

# Bylaws

## ARTICLE 1: NAME AND LOCATION OF ORGANIZATION

*Sec. 1.1.* The name of this Organization is the DUBLIN MUSIC BOOSTERS, hereafter referred to as the “Boosters”. The Organization is formed as a non-profit organization, chartered under the laws of the State of Ohio, and it is intended that the Organization shall continue to maintain tax-exempt status, pursuant to Sec. 501(C)(3), Internal Revenue Code. The principal office of the organization is located in the City of Dublin, County of Franklin, State of Ohio.

## ARTICLE 2: PURPOSE

*Sec. 2.1.* The purpose of the Boosters is to support all music activities in the Dublin City Schools.

## ARTICLE 3: MEMBERSHIP

*Sec. 3.1. Voting Member.* Parents/guardians of students attending Dublin City schools who have a student enrolled in a music program, Officers and Executive Board Members of the Boosters, as well as any music faculty from any of the schools.

## ARTICLE 4: OFFICERS AND EXECUTIVE BOARD

*Sec. 4.1. General.* The officers of the Boosters shall be:

- President,
- Vice-Presidents (one from each high school or attendance area),
- Treasurer,
- Assistant Treasurers (one from each high school or attendance area),
- Secretary,

all of whom shall hold their offices for a term of one fiscal year.

In addition to such officers, the Executive Board shall include the High School Band Directors (one for each high school), one Concession representative appointed by the President with the approval of the Executive Board, and may include: one voting representative from all middle schools' music staffs (chosen by all middle school music staffs) and one voting representative from all elementary schools' music staffs (chosen by all elementary music staffs).

All other music staff will be welcome and encouraged to attend Executive Board meetings.

*Sec. 4.2. Eligibility.* Any voting member in good standing that will have a child enrolled in the Dublin City Schools in a music program during the period of elected service shall be eligible for nomination as a candidate for any elected officer position; provided, however, only elected officers who have served on the Executive Board shall be eligible for nomination or appointment as President. Former Board members without a child enrolled in a Dublin City Schools music program during the period of elected service may be considered at the discretion of the

Executive Board for any elected officer position. In the event no elected officer seeks nomination as President, nominations will be sought from the general voting membership. The terms of all persons elected and appointed to positions on the Executive Board shall be for the upcoming fiscal year. Any vacancy in an elected position that occurs during a term shall be filled by vote of a majority of the remaining members of the Executive Board. The term of any person appointed to a vacancy on the Board shall be for the remainder of the unexpired term of such position.

**Sec. 4.2.1. Eligibility- Additional requirement to serve on the Executive Board.** All the Executive Board Members will be required to complete and pass a background check through Dublin City Schools.

**Sec. 4.3. President.** The President shall:

- preside at all meetings of the membership and the Executive Board;
- preserve order;
- cast a deciding vote in case of a tie vote;
- supervise the work of the other officers and all committees; and
- direct the affairs of the Boosters as its chief executive officer.

The President may call meetings of the Executive Board or general membership whenever deemed necessary. He/she shall call special meetings upon written request of at least ten voting members of the Boosters.

**Sec. 4.5. Vice-Presidents.** The Vice-Presidents shall provide leadership and direction for the support of the music programs in their respective attendance areas including, but not limited to, fundraising, recruiting for board officer positions, and organizing volunteers as needed to support their high school's music activities. The Fund Drive is a primary responsibility of this position. The Vice-Presidents should ensure that all proceeds from each fundraising event or project shall be reported to the Treasurer or Assistant Treasurers promptly upon collection.

**Sec. 4.6. Treasurer.** The Treasurer shall:

- have charge of the funds of the Boosters, including the Concessions account;
- be responsible for the collection and disbursements of all money;
- keep a true and accurate account of all such transactions; and
- follow all financial reporting guidelines established by the Dublin City Schools.

At each meeting of the general membership and the Executive Board, the Treasurer shall submit a financial statement of all money received and disbursements made during the period since the last financial statement, including annual year-to-date totals, a summary of the current financial condition of the Boosters, and a summary of the business that has been transacted. On the expiration of his/her term of office, the Treasurer shall deliver all monies of the Boosters and transfer all financial records to the incoming Treasurer, or to the Executive Board.

**Sec. 4.7. Assistant Treasurers.** The Assistant Treasurers shall perform such duties as are assigned by the Treasurer and/or the Executive Board. They shall follow all financial reporting guidelines established by the Dublin City Schools. With the approval of the Executive Board, one of the Assistant Treasurers shall, in the event of the absence, disability, resignation, removal or death of the Treasurer, succeed to and discharge the duties pertaining to the office of Treasurer.

**Sec. 4.8. Secretary.** The Secretary shall be the supervisor and custodian of the records of the Boosters; shall be responsible for keeping an accurate journal of all proceedings of the Boosters; and carry out other miscellaneous secretarial duties.

