

Pickerington Central Music Boosters



Constitutional Bylaws of the Pickerington High School Central Music Boosters

Proposed
Adopted 4/03/2019

Pickerington Central Music Boosters Constitutional Bylaws

A Non-profit Ohio Corporation
Registration Number 31-1092675

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Article 1: Name and Address

This organization shall be known as the Pickerington Central Music Boosters, hereinafter called the Pickerington Central Music Boosters, PHSC Music Boosters, or PCMB. Pickerington High School is located in Fairfield County, Ohio.

The principal office of the corporation for the transaction of business shall be:

PHSC Music Boosters
P.O. Box 254
Pickerington, OH 43147

Article 2: Purpose and Objectives

Purpose:

The purpose of this organization shall be to encourage and actively promote the interests and activities of the band programs of Pickerington High School Central and all feeder schools, hereafter referred to as the PHSC bands. The Pickerington Central Music Boosters (PCMB) shall be organized and operated entirely for charitable purposes. The PCMB will operate within the meaning and intent of all associated articles of the Internal Revenue Code Pertaining to Non-profit organizations classified as 501(c)(3), adhering to all Nonprofit Corporation laws set forth by the State of Ohio. The PCMB shall not take part in any known activities or exercise any policies that are not in compliance of the primary purpose of this organization.

Objectives:

The PCMB shall have an objective that will serve, support and actively promote the interests and activities of the Pickerington Central High School and feeder school programs such as Junior High School Band and Middle School band programs and its students.

- Assist in advancing the education with students in the band program through support, encouragement and promotion of teamwork, cooperation and musical excellence.
- Support with logistical, moral, organizational, and financial support upon request.
- Further intentions shall be to assist the band programs in organizing activities for the parents of students, directors and support staff of the school if required. Such activities shall be developed for the purpose of providing musical enrichment through financial or physical assistance, equipment, instruction, or educational opportunities. Contributions made by the PCMB of time, goods, services, and/or financial support to any of the band programs is intended to augment the band programs and shall not intend as a substitute

for financial obligations legally required by the State of Ohio, Fairfield, County, or the Pickerington School District to provide basic needs of the band programs.

Notwithstanding any other provision of the Articles of Incorporation or bylaws, the PCMB shall not conduct or carry out any activities not permitted as acceptable action(s) by this type organization per IRC Section 501(c)(3) or other governing laws.

Article 3: Membership

1. Classes of Membership: The PCMB shall have three classes of membership: Registered Members, Voting Members, and Associate Members. Membership is open to any individual satisfying the criteria of either class of membership.
 - a. Registered Members:
 - i. Parents, guardians or other individuals providing booster fees and support for students actively enrolled in the PHSC bands (includes feeder programs). Members must register during band camp each year. Anyone wishing to register at another time may contact the Executive Board which will approve new members by majority vote.
 - b. Voting Members:
 - i. Voting Members must also be registered members.
 - ii. Voting Members must have a child in the high school band program. Feeder school parents will not be Voting Members.
 - iii. Families are limited to two (2) voting members and each voting member shall have one (1) vote. For example, 2 parents in the same household may vote; or 2 parents in different households; or a parent and a step parent, etc. Voting members will be listed on registration forms. Anyone needing to change the voting member during the school year should notify the board president who will bring the change to a vote among the executive board.
 - iv. Voting Members are identified for each student on the registration form at the beginning of each year and are recorded in the Membership roster maintained by the Secretary.
 - v. A Voting Member must be present to vote. PCMB will not allow proxy voters.
 - c. Associate Members:
 - i. Associate members are people who are interested in promoting the purposes and functions of the PCMB and PHSC bands. They must be approved for membership by a majority vote of the PCMB Executive Board. Associate Members will not be Voting Members.
2. Age Requirements for Membership: None

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3. Residency Requirements for Membership: None
4. Membership Roster: The membership and voting rosters are compiled for each school year before and during Band Camp. The registration form at the beginning of the year will define registered and voting members for PCMB. The rosters are maintained by the Secretary. Issues regarding membership and voting eligibility may be decided by a majority vote of the Executive Board.
5. Fees and Dues: Booster dues and fees may change annually and over time. Fees must be paid or payment plans current for a booster membership to be active. Issues with fees will be resolved by a private session and a majority vote of the Executive Board.
6. Liability: Members are not personally liable for the debts, liabilities, or obligations of the Pickerington Central Music Boosters organization.

