OPERATION MANUAL FOR

MARJORY STONEMAN DOUGLAS MARCHING EAGLES PARENT

ASSOCIATION, INCORPORATED

ADOPTED, 1997

AMENDED, FEBRUARY 2022

MISSION STATEMENT

The Purpose of the Marjory Stoneman Douglas High School Band Parents shall be to maintain an Association to support, both physically and financially, the Marjory Stoneman Douglas High School Band Organization achieving their highest potential.

ARTICLE 1 – Name

The name of this organization shall be the Marjory Stoneman Douglas Marching Eagles Parent Association, Incorporated (hereafter referred to as Marching Eagles Parent Association or MEPA). This shall be inclusive of all Band and Color Guard Parents. Band, hereafter, shall mean the entire MSDHS Band and Color Guard Organization.

Article 2 – Purpose

The Principal objectives and purpose of the MEPA shall be:

1) To solely be an organization designated to support the MSDHS Band Director(s) and all of their normal and extracurricular MSDHS Band activities.
2) To Plan and execute all fund raising activities in financial support of the Band program.
3) To inform all members of the financial needs of the standard and extracurricular Band programs.
4) To maintain a State of Florida registered Not For Profit Corporation and a Federal Tax Exempt status.

These purposes shall not conflict with the laws, policies and procedures of the US Department of the Treasury, the State of Florida, and Broward County, the Broward County School Board, the MSD High School administration and the MSDHS Band Director(s).

Article 3 – Tangible Property

Any and all tangible property, purchased or otherwise acquired by MEPA shall only be used by members or other Board authorized personnel. In the event, the MEPA takes ownership of any motorized vehicles, the operators of these vehicles, for liability reasons, shall only be by Board authorized personnel. Upon dissolution or disbanding of the MEPA, all tangible property shall be surrendered to MSD High School Band Organization to have and to hold for its students thereof forever.

ARTICLE 4 – Membership

Section 1: Active Membership

An Active member shall be any parent or legal guardian of a student currently enrolled in Marjory Stoneman Douglas High School Band, Parkland, Florida. These members shall be from the voting membership of the MEPA. Each family will have one vote per student enrolled in the band program. The designated voting family member will be identified on the commitment letter.

Section 2: Associate Membership

Any person interested in the aims and objectives of MEPA may, upon completion of an application and approval of the Board of Directors, become an Associate Member. Associate membership is a non-voting affiliation with the MEPA.

Section 3: Alumni and Friends Membership

An Alumni Member shall be any parent or legal guardian of a former Band student, or former Band student who has attended Marjory Stoneman Douglas High School, Parkland, Florida. Alumni Membership is a non-voting affiliation with MEPA.

Section 4: Honorary Membership

Honorary Membership may be conferred only upon such persons who have given service that merit this distinction and must be a unanimous vote of the entire Board of Directors. Honorary Membership is a non-voting affiliation with MEPA.

ARTICLE 5 – Officers

Section 1: The Board of Directors

The Board of Directors shall be the custodians of funds and records for MEPA and shall consist of President, Vice President of Operations, Recording Secretary, Treasurer, Assistant Treasurer, Band Director (non-voting), Fund Raising Chairperson, Public Relations Chairperson, Field Crew Chairperson, Color Guard Chairperson, Corresponding Secretary and Percussion Chairperson. All Board positions shall have one vote per position. The President, Vice President, Recording Secretary and Treasurer shall also serve as the corporate officers of the Marjory Stoneman Douglas Marching Eagles Parent Association, Incorporated, a Florida not for profit corporation.

Section 2: Term of Office

Term of office for all elected board members is for one school year, running from June 1 to May 31 of the following year. The newly elected board will attend joint Board of Directors' meetings with the current board in May in order to provide a smooth transition of duties.

Section 3: Board Members

The General Membership shall elect all Board Members, except the Band Director(s). The President shall appoint the nominating committee, consisting of five members. The committee is appointed at the March Membership meeting and shall report their recommendations to the Membership at their April meeting when the elections are held. Election to an office requires a majority vote of the voting members present. Spouses may hold two positions if so recommended by the nominating committee and both are voted for by the membership.

