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2750 John Prom Blvd. • Jacksonville, FL • 32246 • (904) 646-5100 • FAX 646-5126

# SANDALWOOD BAND ASSOCIATION INC. BYLAWS

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## **Officers and Chairpersons**

Dr Saryn L Hatcher, Principal

Samantha Maltagliati, Band Director

Amanda Polatty, President

Jessica Schumacher, Vice President

Lori Cuaresma, Secretary

Tabitha Hill, Treasurer

Jaime Millian, Assistant Treasurer

Kristopher Stoker, Parliamentarian

Jerrett Dumouchel , Fundraiser

Joaquin Barreras, Fundraiser Coordinator

Bre Sepulveda, Fundraiser Coordinator

Jennifer Blas, Volunteer Coordinator

Rhoda Smith, Uniform Coordinator

Becky Pekarek, Assistant Uniform Coordinator

Darrell Hill, Concessions Coordinator

(updated 6/21/2025)

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## **Table of Contents**

ARTICLE 1- ORGANIZATION NAME.....	4
ARTICLE 2 - PURPOSE.....	4
ARTICLE 3 - RESTRICTIONS.....	4
ARTICLE 4 - MEMBERSHIP.....	5
ARTICLE 5 – MEETINGS.....	6
ARTICLE 6 – ELECTION OF OFFICERS.....	7
ARTICLE 7 – OFFICER DUTIES & RESPONSIBILITIES.....	8
ARTICLE 8 – COMMITTEES.....	11
ARTICLE 9 - FINANCE AND ACCOUNTING.....	14
ARTICLE 10 – DISSOLUTION.....	15
ARTICLE 11 – SEVERABILITY.....	15
ARTICLE 12 – AMENDMENTS.....	16
ARTICLE 13 - INDEMNIFICATION.....	16

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## **ARTICLE 1 - ORGANIZATION NAME**

1.1 This organization shall operate as Sandalwood Band Association, Inc. herein referred to in this document as the "Association."

## **ARTICLE 2 – PURPOSE**

2.1 The purpose for which this Association is organized is to be committed to actively supporting and promoting the Sandalwood High School Band and Color Guard programs, herein after referred to as the "Band," and:

2.1.1 To encourage growth, development, and maintenance of a high-quality band program that complements and extends the educational opportunities for Band students.

2.1.2 To augment or encourage educational trips and activities which are sanctioned by Sandalwood High School hereinafter referred to as "School," and the Duval County School Board, hereinafter referred to as "School Board."

2.1.3 To provide financial support, consistent with all applicable policies and guidelines, for projects which promote the Band but which are not otherwise supported by existing school revenue.

2.1.4 To develop a closer relationship between parents, clinicians, community, and school by fostering the music interest and education of the students through knowledge, appreciation and performance of music within the Band.

## **ARTICLE 3 - Restrictions**

3.1 The activities of the Association shall be non-political in nature and shall not attempt to influence proposed or pending legislation or the election of any public official.

3.2 Neither the name of this Association nor the names of any members shall be used in their official capacities related to this Association to endorse or promote a commercial concern, or in conjunction with any partisan interest, or for any purpose not appropriately related to the promotion of the objectives of this Association.

3.3 This Association acknowledges the authority of the Band Director, Principal and School over the Band in general and does not make or interfere with school or School Board policy.

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## **ARTICLE 4 - MEMBERSHIP**

4.1 Membership in this Association shall consist of all parents and/or guardians of students enrolled in the Band, as well as, anyone interested in supporting the band program through alumni or sponsor memberships, without regard to race, color, religion, gender, national origin, sexual orientation, gender identity or expression, marital status, age, disability, veteran status, citizenship or immigration status, or any other legally protected status.

4.2 Each member of the Association shall have the right to attend meetings, speak, make motions, and/or vote as determined by membership. However, only those voting members in good standing shall have the right to hold elected or appointed positions within the Association.

4.3 The definition of a member in good standing is a Voting Member who has satisfied their financial responsibility to the Association as stipulated in Article 9 of these Bylaws.

