

PLYMOUTH CHRISTIAN ACADEMY FINE & PERFORMING ARTS BOOSTER BOARD BY-LAWS

Article 1: ORGANIZATION

1.1 NAME:

The organization shall be known as the Plymouth Christian Academy, (PCA), Fine & Performing Arts Booster Board.

1.2 OVERVIEW AND PHILOSOPHY:

The Fine & Performing Arts Booster Board is a volunteer group supporting the Fine & Performing Arts programs of Plymouth Christian Academy. The Booster Board is not an independent organization but rather is subject to the authority of the PCA Administration and Board of Regents. The Booster Board reports directly to the Fine Arts Department Head, who reports to the Superintendent.

1.3 PURPOSES:

- A. To provide prayer support for all involved in the Fine & Performing Arts programs of PCA
- B. To encourage development of God given skills and talents within the student body.
- C. To raise funds to provide resources for the Fine & Performing Arts program of PCA as approved by the Superintendent.
- D. To authorize the disbursement of funds, raised by the Fine & Performing Arts Booster Board and held by PCA, and approved by the Superintendent, for the betterment of the Fine & Performing Arts Department.
- E. To promote the PCA Fine & Performing Arts program in the church and community.
- F. To encourage and stimulate Christian values in the Fine & Performing Arts program of PCA

1.4 POLICIES AND LIMITATIONS

- A. No projects or fundraising activities shall be initiated by the Booster Board, nor expenditures made, without prior approval by Booster Board officers, the Fine & Performing Arts Director, and the Administration.
- B. No monies raised by the Fine & Performing Arts Booster Board shall be distributed without a majority vote of its members.

- C. The Booster Board will abide by all policies of PCA and Calvary Baptist Church, and be under the authority of the Superintendent, Board of Regents, and Trustees.
- D. The name "Plymouth Christian Academy" or "PCA" or any other abbreviation or deviation thereof, or any logo or symbol intended to identify PCA may not be used in any manner without prior approval of the Superintendent. This prohibition shall apply by way of example, to fundraising activities, advertisements, and announcements, as well as the use of the school name or logos on or any products or goods.
- E. Individual Booster Board members shall make no commitments that bind the group he/she represents without approval of the Booster Board by majority vote.
- F. No part of the net earnings of the organization shall inure to the benefit of, or be distributed to its members, or other private persons except that the Booster Board shall be authorized and empowered to pay reasonable compensation for services rendered as deemed necessary for the operation of the Fine & Performing Arts programs.
- G. The organization shall keep accurate and complete records of accounts and shall keep minutes of the proceedings of its meetings and shall keep in the Fine & Performing Arts Directors office a record giving the names and addresses of the members entitled to vote. All books and records may be inspected by any member for any proper purpose at any reasonable time. The recording secretary will keep a register of the names and addresses of each member. The recording secretary will keep a register of the names and addresses of each member. The recording secretary will provide a summarized record of all Booster Board proceedings to the Superintendent.

Article 2: MEMBERSHIP

2.1 Membership is open to any PCA parent, grandparent, alumni, alumni parent, teacher, or staff member without regard to race, color, religion, sex, or physical capability. To maintain active membership, an attendance of 70% at board meetings is necessary. High school students are not eligible for membership.

2.2 Each active member of the Board shall be entitled to 1 vote on each matter submitted to a vote of the members

2.3 A member in good standing is defined as a member who was in attendance in at least 70% of the regularly scheduled meeting in the previous 12 months or in a chair position of the Fine & Performing Arts. Only members in good standing can be a Fine &

Performing Arts officer (President, Vice President, Recording Secretary, or Treasurer). Only members in good standing may vote for these offices.

2.4 The membership of the Board shall begin on June 1st and end on May 31st of the following year.

2.5 The Fine & Performing Arts by a majority vote, if all members are in good standing and with superintendent approval, may suspend or expel a member for cause after an appropriate hearing.

2.6 No member shall be held personally liable for the organization's liabilities, debts or obligations.

2.7 New members shall be selected by majority vote of the members a meeting in the spring of each year, unless otherwise specified.

2.8 The Fine & Performing Arts Director and Administration are considered ex officio members who serve in an advisory capacity only. Further the Fine & Performing Arts director will act as a liaison between the Booster Board and the Superintendent regarding all PCA Booster Board programs, expenditures, and communications.

