CONSTITUTION

OF THE

CENTRAL CROSSING HIGH SCHOOL BAND BOOSTERS, INC.

April 29, 2024 Amended Article V and Article VI
December 4, 2023: Adopted changes to Article III Section III, Article VII Section I, Article IX, and Article X

Adoption March 21, 2022
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Amended March 31, 2003
Amended July 25, 2005
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Amended March 31, 2008
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ARTICLE I
Name

The name of this organization shall be the "Central Crossing High School Band Boosters, Inc.", a non-profit organization as duly filed.

ARTICLE II
Purpose

SECTION I. To promote the interests and activities of the Instrumental Music Department of Central Crossing High School.

SECTION II. To organize the activities of the members, when said activities are for the purpose of providing financial and/or physical assistance to any program specifically involving the Instrumental Music Department of Central Crossing High School. To organize and conduct fundraising activities for the purpose of financing activities of the Instrumental Music Department, including but no restricted to: the purchase of band uniforms, the purchase of awards, band camp funds, etc.—to the extend that the aforementioned activities are agreed upon by a majority of members with current membership, in attendance at regular meetings of the Central Crossing High School Band Boosters, Inc.

ARTICLE III
Membership

SECTION I. The membership shall be open to anyone who is interested in music in the school. Membership is to run from June 1 to May 31. Incoming Freshman members may join at any time prior to June 1, and their membership shall extend through the same period.

SECTION II. Individual Membership dues shall be set by the Executive Board.

SECTION III. Members in good standing shall be granted voting rights at general membership meetings and can hold an officer position on the Executive Board, and is defined by the following criteria:

- A parent and/or legal guardian of a current band student in a Central Crossing band program.
- The prior season is paid in full of all fees for the most recently completed season, meaning final performance, for Winter Guard, Indoor Percussion, Concert/Symphonic Band, or Marching Band.

ARTICLE IV
Meetings

SECTION I. Monthly Meetings. The fourth Monday of each month shall be the general membership meeting night unless changed by the Executive Board. Meetings will be held in the band room of Central Crossing High School, or at such a place as designated by the Executive Board.

SECTION II. At the monthly general membership meetings of the organization, those members present shall constitute a quorum.

SECTION III. The Executive Board shall meet within ten days prior to each general membership, and three-monthly meetings during the summer. Time and place of these meetings shall be determined by the President. In the event that the date of the Executive Board meeting needs to be rescheduled, a minimum of one week's notice shall be given to the general membership

ARTICLE V
Election of Officers

SECTION I. The elected officers are President, two First Vice Presidents (Ways and Means), two Second Vice Presidents (Student Resources, Materials & Logistics), Recording Secretary, Treasurer, Co-Treasurer and Communication Coordinator as outlined in Article VI. No two members of the same household, such as a married couple or domestic partners, will serve as Treasurer and/or President simultaneously. Members of the same household may serve simultaneously as either First Vice President and/or Second Vice President. In the event that members of the same household simultaneously hold any of the positions of Treasurer, President, First Vice President, and/or Second Vice President, only one household member may act as a check signer for the organization and will abstain from acting as a check signer for any check where the other household member is a recipient, unless permission is granted in writing by the Treasurer and/or President. A member shall hold only one position on the Executive Board at any one time.

SECTION II. Each January a nominating committee shall be formed in order to nominate officers for the coming year. It shall consist of three members—one from the Executive Board and two from the general membership (who are not seeking office). Nominations from the floor shall also be accepted.

SECTION III. Nominees for all elected positions must be parents and/or legal guardians of current band members and be in good standing of the booster organization.

SECTION IV. The officers shall be elected at the March general membership meeting by a ballot prepared by the nominating committee. The ballots shall be collected and tallied by the same

committee without bias. The elected officers shall assume their duties at the April Executive Board meeting.

SECTION V. In the event an officer cannot fulfill a term of office, or an opening exists on the Executive Board, the Executive Board shall appoint an interim replacement. If more than six months remain in said term, a special election shall be held by the general membership in order to fill the office.

