

## ***Pulaski Community Schools Music Boosters, LTD.***

### **CONSTITUTION**

#### **Article I: References.**

**Section 1:** The name of this organization shall be the Pulaski Community Schools Music Boosters, Ltd., hereafter referred to in these bylaws as "PMB".

**Section 2:** PMB is a 501(c)(3) non-profit organization.

**Section 3:** The mission of the PMB is to support the music program at Pulaski High School, hereafter referred to as the "school" or "PHS", located at 1040 Saint Augustine St., Pulaski, WI 54162.

#### **Article II: Objectives.**

**Section 1:** To generate and maintain an enthusiastic interest in the various phases of the music program of the school.

**Section 2:** To lend all possible support, both moral and financial to the PHS music program.

**Section 3:** To cooperate with those in charge of the PHS music program, School Administration and the School Board to the end that this PHS music program shall maintain the highest degree of efficiency.

**Section 4:** To build and maintain an organization of parents/guardians which will help promote the general activities of the PHS music program.

### **BY-LAWS**

#### **Article I: Membership.**

**Section 1:** Membership of the PMB shall include anyone interested in the progress and development of the PHS music program.

**Section 2:** Members will not be assessed dues.

**Section 3:** Parents/Guardians of students in the PHS music program are to be considered active members.

**Section 4:** Parents/Guardians of students in the PHS music program are to be considered the only active voting members.

#### **Article II: Officers and Duties.**

**Section 1:** The officers of the PMB shall be President, Vice-President, Secretary and Treasurer. If a position is co-chaired, it is restricted to 2 people.

**Section 2:** The President, whenever possible, shall preside at all meetings of the PMB, appoint all committees, countersign all checks and maybe an ex-officio member of all committees whenever possible and shall represent the organization at School Board meetings if he/she so desires.

**Section 3:** The Vice-President shall assume all the duties of the President in his/her absence.

**Section 4:** The Secretary shall keep records and minutes of all PMB monthly meetings.

**Section 5:** The Treasurer shall keep an accurate record of all receipts and disbursements, showing each activity separately, as well as a complete record of all funds. The Treasurer shall countersign all checks and shall present a detailed audited report to the PMB at the meeting in September. The audit will be done by the incoming Treasurer and Vice-President prior to the September meeting.

**Section 6:** PMB Check Signing: All checks will require at least two PMB Executive Board voting member signatures, one of which is always the treasurer. If a PMB Executive Board Position is

co-chaired, the two co-chairs of that position cannot sign the same check. President and Vice President will co-sign checks specific to the Treasurer.

### **Article III: The Executive Board.**

**Section 1:** The Executive Board shall be composed of the officers of the PMB and all Music Directors of PHS. Music Directors shall be invited to all Executive Board meetings as non-voting members.

**Section 2:** The Executive Board shall have general supervision of the affairs of the PMB with expenditures limited to:

- Standard Expenditures of up to \$5000 without requirement of specific authorization from the PMB.
  - Approvals for Fundraising programs may be made by the Executive Board.
- Non-Standard Expenditures, example band equipment, of up to \$2000 without requirement of specific authorization from the PMB.

**Section 3:** IRS accounts and filing responsibilities shall be done by the Treasurer. The Treasurer, or such other officer or agent as designated by the Executive Board, shall be responsible for ensuring the PMB's compliance with all federal, state, and local tax filing requirements. This includes, but is not limited to, the timely preparation and submission of the appropriate tax forms and any other required financial reports. The Executive Board shall oversee compliance and may engage external professionals, such as accountants or legal counsel, to assist with tax filings and ensure adherence to applicable laws and regulations.

### **Article IV: Separation of Duties.**

**Section 1:** There should be no interference from PMB officers or members in the actual operation of the PHS music program. The PMB is a service group and not an advisory group.

### **Article V: Meetings.**

**Section 1:** The PMB shall hold a minimum of four regular meetings per year; reference Article VIII: Elections for timing. Special meetings may be called by the President.

