

# CONSTITUTION OF THE SOUTH WESTERN MUSIC BOOSTERS CLUB OF THE SOUTH WESTERN SCHOOL DISTRICT

## PREAMBLE

We, the citizens of the Commonwealth of Pennsylvania, associate ourselves for the purpose of:

## ARTICLE I

### NAME

Section 1. This Association shall be known as the SOUTH WESTERN MUSIC BOOSTERS CLUB OF THE SOUTH WESTERN SCHOOL DISTRICT.

## ARTICLE II MEMBERSHIP

Section 1. Any person of good moral character interested in the progress and development of the music programs of the South Western School District shall be eligible for membership, regardless of race, creed, gender, color, or national origin.

## ARTICLE III LOCATION

Section 1. The principal office of this Association shall be located in the Music Directors' offices in the South Western High School.

## ARTICLE IV MEETINGS

Section 1. A general membership meeting shall be held monthly with the exception of June and December.

Section 2. The Annual Meeting shall be held at the regular meeting in April.

Section 3. Special meetings of the general membership may be called by the President at such times as she/he may deem necessary.

Section 4. The Executive Board of Directors shall meet monthly or at the discretion of the President or the Music Directors.

## ARTICLE V NOTICES

Section 1. Notices of all meetings shall be publicized at least one week prior to said meetings.

Section 2. Preparation of notices shall be the responsibility of the Public Relations Director.

## ARTICLE VI

### OFFICERS

Section 1. The officers of this association shall be the President, Vice-President, Recording Secretary, Treasurer, Fundraising Coordinator, Public Relations Director, and Music Directors of the South Western High School.

## ARTICLE VII

### DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of this Association, appoint all committees, and shall be an ex-officio member of all committees. The President shall vote only to break ties.

Section 2. The Vice-President shall be vested with all the powers and shall perform all the duties of the President during the absence of the latter, and shall have other duties as may, from time to time, be determined by the Executive Board of Directors, including Membership Chairperson.

Section 3. The Recording Secretary shall keep the records and minutes of all meetings.

Section 4. The Treasurer shall receive all funds to the Association, pay all bills, and keep accurate records of all receipts and disbursements. A full transaction record will be available for all meetings of the executive board. For general meetings, a summarized statement will be made available. Full transaction record will be available to all membership upon request. At the end of each school year, the Treasurer shall arrange an audit of all records. Upon completion of said audit, submit an annual financial statement to the President and the Music Directors.

Section 5. The Fundraising Coordinator will oversee all fundraising activities of the Association and will serve as the manager for the Chairs and Co-Chairs of the various individual fundraisers. The Fundraiser Coordinator will seek out and recommend to the board and membership new fundraisers, make recommendations to cease current fundraisers, and will assist the fundraiser Chairs and the Treasurer in collecting fundraiser moneys. Because of the Fundraising Coordinator's close involvement in the finances of the Association, she/he shall also serve as an Assistant Treasurer.

Section 6. The Public Relations Director shall direct all matters of public relations, oversee maintenance of the Association's website and social media presence, manage the online ordering system. The Public Relations Director shall ensure notifications to the membership via all reasonable means.

Section 7. The Music Directors shall aid the South Western Music Boosters Club with advice as to the best policies for the advancement of the music program.

## ARTICLE VIII EXECUTIVE BOARD OF DIRECTORS

Section 1. The Executive Board of Directors shall consist of all the officers of this Association as set forth in Article VI, Section 1, of this Constitution, plus a representative of the “Pit Dads”.

Section 2. The “Pit Dads” representative will be appointed by the President-elect no later than the May membership meeting, upon recommendation from the “Pit Dads”. This representative will be subject to the same term of office, rules, and procedures – excluding elections – as officers of the Association.

Section 3. All members of the Executive Board of Directors, as set forth in Section 1 of this Article, shall be full voting members, with the exception of the President who shall vote only in cases of a tie.

Section 4. The property and business of this Association shall be managed by the Executive Board of Directors.

Section 5. The Executive Board of Directors shall have the authority to allocate funds up to \$500.00 without prior approval of the general membership of the Association.

Section 6. Votes on urgent matters may be made via email, with all members utilizing the “Reply All” feature to ensure all other members have record of the discussion and vote.

## ARTICLE IX ELECTIONS

Section 1. Elections shall be held annually.

Section 2. Nominations may be made from the floor at the regular March meeting of each year.

Section 3. The officers as set forth in Article VI, Section 1, (except the Music Directors) shall be elected at the annual meeting in April. The term of office for all officers and members of the Executive Board of Directors shall be one year beginning July 1 and ending June 30.

Section 4. A simple majority vote of the members present and voting shall be required to elect an officer.

Section 5. Any member in good standing shall be eligible to hold office in this Association.