4.4 Voting membership is specifically reserved for parents or guardians of students participating in the Band with membership effective immediately upon program enrollment and payment of the financial obligation as addressed in Article 9 of these Bylaws.

4.5 The membership year shall be July 1st through June 30th.

4.6 Each member is responsible for attending Association meetings regularly as scheduled, fulfilling financial obligations and volunteering whenever possible to promote the well-being of the Band and the objectives of this Association.

4.7 All Association volunteers, prior to acceptance into any committee that has direct contact with students, are required to be screened and complete any required training in accordance with School Board policy.

4.8 The Band Director and any School Official may attend any sanctioned Association event.

4.9 The Principal or their designee and Band Director are, by virtue of their positions, members of the Leadership Council, but do not have a vote.

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## **ARTICLE 5 - MEETINGS**

5.1 The Association shall hold regular meetings in accordance with the date, time, and location set by leadership, and these meeting shall be called at least on a quarterly basis.

5.2 The annual Association meeting shall be held in April of each year for the purpose of electing leadership and for the transaction of other business.

5.3 The schedule of Association meetings shall be provided in writing to each member via e-mail, made available to each student to bring home, and shall be posted on the website for viewing throughout the school year.

5.4 The agenda for each scheduled Association meeting shall be made available for the members present at the meeting.

5.5 For required changes to the date, time, or location of a regularly scheduled Association meeting, the Association President and Secretary shall make all available efforts to notify each Association member, by whatever means available, at least five (5) business days prior to the newly scheduled meeting.

5.6 The rules as contained in the most recent edition of Robert's Rules of Order shall govern this Association in all cases in which they are applicable and when they are not inconsistent with these Bylaws.

### **QUORUM**

5.7 For any Association meeting to be called to order a quorum of leadership must be present. A quorum is defined as a minimum of three (3) elected Officers.

5.8 Once a quorum of leadership is established and an Association membership meeting called to order, motions in regard to regular business can be made and passed with a vote of a majority of the voting membership in attendance.

### **LEADERSHIP MEETINGS**

5.9 Leadership shall conduct regular meetings to be held a minimum of each quarter of the calendar year without exception.

5.10 Each meeting of the leadership will be scheduled in such a manner as to occur prior to each regularly scheduled Association meeting.

5.11 Leadership may be required to present oral or written reports of pertinent Association business during Association and special meetings as deemed necessary.

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## **SPECIAL MEETINGS**

5.12 Leadership may be convened for a special meeting to conduct urgent business that time constraints prevent from occurring at the next regular scheduled meeting.

5.13 The Principal or their designee, Band Director, and/or President may call a special meeting of the leadership. A brief description of the issue for discussion, date, time, and location of the meeting must be given within (24) hours of the request.

5.14 Upon the adjournment of a special meeting, the President shall call a special meeting of the Association membership within five (5) business days that will include a brief description of the issue for discussion, date, time, and location of the meeting.

## **ARTICLE 6 - ELECTION OF OFFICERS**

6.1 The elected officers of this Association will be President, Vice President, Secretary, Treasurer, Assistant Treasurer, Fundraiser, and Parliamentarian.

6.2 The President, no later than February, shall request volunteers for appointment to a nominating committee, composed of no less than three (3) members and no more than five (5) members. No incumbent officer shall be a member of the nominating committee.

6.2.1 The nominating committee shall select a slate of candidates for Officers to be presented to the membership at the April meeting. At this meeting only, nominations can be made by the membership from the floor for any additional candidates for Officers in addition to those proposed by the nominating committee.

6.2.1.1 If no one has been nominated to a position or has volunteered by the end of the meeting prior to April meeting, that position only may remain open until filled, at which time all nominations will be closed.

6.2.1.2 All nominated candidates for Officers will meet the eligibility criteria as stipulated in these Bylaws and agree to serve in the office nominated prior to being placed on the ballot.

6.2.2 The election of Officers shall be held at the annual meeting in April, by secret ballot, with the nominee receiving the most votes declared elected to the office. In the event of a tie, the nominating committee will vote; the candidate with majority votes will be declared elected. The newly elected Officers shall assume their duties following the close of the school year, but no earlier than May 1st.

