

**By-Laws
of the
Pike Performing Arts Boosters Association, Inc.**

**ARTICLE I
IDENTIFICATION**

The name of this not-for-profit corporation, incorporated on August 5, 1981, shall be known as Pike Performing Arts Boosters Association.

**ARTICLE II
PURPOSE**

The purposes of this corporation shall be as follows:

- A. To support and assist the Performing Arts instructors of Pike High School in extra-curricular projects and other activities organized for the purpose of raising funds for the Pike High School Performing Arts organizations.
- B. To support and assist the Performing Arts instructors of Pike High School in Performing Arts related projects other than fund raising.
- C. To promote parent and community interest and support for the activities of the Pike High School Performing Arts Department.

**ARTICLE III
MEMBERSHIP**

The corporation shall have two categories of membership. The designation and qualification of each category is as follows:

- A. **REGULAR MEMBERSHIP:**
This shall consist of those parents and legal guardians whose children are members of any Pike High School performing arts organization.
- B. **HONORARY MEMBERSHIP:**
This shall be conferred upon any individual who demonstrates particular service or contributions to the Pike Performing Arts Department as recognized by the Executive Board.

**ARTICLE IV
OFFICERS**

A. LIST OF ELECTED OFFICERS:

The officers of this corporation shall be a President, Vice-President, Secretary, Treasurer, Assistant Treasurer, and one elected Area Representative each from Band, Dancers, Guard, Orchestra, Choir, and Theatre. To be eligible, Area Representatives must have a child registered in their area of representation.

B. ELECTION AND TERM OF OFFICE:

Officers shall be elected at the Spring general meeting and shall assume office June 1. The term of office shall be one (1) year or until successors are duly elected. No officer may succeed himself or herself in the same office more than once, except when deemed appropriate by the nominating committee and approved by a majority vote at the Spring meeting.

C. NOMINATION:

The Nominating Committee shall secure a nominee for each of the offices to be filled. The report of the Nominating Committee shall be submitted to the membership at the Spring meeting. Nominations may be made from the floor following the report of the Nominating Committee. A name may be placed in nomination only with the prior consent of the nominee.

D. EXECUTIVE BOARD:

The above elected officers (see letter A), Immediate Past President, Committee Chairpersons, Performing Arts Department Secretary, and Performing Arts Directors shall constitute the Executive Board.

**ARTICLE V
DUTIES OF EXECUTIVE BOARD**

A. THE EXECUTIVE BOARD:

1. Shall uphold the purposes of the Pike Performing Arts Boosters Association as stated under Article II.
2. Shall work together to promote a spirit of unity within the organization.
3. Shall meet bimonthly during the school year as scheduled. Meetings in June and July will be held to facilitate transfer of duties to new board members and transact necessary business. Additional meetings may be called as deemed necessary by the President.
4. Shall monitor the activities and expenditures of the organization.
5. Review and approve the Pike Performing Arts Boosters Association projected budget.

