Constitution
Of the
Muskogee Public Schools
Band Booster Club

Article I

QNC of Muskogee, Inc.

Section I: Name

The name of this organization shall be the Muskogee Public Schools Band Booster Club (also known as “QNC OF MUSKOGEE, INC.”). The principle office for transaction business of the band booster club shall be located in Muskogee, in the state of Oklahoma.

The Band Booster Club is organized exclusively for charitable and educational purposes, including the making of distribution(s) to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributed to, its members, trustees, officers or other private person(s) except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution(s) in furtherance of the educational purposes set forth below. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate, or intervene in any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on by:

1. (a) an organization exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Tax Code, or corresponding section of any future federal tax code.
2. (b) an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section II: Purpose

The purpose of the Band Booster Club are:

1. A. to promote and enthusiastic interest in all phases of the Muskogee Public School Instrumental Music Department.
2. B. to lend support, both moral and financial, to the band directors, assistants and students of the Instrumental Music Department.
3. C. to promote projects and activities which will help the band directors, assistants and students create and maintain the highest levels of participation and achievement within the Instrumental Music Department.
4. D. to build and maintain an organization of parents and patrons which will help proudly to promote the general activities of the Instrumental Music Department.

Section III: Restrictions
This organization will be non-political

Section IV: Fiscal Year
The fiscal year of said organization shall be August 1 through July 31 of the following year.

Article II
Membership

Section I: Membership
Membership in the Band Booster Club is open to any parent, guardian or patron who accepts and subscribes to support the purposes outlined in this constitution and upon the submittal and receipt of a written application and full payment of annual dues.

Article III
Dues

Section I: Dues
Dues shall be established by the Band Booster Club as stated in the bylaws.

Article IV
Officers

Section I: Officers
The minimum officers of the Band Booster Club shall be the President, Vice President, Secretary, and Treasurer.

Section II: Duties
The duties of the organizations officers shall be stated in the bylaws.

Section III: Election
Officers shall be elected by the membership of the said Organization and installed at the May annual meeting. The incumbent officers shall retain office until the new officers are installed.

Section IV: Term
Each officer shall be elected for a term of one (1) year

Section V: Vacancies
Vacancies in office shall be filled by election by members of the said organization at the next regularly scheduled meeting following the creation of the vacancy.

Section VI: Resignation of Office
Resignation of any officer on said committee, shall give in written form to the president with a possible two week notice. If written notice is not given of a vacated office, an oral resignation can be given and an acceptance of that oral resignation shall be voted on by standing officers of the committee.
Section VII: Termination of Officer
The termination of any officer of said committee, shall come before the committee and voted on with a 2/3 majority of passage of the vote, and their replacement shall be recommended by and voted on from the remainder of the committee of officers as soon as possible.

Article V
Committees

Section I: Executive Board
The Executive Board shall be composed of the officers of the said organization and the band director.

Section II: Standing Committees
Standing committees shall be in number and name in accordance with the bylaws.
Committee members may be selected by the coordinator of each committee or appointed by the Executive Board.

Section III: Special Committees
Special committees may be appointed by the President.

Article VI

Section I: Meetings
Regular meetings of the said organization shall be conducted in a period of four (4) times within the fiscal year of the said organization. The purpose of the regular meetings are to conduct official business, provide opportunity for exchange of ideas, and to become familiar with the projects and activities of the said organization. Members shall be notified by e-mail, Facebook, text or on Google classroom of regular scheduled meeting(s). The Band director(s) can decide to postpone a meeting if deemed necessary.

Section II: Quorum
A majority, consisting of 2/3 of the officers, shall be necessary to constitute a quorum for the transaction of business.

Article VII
Amendments

Section I: Amendments
Any member of said organization may propose an amendment to this constitution by submitting the proposed amendment in writing to the President at least ten (10) days prior to being placed on the agenda of the next regularly scheduled meeting. The proposed amendment may then be presented in writing to the next regularly scheduled meeting. The members of the said organization will then be allowed until the following regularly scheduled meeting to review the amendment and recommend changes. At this time, the proposed amendment will be voted on and must receive approval by two thirds (2/3) majority vote of the members present and voting.

Article VIII
Dissolution

Section I: Dissolution
Upon dissolution of the said organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future tax code, or shall be distributed to the Federal Government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the country in which the principle office of the organization is then located, exclusively for such purposes or to such organization(s) as said Court shall determine, which are organized and operated exclusively for such purpose.

Article IX
Precedence

Section I: Precedence
In the event of any conflict between this Constitution and the Bylaws of this said organization, the provisions of this Constitution shall take precedence over the Bylaws.
Bylaws of the  
QNC OF MUSKOGEE, INC.  

Article I  
Duties of Officers  

Section I: President  
This position shall be filled by no more than one (1) person. The duties shall include, but are not limited to:  
1. Responsible for the satisfactory operation of the Band Booster Club in accordance with the constitution and the bylaws adopted by said members.  
2. Preside at all regular and special meetings of organization  
3. Act as a member of all standing and special committees  
4. Authorized as an endorser on the checking account and other financial accounts.  
5. Act as a liaison between the organization and the Muskogee High School Administration.  