Article 4: Executive Board

Executive Board Members: The Pickerington Central Music Boosters will have five (5) officers which are elected on an annual basis:

1. President
2. President-Elect (optional each year, non-voting member of Executive Board)
3. Vice President
4. Secretary
5. Treasurer
6. Feeder School Representative

Term Length: Each officer will have a one year term with reelection eligibility. No term limits exist for any position.

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Qualifications and Duties of Executive Board Members:

1. President:

- a. Serve as the Chief Executive Officer of the organization, with the input and support of the PHSC Director of Bands. The president's authority is limited in that he or she shall have no governing authority in making policies, rules, committees, etc. without the approval of a majority vote of the Executive Board.
- b. Set agenda and preside at all meetings of the Executive Board as well as at all general membership meetings.
- c. Act as liaison between the Pickerington Central Music Boosters and the administration of Pickerington Central High School and feeder schools.
- d. Be ex-officio member of all committees.
- e. Keep all other Executive Board members informed about all issues.
- f. Prepare materials and an end-of-the-year report for the incoming President. Ensure a successful transition to the new president to maintain leadership continuity.
- g. Announce the Nominating Committee in March for the next election cycle.
- h. Perform additional duties documented in the job description for the President, subject to modifications as approved by a majority vote of the Executive Board. The PHSC Director of Bands may call for a vote of the full PCMB membership if an issue arises with officer duties.
- i. A person elected to the position of President must have been a voting member of the Pickerington Central Music Boosters for at least one (1) year and must be nominated by the Nominating Committee. In addition, the position of President must be filled by someone with previous leadership experience with the Pickerington Central Music Boosters (committee chair or officer, for example). The definition of leadership experience and exceptions to these limitations may be made by the Nominating Committee.

2. President Elect (optional board position):

- a. After the President is elected, or if the only candidates for President are outgoing senior parents, then the President role will most definitely turn over the following year. In these cases, the Nominating Committee may decide to add a President Elect officer to the Executive Committee.
- b. The President Elect is an assistant to the President and, if approved by the Nominating Committee, may assume the role of President when the President vacates the office.
- c. The President Elect will be a voting member of the overall membership. However, he or she will only vote on Executive Board matters if there is an even number of other Executive Board members present.

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- d. The President Elect may be appointed to committee chair roles and may assist other Executive Board members with their duties, in addition to assisting the President.

3. Vice President

- a. The Vice President oversees all fundraising committees, which is a major function of the Pickerington Central Music Boosters organization.
- b. Act as parliamentarian to ensure all governing rules and procedures set forth in this constitution are followed.
- c. Oversee and appoint all fundraising committees.
- d. Perform additional duties documented in the job description for the Vice President, subject to modifications as approved by a majority vote of the executive board. The PHSC Director of Bands may call for a vote of the full PCMB membership if an issue arises with officer duties.
- e. Prepare materials and an end-of-the-year report for the incoming Vice President. Ensure a successful transition to the new officers to maintain leadership continuity.
- f. A person elected to the position of Vice President must have been a voting member of the Pickerington Central Music Boosters for at least one (1) year. This requirement may be waived by the Nominating Committee if required to best fill the role.

4. Secretary

- a. The Secretary is responsible for all written documentation and communication for the PCMB. Any official email or posting that comes from the PCMB organization must come from the Secretary or his/her designee if required.
- b. Communications with the media or other external entities about or pertaining to the PHSC Band, or Central High School, etc. must be approved by the PHSC Director of Bands and/or the school administration of Pickerington High School Central or Pickerington Local School District.
- c. Communications within the Booster Club or externally about Booster membership, or strictly booster club matters are within the authority of the Secretary. Other Executive Board members may hold communication authority rights and responsibilities, also. In a disagreement about what communications should be sent and when, a majority vote of the Executive Board will decide the issue.
- d. Record meeting minutes and provide minutes to membership. Present minutes for approval at beginning of each meeting. Minutes may be shared or posted as "unapproved" status prior to approval at the next meeting.
- e. Maintain accurate mailing and contact information for all students and members.
- f. Maintain the Membership Roster and the Voting Roster as outlined in Article 3.
- g. Oversee the distribution of all group mailings, including emails.

