

**Constitution and Governing Rules
Pickerington Central Music Boosters, Inc.**

**Article I
Name and Purpose**

Section 1: This organization shall be known as the Pickerington Central Music Boosters, Inc., hereafter referred to as the "Boosters." This organization will be a non-profit organization, chartered under the laws of the State of Ohio. The principal office of the organization is located in the City of Pickerington, County of Fairfield, and State of Ohio.

Section 2: The purpose of this organization shall be to encourage and actively promote the interests and activities of the Pickerington Central High School and all feeder schools, hereafter referred to Pickerington Central High School, music programs, its ensembles and students. This organization shall assist the music programs in organizing activities for parents of the students in the music program and its directors and their support staff. These activities shall be for the purpose of providing financial or physical assistance, equipment instruction, educational opportunities and musical enrichment.

Section 3: The Boosters organization shall be divided into three categories, band, orchestra and vocal hereafter with each referred to as a "Satellite Club." Overseeing all three Satellite Clubs will be the Pickerington Central Music Boosters Executive Board, hereafter referred to as the "Umbrella Executive Board."

Section 4: No elected officer or booster member shall be permitted to use their elected position or membership to solicit their own personal ideas or gains that do not pertain to the Boosters or to the organization (i.e. using email addresses for own personal business or addressing a group without permission in the name of the boosters).

**Article II
Membership, Organization and Meetings**

Section 1: Membership shall be open to anyone who is interested in supporting the purpose of the Boosters and have met all financial and fiscal responsibilities.

Section 2: There shall be two classes of membership, voting and honorary member.

Section 3: A voting member is the parent or legal guardian of a student currently enrolled in the Pickerington Central High School music program. This member will have voting rights at general membership meetings and will be eligible to hold an officer position.

Section 4: An honorary member is a person who is not a parent or legal guardian of a student currently enrolled in the Pickerington Central High School music program. An honorary member may have the right to vote and to run and hold an office position by making a written request to the Officers of the respective Satellite Club that they are associated with.

Section 5: Band, Choir and Orchestra will be a separate Satellite Club in itself. They will be responsible for handling the Booster business of its own music group. Each Satellite Club shall have a President, Vice President, Treasurer and Secretary, hereafter referred to as the "Satellite Executive Board."

Section 6: Each Satellite Club shall have scheduled membership meetings. There shall be regular scheduled meetings as determined by the President and Director. Special meetings as determined by the President/Satellite Executive Board or Director may be called.

Section 7: Umbrella Executive Board Meetings shall have scheduled meetings as determined by the President and Director. The purpose of these meetings shall be to execute the described duties of each office and to conduct other business as necessary. A simple majority of elected officers in attendance and the Director or his/her designee is needed to conduct any Booster business.

ARTICLE III Authority

Section 1: Election of an officer is determined by majority vote, fifty (50%) percent plus one (1) of present members.

Section 2: To carry a motion, a majority vote, fifty (50%) percent plus one (1) of present members.

Section 3: If there is an irresolvable conflict, or a tie-breaking vote is needed the Head of the Music Department (determined by the respective school administration) after consulting with the other Directors, has the final authority for the Umbrella Executive Board. Whereas the Director of the respective Satellite Club has the final authority of the Satellite Club if there is an irresolvable conflict or a tie-breaking vote.

ARTICLE IV Satellite Club Officers

Section 1: Each Satellite Club shall have a President. The President shall be responsible for setting the agenda and presiding over their respective Satellite Club meetings and serve on the Satellite Executive Board and Umbrella Executive Board. The President shall be in communication with the Director and his/her staff. The President shall be the public representative of their respective Satellite Club at all events where representation is necessary.

Section 2: Each Satellite Club shall have a Vice President. The Vice President shall assist the President in performing all duties as necessary. The Vice President shall perform all duties of the President in his/her absence. The Vice President shall act as parliamentarian to ensure that all governing rules and procedures set forth in this constitution is followed by the Boosters and their Satellite Clubs. The Vice President shall oversee all Fundraising committees.

Section 3: Each Satellite Club shall have a Secretary. The Secretary shall be responsible for all written documentation and communication. The Secretary shall record minutes for executive board and membership meetings and provide those minutes to all members. The Secretary shall maintain accurate mailing and contact information for all students and members affiliated with each group. The Secretary shall oversee the distribution of all group mailings. No official or nonofficial mailings, advertisements or correspondence with the media, parents or students will occur without the authorization of the Directors.