ARTICLE VI
Duties of Officers

SECTION I. The President shall perform all duties normally associated with that office and serve as an ex-officio member of all committees; will provide leadership, training and troubleshoot problems; provide a written agenda for all Booster meetings; and work with the Band Directors to ensure that every action taken by the organization is for the good of the students. The President shall only vote in the event that there is a tie during any vote of the Executive Board or General Members. The President shall be bonded for a set amount as voted on by the organization and the bond shall be paid by the organization.

The President will also file to be named the Statutory Agent of the organization with the Secretary of State of Ohio and shall be responsible for all communications required between the Secretary of State and this organization.

SECTION II. The First Vice Presidents of Ways and Means shall perform all designated duties and the duties of the President in his or her absence. The First Vice Presidents shall be in charge of ways and means of the organization and shall be responsible for overseeing all fundraising efforts by the organization. The First Vice Presidents will be in communication with the Executive Board as to the vitality of each fundraising project and will be responsible for providing the Treasurer and Financial Secretary with a detailed report of each fundraising event. Both First Vice Presidents of Ways and Means shall have the ability to nominate, and upon confirmation by vote of the Executive Board, appoint Team Leaders to assist in the communication, scheduling, and coordination of fundraising opportunities overseen by the First Vice Presidents.

A. The First Vice President of Ways and Means (General Fund) shall oversee all fundraising activities for the organization; work with the Directors and Executive Board to determine and identify the fundraising opportunity for the organization.

B. The First Vice President of Ways and Means (Student Accounts) shall work with the Executive Board to determine the student account fundraising needs of the organization; identify Student Account fundraising opportunities for the Band Booster organization; and Communicate student account fundraising opportunities and participation for such events to the Booster organization.

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SECTION IV. The Recording Secretary shall perform all designated duties of the office and duties of the President and Vice Presidents in their absence. Minutes of the Executive Board and general membership meetings shall be recorded by the Recording Secretary and be made available at the membership meetings. The Recording Secretary shall provide a written agenda for each general membership meeting, developed from the prior Executive Board meeting and in conjunction with the President. The Recording Secretary shall be responsible for the upkeep of an accurate membership email list for the distribution of emails for the organization. The Recording Secretary shall maintain the Constitution of the Booster Organization.

SECTION V. The Treasurer shall perform all designated duties of the office. The Treasurer shall collect and disburse funds of the organization as directed by vote; shall keep accounts which shall, at all times, be open to inspection and shall be audited at the end of the fiscal year. Checks drawn on the checking account in excess of $500.00 shall bear two signatures, that of the Treasurer and that of the President or Co-Treasurer. The Treasurer shall be bonded for a set amount as voted on by the organization, and the bond shall be paid by the organization. The Treasurer, working in conjunction with the Co-Treasurer shall provide copies of the Treasurer's Report and budget performance report for all attending members at each general membership meeting. Within thirty days after the close of the fiscal year, the Treasurer shall provide final books for the year to be audited and for the required Form 990 to be filed for taxes.

SECTION VI. The Co-Treasurer shall perform all designated duties and shall assist the Treasurer in setting up and maintaining an accurate accounting of the organization's funds. The Co-Treasurer shall assist the Treasurer in preparing the books of the organization for the annual audit and shall file tax documents with the Internal Revenue Service. The Co-Treasurer, working in conjunction with the Treasurer shall provide copies of the Treasurer's Report and budget performance report for all attending members at each general membership meeting. The Co-

Treasurer shall be bonded for a set amount as voted on by the organization and the bond shall be paid by the organization.

SECTION VII. The office of Communication Coordinator shall serve as a member of the Executive Board and assist in the operation of the organization as deemed necessary. The Communication Coordinator is a Representatives of the Band and shall serve as a liaison of information to the students and parents as needed to coordinate activities. The Trustee will work with the senior class on coordination of activities, including working with seniors on ideas and traditions for band camp, in conjunction with the First Vice President of Student Resources. This role will also coordinate all Social Media accounts for the Central Crossing Band Boosters to communicate needs, activities, and fundraisers for the organization.