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- h. Manage official social media sites for the Pickerington Central Music Boosters, including having the ability to approve or reject postings and the ability to suspend use of members for inappropriate posts.
 - i. Exhibit at all reasonable times, per request, to any PHSC band director or school administrator the Membership Roster, book of meeting minutes, or other communication documentation.
 - j. Ensure voting procedures are followed during all Executive Board and general membership meetings.
 - k. Perform additional duties documented in the job description for the Secretary, subject to modifications as approved by a majority vote of the executive board. The PHSC Director of Bands may call for a vote of the full PCMB membership if an issue arises with officer duties.
 - l. Prepare materials and an end-of-the-year report for the incoming Secretary. Ensure a successful transition to the new officers to maintain leadership continuity.
 - m. A person elected to the position of Secretary must have been a voting member of the Pickerington Central Music Boosters for at least one (1) year. This requirement may be waived by the Nominating Committee if required to best fill the role.
5. Treasurer
- a. The Treasurer is responsible for all funds of the Pickerington Central Music Boosters.
 - b. Receive, and provide receipts for monies due and payable to the PCMB from any source.
 - c. Disburse, or cause to be disbursed, the funds of the PCMB as requested by the Director of Bands and/or a majority vote of the Executive Board, taking proper vouchers for such disbursements.
 - d. Keep and maintain adequate and correct accounts of the PCMB's properties and business transactions, including accounts of assets, liabilities, receipts, and disbursements.
 - e. Assist the President and Director of Bands in preparing a yearly budget.
 - f. Prepare student financial statements and collect funds as required by the organization.
 - g. All financial records will be made available, upon request, to the Director of Bands, the Treasurer of the Pickerington Local School District, and other PHSC school administrators.
 - h. Prepare records for audits and respond to all audit requests in a reasonable manner.
 - i. Prepare a report of budget and expenses for each monthly membership meeting. Confidential line items will be rolled up as confidential or added to another grouping of more generic expenses.

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- j. File IRS and other tax reports, with the support of the School District Treasurer or other school administrative oversight.
 - k. Prepare materials and an end-of-the-year report for the incoming Treasurer. Serve as exofficio treasurer for at least one month after a new Treasurer is elected to ensure a successful transition of financial records and to maintain leadership continuity.
 - l. Perform additional duties documented in the job description for the Treasurer, subject to modifications as approved by a majority vote of the executive board. The PHSC Director of Bands may call for a vote of the full PCMB membership if an issue arises with officer duties.
 - m. A person elected to the position of Treasurer must have been a voting member of the Pickerington Central Music Boosters for at least one (1) year. This requirement may be waived by the Nominating Committee if required to best fill the role.
 - n. A person running for the position of Treasurer may provide a resume or summary of experience document to provide documentation of financial management experience with other groups/clubs or in a professional capacity. The Nominating Committee may review this information and consider qualifications in collaboration with the Director of Bands and/or the Treasurer of Pickerington Local School District before placing a Treasurer candidate on the ballot.
6. Feeder School Representative
- a. The Feeder School Representative is the parent or guardian of a student in the band program of a feeder school. This is typically a parent/guardian of a Junior High band student.
 - b. The Feeder School Representative may have an older child in the high school band, but this is not a requirement (or even a desired qualification) of this position.
 - c. The purpose of this role is to engage feeder school parents in the business of running the band so they may be more informed and actively engaged by the time they are in high school.
 - d. Represent the interests of the feeder school students, bands, and parents at all Executive Board and general membership meetings.
 - e. In collaboration with the secretary, provide communications to the parents and students of feeder schools.
 - f. Perform additional duties documented in the job description for the Feeder School Representative, subject to modifications as approved by a majority vote of the executive board. The PHSC Director of Bands may call for a vote of the full PCMB membership if an issue arises with officer duties.
 - g. A person elected to the position of Feeder School Representative does NOT have a requirement of being previously involved with the Pickerington Central Music Boosters organization.