Section 4: Annual Election of President

To run for the office of the president of MEPA a person must first serve for at least one full term in any other MEPA position. In the event that no person with MEPA board experience comes forward, a parent who has taken an active part in MEPA functions may be nominated.

ARTICLE 6 – Board of Directors

Each position may consist of two persons (Co-), if deemed necessary or acceptable to the existing board. Each Board of Directors position has one vote.

Section 1: President

The President shall preside at all of the Board of Directors and Membership meetings, appoint or delegate the appointment of all committees deemed necessary to carry out the organization's functions and objectives, and serve as an ex-officio member of all committees except the nominating committee. In case of a tie vote on any Board or Membership issue, the President's vote shall be the deciding vote for a majority.

Section 2: Vice President (Operations)

The Vice President (Operations) shall be responsible for all MEPA Local Operations, appoint or delegate, with the President's approval, all committees deemed necessary to carry out the organization's operation functions and objectives. He/She shall perform the duties of the President in his/her absence.

Section 3: Recording Secretary

The Recording Secretary shall keep the minutes of all meetings; keep a continuing history of MEPA actions in a loose-leaf form which shall contain all financial reports, business conducted by the Board and MEPA members and other pertinent information. The Recording Secretary will have all current year records present at all Board and Membership meetings. The minutes of each meeting will be available on the Band's online management system (Charms Office Assistant).

Section 4: Treasurer

The Treasurer shall handle all monies of MEPA, keep a correct record of all receipts and disbursements and of amounts on hand; assist the Board of Directors in the annual budget preparation; have the books available and present a financial report at regular Membership and Board of Directors meetings; deposit all funds in a reliable bank chosen and approved by the Board in the legal name of MEPA; and submit to the Board and Membership a written financial report at the end of each school year for their approval. The Treasurer shall also assist the Board in submittal of the annual corporate report of the State of Florida, which is due by May 1st each year, and act as an aide to perform other related duties assigned by the President.

Section 5: Band Director(s)

The Band Director(s) shall be a full time employee(s) of the Broward County School Board and who has been appointed as the Band Director(s) of the MSDHS Band. He/she shall serve as the liaison between the Board and MSDHS Band and shall guide and inform the MEPA of the requirements of the MSDHS Band program. The Director's needs and those of the Board shall be the sole focus of the MEPA members and the Director shall have absolute veto power on any

MEPA Board or Membership vote if he/she deems the vote is not in the best interest of the MSDHS Band or is in conflict with Broward County School Board policies. The Band Director(s) cannot financially commit the MEPA without Board approval. The Band Director may appoint an Assistant Band Director and/or a Color Guard Director with approval for the Board.

Section 6: Color Guard Chairperson

The Color Guard Chairperson shall be responsible for all MEPA Color Guard Operations, appoint or delegate, with the President's approval, all committees deemed necessary to carry out the organization's operation functions and objectives.

Section 7: Fundraising Chairperson

The Fundraising Chairperson shall be responsible for Fundraising, all committees deemed necessary to carry out the organization's Fundraising functions and objectives, and serve as an ex-officio member of all Fundraising committees.

Section 8: Field Crew Chairperson

The Field Crew Chairperson shall serve as a liaison between the Field Crew and the Board and shall coordinate the Field Crew.

Section 9: Percussion Chairperson

The Percussion Chairperson shall be responsible for all MEPA Indoor Percussion Operations, appoint or delegate, with the President's approval, all committees deemed necessary to carry out the organization's operation functions and objectives.

Section 10: Assistant Treasurer

The Assistant Treasurer shall assist and support the Treasurer as needed or in the Treasurer's absence during events or meetings and serve as liaison with BB&T fundraising.

Section 11: Winds Chairperson

The Winds Chairperson shall be responsible for all MEPA Indoor Winds Operations, appoint or delegate, with the President's approval, all committees deemed necessary to carry out the organization's operation functions and objectives.

Article 7 – Removal of a Member

A member may be removed for violating School Board Policy governing parent organizations. The decision to remove a member will be by a 2/3 vote of the MEPA Board of Directors.

Article 8 – Removal of an Officer

A Board Officer may be removed from office for violating School Board Policy governing parent organizations. The decision to remove an officer will be made by 2/3 votes of the other Board Members.

