

# TUSCARORA HIGH SCHOOL PERFORMING ARTS BOOSTERS, INC.

## BY-LAWS

### **ARTICLE I.** *Name of Organization:*

The name of this organization shall be "Tuscarora High School Performing Arts Boosters, Inc.," to also be known as THSPAB, which is a 501(c)(3) nonprofit organization.

### **ARTICLE II.** *Objectives:*

Section 1. The objective of this organization shall be to assist with and to lend financial assistance to the Tuscarora High School Vocal Music activities being defined as the curricular, co-curricular, and extra-curricular unit of instruction in support of the director of choral music and within Frederick County Public Schools guidelines and policies.

Section 2. The THSPAB will promote a better understanding and maintain an enthusiastic interest for the arts programs (including students' activities, opportunities and objectives) among parents and guardians, students, members, instructors, the Frederick County Board of Education, and the surrounding community and businesses within the Tuscarora feeder area.

Section 3. Our purpose will include promoting social and recreational gatherings for its members, their families and friends, toward the end of cementing a good fellowship and a social cooperative spirit in these activities to include fostering closer ties between parents of younger students and parents of high school students. It will also include promoting music culture in the community by fostering concert attendance and public support of choral activities thereby rendering moral support to the students.

### **ARTICLE III.** *Restrictions:*

Section 1. Directors, officers, employees and contractors of THSPAB should refrain from any actions or activities that impair, or appear to impair, their objectivity in the performance of their duties on behalf of THSPAB. A conflict of interest may exist when the direct, personal, financial or other interest(s) of any director, officer, staff member, employee, or contractor competes or appears to compete with the interests of THSPAB. If any such conflict of interest arises the interested person shall call it to the attention of the Executive Board for resolution. If the conflict relates to a matter requiring board action, such person shall not vote on the matter. When there is a doubt as to whether any conflict of interest exists, the matter shall be resolved by a vote of the Executive Board, excluding the person who is the subject of the possible conflict.

Section 2. No part of the net earnings of the organization shall be used for the benefit of or be distributed to its members, directors, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in the furtherance of the purposes set forth in furtherance of Section 501(c)(3) purposes.

Section 3. No substantial part of the activities of THSPAB shall be the carrying on of propaganda, or otherwise attempt to influence legislation, and THSPAB shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 4. Every member of the Executive Committee, officer or employee of THSPAB may be indemnified by THSPAB against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Executive Committee, officer or employee in connection with any threatened, pending, or completed actions, suit or proceeding to which she/he may become involved by reason of her/his being or having been a member of the Executive Committee, officer, or employee of THSPAB, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of her/his duties. Provided, however, that in the event of a settlement the indemnification herein shall apply only when the Executive Committee approves such settlement and reimbursement as being in the best interest of THSPAB. The foregoing right of indemnification shall be in addition and not exclusive of all other rights which such member of the Executive Committee, officer or employee is entitled.

Section 5. No individual member of the THSPAB shall state or write his or her personal opinion as representing the majority opinion of the organization without consent of the general membership.

**ARTICLE IV. *Membership:***

Section 1. Parents/guardians and other such persons who subscribe to the purposes and objectives of the THSPAB shall become members of the THSPAB upon the payment of a membership fee set by the voting members at the annual meeting.

Section 2. Refer to Appendix C for THSPAB Code of Ethics.

**ARTICLE V. *Officers:***

Section 1. The officers of the corporation (“Executive Board”) shall be a President, a Vice President, Secretary, Parliamentarian, and Treasurer and each shall perform his or her duties on a non-compensated basis.

Section 2. Terms for officers and committees shall be from June 1st to May 31st of the next year.

Section 3. Officers’ vacancies occurring during the year shall be filled by normal election procedure with the Executive Committee being responsible for nominations (refer to Article X).

Section 4. No officer will hold any one office for more than three (3) consecutive years. However, if there is no other nominee for a position, this rule may be waived so that the term of a current officer may be extended.

**ARTICLE VI. *Executive Committee:***

Section 1. The Executive Committee shall consist of the officers of the corporation and chairmen of standing committees. The Principal or his/her designee and Choir Director of Tuscarora High School shall be ex-officio members of the Executive Committee.