Article 5: Executive Board Elections

1. The President shall appoint a Nominating Committee in February or March.
 - a. Members of the Nominating Committee will be approved by majority vote of the existing Executive Board.
 - b. The Director of Bands will have input as to which booster members may be selected for the Nominating Committee.
 - c. The Nominating Committee will consist of the Director of Bands and at least 3 other people who have been active band members.
 - d. Current Executive Board Members are eligible to be on the Nominating Committee if they are not up for election or reelection.
2. The Nominating Committee shall assemble the slate of candidates and prepare a ballot. The ballot will include all Executive Board positions, with the possible exception of the President and President Elect roles.
 - a. If the only candidates for President are outgoing senior parents or parents who have indicated they will serve only the current year, then the President role will most definitely turn over the following year. In these cases, the Nominating Committee may decide to add a President Elect officer to the Executive Committee.
 - b. After the election, if the new President is deemed to be in their final term, the Nominating Committee may decide to add a President Elect officer to the Executive Committee during an additional election or in May, June, or July. If an additional voting date is required, the annual voting procedures will be followed again as the membership will vote in the new President Elect board member.
 - c. In a year when an outgoing President has been working with a President Elect, the Nominating Committee may appoint the President Elect as the new President without another vote of the full PCMB membership. However, if the President Elect is not approved by the Nominating Committee or declines the President role, the President role will be placed on the ballot.
3. The ballot must be sent out via email to all voting members (as available on the voting roster) and posted to official PCMB web and/or social media sites at least 5 days before the scheduled vote.
4. The election will be held at the April general membership meeting
 - a. Candidates will be given the opportunity to speak at the meeting prior to the vote. The amount of time each candidate is allowed to speak will be the same for each candidate. The president will determine the specifics, including time limits.
 - b. Members will be afforded an opportunity to pose questions to any of the candidates. The president should place a time limit for questions.
 - c. After the question and answer period, a vote will take place by ballot

- i. The President shall appoint at least two tellers who may not be active members or who may be outgoing senior parents who will not have a band member next year and who will abstain from voting.
 - ii. The tellers will distribute ballots after verifying the eligibility of each active member present.
 - iii. Ballots will be collected and counted by the tellers and report the results to the person who will announce the results.
 - iv. The results will be announced by a member of the nominating committee.
 - v. The candidate with the most votes shall be declared the winner;
 1. Where there is only one candidate for a position, the President shall ask the members for consent to authorize the Secretary to cast the vote of the assembly for that position. If anyone objects, however, it is necessary to ballot in the usual way.
 2. In counting the ballots all blanks are ignored.
5. The winning candidates will assume their duties at the May membership meeting.

Article 6: Executive Board Vacancy or Removal

1. Executive Board members who are leaving their positions for any reason must meet with their replacement or another board member to present all equipment, records, and materials that were used in their executive role. These items may include binders, electronic files, membership and voting lists, meeting notes, etc.
2. Any member who is leaving office who has had a debit card or other access to PCMB financial accounts must forfeit all access to those accounts and turn in any cards or paperwork related to the accounts.
3. In the event that an officer is unable to fulfill a term of office, the remaining Executive Board officers, by a majority vote, shall appoint a replacement to complete the term.
4. Executive Board members may be removed from office for the following reasons:
 - a. Legal Cause: The Executive Board, by majority vote, may remove an officer from the Executive Board if the holder has been declared of unsound mind by a final order of court, or convicted of a felony, or been found by a final order or judgment of any court to have breached any duty under the Ohio Nonprofit Public Benefit Corporation Law and/or Ohio Revised Code.
 - b. Incompetence or Office Incompatibility: Removal of a board member who is not believed to be competent and/or is not meeting the needs of the Booster organization may occur by the following process:
 - i. A majority vote of the Executive Board may begin the process of removing a board member.
 - ii. The officer who is proposed for removal will be given opportunity to resign prior to the vote. At least three (3) days before general membership notification of proposed removal, the officer who is proposed for removal