Article 3: OFFICERS

3.1 New officers shall be selected by secret ballots of the members in good standing at a meeting held in May of each year, unless otherwise specified.

3.2 All officers will be elected each year at the May meeting by a majority vote of all eligible members. Each year, if an officer wishes to continue to hold his/her office, they must be voted upon by a majority of eligible members.

3.3 The Officers of the Booster Board may consist of a President, Vice-President, Recording Secretary, and Treasurer. Each office must be held by a different individual.

3.4 Current Booster Board members shall nominate an eligible person for each office to be filled and report he nominees to the Fine & Performing Arts Director and the Superintendent for approval. All nominees shall fill out a short application and turn it into the Fine & Performing Arts Director who will in turn get approval for all vetted nominees from the superintendent.

3.5 PRESIDENT: The President will be elected by majority vote of the Board members. The President will preside at all meetings. The President may appoint standing and special committees. The President will be an ex officio member of all committees and act as a liaison between the various committees to coordinate committee efforts. The President will perform all other duties incident to the office, subject, however to the control of school administration.

3.6 VICE-PRESIDENT: The Vice-President will be elected by majority vote of the members. The Vice-President will have powers and perform the duties that are assigned to him/her by the President. If the President is unable to perform because of inability or absence, the Vice-President will perform the President's duties.

3.7 RECORDING SECRETARY: The Recording Secretary will be elected by a majority vote of members. The Secretary will keep minutes of the Booster Board meetings. The Secretary will keep a register of the names and addresses of each officer and member. The Secretary will provide a summarized record of all Booster Board proceedings to the Fine & Performing Arts Director and school administration.

3.8 TREASURER: The Treasurer will be elected by majority vote of the members. The Treasurer will collect all income and will keep full and accurate accounts of all receipts and disbursements. The Treasurer will request the finance office to make disbursements from the Booster Board funds by submitting to the finance office a written request approving the expenditure and bearing the signature of the Treasurer or, in his absence, one of the other officers. The Treasurer will submit a written record of all receipts and disbursements at Booster Board meetings and at any other time as requested by the President or the school administration.

Article 4: QUALIFICATIONS OF OFFICERS

4.1 All leadership positions including President, Vice-President, Secretary, Treasurer must be a regular attendee and/or member of a church of like faith and practice, and accept the PCA Statement of Faith.

4.2 All leadership positions including President, Vice-President, Secretary, Treasurer must have a strong, clear, Christian testimony, and exhibit a mature, godly spirit.

4.3 All leadership positions including President, Vice-President, Secretary, Treasurer must have an engaging and welcoming personality

4.4 New Officers shall assume their official duties on June 1st and serve for a term of at least one year or until their successors are elected. All terms are for one year and all officers in good standing are eligible for re-election for the next year.

4.5 Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

4.6 Each officer shall be in attendance a minimum of 70% of the meetings during the year.

4.7 An officer may be removed by the school superintendent or by a majority vote of the F&PA members in good standing. An officer may resign by providing written notice to the president. Notice of resignation is effective when received, or at a subsequent time designated to notice.

4.8 If a Fine and Performing Arts Officer dies, resigns, is removed or is otherwise unable to complete the term of office, the remaining officers will elect a successor by majority vote to serve until the expiration of the normal term of officer.

Article 5: Meeting of Officers

5.1 Meetings will be held not less than 4 times per year. All meetings will be announced in advance and will be held at a time and place designed by the President.

5.2 Committees of service teams will meet as necessary. All committee meetings will be announced by the President to the members of the committee in advance.

5.3 The members present at any meeting will constitute a quorum for the purpose of transacting business at that meeting.

Article 6: Duties of Committees

The Fine & Performing Arts Booster may establish committees to carry out the purpose of the group.

Article 7: Books and Records

The organization shall keep correct and complete books and records of accounts and shall keep minutes of the proceedings of its meetings. Any member in good standing may inspect all books and records for any proper purpose at any reasonable time. The Secretary will keep a register of names and addresses of each officer and member. The Secretary will provide a summarized record of all Fine & Performing Arts Booster proceedings to the Superintendent.

Article 8: Fiscal Year

The fiscal year of the Fine & Performing Arts Booster shall begin on July 1st and end on June 30th of the following year.

Article 9: Amendments of the By-Laws

These bylaws may be amended or repealed, or new bylaws may be adopted, by a majority vote of the members.

No change or amendment to the bylaws will be considered final until approved by the Superintendent.