Section 4: Each Satellite Club shall have a Treasurer. The Treasurer shall collect all money and pay bills authorized by the Director. The Treasurer shall assist the Director and the President in preparing a yearly budget. The Treasurer shall prepare student financial statements as appropriate. The records of the Treasurer shall be open for inspection upon request by any member of the organization except any information that is deemed confidential by the Director and the President. The Treasurer shall prepare records to be reviewed by a paid, third party, non-parent bookkeeper and/or auditor.

ARTICLE V Election of Officers

Section 1: The elected officers for each Satellite Club shall be a President, Vice President, Secretary and Treasurer. Only one member per family may serve as an elected officer per term.

Section 2: Each officer shall be elected yearly except the Treasurer in which they serve as ex-officio to the incoming treasurer for a period of one (1) month.

Section 3: The President shall appoint a nominating committee two (2) months prior to the election. The nominating committee shall consist of the Director or their designee and two (2) voting members not currently serving as an officer of boosters. The nominating committee shall nominate potential officers for the following term. One (1) month prior to the election, nominations shall also be accepted from the floor and will be placed on the ballot. The ballot will be motioned and seconded one (1) month prior to the election. The month of the election, nominations also shall be accepted as ballot write ins.

Section 4: All nominees must be voting members for the term of the office. The nominees also must have served as an active volunteer for the Boosters or have been present for at least six (6) membership meetings prior to the nomination. All nominees must have met all financial and fiscal responsibilities before actively seeking a nomination.

Section 5: The Band Satellite Club elections shall be held during the regularly scheduled membership meeting in April of each year. The newly elected Band Satellite Officers will assume their duties on June 1st of each year. The Choir and Orchestra Satellite Club elections shall be held during the September membership meeting. The newly elected Choir and Orchestra Officers will assume their duties on October 1st of each year.

Section 6: In the event that an officer is unable to fulfill a term of office, the respective Satellite Executive Board, by a majority vote, shall appoint a replacement to complete the term.

Section 7: Any elected officer may be removed for any reason, incompetent or unfit while in his/her term. The respective Satellite Executive Club by simple majority may recommend the removal of an officer to the membership. The effected officer will be given a reasonable notice of the intent to remove them from office and given a reasonable opportunity to be heard. Removal of the effected officer will be by a simple majority vote of only those in actual attendance. In the event the membership removes an officer, the vacancy created shall be filled in accordance to Article V, Section 6 of this constitution.

ARTICLE VI

Pickerington Central Music Boosters Executive Board

Section 1: The Pickerington Central Music Boosters Executive Board, hereafter referred to, as the Umbrella Executive Board shall be the Pickerington Central High School Band, Choir and Orchestra Directors, all feeder schools band, choir and orchestra directors and the elected Officers from the Satellite Clubs. Members of the Pickerington Local School District School Board, District Administrators, Building Administrators, and the immediate past President may serve in advisory capacity as ex-officio members of the Umbrella Executive Board.

Section 2: The purpose of the Umbrella Board shall be to oversee the activities of the Satellite Clubs and to assist in the coordination of scheduling fundraising and other music department events. Further purposes shall be to present reports on the business of the Umbrella Board to all the Satellite Club memberships.

Section 3: The election of the Officers for the Umbrella Executive Board will be determined among the Satellite Boards elected Officers at its first scheduled meeting. No one single Satellite Executive Board shall hold all offices, a maximum of two offices from any single Satellite Executive Board shall be allowed with one from each of the other two Satellite Executive Boards.

Section 4: The Umbrella Board shall meet quarterly beginning in October. The dates and times will be determined at this quarterly meeting.

Section 5: The President shall be responsible for setting the agenda for and presiding over the Umbrella Board meetings. The President shall be the public representative of the Umbrella Board at all events where representation is necessary.

Section 6: The Vice President shall assist the President in performing all duties as necessary. The Vice President shall perform all duties of the President in his/her absence. The Vice President shall act as parliamentarian to ensure that all governing rules and procedures set forth in this constitution is followed by the Umbrella Executive Board.

Section 7: The Secretary shall be responsible for all written documentation and communications for the Umbrella Board. The Secretary shall record minutes for the Umbrella Board meetings and make these minutes available to all members. The Secretary shall oversee the distribution of all the Umbrella Board communications. No official Umbrella Board mailings, advertisements, or correspondence with the media, parents or students will occur without the authorization of the Directors.

Section 8: The Treasurer shall collect all money and pay authorized bills of the Umbrella Board. The Treasurer of each Satellite Executive Board shall present the budgets of each Satellite Executive Board. The Treasurer shall present the necessary financial information for the preparation of tax reports to the proper representative. The records prepared by the Treasurer of the Umbrella Executive Board shall be made available upon request by any member of the organization except any information that is deemed confidential by the Directors and the President. The Treasurer shall prepare records to be reviewed by a paid, third party, and non-parent bookkeeper/auditor.