Section 2. The Executive Board shall recommend to the membership the choral department's proposed plans and goals for the corporation and shall have supervision over the conduct of these projects.

Section 3. Standing Committees may include a representative for the following who will report to the Executive Board: Ways and Means, Costumes, Concessions, Membership, Public Relations, Communications ("communications" being defined as email and telephones) and Social/Media to include website or other technologies, as appropriate. The Executive Board can add, combine and/or remove committees to fit the needs of the group at any time. Committee Chairs should plan to attend General Meetings or provide reports to the Executive Board prior to these meetings if they are unable to attend.

Section 4. The Executive Board shall meet monthly during the fiscal year. The Executive Board will determine these dates for the upcoming year at the June meeting.

Section 5. The Executive Board shall have the authority to transact any necessary business between meetings of the corporation.

Section 6. The Executive Board, with approval of the Choral Director shall appoint the Committee Chairmen.

**ARTICLE VII. *Powers and Duties of Officers:***

Section 1. The powers and duties of officers except as herein stated shall be in accordance with the normal duties of officers provided for in Roberts Rules of Order.

Section 2. The President shall preside at all meetings of the organization, the Executive Board, and the executive committee and shall be ex-officio a member of all committees. The President shall perform such other duties as may be prescribed in these by-laws or assigned by the organization or by the Executive Board, and shall coordinate the work of the officers and committees of the organization in order that the Objective may be promoted. The President shall act as key-holder for the organization's post office box and take responsibility for checking it on a regular basis. The President shall also perform or verify monthly bank reconciliations per the terms of the group's general liability policy.

Section 3. The Vice President shall act as an aide to the President and shall perform the duties of

the President in the absence or inability of that officer to act. The Vice President shall be responsible for compiling and collecting reports from all standing committee chairmen.

Section 4. The Secretary shall record the minutes of all meetings of the organization and of the Executive Committee and Executive Board and shall perform such other duties as may be assigned by the President or Executive committee.

Section 5. The Parliamentarian shall provide advice and counsel to the President in matters of parliamentary procedure, intercede during general meetings to ensure proper procedures are being observed, assist in the proper administration of general meetings, assist the President in recognizing and prioritizing speakers and provide guidance with motions (if needed). The Parliamentarian shall also perform any other duty and task as assigned by the President, which is related to the overall purpose and good of the organization.

Section 6. The Treasurer shall be the custodian of all funds of the organization and shall keep a full and accurate account of receipt and expenditures. The Treasurer shall present a financial statement at all meetings of the organization and at other times when requested by the Executive Board. The Treasurer shall receive all monies payable into the corporation treasury and shall place such funds in a depository to be approved by the Executive Board. Disbursements from there shall be wholly by check and, per the terms of the group's general liability policy, authorized by the signatures of two elected officers. The Treasurer shall provide for an annual review or audit of the financial records by a CPA firm or an analysis of the financial records by an internal audit committee before July 15th as requested by the Executive Committee.

Section 7. Executive Board members shall serve without compensation with the exception that expenses incurred in the furtherance of the organization's business are allowed to be reimbursed with documentation in accordance with the organization's financial policies, and prior approval.

**ARTICLE VIII. *Dues and Finances:***

Section 1. The annual membership dues shall be such amount as the membership may fix by a majority vote of those present and voting at the annual meeting.

Section 2. The fiscal year of this corporation shall be from June 1st to May 31st.

Section 3. Purchases will not be reimbursed without the approval of the Executive committee.

Section 4. The membership cannot commit this organization's funds without review and recommendation by the appropriate committee and the Executive Board. All property purchased by THSPAB will be in accordance with the Director's recommendations. THSPAB shall retain all rights, title and interest in any property purchased until it has been fully paid for, and until such time as it is officially donated to the Tuscarora High School Choral Department. Should the corporation be dissolved, any remaining assets in the treasury shall be a restricted donation to the Tuscarora High School Choral Department.

Section 5. Fund raising activities shall be undertaken in the name of the corporation with prior recommendation of the Executive Board, the Choral Director, and the voted upon approval of the membership, when possible. In circumstances when membership is unavailable (i.e. a timely general meeting), the Executive Board will be entrusted to make decisions on behalf of the THSPAB in regards to fundraising when it is a time sensitive event.