Section 6. The procedure for the election of officers shall be by written ballot. In the event a candidate for an officer position is running unopposed, a verbal vote may be conducted. If several positions are unopposed, a motion may be made from the floor to combine these into a single verbal vote.

Section 7. In the event that the office of an officer or member of the Executive Board of Directors shall become vacant, the remaining members of the Executive Board of Directors shall immediately fill such vacancy for the unexpired term.

Section 8. The Music Directors shall not be elected by this Association but shall be officers of this Association by virtue of their positions at the South Western High School.

## ARTICLE X REMOVAL OF OFFICERS OR MEMBERS

Section 1. At any regular or special meeting of the Executive Board of Directors, a member of the Board can make a motion to remove an Officer, Board Member, or General Member for good cause. If the motion is for removal of an Officer or Board Member, it must specify if removal is from the position only, or a termination of membership in the Association.

Section 2. If the motion for removal receives a second, a meeting of all non-accused members of the Executive Board of Directors shall be convened at the earliest possible time for the purpose of considering the motion. If all members are present at the time of the motion, consideration can be held immediately. Absence of the accused member(s) shall not invalidate this meeting; however, they shall have received notice at least one (1) week prior to the consideration meeting and reasonable accommodations as to date and time shall be made. Notice to appear shall be made by a member other than those making and seconding the motion and attested to at the start of the consideration meeting.

Section 3. During the consideration meeting, the member making the original motion shall present evidence and/or witnesses to support the motion for removal. The accused member(s) shall have the right to present evidence and/or witnesses in their own defense during this meeting; but, may not be compelled to testify against their own interests. Upon conclusion of the presentation of evidence, the non-accused members shall begin deliberations. Accused members are not permitted to be present during deliberations or voting.

Section 4. The motion for removal shall pass upon approval of two-thirds (2/3) of the non-accused members of the Board. All non-accused members must be present and the vote must be conducted in-person.

## ARTICLE XI QUORUM

Section 1. A quorum for the purpose of holding any meeting of the membership shall be those members present.

Section 2. A quorum for the purpose of holding any meeting of the Executive Board of Directors shall be the simple majority of the members of the Board.

## ARTICLE XII STANDING COMMITTEES

Section 1. There shall be various committees-at-large as deemed necessary by Executive Board of Directors.

Section 2. The Music Directors shall be ex-officio members of all committees.

### ARTICLE XIII AMENDMENTS

Section 1. The members of this Association may, by a majority vote of those members in attendance, alter, amend, suspend, or annul any Article of this Constitution at any regular meeting or special meeting called for this purpose. Such changes must have been presented at the regular meeting of this Association immediately preceding the meeting at which said changes are presented for vote.

### ARTICLE XIV LOCAL RULES

Section 1. The following rules shall govern this Association and may be amended in the same manner as prescribed in Article XII, (except that such amendment must be by unanimous vote of the members present for voting).

Section 2. Before any activity may be instituted, it must be approved by the Music Department and/or the Administration of the South Western School District.

Section 3. All money and articles donated to and for the High School Music Program will become property of the South Western High School Music Department. The South Western Music Boosters Club will relinquish all rights to said property to said Department.

Section 4. In the event of the dissolution of this Association, all property will automatically become the property of the South Western High School Music Department.

Section 5. The rules contained in *Robert's Rules of Order, Revised* shall govern the club in all cases in which they do not conflict with the rules of this club.

### ARTICLE XV FINANCIAL POLICIES AND PROCEDURES

Section 1. The club is unincorporated. It operates as a non-profit organization per section 501(c)(3) of the Internal Revenue Service code.

Section 2. The fiscal year shall begin on the first day of July and end on the last day of June.

Section 3. No officer, director or member has any legal or equitable ownership in any of the club's funds or property.

Section 4. All checks written from a Music Booster account will bear the signature of either the Treasurer or Assistant Treasurer and the President or Vice-President.

Section 5. All Music Booster monies are to be counted by the Treasurer (or other designated

Officer) and two other Music Booster members as close to the conclusion of any event as possible. This process should be documented on a paper that is signed and dated by all counters. The money will be placed in a locked safe in the Music Department until it can be deposited in the bank or night depository.

Section 6. All payments, revenues, and income will be submitted to the treasurer within seven (7) days following the event. The treasurer will deposit all such monies within fourteen (14) days following the receipt.

Section 7. Each month, the Vice President will reconcile all bank statements. The treasurer will provide all necessary documentation to assist in this reconciliation. The Vice President will be provided at least 3 days following the receipt of all necessary documentation in order to complete this task.

Section 8. Any person requesting reimbursement will complete the required form(s), complete with any necessary paperwork or receipts, and submit to the President for approval.

Section 9. Any person requesting project funding will complete the required form(s), complete with any necessary paperwork or receipts, and submit to the President for approval.