B. The Duties of the Executive Board Members shall be as follows:

1. THE PRESIDENT:

- a. Shall preside at all regular meetings.
 - b. Shall serve as chairperson of the Executive Board and ex-officio member of all committees except the Nominating Committee.
 - c. Shall appoint the Nominating Committee with approval of the Executive Board.
 - d. Shall assume the duties as listed in Robert's Rule of Order.
 - e. Shall appoint a parliamentarian as deemed necessary.
 - f. Shall be empowered to fill all vacancies occurring during his/her tenure of office with the approval of the Executive Board.
 - g. Shall appoint an auditor to comply with Article VII-D of these By-Laws.
 - h. Shall be responsible for notifying the Pike Performing Arts Boosters membership of general membership meetings, with the assistance of Area Representatives, if so desired.
 - i. Shall be bonded. The bond shall be financed from the corporation treasury.
2. THE VICE-PRESIDENT:
- a. Shall assume duties of the President during the President's absence.
 - b. Shall be President-elect.
 - c. Shall assist, upon the President's request in the coordination and execution of Pike Performing Arts Boosters Association activities.
 - d. Shall be in charge of hospitality at functions so designated by the Executive Board.
 - e. Shall be an ex-officio member of the Project committees.
 - f. Shall serve as chairperson of the Nominating Committee.
 - g. Shall ensure all board members have a current copy of the Pike Performing Arts Boosters Association By-laws.
3. THE ASSOCIATION SECRETARY:
- a. Shall record the proceeding of all corporate meetings and meetings of the Executive Board.
 - b. Shall make available minutes of Executive Board meetings to all members of the Executive Board as soon as possible and not less than 2 weeks prior to the next meeting date.
 - c. Shall be an ex-officio member of the By-Laws committee.
4. THE TREASURER:
- a. Shall keep a record of all financial transactions of this corporation.
 - b. Shall turn over records of fund-raising projects to the Performing Arts directors as quickly as is practical.
 - c. Shall give a financial report at Executive Board meetings detailing expenditures since the last board meeting in a standardized format.
 - d. Shall give a financial report at each general meeting. The Fall report shall detail the previous booster year. The Spring report shall detail financial activity of the current year to date.
 - e. Shall be responsible for completing tax forms and other related items.
 - f. Shall be bonded. The bond shall be financed from the corporation treasury.

- g. Shall close the books and present them for auditing on or before June 1st.
- h. Shall familiarize themselves with the day-to-day operations of the Assistant Treasurer and be available to assume the duties of the Assistant Treasurer in the event of an emergency.
- i. Shall serve as a co-chairperson for the SCRIP program and be available to assume the duties of the SCRIP chairperson in the event of an emergency.

5. THE ASSISTANT TREASURER:

- a. Shall oversee the student accounts held by the Pike Performing Arts Boosters Association.
- b. Shall assist in financial transaction record keeping.
- c. Shall, in the treasurer's absence, conduct and take responsibility for daily operations including disbursement of funds.
- d. Shall assist, upon the Treasurer's request, in the coordination and execution of the Treasurer's activities.
- e. Shall be bonded. The bond shall be financed from the corporation treasury.
- f. Shall familiarize themselves with the day-to-day operations of the Treasurer and be available to assume the duties of the Treasurer in the event of an emergency.

6. THE AREA REPRESENTATIVES:

- a. Shall solicit parental participation in fund raising activities upon the request of committee chairpersons.
- b. Shall solicit parental leadership to represent all performing ensembles that are unique to their respective areas.
- c. Shall solicit parental participation in activities that are unique to their respective areas such as assisting with publicity, ticket sales, chaperones, etc.
- d. Shall develop a telephone and email procedure for the purpose of notifying membership in their area of pertinent information.
- e. Shall act, in their area, as a liaison between parents and music directors.
- f. Shall secure assistance for the uniform/costume committee.

7. THE PERFORMING ARTS DIRECTORS:

- a. Shall submit to the Department Chairperson, three weeks prior to the Spring general meeting, budgetary projections for the coming school year. These projections shall be presented at the general meeting, and then presented for approval at the following Executive Board meeting.
- b. Shall submit expenditure needs, when they arise, to the Department Chairperson for approval. The Department Chairperson shall then contact the Treasurer for dispersal of approved budgeted funds.
- c. Shall notify Area Representatives of needed assistance at least two weeks in advance.
- d. Shall notify the Communication and Public Relations Chairperson of communication needs three weeks in advance when possible.

- e. Shall notify the Executive Board if outside groups are used for any assistance, i.e. concessions, etc.

**ARTICLE VI
GENERAL MEMBERSHIP MEETINGS**

There shall be at least (2) two general membership meetings each year. Dates shall be determined at the end of the preceding school year to avoid conflicts with other school activities. The first meeting shall be held in the Fall and another in the Spring. Special general meetings may be called as deemed necessary by the President or the Performing Arts Directors. A quorum shall consist of thirty (30) members.

