

January 11, 2002
Date of Adoption

Bylaws of Bunny Sanford's School of Dance Parent Support Group, BRAVO
Livonia, Michigan

Article I: Name

The name of this organization is **BRAVO**. It is a parent support group/social club consisting of parents, friends and relatives of students of Bunny Sanford's School of Dance.

Article II: Articles of Organization

These bylaws serve as articles of organization for this organization.

Article III: Purposes

Section 1. The Objects of this Social Club are:

- a. To promote cooperative interaction of dancers and their families.
- b. To provide additional opportunities for students to grow as dancers.
- c. To educate and communicate to the parents and students of Bunny Sanford's School of Dance.

Section 2. The Objects of this Social Club are promoted through flyers, posters and newsletters directed toward parents; are developed through meetings of the organization and input from its members.

Section 3. The organization is organized exclusively for social and or educational purposes within the meaning of Section 501(c)(7) of the Internal Revenue Code or corresponding Section of any future Federal tax code (hereinafter "Internal Revenue Code").

Article IV: Basic Policies

The following are basic policies of BRAVO:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the Objects of the organization.
- c. The organization shall work with Bunny Sanford's School of Dance to provide quality social functions, education and opportunities for all students recognizing that the legal responsibility to make decisions belongs to the owner(s) of the said school.
- d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, 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 furtherance of the purposes set forth in Article III hereof.
- e. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be used to support productions of the Ensemble and Nutcracker.

Article V: Membership and Dues

Section 1: Every individual who is a parent of an active student or an employee of Bunny Sanford's School of Dance is, by virtue of that fact, entitled to all the benefits of such membership. Other interested parties may become members by a vote of the current membership.

Membership in BRAVO shall be made available without regard to race, color, creed, or national origin.

Section 2. Privileges of making motion, debating, voting, holding office, serving as chairmen of standing or special committees or serving on committees shall be reserved for members.

Article VI: Officers and Their Election

Section 1. Each officer shall be a member of BRAVO.

Section 2.

- a. The officers of this organization shall consist of a facilitator, a secretary, and a treasurer.
- b. Officers shall be elected by ballot in the month of May. However, if there is but one nominee for any office, election for that office may be by voice vote.
- c. Officers shall assume their official duties at the close of the meeting in August, and shall serve for a term of one year and shall remain in office until their successors assume office.
- d. A person shall not be eligible to serve more than two consecutive terms in the same office unless the position has been advertised and recruited for and there is still no alternative willing candidate. In that case a third term may be served but no more than three consecutive terms.

Section 3. Nominating committee:

- a. There shall be a nominating committee consisting of three to five members.
- b. The nominating committee shall nominate one or more eligible persons for each office to be filled and report its nominees at the regular meeting in April, at which time additional nominations may be made from the floor.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

Section 4. Vacancies:

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the executive board, notice of such election having been given.

Article VII: Duties of Officers

Section 1. The Facilitator shall:

- a. Preside at all meetings of the organization;
- b. perform such other duties as may be prescribed in these bylaws or assigned by the organization;
- c. be a member ex officio of all committees except the nominating committee;

- d. coordinate the work of the officers and committees of the organization in order that the Objects may be promoted.

Section 2. The secretary shall:

- a. Keep an accurate record the minutes of all meetings of the organization;
- b. have a current copy of the bylaws;
- c. perform other delegated duties as assigned;
- d. conduct the correspondence delegated to him/her.

Section 3. The treasurer shall:

- a. Have custody of all the funds of the association;
- b. keep a full and accurate account of receipts and expenditures;
- c. make the disbursements as authorized by the association in accordance with the budget adopted by the association;
- d. have checks or vouchers signed by two persons, the treasurer and one other person;
- e. present a financial statement at every meeting of the association and at other times when requested by the executive board;
- f. make a full report at the meeting at which new officers officially assume their duties (usually the annual meeting);
- g. submit the books annually for an audit by an auditing committee selected by the executive board at least two weeks before the meeting at which new officers assume duties.

Section 5. The treasurer's accounts shall be examined annually by an auditor or an auditing committee of not less than three members, who, satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The auditing committee shall be appointed by the executive board at least two weeks before the annual meeting.

Section 6. All officers shall:

- a. Perform the duties prescribed in the parliamentary authority in addition to those outlined in these Bylaws and those assigned from time to time.
- b. Deliver to their successor all official material not later than ten days following the expiration of their term of office.

Article VIII: Executive Board

Section 1.

- a. The executive board shall consist of the officers of the organization, the chair of committees, the owner of the dancing school and the teachers of the school or a representative appointed by them.
- b. The members of this board shall serve for a term of one year and shall remain in office until their successors assume office.

Section 2. All of the Executive Board members shall be members of BRAVO.

Section 3. The duties of the executive board shall be:

- a. To transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization;
- b. to create standing and special committees;
- c. to approve the plans of work of the standing committees;
- d. to appoint an auditor or an auditing committee at least two weeks before the annual meeting to audit the treasurer's accounts;
- e. to prepare and submit to the association for adoption a budget for the fiscal year;
- f. to approve routine bills within the limits of the budget;
- g. register the signature of the Treasurer, and the Secretary for all accounts at the bank. All checks shall bear two (2) signatures registered with the bank.

Article IX: Meetings

Section 1. Regular meetings of the organization shall be held four times per year, unless otherwise provided by the association or by the executive board, 10 days' notice of those meetings having been given to membership.

Section 2 Special meetings of the association may be called by the officers or by a majority of the executive board, 5 days' notice having been given.

Section 3. The annual meeting shall be held in May.

Section 4. Seven members shall constitute a quorum for the transaction of business in any general, annual or special meeting of this association.

Article X: Standing and Special Committees

Section 1. Only members of the association shall be eligible to serve in any elective or appointive positions.

Section 2. The executive board may create such standing committees as it may deem necessary to promote the Objects and carry on the work of the association. The term of each chair shall be one year. No member shall serve as chairman of the same committee for more than two consecutive terms unless the position has been advertised and recruited for and there is still no alternative willing candidate. In that case a third term may be served but no more than three consecutive terms.

Section 3. The chair of each committee shall present a plan of work at a membership meeting.

Article XI: Fiscal Year

The fiscal year of BRAVO shall begin on September and end on the following August.

Article XII: Disbandment

Approval of disbandment of this organization shall require the affirmation vote of at least two-thirds (2/3) of the members present and entitled to vote at the meeting, a quorum being present. Its assets, funds and records shall be turned over to Bunny Sanford to be held in escrow until the unit reactivates itself, a period not to exceed one (1) year.

If it fails to reactivate itself within this one (1) year period, its funds and assets shall be used to fund Nutcracker and Ensemble productions.

Article XIV: Amendments

Section 1.

- a. These bylaws may be amended at any regular meeting of the association by two-thirds (2/3) vote of the members present and voting, provided that notice of the amendment has been given at the previous regular meeting..
- b. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws by a majority vote at a meeting of the association, or by a two-thirds (2/3) vote of the executive board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

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