Section 6. The Director of the Tuscarora High School Choral Department shall present a proposed budget for the following fiscal year, no later than April 1st, to the Executive Board.

Section 7. The Executive Board shall review the department's proposed balanced budget(s) and shall make recommendations to the general membership during the May membership meeting. A vote shall be taken at that meeting. With approval, the budget(s) shall be effective on June 1st.

Section 8. The proposed General THSPAB balanced budget shall be presented to the general membership during the May meeting. A vote shall be taken at that meeting. With approval, the general budget shall be effective on June 1st.

Section 9. Tuscarora High School Performing Arts Boosters shall achieve an actual cash balance of their approved budget before any funds shall be raised for specific, unbudgeted expenditures.

Section 10. All budgeting conflicts shall be resolved by the Executive Board.

Section 11. The Financial Policies of THSPAB (Appendix A) take precedence as the governing document over these by-laws in all financial matters.

#### **ARTICLE IX. Meetings:**

Section 1. A minimum of four meetings of the corporation is to be held every fiscal year as determined by the Executive Board prior to the August meeting. Additional meetings of the corporation or Executive Board can be added and may be called by the Executive Board as necessary. The general meeting may be rescheduled with two (2) weeks advanced notification to the corporation membership.

Section 2. The President, the majority of the Executive Board, or 10% of the corporation voting membership, may call special meetings of the corporation.

Section 3. The annual meeting of the corporation shall be held at the May meeting.

Section 4. The Director and Principal (or their designate) shall be notified of all regular meetings, Executive Board meetings and special meetings.

Section 5. The Executive Board shall meet monthly unless otherwise agreed upon. The Executive Board shall determine the dates of the meetings. Attendance of Executive Board members and officers at regularly scheduled meetings is critical to the proper functioning of the association. A majority of the Executive Board members shall constitute a quorum and a majority of the Executive Board members must be present to vote. Action of the Executive Board may be taken if

an Executive Board member misses more than three (3) consecutive Board meetings of the total yearly meetings. The Executive Board member shall be removed from the Executive Board by majority vote of the Executive Board. A newly elected Executive Board member will be installed in his/her place following the adjournment of that meeting.

Section 6. The Director shall schedule an ensemble orientation meeting to include parents/guardians and students enrolled in the upcoming semester at least twice yearly. The director shall prepare agendas for these meetings, conduct the business of the meetings, and determine the need for special meetings. The meeting summaries may include proposed plans and goals and shall be distributed to the executive committee.

Section 7. Two-thirds of the members present, in good standing and voting constitutes a quorum. A secret ballot may be used when voting on business rather than voice/show of hands when requested by any voting member.

#### **ARTICLE X. Election:**

Section 1. The President shall start soliciting nominations for Executive Board candidates for the next fiscal year at the January meeting. If necessary, a Nominating Committee can be appointed to nominate candidates for the officers to be elected at the May meeting

Section 2. The Nominating Committee shall notify the general membership of the slate of nominees, if known, by the March general membership meeting or at least one month before the general membership meeting at which officers will be elected.

Section 3. Nominations from the floor shall be permitted before the election at the May meeting.

Section 4. Only those persons who have consented to serve shall be nominated for or elected to such office.

Section 5. Only voting members in good standing (“members in good standing” being defined as members who have paid all required fees or dues and are not delinquent, inactive, or suspended members) shall be eligible to hold an elected or appointed office.

Section 6. Officers shall be elected by ballot. However, if there is one nominee for an office, election for that office may be by a show of hands or voice vote.

Section 7. With the exception of the Treasurer, the newly elected officers shall take office at the start of the fiscal year (June 1st) and shall serve for a term of one year until their successors are elected. The newly elected Treasurer will take office once the financial records from the previous term have been submitted to the CPA for review on or before July 15th.

#### **ARTICLE XI. Parliamentary Authority:**

Section 1. **Roberts Rules of Order** shall govern all proceedings of this corporation unless otherwise stated herein.

Section 2. If there is not already one in place on the Executive Board, the President may appoint a Parliamentarian from the membership to rule on procedure.