- must be notified via email and/or letter of the intent to hold a vote for removal from office.
- iii. At least seven (7) days before a vote, the general membership must be informed of the proposal to remove a Board member. Best effort will be made to contact people by way of email. In addition, the proposal to remove will be posted to the official web and social media sites. When posting to website or social media, the officer to be removed will be posted by office name (President, Vice President, etc.) not by the individual's name.
 - iv. For the meeting where a vote will be held regarding removal of office, the meeting will be called and run by a member of the nominating committee.
 - v. The voting members of PCMB will vote on whether to remove or retain the Executive Officer. This vote will be held in the same manner as the Executive Board elections except that a member of the nominating committee will facilitate the process instead of the President of the Executive Board.
- c. Attendance: Failure to attend two (2) consecutive Board meetings without just cause shall constitute reason for removal by a majority vote of the Executive Board.
 - d. Recall: Any PCMB voting member may initiate a recall of an elected officer or representative.
 - i. A petition signed by 1/4 of the voting members of the voting members will constitute cause for such recall election.
 - ii. At least seven (7) days before a vote, the general membership must be informed of the recall election. Best effort will be made to contact people by way of email. In addition, the proposal to remove will be posted to the official web and social media sites. When posting to website or social media, the officer to be removed will be posted by office name (President, Vice President, etc.) not by the individual's name.
 - iii. For the meeting where a vote will be held regarding removal of office, the meeting will be called and run by a member of the nominating committee.
 - iv. The voting members of PCMB will vote on whether to remove or retain the Executive Officer. This vote will be held in the same manner as the Executive Board elections except that a member of the nominating committee will facilitate the process instead of the President of the Executive Board.

Article 7: Member Meetings

- 1. Location, dates, and times of meetings
 - a. Meetings of members shall be held at Pickerington High School Central or at such other place or places as determined by the Executive Board.

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- b. Dates and times of meetings will be determined by the president with consent of the Executive Board. If an executive board member challenges a meeting location or time, it will be brought to a majority vote of the Executive Board.
- c. Members will be informed of meeting dates and times at least 5 days before the meeting unless it is an Emergency Meeting and then every effort will be made to inform membership of the meeting as soon as possible.
- d. All meeting dates, times, and locations will be sent via email and posted to official PCMB social media sites.

2. Meeting Types

- a. Annual Meeting: The members shall meet in April of each year for the purpose of electing the executive board and transacting other business as may come before the meeting.
- b. Regular Meetings: Regular meetings of the members, also referred to as Booster meetings or general membership meetings, shall be held monthly.
- c. Special Meetings: Special meetings may be called as requested by the Director of Bands or by two (2) or more members of the Executive Board.
- d. Emergency Meetings: Emergency meetings may be called in case of an emergency as determined by the President, Director of Bands, or 2 or more members of the Executive Board. Every effort will be made to ensure people know of the time and place of this type of meeting, however, it may not be possible to give 5 days notice for this meeting.
- e. Executive Board Meetings: The Executive Board will meet as determined by majority vote of the board. Executive meetings will occur for purposes of discussing the following:
 - i. Confidential fiscal discussions involving payments to PCMB, including but not limited to concerns regarding specific membership dues, anonymous donations to the organization, or other items being deemed as confidential by a majority vote of the Executive Board.
 - ii. Discussion of process for setting agendas and running meetings.
 - iii. Determining plans of action for PHSC Music Booster or band events
 - iv. Planning and discussion of recruitment for other volunteers.
 - v. Other members, including committee chairs and members, may be asked to join Executive Board Meetings as determined advantageous by the President.

3. Meeting Conduct

- a. Meetings of the members shall be presided over by the PCMB President. In his or her absence, leadership will be assumed by the following people (in priority order): Vice President, Secretary, Treasurer, and Feeder School Representative.
- b. The Secretary of the corporation shall act as Secretary of all meetings of members, provided that, in his or her absence, the presiding officer shall appoint another person to act as Secretary of the Meeting.

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- c. Meetings shall be governed by Robert's Rules of Order as such rules may be revised from time to time, insofar as such rules are not inconsistent with or in conflict with these Bylaws, with the Articles of Incorporation of this corporation, or with any provision of law.
4. Quorum
 - a. The members present at a duly called meeting constitute a quorum.
 - b. Voting at most meetings shall be by voice or hand-raise vote. Election of Executive Board members, however, shall be by ballot. The Executive Board may determine a ballot is required for other votes and it is the decision of the majority of the Executive Board to determine the voting procedures for votes. If a ballot vote is determined to be necessary, the rules of the Annual Meeting ballot for board members will be followed for consistency (See Article 5).