**ARTICLE VII
GENERAL RULES**

- A. At no time shall the officers or members of this corporation interfere with any area of the Performing Arts Directors' jurisdiction. It shall be the privilege of the Performing Arts Directors to request of the Chairperson of the Performing Arts Department that this corporation be dissolved.
- B. The rules contained in Robert's Rules of Order shall govern the corporation in all cases to which they are applicable and in which they are not inconsistent with the Articles of Incorporation or the By-Laws of this corporation.
- C. A minimum bank balance shall be maintained in the corporation's name, to facilitate payment of incurred expenses.
- D. A financial review shall be required annually as of June 1. The review shall be conducted by a Certified Public Accountant approved by the Pike Performing Arts Boosters President and Performing Arts Department Chairperson. In the event that the financial review detects irregular issues in the financial records of the organization, a full audit of the financial records will be required.
- E. The By-Laws shall be reviewed and/or revised every three (3) years and dated. A By-Laws committee may be appointed to review the By-Laws at any time if deemed necessary by the Executive Board.
- F. Each officer and committee chairperson shall keep records to be presented at the June transition meeting, along with a Year-End Summary for utilization by future officers and committee chairpersons. The President will keep a copy of the Year-End Summary for each office or committee.

**ARTICLE VIII
COMMITTEES**

The President shall appoint the Nominating Committee with the approval of the Executive Board. All other standing committee chairpersons shall be appointed by the Nominating Committee with the approval of the Executive Board. The Chairpersons of these committees, with the exception of the Nominating Committee, shall appoint their respective committee members. Each committee shall keep records to assist future committees in their planning.

- A. **THE NOMINATING COMMITTEE:**
 - 1. Shall be chaired by the Vice President and consist of at least seven (7) other members including at least one (1) member each from the Band, Dancers, Guard, Orchestra, Choir, Theatre and at least one (1) Performing Arts faculty member.
 - 2. All of these members shall be appointed by the President (see Article V, B-1c).
 - 3. For committee functions refer to Article IV, C.

4. The Vice President shall forward a copy of the By-laws to all Executive Board candidates.

B. THE SPECIAL PROJECTS COMMITTEE:

1. The committee shall consist of a chairperson and project committee members as deemed necessary by the chairperson.
2. Shall chair fund raising projects as directed by the Executive Board with the exception of the fund raising committee listed under Article VIII
3. Shall review fund raising opportunities and provide fund raising program recommendations to the Executive Board.

- C. THE COMMUNICATIONS AND PUBLIC RELATIONS COMMITTEE:
1. Shall include the Communications chairperson, Crimson Page chairperson and Website chairperson. Such publications fall under the jurisdiction of the Performing Arts Chairperson.
 2. Shall be responsible for the publication and distribution of the quarterly Pike Crimson Page during the school year.
 3. Shall assist the Performing Arts Directors in promoting all activities of the Pike High School Performing Arts Department through local media and other communication venues. This includes planned media initiatives as well as other opportunities to garner media attention for the Pike High School Performing Arts Department.
 4. Shall coordinate internal communication flow among Pike Performing Arts Boosters Association committees, area representatives, and staff.
 5. Shall ensure that the Pike Performing Arts Boosters website is maintained and kept current.
- D. THE UNIFORM/COSTUME COMMITTEE:
1. Shall consist of co-chairpersons: one band, one dancers, one guard, one orchestra, one choir and one theatre.
Committee members may be appointed as deemed necessary by each co-chairperson.
 2. Shall assume responsibility for assignment, maintenance and storage of all Performing Arts Department costumes, props and uniforms.
- E. CONCESSIONS COMMITTEE:
1. The committee shall consist of a chairperson, co-chairperson, and two (2) assistants.
 2. The co-chairperson shall assume the position of chairperson during the chairperson's absence and shall be considered the successor to the chairperson.
 3. Shall be led by a chairperson who shall coordinate across the Pike Performing Arts Boosters Association in order to secure workers to staff the concession stand for each event in the Performing Arts Center and/or other concession opportunities as they arise.
 4. Shall be responsible to stock the Performing Arts Center concession stand.
 5. Shall keep inventory, revenue and expense records.
- F. MARKET DAY COMMITTEE
1. The committee shall consist of a chairperson and committee members as deemed necessary by the chairperson.
 2. Shall coordinate the distribution, collection, and placement of Market Day orders.
 3. Shall secure workers to staff the monthly distribution.
 4. Shall keep complete financial records.
- G. POPCORN CONCESSIONS COMMITTEE:
1. The committee shall consist of a chairperson and committee members as deemed necessary by the chairperson.
 2. Shall coordinate and staff popcorn concessions at sporting events and other scheduled events.