**ARTICLE XII.** *Amendment Procedure:*

Section 1. The Constitution and the by-laws may be amended or modified by quorum vote of the membership present at any regular or special meeting of the organization. The membership shall be notified of a proposed amendment vote and the language of the proposed amendment at least 30 days prior to the date of the meeting at which the amendment vote is to be taken or, alternatively, the membership may waive the required notice. Ratified amendments shall become effective following the adjournment of the meeting in which it was adopted or on the date stated in the ratified amendment.

Section 2. These by-laws shall be reviewed every 3 years, counting from last review or modification. The Executive Committee, Executive Board or membership may request an interim review. If such an interim review shall occur, upon voting and approval to amend, modify or maintain the by-laws in question, the review period starts again.

## **Appendix A**

### Financial Policies and Procedures of Tuscarora High School Performing Arts Boosters

#### *Annual Budget:*

An annual budget that shows expected sources of income and line items showing the amount expected from each source, and expected expenses and line items showing the amount of each expected expense, shall be developed by the Executive Committee shortly after their election, and presented to the membership for review and approval. The annual budget may be amended from time to time by the membership as needed.

#### *Purchase Policy:*

All purchases on behalf of the organization must be pre-approved, either by detailed line item in the annual budget or vote of the board or membership. The officer(s) authorized to sign contracts on behalf of the organization shall be designated in the bylaws, or by vote of the Executive Board or membership.

#### *Bank Account(s):*

1. Bank accounts. All bank accounts of the organization shall be opened in an FDIC insured institution, approved by the Executive Board, in the legal name of the organization using the organization's own EIN (employer identification number). Bank accounts shall not use the school's EIN.
2. Investments. All investments and investment accounts shall approved by the Executive Board. Investment accounts shall generally be limited to Certificates of Deposit in FDIC insured institutions.
3. Bill payment. All bills of the organization shall be paid by check from the organization's bank account. Online or e-checks are permissible, however all procedures for paper checks shall be followed, regardless of the banks procedures (i.e., prior approval of processing the online payment should be obtained by way, for example, of email approval by the required number of signatories before processing the payment).
  - a. All checks shall be held in the custody of an officer authorized by the Board, such as the Treasurer.
  - b. All payments by check shall correlate to an invoice or receipt, on which the check number and the date paid, shall be written.
  - c. If a receipt or invoice is not available, an officer or director shall write and sign a description of what was purchased.



- d. Pre-signing blank checks is prohibited.
- e. All checks, drafts, or other orders for the payment of money on behalf of the organization shall be signed by the Treasurer and by any other person whose signature is on file with the banking institution as authorized by the Executive Board.
- f. All expenses must be pre-authorized by (i) approval in the annual budget, (ii) subsequent amendment to the budget, (iii) vote of the Executive Board if authorized by the bylaws.
- g. Bank statements shall be reviewed by the treasurer and made available to anyone else on the Executive Committee in order to ensure separation of financial controls.

4. Bank cards. If debit/credit cards are established in the name of the organization, a policy approved by the Executive Board shall be established that includes a list of the authorized users, daily/monthly/annual spending limits, and limits use to charges for the organization. No personal charging on the card by the authorized users shall be allowed.

*Cash:*

- 1. All cash must be kept in a secure location, such as in a cash box.
- 2. The Executive Board shall establish a maximum amount of cash to be used for specific events.
- 3. Appropriate documentation shall be provided whenever cash is turned over or collected.
  - a. If requested, a receipt can be provided from a bound book, with one copy provided to the person turning in the cash, and one copy kept in the receipt book as a record. Alternatively, a receipt ledger may be used on which the date, amount, and signature of both the giver and recipient of the funds is included.
  - b. Cash should always be counted by at least two individuals including the treasurer after an event where funds are collected. If this cannot be done at the place where the funds were collected, arrangements should be made to do this as soon as possible after the end of the event. A cash tally sheet showing the date and amount collected, and signed by the counters should be maintained. If the treasurer is not one of the original counters, the treasurer should recount the funds, and counter-sign the tally sheet.
  - c. Cash should be deposited at the treasurer's earliest convenience into the organization's bank account. A copy of the deposit slip shall be attached to the cash tally sheet and Deposit of Funds form then filed appropriately and kept by the treasurer.