6.3 Officers shall be elected to a term, defined as two (2) school year.

6.4 For the sake of continuity and efficiency, the current Officers and Officers-elect will coordinate transition of office during the time between the election and the conclusion of the school year. Once the election is finalized, the former Officers may assume the roles of Advisory Board Members for a period not to exceed one year. Advisory Board Members should attend Leadership meetings and ensure a seamless transfer of knowledge to the new Officers.

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6.5 No two (2) Officer Positions shall be filled simultaneously by members of the same household.

6.6 No Officer shall serve in the same office for more than two (2) terms and under no circumstances will that member be re-elected to that office.

6.7 An Officer who has served more than one-half (1/2) of a term during the current school year shall be credited with serving a full term.

## **ARTICLE 7 - OFFICERS DUTIES AND RESPONSIBILITIES**

7.1 Officers as such shall not receive any stated salaries for their services.

### **President**

7.2 The President, as the chief executive officer of the Association, shall direct and control the business of the Association and execute all documents in the name of the Association.

7.2.1 The President shall appoint all Committee Chairmen, as well as, be an ex-officio member of all Committees, except the Nomination Committee.

7.2.2 Pursuant to Article 4 of these Bylaws, the President shall schedule, call, and preside over all regular and special meetings of the Association and Leadership Council.

7.2.3 The President shall be the liaison with the Band Director, Principal or their designee.

7.2.4 The President shall keep current copies of the articles of incorporation, Association Bylaws and any amendments thereto, and names and addresses of Association members on record with the registered office of the state. That office being Sandalwood High School, No. 237, 2750 John Prom Blvd., Jacksonville, Florida 32246.

7.2.5 Pursuant to Florida Statute 617.1622, the President shall deliver to the Department of State for filing a sworn annual report as prescribed.

### **Vice President for Band Operations**

7.3 The Vice President for Band Operations shall assume all the duties of the President in the event of his/her absence.

7.3.1 The Vice President shall assist the President in filing the Association's annual report for the Department of State.

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### **Secretary of the Board**

7.4 The Secretary shall attend to the correspondence of the Association and record minutes at all Association and Leadership Council meetings to be distributed electronically to members.

7.4.1 The Secretary shall provide a report of meeting minutes at the next scheduled quarterly meeting and shall maintain records of said minutes.

7.4.3 The Secretary shall keep a current copy of the Association's bylaws and any amendments thereto, and the names and addresses of all Association members.

### **Treasurer**

7.5 The Treasurer shall keep an accurate record of all receipts and disbursements of the Association, as well as a complete record of all funds and balance the account against the budget.

7.5.1 The Treasurer will prepare a monthly financial report to be provided to the President each month no later than the 5th. They will also provide a financial report on a quarterly basis to the President for the Association meetings, if not in person then via e-mail at least one day prior to the scheduled meeting.

7.5.1.1 In order for the Treasurer to prepare the monthly financial report, the Fundraising and Concessions Committee Chairs shall provide a written record of fundraising income and expenditures for each income-generating activity, as required and submitted prior to the 3rd of each month.

7.5.2 The Treasurer shall be responsible for completing and filing all necessary financial forms and fees required by the School, local, state, and federal agencies, in addition to maintaining the Association's Florida State tax exempt status.

7.5.3 The Treasurer shall maintain a complete financial account of receipts and disbursements from each student's fair share account as authorized by the parent or guardian.

7.5.4 The Treasurer shall be responsible for receiving and accounting for all monies at the close of each operation of concession stands.

7.5.5 The Treasurer shall establish procedures and approval methods for expenditures and the use of the sales tax exemption number that are in compliance with School policy.

7.5.6 The Treasurer shall be involved in planning the annual budget and involved with the Budget and Audit Committee only to the extent of providing documentation and information required by the Committee to complete their assigned duties.

### **Assistant Treasurer**

7.6 The Assistant Treasurer will assist the Treasurer in with all duties and responsibilities described in the Treasurer 7.5 to 7.5.6.

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### **Fundraiser**

7.7 The Fundraiser will be the Chair of the Fundraising Committee and shall organize and direct a committee of volunteers to coordinate all fundraising activities for the Association.