Section II: Vice President  
This position shall be filled by no more than one (1) person. The duties shall include, but are not limited to:  
1. In the absence of the President, perform the duties of the President.  
2. Plan, organize and conduct a constant program for enlisting new members and promote interest in and understanding of said organization, projects and activities.  
3. Authorized as an endorser on the checking account and other financial accounts  

Section III: Secretary  
This position shall be filled by no more than one (1) person. The duties shall include, but are not limited to:  
1. With the President, sign all written contracts of the said organization as authorized by the officers.  
2. Maintain membership records.  
3. Create e-mail group annually from membership records.  
4. Keep minutes of the meetings and present minutes of the previous meeting at regularly scheduled meetings of said organization.  
5. Maintain a current copy of Constitution and Bylaws.  
6. Publicize all booster club activities to the local press if need be. Work with Band Director(s) or the assistants, to coordinate publicity of band activities.  
7. Keep the members informed of the band and other activities by e-mail, Facebook, text or Google classroom.  

Section IV: Treasurer
This position shall be filled by a minimum of one (1) person, but no more than two (2) The duties shall include, but are not limited to:

1. Responsible for depositing the funds of said organization in such depositories as approved by the officers.
2. Pay all bills that fall within the approved budget.
3. Pay all other bills which are duly approved by the membership, providing invoices have prior approval by the officers.
4. Keep book in order to account for receipts and expenditures. Books shall be open at all times for inspection by all members of said organization.
5. Responsible for obtaining money for, and depositing money from, all booster club activities.
6. Provide current financial statement at each regularly scheduled meeting.
7. Authorized and as endorser on checking account and financial accounts
8. Prepare financial deposits on site of event with one addition officer (President, Vice, or Secretary)

Article II

Standing Committees

Standing committee coordinators of the Booster Club are appointed by the Executive Board each year and shall consist of but not limited to:

Fundraiser coordinator, Concession/event coordinator, calling coordinator and band fundraising coordinator. Standing committees may or may not consist of additional members.

All standing committee coordinators duties include but are not limited to:

1. Prepare a plan of work for the current fiscal year and submit to the Executive Board by August regular meeting.
2. Prepare a budget for the upcoming fiscal year and submit to the Executive Board by March 31
3. Prepare reports for each regularly scheduled meeting for all members.
4. Attend all scheduled meetings of said organization

Section I: Fundraising Coordinator
Duties shall include but not limited to:
1. Plan, organize and conduct programs for raising funds for said organization
2. Any fundraiser that requires “up front” expenditures that exceed $1,000. Must be approved by the members of said organization.
3. Give report at regularly scheduled meetings.

Section II: Concession/Events Coordinator

Duties include but are not limited to:
1. Work with Executive Board and other coordinators to determine upcoming events and number of volunteers are needed for each event. Call members and volunteers to fill these positions.
2. Perform any additional requirements needed by Executive Board and other coordinators.

Article III

Executive Board

Section I: Executive Board
The Executive Board shall be composed of the officers of the said organization and the band director(s)

Section II: Responsibilities
1. The Executive Board shall have general supervision of the affairs of said organization and may appoint special committees.
2. The Executive Board may appoint person(s) to fill any vacancies in standing committees.
3. The Executive Board shall appoint standing committee coordinators.

Article IV
Vacancies

Section I: Vacancies of Office

Vacancies in offices shall be filled by election by the members of said organization at the next regularly scheduled meeting, following notification to the Executive Board of the existing vacancies.

Article V

Nominating and Election Procedures

Section I: Nominating Committee

A nominating committee comprised of three (3) to five (5) members shall be appointed by the Executive Board at the March meeting. The nominating committee shall receive nominations for vacant positions from said Organization members through to the April Meeting. The nominating committee will then contact each nominated person to determine interest in filling the vacancy. Nominees must be a member of said organization and in good standings and agree to serve if elected.

Nominees shall convey to the nominating committee their decision to accept or decline their nomination. The list of candidates shall be submitted to the said organization members at the May meeting. Additional nominations may be submitted from the floor and written in the ballot. The Band director(s) will tally the votes and present the results at the close of the meeting. Candidates must win by a majority vote. In case of a tie, candidate will be chosen by drawing by the band director.

Article VI

Meetings

Section I: Membership meetings

The regular meetings of said organization shall be held at least but not limited to 4 times per fiscal year.

Section II: Annual meeting

The annual meeting shall be the regular meeting to be scheduled in May before the closing of the School year.

Section III: Special meeting

Special meetings may be called by the Executive Board within seven (7) days advance notification to the membership of said organization, including date, time and place of meeting, the purpose of the meeting and the agenda of the meeting.
Section IV: Quorum

A majority, consist of two-thirds (2/3) of the officers, shall be necessary to constitute a quorum for the transaction of business.

Section V: Dues

Article V Miscellaneous

Section I: operating funds

All funds received by the said organization and approved annual operating budget, may be expended in the year received.

Section II: Financial requests

All non-budgeted financial request will be submitted to the Executive Board within ten (10) days prior to the next regularly scheduled meeting. Then must be approved by a majority by the membership of said organization.

Section III: transition of officers

All official materials of outgoing officers must be handed over to their successors by May 31

Section IV: accountable property

Section V: Rules of Order

The rules contained in Roberts Rules of Order shall govern the said organization in all cases in which they do not conflict with the constitution and bylaws of the Booster club.