Section 9: A quorum of the elected Umbrella Executive Board is required to conduct business. A Quorum is defined as a simple majority of elected Umbrella Executive Board members in attendance, in addition to the Music Department Head or their designee.

ARTICLE VII Financial Activities

Section 1: All money collected or earned by this organization shall be used for operation purposes as defined in Article I, Sections 2.

Section 2: The Umbrella Executive Board must approve all fundraising activities that have been approved by each Satellite Executive Board. Directors shall determine how fundraising proceeds shall be allocated for each fundraiser (i.e. General Fund, Student Accounts, etc.)

Section 3: All expenditures require the Satellite Board President, Vice President or Treasurer to sign the checks. The three Satellite Boards will share any expenses incurred by the Umbrella Board.

Section 4: The Umbrella Board and its Satellite Boards shall collect all fees assessed by the Directors, fundraising monies and trip funds required for yearly activities. The Umbrella Board and its Satellite Boards are not responsible the collection of any fees assessed by the Pickerington Local School District.

Section 5: No officers of the Umbrella Board or its Satellite Boards shall receive any compensation out of the treasury or funds of the Boosters for serving in such positions. However, officers and members may be reimbursed for actual expenses incurred by them in the performance of their duties.

Section 6: The Treasurer or their designee, with the assistance of the committee chair, shall make an accurate accounting of the cash receipts following all fundraising events. The Treasurer, or their designee, shall double count all cash receipts in the presence of another voting member when ever possible. All monies are to be deposited in a timely manner.

Section 7: The fiscal year of the boosters shall commence on June 1st and shall end on May 31st of the following year.

ARTICLE VIII Committees

Section 1: The Umbrella Board or Satellite Board Presidents may appoint committees as needed to help conduct the business of the organization. These committees shall exist only for the time period necessary to complete the assigned duty.

Section 2: The Satellite Executive Board shall establish standing committees to fulfill the needs of the organization as established in ARTICLE 1, Section 2. These committees shall exist and function from year to year. All standing committee chairpersons are encouraged to attend the Umbrella Board and/or the Satellite Board meetings. All standing committee chairpersons shall prepare a written committee report within 30 days of the completion of an activity that summarize the activities. The written committee reports will be given to the respective Satellite Clubs. The committee chairpersons are responsible for monitoring and adhering to their designated budgetary expense limit.

Section 3: The Satellite Executive Board shall establish special committees to fulfill the needs of the organization as established in Article 1, Section 2. These special committees shall not exist beyond their need to complete their intent, unless the Satellite Executive Board authorizes them.

Section 4: No committee chairperson or their assistants shall receive payment out of the treasury or funds of the boosters for serving in such positions. However, such persons may be reimbursed for actual expenses incurred by them in the performance of their duties.

ARTICLE IX Student Assistance

Section 1: This organization may award talent and need based scholarships for students to apply toward an accredited college or university.

Section 2: The parents or legal guardians of students in need of financial assistance for a special event (i.e. trips) shall complete the Request for Assistance form from the appropriate satellite executive board member. This form will outline the requirements of the student and the parent(s) or legal guardian(s) and will serve as a contract between the student, parent(s) or legal guardian(s) and the Satellite Executive Board. All information will be kept strictly confidential.

ARTICLE X Amendments

Section 1: A committee will be appointed as needed to review the Constitution and recommend their findings to the Umbrella Executive Board. The committee will consist of one representative from each of the three Satellite Boards. The Committee and the Umbrella Executive Board will refine, agree upon, and/or table amendments to the constitution. Once in agreement the amendment(s) will be presented to the voting members at their Satellite Club meetings. This constitution can be amended by a majority vote of the voting membership present at the Satellite Club meetings. Amendments to the constitution will take effect upon ratification by the voting membership. The newly amended constitution will be placed on file with the Ohio Secretary of State in a timely manner.

ARTICLE XII Dissolution

Section 1: This organization has been formed to assist the music programs in providing a quality education for our students. This organization can be dissolved by a vote of the membership after all members have been informed of the intent to dissolve. Upon dissolution of this organization, the Umbrella Executive Board and Satellite Executive Boards shall, after paying or making provision for payment of all liabilities of the organization dispose (liquidate) all assets of the Boosters. All liquidated assets will be turned over to the Pickerington Local School District and placed in an account for the music programs at Pickerington Central High School and its feeder schools. No money will revert to the membership of this organization.

Adopted: April , 2011