*Financial Reports:*

Outside of general meetings of the corporation, and upon request, the treasurer should provide a financial report to the officers, and members as appropriate, which includes:

1. An updated account spreadsheet/balance sheet showing credits, debits and cleared transactions to date;
2. An updated budget;
3. A copy of the bank reconciliations with imaged checks;
4. Access to the treasurer's notebook(s) for the fiscal year which includes cash tally sheets, deposit of fund forms with deposit slips and request for payment forms; and,
5. Any outstanding receipts/expenses/purchase orders/contractual obligations.

The monthly treasurer's reports shall be compiled and kept in the organization's records for three (3) years. The year-end treasurer's report shall be kept permanently. Bank statements, canceled checks, check registers, invoices, receipts, cash tally sheets, investment statements (if applicable), and related documents should be kept for seven (7) years.

#### *Financial Review/Audit:*

An annual audit or financial review of the organization's records should be completed at the end of the year, and prior to turning records over to new officers. The financial review is intended to ensure that all financial procedures are being followed, and that no financial irregularities exist. The financial review may be completed by an internal audit committee if the organization has gross receipts of less than \$100,000 per year. If gross receipts are more than \$100,000 per fiscal year an outside financial professional should be hired, such as a certified professional accountant, to complete the financial review. If gross receipts are \$250,000 or more, a full annual audit should be conducted by an external CPA or accounting firm. Appendix B provides a guide to conducting an internal financial review.

Member(s) wishing to initiate a financial review out of rotation should bring their request to the attention of the Parliamentarian. The Parliamentarian will immediately notify the Executive Board and give the Treasurer seven (7) calendar days to provide the appropriate materials to the audit committee which should include the member(s) initiating the financial review.

#### *Audit Committee:*

An Audit Committee should be established that is made up of at least two officers or board members, at least one of whom has enough financial background or experience to understand the organization's financial statements and records. Ideally, the audit committee members should not include anyone with bank signature authority or who has been routinely involved in handling the organization's finances. If this is unavoidable, a member of the Executive Committee (not an officer) or a member in good standing should be added to the committee. The purpose of the audit committee is to provide a fresh set of eyes to ensure that the organization is following all appropriate financial policies and practices and make sure that there are no financial irregularities. The audit committee should follow the Internal Audit Guidelines, found in Appendix B, but is not

limited by the Guidelines to more extensive investigative audit procedures. In the event that someone with bank signature authority is included in this group, they may not be involved in writing the final audit report.

*Deposit and Check Request Procedures:*

1. Deposit of Funds.

Using a Deposit of Funds form available on the thspab.org website (fillable pdf format or print and fill in manually), provide all deposit information for one budget line item including:

- a. The date the form is being filled out.
- b. The group receiving the money (Show Choir, Concert Choir, Mixed Choir or General Fund).
- c. The account that will be credited (this is the line item from the budget, i.e. Membership).
- d. Enter each check separately including the family name & student name (if available), check number and amount of the check.
- e. If possible, enter cash entries separately so there is a record of who provided cash payment.
- f. If this is a deposit from an event, list checks separately and include cash on one line. Attach a cash tally report.
- g. Use two sheets if needed entering the total at the bottom of each page and providing the grand total on the first page.
- h. Provide copies of all checks that are being deposited.
- i. Give the forms, copies, checks and/or cash to the Treasurer at your and their earliest convenience.
- j. Keep any deposits that you may have in a safe place until handed over to the Treasurer.

2. Request for Payment.

Using a Request for Payment form available on the thspab.org website (fillable pdf format or print and fill in manually), provide all information for a check to be written by recipient including:

- a. The date the form is being filled out.
- b. The total amount of the check.
- c. The payee and their address.
- d. The account(s) that will be debited (this is the line item from the budget, i.e. Costumes). If multiple items are being paid to one payee, provide an amount for each item.
- e. Provide a receipt, invoice or some form of documentation to support the request.
- f. Allow the Treasurer ample time to get this check to you. The ideal time to present a request is at a General Meeting. Otherwise, an email to the Treasurer or President with the details of the request should be sent and a time will be arranged to deliver or mail the check.
- g. Mail or cash the check as soon as possible so that there are no outstanding checks.

## **Appendix B**

### Internal Audit Guidelines for Tuscarora High School Performing Arts Boosters

School support organizations should conduct a financial review of the organization's financial practices each year. This review is intended to ensure that appropriate financial policies are in place, and that organization is following these policies.

