

**THE CANAL WINCHESTER PERFORMING ARTS BOOSTERS, INC.
CONSTITUTION AND BY-LAWS
(PROPOSED AMENDMENTS)**

ARTICLE I (Name)

- Section 1. The name of this organization shall be: The Canal Winchester Performing Arts Boosters, Inc.

ARTICLE II (Meeting)

- Section 1. Schedule meetings of the organization shall be the first Tuesday evening of every month unless otherwise schedule at prior meetings. The Executive Board, if necessary, shall call other meetings.
- Section 2. Meetings shall be held at the High School unless otherwise designated by the Executive Board.
- Section 3. The annual meeting of the Canal Winchester Performing Arts Boosters, Inc. for the purpose of election of officers shall be held in the month of May of each year, and the officers shall serve for the organization's fiscal year from June 1 through May 31. The nominating committee at the April meeting at which time nominations may be made for all offices from the floor shall submit nominations.
- Section 4. The Nominating Committee shall be chaired by the immediate past President and appointed by the President.

ARTICLE III (Objective)

- Section 1. The objective of this organization shall be:
- A. To encourage and promote the development, spirit and moral of the instrumental and vocal music departments and drama activities, of the Senior High School.
 - B. To encourage and promote the development, spirit and morale of the instrumental and vocal music departments and drama activities of the Middle School until such time as it is appropriate and necessary for a separate Middle School Performing Arts Boosters organization to be formed.
 - C. To assist in providing financial support for the performing arts in the Middle School and Senior High School.
 - D. To act as liaison between the school performing arts programs and the community in maintaining a high degree of cooperation and mutual interest by facilitating and insuring communication of music teachers, pupils, and parents.

ARTICLE IV (Membership)

- Section 1. Membership in this organization shall be open to any person who is interested in the growth and development of the performing arts in the Middle School and Senior High School.
- Section 2. Voting privileges shall be extended to all members.
- Section 3. Members present shall constitute a quorum.
- Section 4. A simple majority of members present shall be required to decide all issues except for those procedural motions as designated in Robert's Rule of Order, Revised.

Section 5. Directors of various performing arts organizations who are under contract with the school board are ex-officio members of this organization for the term of the contract.

ARTICLE V (Officers)

Section 1. Officers of this organization shall be members of the Executive Board and shall be:

President
Vice President
Secretary
Treasurer

Section 2. Each officer shall be elected from and by the membership at the annual meeting.

Section 3. Officers shall be elected to a one-year term and may serve not more than two years consecutively per office. The Executive Board shall fill the unexpired term of any officer.

Section 4. Duties of the officers shall be:

- A. President: shall discharge the duties usually incidental to that office. He/She shall be an ex-officio member of all committees. He/She shall prepare agendas for meetings and coordinate committee activities.
- B. Vice President: shall perform all the duties of the President in case of the President's absence and coordinate all awards programs through out the year.
- C. Secretary: shall keep minutes of all meetings and perform such other duties as pertain to that office, keep corporate and constitutional records, and conduct correspondence. Prepare copies of minutes for each meeting for distribution.
- D. Treasurer: shall collect all money due, and pay all authorized bills and file a Treasurer's report at each meeting. The records of the Treasurer shall be open at all times to inspection by any officer of the organization. On expiration of the term of office, the Treasurer shall have the books audited and take receipt thereof.
 1. No encumbrance shall be made that would deplete the Performing Arts Boosters' balance below the amount of \$2,000.00.
 2. The Treasurer shall be a member of the Ways and Means Committee.
 3. The Treasurer shall present an end-of-year report and a proposed budget at the annual meeting and the Treasurer shall be bonded for no less than the sum of \$10,000.00.

Section 5. Records: The Secretary and Treasurer shall, following the audit, deposit all records with their successors.

Section 6. In the event of a resignation of an elected officer, the Executive Board shall appoint a person to hold office for the unexpired portion of the vacated term.

ARTICLE VI (Committees)

- Section 1. The president may appoint chairpersons for the following committees and the chairpersons, Except the Liaison chairperson, shall also serve as members of the Executive Board, along with the Presidents of the High School music organizations as ex-officio members.
- A. Ways and Means: shall plan ways and means to earn money for the organization's objectives as stated in Article III.
 - B. Newsletter/Publicity: shall publicize all activities of the organization in advance.
 - C. Uniform: advise of uniform needs and be responsible for cleaning, tailoring and control of uniforms.
 - D. Membership/Social: shall work to increase the participating membership of the organization and assist in social activities.
 - E. Concession Stand: shall organize food needs, change, and workers for the concession stand.
 - F. Liaison Needs: shall be comprised of the music teachers and the high school principal. They shall be responsible for keeping this organization informed of whatever needs may arise in the Middle School and Senior High School Music Departments, advise action on these needs when feasible, and shall be ex-officio members of the Executive Board.
 - G. Equipment: assist in transportation, set-up and maintenance of equipment for music department events.

ARTICLE VII (Policies)

- Section 1. The rule contained in Robert's Rule of Order, Revised, shall govern this club unless in conflict with this constitution.
- Section 2. All monies earned by this organization are to be used only to promote the performing arts in the Canal Winchester Middle School and Senior High School.
- Section 3. Items purchased by the Performing Arts Boosters shall become the property of the Canal Winchester Local Board of Education, except for licensed vehicles or other items specified by the Executive Board.
- Section 4. If there are no meetings called within a period of one year, the organization shall be disbanded.
- Section 5. If the organization disbands, the Executive Board shall authorize disbursement of all property to be deposited in the Canal Winchester Middle School and Senior High instrumental and vocal music accounts and drama program.

ARTICLE VIII (Budget)

- Section 1. All funds raised by this organization shall be disbursed in accordance with the budget submitted by the Treasurer and approved by the membership at the annual meeting. (May).
- Section 2. The annual budget shall contain one line item for undesignated emergencies; monies in this line item may be spent with the approval of the majority of members of the Executive Board.
- A. The amount of money allocated to this line item shall be determined by the budget approval process described above.

- Section 3. The annual budget may be changed at any regular or special meeting of the organization by majority vote of the members present.
- Section 4. The Treasurer, in preparing the proposed budget, shall be in consultation with the members of the Executive Board and the various directors.
- Section 5. All money designated for the New Uniforms Funds shall be placed in a special account. A minimum of 10% of the fundraisers will be put in this fund each fiscal year. An additional 10% need to be set aside for start up of concession, certificate program and capital purchased. The Administrative Board maintains the right to create a special account for the operation of any special project. All other monies received shall be placed in the general fund.
- Section 6: Expenditures of funds-all expenditures must be pre-approved by the majority of the membership present at the meeting in the form of a formal request. The President and the Treasurer will approve all operating expenses before a chairman of an activity incurs an expense. Once approved, the chairman of the activity will submit all bills to the organization for expenses incurred. Any one expenditure cannot exceed 50% of the organization funds, minus operation expenses.

ARTICLE IX (Amendments)

- Section 1. The Constitution and By-Laws may be modified, altered, amended, or repealed by a majority of the members of the Canal Winchester Performing Arts Booster, Inc. present at any regular or special meeting, providing that such proposed amendment shall have been previously read in one regular meeting of the members.