**Sec. 4.9. Executive Board.** The Executive Board shall:

- approve and confirm all committee appointments made by the President;
- counsel and advise the President and other officers;
- prepare the final annual budget of the Boosters for approval by the general membership;
- authorize and approve expenditures made by the officers and committees;
- direct the activities of the Boosters in the interim between business meetings of the general membership;
- determine questions of policy, except as otherwise specifically provided herein; and
- by majority vote, shall fill all vacancies in an elected office for an unexpired term.

The Executive Board shall have all the powers and duties necessary or appropriate for the administration of the affairs of this organization, and may do all such acts and things as are not by law, or by the Articles of Incorporation, or by these Bylaws, specifically reserved for approval and exercise by the general membership, including, but not limited to, the power to borrow money, acquire grants or gifts, enter into contracts on behalf of the Boosters, purchase insurance, and purchase, sell, mortgage, lease, or otherwise acquire or dispose of property real or personal.

**Sec. 4.10. Removal of Officers and Board Members.** In the event that any officer or member of the Executive Board becomes, for any reason, incompetent or unfit while in his/her term on the Board, the Executive Board, upon making such finding by two-thirds vote, may recommend removal of the officer or Board member from office to the general membership. Such removal will be effective upon a majority vote of the voting members who are in actual attendance. Such officer or Board member shall be given reasonable notice of the meeting and purpose thereof, and shall be given a reasonable opportunity to be heard. In the event the general membership removes an officer or Board member from office pursuant to this section, the vacancy created thereby shall be filled for the unexpired portion of the term in accordance with other provisions of these Bylaws.

**Sec. 4.11. Compensation.** No officer or member of the Executive Board shall receive any compensation 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, as approved by the Executive board.

## **ARTICLE 5: COMMITTEES**

**Sec. 5.1. Establishment and Appointments.** The Executive Board may establish standing and special committees to assist with duties of the organization. The President, with the advice and consent of the Executive Board, shall appoint such committees and chairpersons as are necessary and proper to carry out the purposes and projects of the organization. The President and the Executive Board shall prescribe the duties of the committees.

## **ARTICLE 6 NOMINATIONS, ELECTIONS AND APPOINTMENTS**

**Sec. 6.1. Nominations .** Board Officers will be elected at the Annual meeting in May for the upcoming fiscal year. Nominations of eligible members for Board officer positions should be submitted to the Executive Board no later than the May Executive Board meeting.

Sec. 6.2. **Voting.** The election of officers shall be held at the Annual Meeting. The officers shall be elected by a majority of the voting members who are in actual attendance at such Annual Meeting. Should any elected position receive no nominations, the position will be filled as a vacancy as provided in Section 4.2.

## **ARTICLE 7: MEETINGS**

Sec. 7.1. **Membership Meetings.** The Annual Meeting of the Boosters shall be held in May, at such date and time as the Executive Board shall determine. Other special meetings shall be held at such times as the President or Executive Board shall determine.

Sec. 7.2 **Executive Board Meetings.** Meetings of the Executive Board shall be held at such times as the President or Executive Board shall determine.

Sec. 7.3. **Quorum.** At all regular and special meetings of the Boosters and its committees, those voting members present shall constitute a quorum for conducting business. At all meetings of the Executive Board, a quorum shall be a majority of the total number of officers and other members of the Board.

Sec. 7.4. **Rules of Order.** All meetings of the general membership, Executive Board and committees shall be conducted in accordance with Roberts Rules of Order.

## **ARTICLE 8: FINANCIAL MATTERS**

Sec. 8.1. **Fiscal Year.** The fiscal year of the Boosters shall commence on the first day of July annually and shall end on the last day of June of the following year.

Sec. 8.2. **Annual Budget.** The Executive Board shall approve the annual budget at the May Executive Board meeting for recommendation to the membership at the Annual Meeting.

Sec. 8.3 **Background Checks.** In addition to the background check requirement for Executive Board members in Section 4.2.1, anyone with signature authority to write checks, anyone issued a Booster credit card and the individual with primary responsibility for concessions at each high school, shall be required to complete and pass a background check through Dublin City Schools.

## **ARTICLE 9: AMENDMENTS**

Sec. 9.1. **Amendments.** These Bylaws may be altered, amended, or repealed by a two-thirds vote of the voting members present at the Annual Meeting of the Boosters or any special meeting the Executive Board calls for that purpose; provided, however, that the proposed amendments shall have been proposed by the Executive Board or by ten voting members of the Boosters. Written notice of the time and place of voting will be given at least 14 days prior to such meeting. A copy of such proposed amendments will be made available to any voting member upon request.

Sec. 9.2. **Review.** These Bylaws shall be reviewed every two (2) years and revised as necessary.

## **ARTICLE 10: EFFECTIVE DATE**

*Sec. 10.1.* These Bylaws became effective July 1, 1989, upon affirmative vote of a majority of the voting members present and voting at any general membership meeting of the Boosters.

*Last Revised: May 2024*