



# Ada Music Boosters



*A Non-Profit, Charitable, Volunteer-Driven Organization which Supports  
Excellence in Music Education and Performance Opportunities for All Students  
of  
The Ada Exempted Village Schools*

## Constitution

**Article I:** The name of the organization shall be the Ada Music Boosters, Inc.

**Article II: Objectives.**

**Section 1:** Promote the interest and support in the Ada community for the musical activities of the Ada Exempted Village Schools.

**Section 2:** Raise funds and secure the services of volunteers to support the musical activities of the Ada Exempted Village Schools.

**Section 3:** To cooperate with those in charge of the music department, school administration and the Board of Education to the end that this organization shall support excellence in the music education and performance-based opportunities for all students of the Ada Exempted Village Schools.

## By-Laws

**Article I: Membership.**

**Section 1:** Membership of this organization shall include legal adults residing within the boundaries of the Ada Exempted Village Schools district, or by having a student(s) open-enrolled in the district, who are interested in the progress and development of music education and performance-based opportunities for students of the Ada Exempted Village Schools.

**Section 2:** Members will be any contributor/family to the annual Patron Membership fund-raising drive, or any individual who pays the annual membership dues, of the organization.

**Section 3:** Music directors employed by the district, or, hired on a contract-basis by the Boosters, shall be ex-officio members of the organization.

**Section 4:** Voting members of the organization shall include all members, music directors and appointed committee chairs.

**Article II: Officers and Duties.**

**Section 1:** The officers of the organization may include President, Vice President of Parent Involvement and Activities, Vice President of Communications, Publicity and Marketing, Vice President of Fund-Raising, Secretary, Treasurer and Assistant Treasurer. At a minimum, there shall be a President, Vice President, Secretary and Treasurer, elected annually.

**Section 2:** The President shall preside at all meetings, appoint all committees, shall be an ex-officio member of all committees whenever possible, and shall represent the organization at Board of Education meetings, if he/she desires.

**Section 3:** A Vice President shall assume all duties of the President in his/her absence.

**Section 4:** The Secretary shall keep records and minutes of all meetings and attend to all correspondence.

**Section 5:** The Treasurer shall keep an accurate record of all receipts and disbursements, shall sign all checks and will present a detailed annual report for the organization.

**Section 6:** The Assistant Treasurer shall be responsible for entering historical transactions into the computer accounting system and for maintaining student account balances for all students in the music program, grades 5-12.

**Article III: The Executive Board.**

**Section 1:** The Executive Board shall be composed of the officers of the organization, plus the position of Past President. While technically not members of the Executive Board, music directors can vote on items of business at an executive board meeting.

**Section 2:** The Executive Board shall have a general supervision of the affairs of the organization, with a limit on expenditures of up to \$5,000 without requirement of specific authorization from the organization.

**Article IV: Meetings.**

**Section 1:** The organization shall hold monthly meetings, a reorganizational meeting in June and election of officers in June and/or July, annually.

**Section 2:** Special meetings may be called by the President.

**Article V: Quorum.**

**Section 1:** At any regular or special meeting of the organization, a quorum is achieved when both of the following criteria are met:

- a.) 50% of the individuals holding an officer position are present, and,
- b.) Either the President, a Vice President(s), the Secretary or the Treasurer is present.

For example...

Size of Executive Board, annually...	Quorum consists of...
4	2
5	3
6	3
7	4
8	4
<i>So long as the President, a Vice President(s), the Secretary or Treasurer is present at the meeting.</i>	

## **Article VI: Elections.**

**Section 1:** Officers will be elected at the June and/or July meeting, annually.

**Section 2:** The President will serve one year and may serve consecutive terms.

**Section 3:** If the position of President or a Vice President(s) is co-chaired, each co-member will have a full vote on the executive board. If a position is co-chaired, it is restricted to two people.

**Section 4:** Secretary, Treasurer or Assistant Treasurer may run for one or two-year terms.

**Section 5:** Officers will assume their duties on July 1<sup>st</sup>.

**Section 6:** In case an office becomes vacant, the President, with the endorsement of the Executive Board, may appoint someone to fill the vacancy.

## **Article VII: Liability of Members.**

**Section 1:** No officer or member shall be personally liable for any bills or obligations of the organization, past or present, except for his/her membership dues, or expenses not authorized by the Executive Board or by action of the general membership, if any.

**Section 2:** No officer, member or employee of the district or the Boosters shall disperse any funds or money in his/her possession and belonging to the organization without the authorization of the Treasurer, except that a chairman of a committee or a special project, as authorized by the Executive Board, may spend money for minor expenses incidental for that project, provided that such expenditures are included in the final profit/loss report for that project along with the supporting receipts for any such expenditures.

**Section 2:** No officer, member or employee of the district or the Boosters shall commit the organization to any financial liability, nor, shall any member speak in the name of the organization, unless such action has been approved by the membership, or in an emergency, by the Executive Board.

## **Article VIII: Rules of Order.**

**Section 1:** Roberts Rules of Order, Revised, shall govern in all matters not covered by the Constitution and By-Laws.

## **Article IX: Amendments.**

**Section 1:** The Constitution or By-Laws may be amended by a two-thirds majority vote of the members present at any regular meeting. The amendment(s) must have been presented in writing at the preceding regular meeting of the organization, mailed to the membership (e-mail acceptable), or posted on the organization Web site prior to the meeting at which the vote will take place.

## **Article X: Dissolution Clause.**

**Section 1:** In the event of dissolution of the Ada Music Boosters, Inc., the board of directors shall, after paying or making provisions for the payment of all liabilities, distribute all of the assets of the corporation exclusively for the purposes of the corporation in such a manner as to promote music education. The assets shall first be offered to the Ada Exempted Village Schools or its successor(s), so long as it/they are exempt from taxation under Section 501(c)(3) of the Internal Revenue Service Code of 1986 (or the corresponding provisions of any future United States Internal Revenue law). Any such assets remaining shall be disposed of by the Court of Common Pleas of Hardin County, Ohio, with a preference for the purposes of furthering music education for students, if possible.