#### **Step #1: Gather financial documents including:**

- Copies of all written financial policies
- Copies of treasurer's reports for the year (or other period) to be reviewed
- List of all bank and investment accounts, including names of persons authorized to sign on each account
- Copies of all bank and other financial statements for the period to be reviewed
- Copies of all bank and investment account reconciliations for the period to be reviewed including support documents (cash tally sheets, deposit of funds forms with deposit slips and request for payment forms)
- Invoices, receipts, contracts and other documents
- Documentation of any restrictions on the use of any particular funds or donor gifts
- IRS letter documents including most recent Form 990
- IRS letter recognizing tax-exempt status, and
- IRS letter assigning an EIN (employer identification number) to the organization.

#### **Step #2: Review financial documents and processes**

- Check the organization's EIN (employer identification number) as assigned by the IRS against the EIN used on the organization's bank and other financial accounts. Make sure that the school's EIN is not being used.
- Check names of persons authorized to (a) approve transactions and (b) sign checks, against:
  - o persons authorized to conduct these activities in the organization's minutes, and
  - o bank records indicating who is authorized as a signatory.
- Check all bank reconciliations to determine that the beginning balance of one month is the same as the ending balance of the previous month. Also note whether the balance listed on financial

statements is the same as the balance listed on the treasurer's reports presented to the organization.

- Pick one month and perform a bank reconciliation using the original records. If you find a discrepancy between your reconciliation and the reconciliation provided by the treasurer or other person who performed the original reconciliation, research the discrepancy to find the error or explanation for the discrepancy.
- Check to see if the organization carries a crime insurance bond as well as Director & Officers Liability coverage on people handling the organization's funds; if insurance is not held, propose that the organization consider obtaining bonding coverage.

### **Step # 3: Review income and receipts (Deposit of Funds forms)**

- Determine if the deposits listed on the financial reports provided to the organization match deposits listed on bank statements.
- Check to see if cash tally sheets match the amount of cash report as received from an event on financial reports, and also match the deposit indicated on bank statements.

### **Step #4: Review disbursements (Request for Payment forms)**

- Test to be sure that payments made were properly authorized – by a line item in the approved budget, an approved amendment to the budget, or an appropriate vote authorizing the expenditure.
- Review records to ensure that there is an invoice, receipt or other appropriate written documentation for each disbursement, and that the amounts match.

### **Step #5: Tax/information returns**

- Review financial records to ensure that appropriate federal (IRS Form 990) and state income tax/information returns have been timely filed.

### **Step #6: Review financial control systems**

Check to evaluate whether financial duties have been appropriately separated. Although it can be difficult for small organizations to separate financial duties, certain separations are essential for appropriate financial controls. These separations protect both the organization, and the individuals handling the finances. Specifically:

- All expenditures should be approved in an annual budget, as originally approved or amended, or by a vote of the board or membership as appropriate. All disbursements should be documented by an invoice, receipt or other appropriate written documentation.
- The Treasurer may reconcile bank statements. However, at least one additional officer or director should review monthly bank statements, or bank statements may be included with the treasurer's report to the board/membership.

- Finances should be reviewed annually by an audit committee that consists of two or more individuals who do not routinely handle the organization's finances, such as by being a signatory on the accounts.
- Cash should always be counted by at least 2 persons at/near the time received, and then recounted by the treasurer or other individual prior to deposit.

**Step #7: Review reporting systems ensure adequate information is provided for the organization and its officers/directors to make reasonable decisions**

- Are reports from the treasurer timely and complete?
- Are all records being gathered (invoices, receipts, cash records, checks and disbursement records, bank records, treasurer's reports) so that they can be reviewed as needed, and only discarded in accordance with the organization's record retention guidelines.

**Step #8: Write a report**

The financial review/audit report should document at a minimum:

1. Steps taken in the financial review,
2. Current fund(s) balance and balance sheet, and
3. Comments, if any, on any concerns or discrepancies found and the audit committee's recommendations to correct these concerns or discrepancies.

In the event that one of the members of the audit committee is a signatory on the accounts, that officer must not be involved in this step.

