

N11000007378

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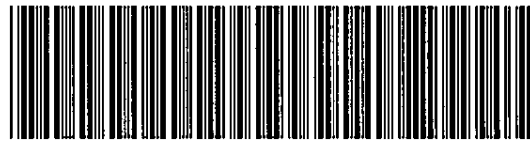
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14 SEP 15 PM 1:40
SECRETARY OF STATE
DIVISION OF CORPORATIONS

C. Lewis
9-23-14

COVER LETTER

TO: Amendment Section
Division of Corporations

NAME OF CORPORATION: Minneola Instrumental Music Assoc.

DOCUMENT NUMBER: N11000007378

The enclosed *Articles of Amendment* and fee are submitted for filing.

Please return all correspondence concerning this matter to the following:

Kim Moyer

(Name of Contact Person)

Minneola Instrumental Music Assoc.

(Firm/ Company)

PO Box 2012

(Address)

Minneola, FL 34755

(City/ State and Zip Code)

treasurer@lmhshawksband.com

E-mail address: (to be used for future annual report notification)

For further information concerning this matter, please call:

Kim Moyer

(Name of Contact Person)

at (407) 721-1212

(Area Code & Daytime Telephone Number)

Enclosed is a check for the following amount made payable to the Florida Department of State:

- | | | | |
|---|--|---|--|
| <input checked="" type="checkbox"/> \$35 Filing Fee | <input type="checkbox"/> \$43.75 Filing Fee &
Certificate of Status | <input type="checkbox"/> \$43.75 Filing Fee &
Certified Copy
(Additional copy is
enclosed) | <input type="checkbox"/> \$52.50 Filing Fee
Certificate of Status
Certified Copy
(Additional Copy is
Enclosed) |
|---|--|---|--|

Mailing Address

Amendment Section
Division of Corporations
P.O. Box 6327
Tallahassee, FL 32314

Street Address

Amendment Section
Division of Corporations
Clifton Building
2661 Executive Center Circle
Tallahassee, FL 32301

Articles of Amendment
to
Articles of Incorporation
of

FILED
SECRETARY OF STATE
DIVISION OF CORPORATIONS

14 SEP 15 PM 1:41

Minneola Instrumental Music Association, Inc.

(Name of Corporation as currently filed with the Florida Dept. of State)

N11000007378

(Document Number of Corporation (if known))

Pursuant to the provisions of section 617.1006, Florida Statutes, this *Florida Not For Profit Corporation* adopts the following amendment(s) to its Articles of Incorporation:

A. If amending name, enter the new name of the corporation:

N/A

The new

name must be distinguishable and contain the word "corporation" or "incorporated" or the abbreviation "Corp." or "Inc." "Company" or "Co." may not be used in the name.

B. Enter new principal office address, if applicable:

N/A

(Principal office address MUST BE A STREET ADDRESS)

C. Enter new mailing address, if applicable:

N/A

(Mailing address MAY BE A POST OFFICE BOX)

D. If amending the registered agent and/or registered office address in Florida, enter the name of the new registered agent and/or the new registered office address:

Name of New Registered Agent:

N/A

(Florida street address)

New Registered Office Address:

(City)

, Florida

(Zip Code)

New Registered Agent's Signature, if changing Registered Agent:

I hereby accept the appointment as registered agent. I am familiar with and accept the obligations of the position.

Signature of New Registered Agent, if changing

(Attach additional sheets, if necessary)

P = President; V= Vice President; T= Treasurer; S= Secretary; D= Director; TR= Trustee; C = Chairman or Clerk; CEO = Chief Executive Officer; CFO = Chief Financial Officer. If an officer/director holds more than one title, list the first letter of each office held. President, Treasurer, Director would be PTD.

Example:

Type of Action
(Check One)

Address

640 Tranquility St

Minneola, FL 34715

11410 Mandarin Ct.

Clermont, FL 34711

Remove

 Remove

 Remove

E. If amending or adding additional Articles, enter change(s) here:
(attach additional sheets, if necessary). (Be specific)

SEE FOLLOWING PAGES FOR AMMENDED ARTICLES

Article V: Association Officers

Article VI: Standing Committees

E. If amending or adding additional Articles, enter change(s) here:
(attach additional sheets, if necessary). (Be specific)

Article V: Association Officers

The Officers of the Association shall at least consist of President, Vice President, Secretary, Treasurer, Financial Secretary, and Member-at-Large. Additional officer positions may be created, as necessary, by proposal of the Executive Board with veto power of the Band Director(s), and approval by the Membership.

Section I: Elections

The incoming officers each year shall be elected, or re-elected, upon approval by the membership at the Annual Election Meeting. To be an Officer of the Lake Minneola High School Band Parents Association, said parent(s) must be a member for at least one school year and be knowledgeable of its said functions. The Band Director in advance of the Annual Election Meeting, for the purpose of proposing nominations of Officers at said meeting, shall appoint a Nomination Committee. Nominations also may be taken from the floor at said meeting of the Association. Officers shall take office at the beginning of the new fiscal year following the election at said meeting and shall serve for one (1) year, but may be re-elected from term to term for a maximum period of two (2) years. Officer term limit shall be two (2) years in same position on the Executive Board.

Section II: Duty of Outgoing Officers

All outgoing officers shall turn in all records and materials obtained or kept during their term(s).

Section III: Duties

The Officers shall carry out the duties assigned to them by the Executive Board and their principal duties shall be:

A. President

- a. The President shall preside at all meetings of the Association and, in the absence of the Band Director(s), preside over the meetings of the Executive Board, and shall observe the latest edition of Robert's Rules of Order on parliamentary procedure in conducting the meetings.