7.7.1 The Chairman for the Fundraising Committee shall be responsible for researching the most appealing and lucrative fundraising projects to present to the School and Association for acceptance.

7.7.2 Once a fundraising project has been accepted, Fundraising Committee members will coordinate the distribution of fundraising information and materials to the band students.

7.7.3 The collection of fundraising project monies will be coordinated through the Treasurer in order that a full and accurate accounting of all funds is maintained at all times.

7.7.4 The Fundraising Chair will provide the Treasurer a report for each fundraising event that includes total sales, a complete itemized list of expenses, and the net profit to the Association.

7.7.5 All funds accumulated by the Fundraising Committee will be under the direct control of the Association.

### **Parliamentarian**

7.8 The Parliamentarian will be well-versed in the procedures contained in the most recent edition of Robert's Rules of Order and the Bylaws of the Association.

7.8.1 The Parliamentarian shall maintain order while assisting the President in running Association and Leadership Council meetings in accordance with Robert's Rules of Order and the Bylaws of the Association, ensuring any and all Association meeting are conducted according to the agenda and with due accord for proper parliamentary procedure.

7.8.2 When the Parliamentarian sits with the general membership during Association meetings they can provide advice upon request, and they have the right to make motions, discuss them, and vote.

7.8.3 The Parliamentarian shall be an ex-officio member of the Bylaws Amendment Committee to review these Bylaws, internal operating policies and procedures, and provide guidance and counsel to the Bylaws Committee in the development and review of any amended bylaws activities.

### **Transition of Officers**

7.9 To the extent possible, each newly elected Officer shall become involved, but without authority, in the daily business of the Association, as it related to the office elected, in preparation for taking that office.

7.9.1 Each outgoing Officer will surrender all Association items and/or documents to the newly elected Officers within 10 business days of the end of their elected term.

7.9.2 An elected Officer may resign at any time upon written notification to leadership.

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7.9.3 In accordance with Florida Statute 617.0809(1), any Officer vacancy occurring among leadership may be filled by a majority vote of the remaining Officers even though the remaining officers constitute less than a quorum.

7.9.4 In case of a vacancy in the Office of President, the Vice-President shall assume the duties of President. This person will hold and continue to fulfill the obligations of both offices until a permanent replacement is elected.

7.9.5 By a two-thirds (2/3) vote of leadership, an Officer or Committee Chair may be recommended for removal from office for failure to perform duties or conduct considered detrimental or which is damaging to the stated purposes of the Association, the Band, and/or the School according to Robert's Rules of Order.

#### **Band Director**

7.10 The Band Director shall maintain a complete financial account of each student's financial obligation payment.

### **ARTICLE 8 - COMMITTEES**

8.1 The President shall appoint a Chair to each respective committee to complete the Association's business.

8.1.1 Each Committee Chairman is expected to have read and have become familiar with Robert's Rules of Order and these Bylaws.

8.1.2 Each Committee Chairman shall maintain a roster of volunteers pertaining to their committee.

#### **Fundraising Committee**

8.2 The Chairman for the Fundraising Committee shall organize and direct a committee of volunteers to coordinate all fundraising activities for the Association.

8.2.1 The Chairman for the Fundraising Committee shall be responsible for researching the most appealing and lucrative fundraising projects to present to the School and Association for acceptance.

8.2.2 Once a fundraising project has been accepted, Fundraising Committee members will coordinate the distribution of fundraising information and materials to the band students.

8.2.3 The collection of fundraising project monies will be coordinated through the Treasurer in order that a full and accurate accounting of all funds is maintained at all times.

8.2.4 The Fundraising Chair will provide the Treasurer a report for each fundraising event that includes total sales, a complete itemized list of expenses, and the net profit to the Association.

8.2.5 All funds accumulated by the Fundraising Committee will be under the direct control of the Association.

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### **Concession Committee**

8.3 The Chairman for the Concession Committee shall organize and direct a committee of volunteers to provide concession services for all official Band activities, as required per School and School Board policies.

8.3.1 The Chairman for the Concession Committee shall maintain a complete inventory list of concession items available for sale at official Band and Color Guard events.

