

Instrumental Music Boosters of the Massillon City Schools Inc. Constitution and By-Laws

Article I – Purpose of the Organization

Section 1.1: This non-profit organization exists to provide financial support and assistance for activities of the Instrumental Music Department in the Massillon City Schools District.

Section 1.2: The Organization will not interfere with personnel or program decisions of the Board of Education.

Article II – Membership

Section 2.1: Membership shall consist of Massillon City School band parents and other persons interested in promoting instrumental music in the Massillon City School District.

Section 2.2: There shall be no dues or membership fees to be a part of the booster club.

Section 2.3: All booster members shall conduct themselves in a positive manner and in the good name of the Massillon Tiger Band Program.

Section 2.4: Voting members shall be parents/guardians of active Massillon band students. All other members shall be non-voting members.

Section 2.5: Any member whose actions are in conflict with the constitution may have their membership revoked.

Section 2.6: Any member may be reinstated if the conditions warrant.

Article III – Officers and Their Election

Section 3.1: The officers of the Organization will consist of a President, Vice President, Administrative Secretary, Coordinating Secretary, Treasurer, and Alumni Representative, and (when available) Past Booster Representative: together known as the Executive Committee.

Section 3.2: The offices of the President, Vice President, Treasurer, Administrative Secretary and Coordinating Secretary shall be parents/guardians of current high school

band members. If there is not a qualified parent or guardian, the Treasurer may be appointed by the Executive Committee and approved by a vote from the general membership. The individuals that hold these positions shall be the voting members on the Executive Committee. The Alumni Representative and Past Booster Representative will be non-voting members of the Executive Committee. The Alumni Representative must be a 3- or 4-Star Tiger Swing Band Alumnus. The Past Booster Representative must be a former voting member of the organization.

Section 3.3: It is strongly advised that spouses not serve together on the Executive Committee.

Section 3.4: All officers are elected by the voting membership in the spring. The term for each office is one year beginning on the first day of summer break. The Treasurer is the only exception, serving a fiscal year from July 1st to June 30th.

Section 3.4A: The Executive Committee will work under the advice of the directors of the instrumental music program.

Section 3.4B: The Executive Committee is authorized to approve purchases of up to \$1500 with a majority approval of the Executive Committee. These purchases shall be reported by the President at the next general meeting.

Section 3.4C: The Executive Committee shall allow the director of the instrumental music program to authorize purchases without approval of the Executive Committee up to \$300 monthly. These purchases will be reported by the directors at the executive meeting.

Section 3.5: Officers may be asked to resign due to dereliction of duty, a status to be determined by the Executive Committee based on concerns expressed by the directors, officers, or members of the booster organization. If an officer is determined to be derelict of duty, the current President, with the approval of the Executive Committee and Band Directors, appoints a voting member in good standing to complete the term.

Section 3.6: No one shall hold the same office for more than two consecutive one-year terms.

Article IV – Duties of Officers and Executive Committee

Section 4.1: The President presides at all Band Booster meetings and Executive Committee meetings. The President oversees all aspects of the Band Booster Program, calls all meetings of the membership and Executive Committee when necessary, and performs other duties as required by the Executive Committee. The president is responsible for making all motions and calls for voting for both the executive and general membership meetings. The President will be the executive head of the

boosters with full powers to uphold the bylaws and act for the boosters with the approval of the Executive Committee. The President will act as a liaison between the boosters, students, directors, school board, faculty, staff, and recognized organizations. The President also serves as a co-signer on organizational funds.

Section 4.2: The Vice-President assists the President and acts as an aide to the president, assumes the duties of the President in that officer's absence and performs other duties as requested by the Executive Committee. The Vice President shall be a co-signer on all organization funds.

Section 4.3: The Treasurer records all financial matters of the organization, serves as co-signer on organizational funds, and collects all receipts and bills for all disbursements, and maintains a bookkeeping system approved by the Executive board. The Treasurer is responsible for submitting a monthly and year-to-date report at each Executive Committee meeting for approval and presenting it to the general membership as well. The Treasurer will assist in the preparation of yearly taxes and filing with the State of Ohio every 5 years (2025, 2030, 2035, etc...) This individual must submit all necessary paperwork and/or receipts to the accountant and follow-up to make sure that all taxes have been completed and filed. The Treasurer also performs other duties as requested by the Executive Committee.

Section 4.4: The Administrative Secretary records minutes of all Executive Committee and general membership meetings, submits minutes for approval at successive meetings, and prepares correspondence of the organization. The Administrative Secretary also performs other duties as requested by the Executive Committee.

Section 4.5: The Coordinating Secretary coordinates all staffing for game time operations for all events the Organization is responsible for at Paul Brown Tiger Stadium. The Coordinating Secretary also performs other duties as requested by the Executive Committee.

Section 4.6: The Alumni Representative oversees Alumni relations and performs other duties as requested by the Executive Committee.

Section 4.6.1: The Past Booster Representative serves in an advisory capacity and performs other duties as requested by the Executive Committee.

Section 4.7: The Executive Committee (as defined in 3.1) acts in place of the organization as necessary between regular meetings; sets meeting times and places, makes recommendations to the membership, and establishes all committees and chairpersons. No actions taken by the Executive Committee may conflict with action already taken by the entire membership in regular or called meetings.

Article V – Meetings

Section 5.1: The general membership meetings of this organization shall be held once each month, beginning in September and ending in April, at a time and place designated by the Executive Committee. The meeting dates can be changed at the discretion of the Executive Committee and notice of change will be supplied via various communication channels. It may be determined at one meeting not to meet the next month based on need.

Section 5.2: The Directors or President may request special meetings.

Section 5.3: Roberts Rule of Order shall be the parliamentary procedure to be followed at meetings.

Article VI – Dissolution

Section 6.1: Should this organization be dissolved and/or no longer recognized by the Massillon Board of Education, all assets shall be distributed to the non-profit group whose objective is to promote the Massillon Instrumental Music Program which receives recognition from the Massillon Board of Education.

Article VII – Amendments

Section 7.1: This constitution may be amended by a two-thirds vote of the members present at any regular meeting.

Section 7.2: Voting on a revision or amendment(s) to this constitution may take place only after the revision or amendment has been read to the members and recorded by the Secretary at a prior meeting. The voting shall take place at the next regular meeting.

Article VIII – Amendment

Section 8.1: This organization will solely maintain the use of a “Fuel Card” for refueling the truck and/or equipment as needed. The officers, directors and members will not have the authority to open any other type of card (debit/credit) without the expressed written authorization from the school and approved by the body. Should there be a breach in this policy; the individual(s) will be prosecuted to the fullest extent.

Revised
02-18-2025