- b. The President and Executive Board shall assist all standing committees as prescribed herein, as well as creating any special committees deemed necessary.
- c. The President shall supervise the activities of the standing and special committees and make periodic reports to the Executive Board on their activities.

B. Vice President

- a. The Vice President shall perform all the duties of the President in the absence of the President, assist the President in every way possible in the functions of that office, and take an active part in the furtherance of the Association.
- b. The Vice President shall perform all duties assigned to him/her by the President, Executive Board, and the Association.
- c. The Vice President shall serve as Chairperson for the Ways and Means Committee and shall therefore search for fundraising opportunities/corporate sponsorships and organize or delegate responsibilities of said opportunities.

C. Secretary

- a. The Secretary shall keep the minutes, in written or electronic form, of all general, Executive Board, and special meetings.
- b. The Secretary shall keep written or electronic records of the general membership as well as standing and special committee memberships.
- c. It shall be the duty of the Secretary at the end of each fiscal year (July 1—June 30) to compile and bind all minutes and monthly financial reports.
- d. The Secretary shall handle all correspondence of the Executive Board and shall notify all Board members of meetings of the Board.
- e. The Secretary shall handle all correspondence of the Association and shall notify all Association members of meetings of the Association in coordination with the Member-at-Large.
- f. The Secretary shall notify the Member-at-Large to contact the members on upcoming meetings, activities, and special events.

- g. The Secretary shall perform other duties as may be assigned to him/her, by the President, Executive Board, or Band Director(s).

D. Treasurer

- a. The Treasurer shall be responsible for depositing all monies collected by the Association. All monies will be promptly counted and deposited into the Lake Minneola High School Band Parents Association, Inc. banking account no later than 5 business days later.
- b. The Treasurer shall maintain and preserve proper records of collections and shall make a periodical report to the Executive Board and the Association.
- c. The Treasurer shall perform such other duties as may be assigned to him/her by the President, Executive Board, or Band Director(s).
- d. Any activities conducted within Checking and Savings accounts shall require two signatures from the President, Financial Secretary, or Band Director.

E. Financial Secretary

- a. The Financial Secretary shall be the disbursing agent for the Association, to make disbursement out of monies collected for items approved by the Executive Board, and shall make an accounting to the Board at each Executive Board meeting, as well as the Association at all regular meetings.
- b. The Financial Secretary shall perform such other duties as may be assigned by the President, Executive Board, or Band Director(s).

F. Member-at-Large

- a. The Member-at-Large shall act as a liaison to the overall parent association.
- b. It shall be the responsibility of Member-at-Large to notify all band parents of events, meetings, activities, and trips via various electronic formats, telephone, and/or postal mail. All communication must be approved by the Band Director(s).

- c. The Member-at-Large shall perform such other duties as may be assigned to him/her by the President, Executive Board, or Band Director(s).

Section IV: Removal from office

An Officer who is felt to be neglecting the duties of their office may be removed from office by a two thirds (2/3) vote of the membership at a regular meeting, assuming quorum has been established. Such removal must also have the approval of the Band Director(s), who shall have veto power to block any such removal from office.

Article VI: Standing Committees

The following Standing Committees shall be maintained and a report given at each Executive Board and Association meeting. All Standing Committees are required to seek the advice and consent of the Band Director(s) in determining policies.

A. Ways and Means Committee

- a. The Vice President shall be Chairperson of the Ways and Means Committee.
- b. It shall be the responsibility and duty of this Committee to carry out plans for all fundraising projects approved by the Executive Board during the year, including logistical planning for public concerts for the band.

B. Transportation Committee

- a. A Transportation Chairperson may be appointed by the Band Director(s).
- b. It shall be the responsibility of the Transportation Committee to plan for and organize all field trips.
- c. It shall be the responsibility of the Transportation Committee to maintain the vehicles assigned/belonging to the band program.
- d. It shall be the responsibility of the Transportation Committee to organize the transport of band equipment to all field trips and establish an equipment crew as deemed necessary by the Band Director.

C. Uniform Committee

- a. It shall be the responsibility of this Committee to see that uniforms are distributed and collected as necessary.
- b. Committee shall maintain an accurate accounting of said uniforms.

D. Concession Committee

- a. A Concession Chairperson may be appointed by the Band Director(s).
- b. It shall be the responsibility of this Committee to see that food is ordered and workers are made available when concessions are needed.

E. Color Guard Committee

- a. A Color Guard Chairperson may be appointed by the Band Director(s).
- b. It shall be the responsibility of this Committee to assist the Color Guard Director (when so named) or the Band Director(s) as needed.

The date of each amendment(s) adoption: 8/21/14, if other than the date this document was signed.

Effective date if applicable: 8/22/14
(no more than 90 days after amendment is filed)

SECRETARY OF STATE
DIVISION OF CORPORATIONS

14 SEP 15 PM 1:41

Adoption of Amendment(s) (CHECK ONE)

- ☒ The amendment(s) was/were adopted by the members and the number of votes cast for the amendment(s) was/were sufficient for approval.
- ☐ There are no members or members entitled to vote on the amendment(s). The amendment(s) was/were adopted by the board of directors.

Dated 9/5/14

Signature

Kim B. Moyer

(By the chairman or vice chairman of the board, president or other officer-if directors have not been selected, by an incorporator – if in the hands of a receiver, trustee, or other court appointed fiduciary by that fiduciary)

Kim B. Moyer

(Typed or printed name of person signing)

Treasurer

(Title of person signing)