8.3.2 The Chairman for the Concession Committee shall be responsible for obtaining concession items for sale by presenting the Association tax exemption form at any authorized vendor approved by the Secretary and Treasurer.

8.3.2.1 Pursuant to Article 9 of these Bylaws, funds for the purchase of concession items will be coordinated through the Treasurer.

8.3.3 The collection of all concession monies will be coordinated through the Treasurer to ensure a full and accurate accounting of all funds is maintained at all times.

### **Uniform Committee**

8.4 The Chairman for the Uniform Committee shall organize and direct a committee of volunteers to inventory, assign, and fit as necessary, a uniform for each band member and coordinate issue and return of uniforms and accessories before and after each performance, including cleaning and maintenance, as required.

8.4.1 The Chairman for the Uniform Committee shall coordinate the timely ordering of uniforms and accessory items each band member is required to purchase and will coordinate through the Band Director.

### **Props/Equipment/Transportation Committee**

8.5 The Chairman for the Props/Equipment/Transportation Committee shall organize and direct a committee of volunteers to provide equipment services for all official Band activities, including winter guard activities, as required, in accordance with School and School Board policies.

8.5.1 The Chairman for the Props/Equipment/Transportation Committee shall be responsible for:

8.5.1.1 Reserving the proper trucks for the transportation of the band and winter guard equipment as needed;

8.5.1.2 The security of the Band instruments during any transport of said instruments to and from official band and or guard events while in the equipment trailer;

8.5.1.3 The proper and timely loading, off-loading, and reloading of all instruments and equipment on and off the rental trucks and equipment trailer prior to, during, and after band and or guard events;

8.5.1.4 Recruiting and coordinating volunteers to assist in the construction of props, as well as, the movement of those props on and off the performance field;

8.5.2 The Chairman for the Props/Equipment/Transportation Committee shall coordinate with the Chairman of

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the Color Guard for services that are required during winter guard events.

### **Guard Committee**

8.6 The Chairman for the Guard Committee must be able to make a serious commitment to actively participate in booster activities, be willing to work under the direction of director and board and represents the interests of the guard to the executive board.

8.6.1 Must work with students in a positive and professional manner.

8.6.2 Assists director and instructor with communication to the guard and guard parents.

8.6.3 Helps director and instructor in coordinating all aspects of equipment needed for guard.

8.6.4 Attend all performances—or find a sub to supervise guard on performance days.

8.6.5 Help guard in areas of hair, make-up, and uniforms.

8.6.6 Other duties related to the guard as requested by the directors and board.

8.6.7 Keep the director and board informed of any correspondence from parents or students that should be brought to the attention of the director or board.

### **Budget and Audit Committee**

8.7 The Chairman for the Budget and Audit Committee shall work with the Leadership Council, Band Director and the School in determining the needs of the Band in the preparation of the annual Association budget.

8.7.1 The Band Director and/or School Administration shall provide the vendor and cost estimates for music, drills, equipment needs, instruction, and travel associated with the success and safety of the Band.

8.7.2 The Band Director and/or School shall provide to the Budget Committee the amount of such internal school funding available for use in any areas of financial need as it relates to the Band and shall incorporate any available internal school funding into the annual budget.

### **Nominating Committee**

8.8 The Chairman for the Nominating Committee shall organize and direct a committee of volunteers to provide nomination services for the Association pursuant to Article 6 of these Bylaws.

### **Special Events Committee**

8.9 The President may call Special Committee as required to execute the mission of the Association in regard to bylaw amendment, band camp, competitions, winter concert and dinner, and Banquet, or other as needed.

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## **ARTICLE 9 - FINANCE AND ACCOUNTING**

9.1 All activities and purposes of the Association shall be limited exclusively for charitable or educational purposes either directly or by contributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code and Regulations issued as they now exist or as they may be amended in the future.

9.2 It is the intent of this Association to qualify as a charitable not-for-profit corporation according to Section 501(c)(3) of the Internal Revenue Code. No part of the net earnings of the Association shall benefit or be distributable to any Officer, member, or any other private individual or organization (except that reasonable compensation may be paid for services rendered to or for the Association affecting one or more of its purposes), and no Officer or member of the Association or any private individual shall be entitled to share in the distribution of any of the Association assets on dissolution of the Association.