3. Shall keep inventory, revenue and expense records.

H. MUSICFEST COMMITTEE.

1. The committee shall consist of a chairperson and committee members as deemed necessary by the chairperson.
2. The chairperson shall work under the direction of the Pike High School Performing Arts Choir Director.
3. Shall secure music groups, volunteers, and coordinate all activities necessary to facilitate the event.
4. Shall keep complete financial records.

- I. **CHEESE AND SAUSAGE FUND RAISER COMMITTEE:**
 - 1. The committee shall consist of a chairperson and committee members, at least one each from band, dancers, guard, orchestra, choir and theatre.
 - 2. Shall coordinate the solicitation of student sales prizes.
 - 3. Shall assist the Performing Arts directors with the sales effort.
 - 4. Shall coordinate and staff the Cheese and Sausage product pick-up day and student money collection days.

- J. **USHERS COMMITTEE**
 - 1. The committee shall consist of a chairperson and committee members, as deemed necessary by the chairperson.
 - 2. Shall secure workers to usher for events in the Performing Arts Center or other opportunities as they arise.

- K. **SCRIP COMMITTEE.**
 - 1. The committee shall consist of a chairperson and committee members as deemed necessary by the chairperson.
 - 2. Shall coordinate the distribution, collection, and placement of SCRIP orders.
 - 3. Shall secure volunteers, as needed, to help with distribution of SCRIP orders.
 - 4. Shall keep complete financial records and handle monetary transactions according to procedures established by the Treasurer.

- L. **PROPS COMMITTEE.**
 - 1. The committee shall consist of a chairperson and committee members, at least one each from band, guard, choir and theatre.
 - 2. Shall secure workers to build props.
 - 3. Shall provide an inventory of prop related stock at the end of each major event and report this inventory to the Theater Department and the Pike Performing Arts Boosters Executive Board.
 - 4. Shall purchase needed materials and equipment for props following approval from the Performing Arts Department Chairperson or appropriate Performing Arts staff member.

- M. Other committees may be organized by the President as the need arises. Each committee may be chaired by a chairperson or co-chairpersons based on a recommendation by the Executive Board.

**ARTICLE IX
AMENDMENTS**

These By-Laws may be amended at any stated meeting of the corporation by a two-thirds (2/3) vote of those present. Notice must be given to all members in writing prior to any meeting in which amendments will be considered. Amendments may be considered at either regular or special General Meetings of the corporation as provided by Article VI of these By-Laws.

ARTICLE X
EXECUTION OF INSTRUMENTS AND DEPOSIT OF CORPORATE FUNDS

A. EXECUTION OF INSTRUMENTS:

All contracts of, and other instruments requiring execution by the corporation shall be signed by the President or Vice President, and the Secretary of the corporation; provided, the contracts or other instruments are approved by the Executive Board. Under special circumstances, the Executive Board may confer authority to sign contracts or other instruments upon any person(s) whether or not such person(s) are officers of the corporation. All contracts must have two signatures.

B. NOTES, CHECKS, OTHER INSTRUMENTS:

All notes, drafts, acceptances, checks, endorsements, and all other evidences of indebtedness of the corporation whatsoever, shall be signed by two authorized officers or agents of the corporation. All individuals authorized to sign by the Executive Board must be bonded.

Revised By-Laws adopted April, 1972
Revised by Resolution September 20, 1976
Revised upon Incorporation August 14, 1981
Revised by Resolution September 20, 1982
Revised by Resolution September 19, 1983
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