SECTION IX. Team Leaders may be appointed by the Vice Presidents, the Team Leaders will not be considered members of the Executive Board for voting purposes and shall not be required to attend meetings of the Executive Board. Members of the Executive Board or General Members may serve as Team Leaders so long as their appointment does not interfere with other responsibilities of any office, or position, they may hold. A single individual may act as an appointed Team Leader for more than one activity upon the approval of the Executive Board (consisting of President, Vice Presents of Ways and Means, Vice Presidents of Student Resources and Materials & Logistics, Recording Secretary, Treasurer, Co- Treasurer and Communication Coordinator).

ARTICLE VII
Duties of the Executive Board

SECTION I. A majority of the Executive Board members (50% plus 1) present at any meeting shall constitute a quorum. Special meetings may be called by the President or a majority of the members of the Executive Board. No other business that that stated in the call shall be transacted at these special meetings. Minutes of these special meetings shall be made available at the next general membership meeting.

SECTION II. The Executive Board shall formulate a written agenda to be presented prior to the start of each general membership meeting.

SECTION III. In April the Executive Board, along with the Band Director and Assistant Directors, shall prepare a proposed balanced interim budget of income and expenditures for Central Crossing High School Band Boosters Inc. to operate the program for the coming budgeted year beginning on June 1. This budget shall be presented at the April general membership meeting for review, and voted on at the May general membership meeting. If necessary, an amended budget may be developed by the Executive Board and Band Directors in September, presented and voted on at the October general membership meeting.

SECTION IV. The Executive Board shall transact necessary business in the intervals between general membership meetings, and such other business as may be referred to the membership.

SECTION V. The Executive Board shall approve all committee and fundraising chairpersons, create and approve the work of all Standing Committees of the organization—and report on these activities to the general membership.

SECTION VI. The Executive Board shall appoint an auditing committee before the close of the budget year, ending on May 31, to audit all the financial accounts. The auditing committee shall consist of three members not on the Executive Board. The auditing committee may seek an outside firm to assist in the audit. Fees or other costs incurred to conduct this audit must be approved by the Executive Board and general membership. The report of the auditing committee shall be presented at the July meetings of both the Executive Board and general membership.

SECTION VII. The Executive Board shall establish a list of standing rules, to be submitted to the membership for approval as needed.

ARTICLE VIII
Disbursement of Funds

SECTION I. Being a non-profit organization, all funds earned by this organization shall be used for operational purposes as outlined in Article II.

SECTION II. All fundraising activities must be agreed upon by the Executive Board prior to being placed on the agenda, and then put to vote at a general membership meeting.

SECTION III. All proposed disbursements—other than budgeted band booster expenses—shall be presented to the Executive Board prior to being placed on the agenda, and then put to vote at a general membership meeting. The Executive Board shall determine whether the requested expenditure is:
A. Consistent with he purposes any By-Laws of the organization
B. Whether the financial condition permits the expenditure without creating a negative balance of the treasury, considering all obligations of the organization.
The President, or the Vice-Presidents in his/her absence, shall submit a report stating the findings and recommendations of the Executive Board at the earliest meeting of the general membership. The request shall then be submitted to a vote of the general membership.

SECTION IV. An annual amount of $400.00 shall be put into a special fund to be used at the discretion of the Band Director. Receipts must be submitted to the Treasurer within 14 days of any expenditure.

SECTION V. All funds collected from fundraising events shall be turned over to the Treasurer—or in his/her absence to any bonded officer—one day following the event. The chairperson of that event shall submit a complete financial report within 14 days of said event, accounting for all funds collected and disbursed.

SECTION VI. In the event the actual cost of a budgeted item exceeds 10% of planned cost, the Executive Board must present this to the general membership for discussion.

ARTICLE IX
Uniforms

SECTION I. On a yearly basis a line item shall be added to the budget for maintenance of Marching Band uniforms. This will be used for replacing, maintaining and general upkeep of the uniforms.