9.3 The fiscal year of this organization shall be from July 1st through June 30th.

### **Budget**

9.4 The Association's proposed budget shall reflect planned income and disbursements for the upcoming year and shall be presented to the Association at the first Association meeting of the new school year for discussion and approval with the approved budget provided to the school.

9.5.1 A list of expenses not included in the approved annual budget will be compiled by the leadership and presented to the Association for discussion and approval by a two-thirds majority vote of the membership present at an Association meeting.

9.5.2 An interim budget shall be prepared to cover Band expenses for the first quarter of the new fiscal year, July, August, and September. This interim budget shall be presented to the Association at the annual meeting for discussion and approval.

### **Audits**

9.6 Bi-Annual accounting audits shall be conducted by the Audit Committee in the months of April and October to ensure current and accurate accounting practices.

9.6.1 During the bi-annual accounting audits, the budget and audit committee will review and report the condition of the financial statements, deposits, check and cash disbursements, receipts, and any other documents. The audit committee will also review and report the condition of the filing system and provide recommendations for improvement.

9.6.2 All accounting audits shall be submitted to leadership and/or to the School in accordance with School policy.

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### **Disposition of Student Accounts**

9.7 Each student will have two accounting statements in which monies are tracked. The first account will show monies collected for their financial obligation to pay band related expenses. The second will show monies raised by them through the use of the fundraisers. Each account will be tracked by the Treasurer. The Treasurer will provide individual student account information to parents/students periodically and upon request at Association meetings.

9.8. Any monies remaining in the student account at the end of their senior year or when a student moves/leaves the Band at any time during the year will be become the sole property of the Association unless otherwise provided in these Bylaws.

9.9 Any remaining monies of a departing student may be deposited into a sibling's student account provided that student is enrolled and/or scheduled to be enrolled in the Band at the time of the departing student's cessation of enrollment.

## **ARTICLE 10 - DISSOLUTION**

10.1 The Association may only exist with approval from the Band Director and Principal and may be terminated at the discretion of the Band Director in agreement with the Principal.

10.2 Upon the dissolution of the Association, leadership shall, after paying or making provisions for payment of all of the liabilities of the Association, dispose of all the assets of the association pursuant to Florida Statutes 617.1401, 617.1403, 617.1404, 617.1405, and 617.1406 exclusively for the purposes of the Association in such manner, to the School provided it is exempt under Section 501(c) (3) of the Internal Revenue Code or the corresponding provisions of any future United States Internal Revenue Law, at the time of dissolution. If the School is not exempt at the time of dissolution, the assets will be distributed to such organization or organizations, as deemed by the Leadership Council, operated exclusively for charitable and educational purposes, and shall at the time qualify as an exempt organization or organizations under Section 501(c) (3) of the Internal Revenue Code or the corresponding provisions of any future United States Internal Revenue Law.

## **ARTICLE 11 - SEVERABILITY**

11.1 If any portion of these Bylaws is determined to be void, due to non-compliance with referenced policies and procedures or other legally binding opinion, all other portions of these Bylaws shall remain in effect.

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## **ARTICLE 12 - AMENDMENTS**

12.1 The Association Bylaws shall be reviewed annually.

12.2 A vote of approval from the Officers of the Association, regarding any proposed amendment(s) is required prior to presentation to the Association membership for vote.

12.3 There shall be no motion accepted to carry-over interested items, from one school year to the next, as pertaining to the amendment of these Bylaws.

12.4 All amendments to these bylaws will become effective immediately upon ratification of the membership as described herein.

## **ARTICLE 13 – Indemnification**

13.1 The Association shall, to the extent legally permissible, indemnify each person who may serve or who has served at any time as an officer of the association against all expenses and liabilities, counsel fees, judgments, fines, excise taxes, penalties and settlement payments, reasonably incurred by or imposed upon such person in connection with any threatened, pending or completed action, suit or proceeding in which he or she may become involved by reason of his or her service to the Association

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