Article 8: Committees

1. Committees may be created and appointed by any Executive Board Member. If any other board member objects to the creation of a committee, it will be brought to majority vote of the Executive Board. The Director of Bands may request committees to be formed and these requests will be approved by a majority vote of the Executive Board.
2. Newly formed committees will be announced at the next meeting and entered into the formal minutes.
3. Committees must have a designated Committee Chair who is responsible for the following:
 - a. Scheduling all committee meetings
 - b. Communicating the progress of the committee to the Executive Board Members
 - c. Ensuring the committee meets the objectives set forth in the creation of the group
 - d. Escalating problems or issues to the Executive Board
4. Joint Committees with Pickerington North Boosters
 - a. When Pickerington Central Music Boosters collaborate with Pickerington North booster organizations, the Executive Boards of each booster organization may see fit to develop joint committees. This is common each year for the Band Festival.
 - b. The Vice President of PCMB is primarily responsible for ensuring the Pickerington Central committee roles are filled and that both Pickerington Central and Pickerington North Executive Boards have a list of designated committee members.

Article 9: Financial Procedures

1. Accounts:

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- a. The primary funds of the organization shall be managed by the Treasurer in a checking account referred to as the Booster General Fund.
 - b. The Executive Board may authorize additional accounts as needed to facilitate the receipt and disbursement of funds, with approval of the Treasurer of the Pickerington School District.
2. Account Responsibility
 - a. The Treasurer shall be an authorized signer for all of the PCMB checking accounts. In addition, the Executive Board will determine the second authorized signer by majority vote.
 - b. Authorized signatures on all PCMB checking accounts shall be reviewed and approved at the start of each term of office by majority vote of the Executive Board.
 - c. Access to checking accounts may be revoked at any time by a majority vote of the Executive Board.
 - d. Authorized signers must be Registered Members in good standing.
3. Audits
 - a. All checkbooks are subject to periodic inspection and audit by the Treasurer of the Pickerington School District.
 - b. Formal audits should be performed on financial records each year.
 - i. Each year by March 15, The Treasurer of the PCMB will have the responsibility to initiate audit conversations with the Treasurer of the Local School District.
 - ii. The decision about the level of audit required (internal audit by club member committee, audit by the Treasurer of the Pickerington School district, volunteer outside audit, or paid third party audit) will be determined in consultation with Treasurer of the Pickerington School District.
4. Confidential Financial Records
 - a. Some account and transaction information is deemed to be confidential. Examples of confidential financial information include, but not limited to, transactions regarding specific membership dues and anonymous donations to the organization.
 - b. Financial information may be deemed confidential by a majority vote of the PCMB Executive Board, in consultation with the Director of Bands and/or the Treasurer of Pickerington Local School District.
5. The Treasurer will prepare a report of budget and expenses for each monthly membership meeting. Confidential line items will be rolled up into a Director of Bands line item so as to protect confidentiality.

Article 10: Communications and Minutes

1. Formal communications, including emails to all members, posting as the owner of social media sites, etc. will be performed only by the Secretary and/or his or her designees.
2. Official web and social media sites owned by PCMB will be moderated by the Executive Board.
 - a. Postings submitted but not approved by an Executive Board Member will not be posted.
 - b. Postings deemed as inappropriate by the Executive Board may be removed from social media sites.
3. Meeting minutes will be taken for Executive Board meetings and Member Meetings. Member meeting minutes will be posted on the PCMB official website once approved.
4. The Secretary and/or his or her designees will be responsible for taking minutes.
5. Member Meeting minutes will be submitted for member review and approval at each subsequent meeting.

Article 11: Annual Report

1. As stipulated by Ohio Revised Code, the Executive Board shall cause an annual report to be furnished not later than one hundred and twenty (120) days after the close of the corporation's fiscal year. The report shall contain the following information in appropriate detail:
 - a. The assets and liabilities of the corporation as of the end of the fiscal year
 - b. The principal changes in assets and liabilities during the fiscal year
 - c. The revenue or receipts of the corporation both unrestricted and restricted to particular purposes for the fiscal year
 - d. The expenses or disbursements of the corporation, for both general and restricted purposes, during the fiscal year.

Article 12: Bylaw Approval and Amendments

1. Bylaws must be approved by a vote of the PCMB membership.
2. Bylaws may be amended by a vote of the PCMB membership.
3. Bylaw changes must follow the following process:
 - a. A written change must be presented at a regular Membership meeting and entered into the minutes.
 - b. The Bylaw change must be sent out to all voting members as per the contact information in the Voter Roster and posted to the official web site.

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- c. The Executive Board will determine the date of the vote, which may be at the next regularly scheduled meeting or the meeting after the next regularly scheduled meeting.