## **Appendix C**

### Membership Code of Ethics & Conduct for Tuscarora High School Performing Arts Boosters

#### *Code of Ethics:*

1. The following disciplinary rule shall constitute the Principles of Professional Conduct of the Tuscarora High School Performing Arts Boosters, Inc., (aka the *Organization*). This Code of Ethics shall not supersede any rules, regulations, guidelines or laws established by Frederick County Public Schools, or Local, County, State, or Federal governments.
2. Violation of any of these principles shall subject the individual to disciplinary action or removal from the *Organization*, or other penalties as provided by law.
3. When dealing with students of the Tuscarora High School Choral program (or any other program, for that matter), the *Organization* requires that the individual:
  - Shall follow all rules set forth by Frederick County Public Schools and Tuscarora High School when working with or chaperoning students.
4. In all public matters, the *Organization* requires that the individual:
  - A. Shall take reasonable precautions to distinguish between personal views and those of the *Organization* with which the individual is affiliated.
  - B. Shall not intentionally distort or misrepresent facts concerning the *Organization* in direct or indirect public expression.
  - C. Shall not use institutional privileges for personal gain or advantage.
  - D. Shall accept no gratuity, gift, or favor to obtain special advantages.
5. The *Organization* requires that members:
  - A. Shall maintain honesty in all professional dealings.
  - B. Shall not discriminate on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background.
  - C. Shall not engage in harassment or discriminatory conduct which unreasonably interferes with a member's or officer's performance of duties or responsibilities or create a hostile, intimidating, abusive, offensive, or oppressive environment; and further, shall make reasonable effort to assure that each individual is protected from such harassment or discrimination.

D. Shall not make malicious or intentionally false statements about a colleague.

E. Shall not use coercive means or promise special treatment to influence professional judgment of colleagues.

F. Shall bring any known violation of the Tuscarora High School Performing Arts Boosters, Inc. Code of Ethics or Bylaws, or Federal, or State Law immediately to the attention of the Choir Director.

G. Shall seek no reprisal against any individual who has reported any allegation of a violation of the Tuscarora High School Performing Arts Boosters, Inc. Code of Ethics or Bylaws, or Federal, or State Law.

6. The Tuscarora High School Performing Arts Boosters, Inc. requires ethical conduct by each Elected Official and Volunteer engaged in fulfilling the mission of the Tuscarora High School Performing Arts Boosters, Inc. The *Organization* requires that every Elected Official and Volunteer exhibit the highest standards of professionalism, honest, and integrity. The services provided by the Tuscarora High School Performing Arts Boosters, Inc. require impartiality, fairness and equity. All persons involved with the *Organization* activities must perform their duties under the highest standards of ethical behavior. It is the purpose of this Code to detail the ethical standards under which we agree to operate.

*Parent Code of Conduct:*

The essential elements of character building and ethics are embodied in the concept of “good sportsmanship” and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential is achieved when competition reflects these “six pillars of character.”

**I therefore agree:**

1. I will remember that children participate to have fun, learn, and that the ensembles are for youth, not adults.

2. I will inform the director of any physical disability or ailment that may affect the safety of my child or the safety of others.

3. I (and my guests) will be a positive role model for my child and encourage respect and courtesy, and demonstrate positive support for all students.

4. I (and my guests) will not engage in any kind of disrespectful conduct with any official/judge/adjudicator, accompanist, director, student or parent such as taunting, using profane language and gestures, booing or refusing to shake hands/accept congratulations.

5. I will not encourage any behaviors or practices that would endanger the health and well-being of the students.



6. I will expect that my child treat other students, directors, officials, and spectators with respect, regardless of race, creed, color, sex or ability.

7. I will never ridicule or yell at my child or other participant for making a mistake or losing a competition.

8. I will respect the officials and their authority during choir events and will never question, discuss, or confront the director at choir events, and will take time to speak with the director at an agreed time and place. (It is required that I wait a “24 Hour Cooling Off” period to speak with the director about a concern)

9. I will respect my child’s director and support his/her efforts. I will insure that my child will attend all practices/rehearsals and performances possible and, when not possible, I agree to inform the director in advance. I will respect the facilities made available so my child can practice, rehearse and perform. I will respect and take care of equipment provided for my child’s use.

I also agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to:

- Verbal warning by director, official, or THSPAB executive committee member
- Parental suspension with written documentation to be kept by the THSPAB Executive Board
- Parental exclusion from all Boosters sponsored events for a period of one year from date of incident.