SECTION II. All uniforms must be in the garment bag with all pieces upon completion of the season. All uniforms will be checked within two weeks of the completion of the season. Failure to have all pieces of the uniform intact will result in a charge of the full replacement.

ARTICLE X
Amendment to the Constitution

An Amendment Committee shall be formed every two years to review and propose changes to the Constitution of By-Laws. The Constitution and/or any part thereof may be amended at any general membership meeting with the following criteria:

- Members can vote that are in good standing with this organization as defined in Article III, Section III.
- The vote is announced with the updated wording two weeks in advance of the announced election.
- The vote shall be in person with a minimum of 50% of the Executive Board + one non-board member present and able to vote.
- The changes are reviewed by 50% + 1 at the Executive Board meeting prior to the vote and is not in conflict with the articles of incorporation.

ARTICLE XI
Emergency Procedures—Power of the Executive Board

In the event of the need for decisions regarding official action of the organization, the agreement of a simple majority of officers—named in Article VI, Section IX—shall be sufficient. A full written report shall be read and included in the minutes of the next general membership meeting.

ARTICLE XII
Authority

Roberts Rules of Order, Revised, shall apply in all cases in which they do not conflict with the rules of the organization.

ARTICLE XIII
Dissolution

This organization has been formed to assist the Instrumental Music Department of Central Crossing High School. It can be dissolved only by the majority written vote of the members. All funds and property of this organization will be turned over to the Instrumental Music Department of Central Crossing High School upon dissolution—after all debts are paid—with no fundraising monies reverting to the members of the organization.

ARTICLE XIV
Authority of the Band Director

The Band Director and Assistant Directors are paid members of South-Western City School District, with responsibility of education as well as the health and well-being of the students enrolled in the band program. The Directors will work with the Boosters as to the direction the program is taking, and thus inform the Boosters as to what is needed to assist the band in meeting it's goals.

ARTICLE XV
Rules Governing Property and Equipment

SECTION I. The Executive Board shall decide who has permission to operate equipment or transportation vehicles owned or leased by Central Crossing High School Boosters, Inc.—in accordance with the rules and guidelines set forth by the South-Western City School District. In the case of an emergency, the Second Vice President (Material & Logistics) and/or Band Directors shall decide who may operate and/or ride on such vehicles.

SECTION II. Any operator of any vehicle associated with the Central Crossing High School Band Boosters, Inc. shall do so in a safe manner. They shall comply with the requirements of the United States and Ohio Departments of Transportation. In addition, they must be licensed by the Ohio Bureau of Motor Vehicles and meet insurance requirements of the same.

SECTION III. Operation and use of all property and transportation equipment owned or leased by Central Crossing High School Band Boosters, Inc. shall be governed by the following:

A. The annual budget shall include contingency funds to be used to maintain the equipment in a safe condition, to be monitored and reported on by the Second Vice President (Materials & Logistics).

B. All operators of this equipment will maintain the equipment in a safe condition at all times—using whatever means necessary—even if it means hiring out the job to experts who will charge for this service. All such purchases will be reported to the Executive Board as soon as possible and all bills will be presented to the Treasurer for immediate payment, in accordance with Article VI, Section V. During any trip that uses such equipment, the Treasurer shall make sure that there is emergency cash and checks available in the event emergency repairs are needed.

C. If a major breakdown involving such a vehicle occurs during a trip away from home, the Executive Board and/or Second Vice President (Materials & Logistics) shall authorize such emergency measures necessary to secure the vehicle and it's contents.

D. All properties and equipment—whether purchased by the Booster Program or donated—is the sole property of Central Crossing High School Band Boosters, Inc. It shall be stored at the High School. In the event said property must be stored elsewhere (i.e. the Band Trailer), the location and keys, etc. will be held by designated members of the Executive Board. Immediate access to these items shall be granted to the Second Vice President (Materials & Logistics), Executive Board and Band Directors upon request.