### **Article VI: Music Booster Scholarships.**

**Section 1:** The PMB Music Scholarship shall be awarded to PHS music program senior(s) entering college in the fall who want to continue their love of music by either (1) entering as a music major or a music minor; OR (2) performing in an organized school/community music program. The Scholarship application will be posted on the website in February. Scholarship applications must be postmarked by April 1st. Applications will be screened by the PMB Scholarship Committee. Only current voting PMB members can be selected to serve on the PMB Scholarship Committee. The parent, relative or family member of a scholarship applicant cannot serve on the PMB Scholarship Committee. A maximum of five scholarships may be awarded annually, the total of the PMB scholarship awards will not exceed \$5,000.00, with a maximum scholarship of \$1000.00 per student awarded. The number of scholarships awarded shall depend on the quantity and quality of the applications, and the financial condition of the PMB treasury by the recommendation of the Treasurer. The decision of the recipients and the amounts made by the PMB Scholarship Committee shall be final. The recipients of the scholarship will be notified by the end of May. The award will be made in January upon submission of either (1) satisfactory college first semester grades for those students majoring or minoring in music; OR (2) a letter of participation showing their love of music for those students performing in an organized school/community music program.

**Section 2:** The PMB Honors Scholarship. The PMB will provide a scholarship for any state or

nationally recognized music performing ensemble, as confirmed by the directors. Examples include, but are not limited to, WSMA (Wisconsin School Music Association), WCBA (Wisconsin Concert Band Association) and WCDA (Wisconsin Choral Directors Association). PHS music students who have auditioned, or been nominated by a director, in their 9th through 12th grade years, and are selected to participate in one of the aforementioned music performing ensembles, have demonstrated music excellence in the state of Wisconsin. This outstanding achievement brings recognition and honor not only to the student but to the school and PHS music program. As such, the PMB will recognize each student's achievement with a PMB Honors Scholarship. The amount of the award shall not exceed 50% of the cost of the music performing ensemble's tuition paid on behalf of the student. The amount awarded will depend on the financial condition of the PMB treasury. Any financial assistance received from the music performing ensemble for the student will be subtracted from the total amount of tuition due, and the scholarship amount will be based on the remaining amount of tuition due. The decision of the Executive Board shall be final. The award will be made upon submission of proof of entry into the music performing ensemble, and a copy of the check or credit card receipt for tuition payment.

**Section 3:** The PMB Educational Scholarship. The PMB, in conjunction with the Pulaski Schools Education Foundation, will provide an educational scholarship for families needing help paying for music equipment, music performing ensemble or music trips. Please call the PACE office to begin the application process.

#### **Article VII: Quorum.**

**Section 1:** A quorum for meetings of the general membership shall consist of the members present.

**Section 2:** A quorum for an executive meeting shall consist of the following of the executive board:

Total Exec Board Voting Members	Quorum Consists Of
4	3
5	4
6	5

#### **Article VIII: Elections.**

**Section 1:** Officers will be elected by the end of the fiscal year.

**Section 2:** The President will serve one year. The Vice-President will be elected every year, and the following year will succeed to the Presidency. If the position of President or Vice-President is co-chaired, each co-member will have a full vote on the executive board. If a position is co-chaired, it is restricted to 2 people.

**Section 3:** Secretary and Treasurer shall serve a one- or two-year term.

**Section 4:** Officers will assume their duties on July 1st.

**Section 5:** In case an office becomes vacant, the Executive Board may appoint someone to fill the vacancy.

#### **Article IX: Amending Constitution or Bylaws.**

**Section 1:** The Constitution or By-Laws may be amended by a two-thirds majority vote of the

members present at any regular meeting. The amendments must have been presented in writing at the preceding regular meeting of the PMB, emailed to the membership or posted on the PMB website prior to the meeting at which the vote will take place.

**Article X: Student Account Policy.**

**Section 1:** Money raised by Pulaski High School (PHS) music students/families through Pulaski Community Music Booster (PMB) sponsored fundraisers is deposited into a PMB issued bank account and held in the Liabilities Account “Students Account Payable”. Such funds are earmarked with students’ names and can be used to pay toward music-related trips or other expenses that have been approved for payment by the Executive Board.

**Section 2:** Once a student graduates from the PHS music program, any remaining funds become holdings of a younger sibling who is or will be active in a PHS music program. Following the graduation of the last family member to be active in a PHS music program, any funds remaining in “Students Account Payable” are transferred into the PMB General Fund. Any remaining money is never refunded to students or students’ families however, a written request may be submitted to the PMB Executive Board to have the remaining funds used towards a specific music-related purpose.

**Article XI: Dissolution Clause.**

**Section 1:** In the event of dissolution of the Pulaski Community Schools Music Boosters LTD, the Executive Board shall, after paying and making provisions for the payment of all liabilities, distribute all of the assets of the corporation among primary and/or secondary schools within the boundaries of the Pulaski Community School District for the express purpose of music education. The schools must be recognized by the Wisconsin Department of Public Instruction (DPI) as a school under Wisconsin state statutes.

**Revised – July 1, 2025**