Article 9 – Filling a Vacancy in the Board of Directors

The Board of Directors will appoint a temporary member to fill a vacancy on the Board. This appointment must be ratified by the membership within four weeks of the appointment at a regular scheduled meeting of the membership, and said appointment will then become permanent.

Article 10 – Standing and Special Committees

Special and Standing committees shall be appointed by either the President or Vice President and shall serve until the work for which they are appointed is completed. The Chairperson of any committee shall as soon as possible convene the committee and assign each member his or her duty.

Article 11 - Meetings

Regular meetings shall be held monthly, but in any event, there shall be at least six regular meetings during the school year, not including meetings for specific purposes (i.e. band camp, band trips). The President, when deemed necessary, shall call special meetings. A special meeting requires written notification to be sent to the membership not less than one week prior to the meeting.

Article 12 – Finances

Section 1: Checking Account(s)

Checking account(s) in the name of MEPA, whose source is dues, fees, fundraisers, contributions, etc., will be maintained for the operation of the MSDHS Band program and he MEPA. Two (2) signatures are requires for disbursements or withdrawals. The Board must approve all disbursement requests in excess of $500.00. All checks shall be co-signed by two of

the following: Treasurer, President or other Board authorized elected Board member(s). In the event that two Board members are from the same family, then only one family member's signature shall appear along with any other non-family authorized Elected Board member signature.

Section 2: Band Member Fees

Band membership and other required fees will be determined each year by the Board. The President, Treasurer and Band Director will review any hardship cases.

Section 3: Monies Collected

All monies collected become the specific property of MEPA and kept in an account described as the MEPA General Fund or MEPA-related accounts.

Section 4: Financial Committees

A Budget Preparation Committee shall consist of the President, the Band Director and the Treasurer and shall prepare the budget for the Board.

A Financial Review Committee shall be appointed to review end of year financial report and books, if deemed necessary by the Board.

Section 5: Financial Commitment

Any type of financial commitment, such as, but not limited to, room or travel reservations, on behalf of the MEPA Organization can only be made by a majority vote of the Board.

Section 6: Financial Policy

The following minimum financial policies for the MEPA Organization shall always be in effect. From time to time, the Board may add to these policies with a majority vote of the Board however may never rescind these without amending the by-laws.

a) A returned-check fee shall be charged equal to the bank's returned-check fee.

b) Minimum balance in the General Fund/MEPA-Related accounts shall be $2,500.00.

c) MEPA shall have no permanent employees. All persons, except students, hired and paid by the MEPA Organization shall sign an independent employment agreement prior to being paid for services rendered to the MEPA Organization.

d) There shall be no use of any agency or company owned by any voting member unless a full disclosure of intent and potential profit is disclosed to the Board of Directors.

Section 7: Federal Tax Exempt Policy

The MEPA, a Florida Not For Profit Corporation, was given Federal tax-exempt status in March 1997. In order to obtain that status the MEPA had to comply with the current Federal Department of Treasury regulations and adopt MEPA's resolution 97-1 which is as follows:

Where As, the United Department of the Treasury has reviewed the Stoneman Douglas Marching Eagles Parent Association, Inc. will conduct no fund raising where there is a direct benefit to the individuals raising funds. We will maintain no individual accounts. All funds raised become part of the general fund. It is our policy to support all students even if they do not participate in fundraising activities. The support to the students will not depend on the fundraising efforts of the students or their parents.

This Federal status allows the MEPA to promote being a legal tax-exempt charitable organization.

ARTICLE 13 – Quorum

A quorum for both the Membership and the Board shall consist of those voting members in attendance of any properly announced and scheduled membership meeting and 51% of those attending voting members or directors shall constitute a majority for the purpose of transacting MEPA business unless otherwise specified in this document.

ARTICLE 14 - Amendments

Amendments to the by-laws must be presented in writing at least one meeting prior to the meeting at which said amendment or revisions are to be voted upon. A two-thirds vote of the attending-voting members shall be necessary for adoptions of any amendments.

ARTICLE 15 – Parliamentary Rules

Robert's Rules of Order, revised, shall govern MEPA in the conduct of all its meetings. The secretary or a Board appointed designate shall advise the presiding officer on questions of parliamentary procedure.