, who satisfied that the treasurer's annual report is correct , shall sign a statement to that fact at the end of the report.

SECTION 6.06 REMOVAL

The Board of Directors may remove any Officer of the Association with just cause at a Special Meeting called for this purpose.

ARTICLE VII

CORPORATE RECORDS

SECTION 7.01 AVAILABILITY

Except as may be otherwise provided by Statute or by these Code of by-laws, the official books and records of the Association may be kept in such place or places as the Custodian thereof may select, but shall be open for inspection by any member for any proper purpose of any reasonable time.

ARTICLE VIII

EXECUTION OF CHECKS AND DOCUMENTS

SECTION 8.01 EXECUTION OF CHECKS

Every check for the payment of money of the Association shall, unless otherwise provided by Statute or ordered by the Board of Directors, be signed by the Treasurer. Any such check in excess of five hundred (\$500.00) shall be countersigned by the President, Vice President, or Secretary. Any check written by the Treasurer to reimburse the Treasurer must have a second officer's signature.

ARTICLE IX

AMENDMENTS

SECTION 9.01 GENERALLY

The power to add to, alter, amend or repeal (wholly or in part) these by-laws is vested in the membership whose vote by a two-thirds majority of the membership present and voting at a meeting called for this purpose, (at which a Quorum is present) shall constitute the action of the membership in this regard.

SECTION 9.02 REVIEW

The Board of Directors shall review the existing by-laws at least every three (3) years to make changes and updates as deemed appropriate by the Board of Directors.

ARTICLE X

ABSENTEE VOTING

SECTION 10.01 PROXIES

At all meetings of the Corporation the voting by Proxy is expressly prohibited.

Approved:

List of Procedures for the Treasurer

- Use Disbursement request forms signed by the duly authorized person to issue checks
- Use Receipts forms to document receipt of money for deposit
- Record all transactions in a transaction log, such as an excel spreadsheet. Keep a running balance.
- Reconcile the bank statement in writing each month.
- Update the Financial report and Team Balance report monthly, usually a few days before the regular monthly meeting
- Distribute copies of the Financial Report to all officers
- Prepare and file all government and tax documents in a timely manner