

CONSTITUTION OF THE WARHAWK ACADEMIC BOOSTERS, INC.

Article 1. NAME

Sec. 1.1 The name of this organization shall be the Warhawk Academic Boosters, Inc., hereafter referred to as the "organization".

Article 2. PURPOSE

The Warhawk Academic Boosters shall:

Sec. 2.1 Promote and recognize outstanding academic achievement among the student body of Westerville Central High School.

Sec. 2.2 Organize parent volunteers to assist in planning and carrying out academic recognition and enrichment programs.

Sec. 2.3 Set up procedures for publicizing all awards for academic excellence both at school and throughout the entire community.

Sec. 2.4 Provide the necessary financial support for student academic awards and projects which enrich the academic program.

Sec. 2.5 Serve as the host organization for programs which seek to recognize or promote the academic goals of Westerville Central High School.

Sec. 2.6 Provide support for and promotion of various curricular, co-curricular and extra-curricular academic activities of the school (i.e. spirit week).

Sec. 2.7 Provide for special academic projects agreed to by the general membership.

Article 3. ARTICLES OF INCORPORATION

Sec. 3.1 This organization shall exist as a non-profit organization.

Sec. 3.2 The Constitutional Articles shall serve as the operations procedures for the organization.

Article 4. POLICIES AND RESTRICTIONS

Sec. 4.1 "Robert's Rules of Order" shall govern the organization in all orders of business.

Sec. 4.2 This organization shall not in any way interfere in the policies, administration, curriculum or instruction of the school. Neither shall this organization make decisions that would infringe upon or be contrary to the policies of Westerville City Schools Board of Education.

Sec. 4.3 No part of the net earnings of the organization shall benefit or be distributable to its trustees, officers, members of other private persons, except that the organization is authorized to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth in article 2.

Sec. 4.4 Notwithstanding anything to the contrary, the organization may not engage in any activity not permitted to be carried on by an organization (I) exempt from federal income tax under Section 501 © (3) of the Internal Revenue Code of 1986, as amended (the "code") or (ii) to which contributions are deductible under Sections 170.2055, or 2522 of the Code.

Sec. 4.5 The organization shall not-directly or indirectly-participate in or intervene (in any way, including the publishing or distribution of statements) in any political campaign (on behalf of or in opposition to) a candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

Sec. 4.6 The Treasurer shall review the Articles of Incorporation annually to ensure that the mailing address is current and proper.

Sec. 4.7 There will be a minimum of three meetings per school year of the general membership.

Sec. 4.8 The executive board shall meet prior to the first general membership meeting of the school year and as often as it is required to consider all business presented to the organization and to prepare for meetings of the general membership.

Sec. 4.9 The President shall keep a notebook of activities of this organization during the academic year. Each officer shall submit an end-of year report to the President by June 30th of the current year.

Sec. 4.10 A copy of these by-laws shall be included in the President's notebook and shall be on file in the office of the Principal of Westerville Central High School. These by-laws shall be available to any member upon request.

Sec. 4.11 The organization may cooperate with other organizations and agencies concerned with student well being. Persons representing this organization on such matters, however, shall make no commitments that bind this organization.

Sec. 4.12 All meetings shall be open to all members of the organization. Those members in good standing present at any general membership meeting shall constitute a quorum for the official transactions of business.

Sec. 4.13 The executive board shall submit a prepared budget to the general membership for approval. A simple majority of the membership present at that meeting will be necessary to pass the proposed budget.

Sec. 4.14 Non-budgeted expenditures less than \$100.00 may be made by the Treasurer, with the approval of the President, providing funds are available and unencumbered. Non-budgeted expenditures greater than \$100 must be approved by the executive board prior to disbursement. Both the President and the Treasurer shall have check signing privileges.

Sec. 4.15 An audit committee shall be appointed by the President to conduct an annual audit of the organization's books during the summer months.

Sec. 4.16 The organization shall not act as a clearinghouse for any funds not specifically donated to the organization for its own use.

Article 5 MEMBERSHIP AND DUES

Sec. 5.1 The Westerville Central Academic Boosters shall have the following categories of membership:

Silver: for those making contributions of \$50 or more

Black: for those making contributions between \$25 and \$50

White: for those making contributions between \$10 and \$25

Sec. 5.2 All residents of the Westerville Central High School attendance areas shall be eligible for membership without regard to race, religion, sex, national origin, handicap or ancestry.

Sec. 5.3 Only those who have paid their annual dues shall be considered members. Membership shall be effective upon payment until June 30th of the current academic year.

Sec. 5.4 Only members in good standing may hold office and vote in regular business meetings of this organization.

Article 6. BOARD OF TRUSTEES

Sec. 6.1 Officers of the Westerville Central Academic Boosters shall be:

President

Vice-President

Administrative Liaison

Secretary

Treasurer

Past President (ex-officio)

Parent Representative

Sec. 6.2 The Executive Board of the organization shall consist of the officers.

Sec. 6.3 The Executive Board of the organization shall ensure that the organization follows all laws and regulations of the state of Ohio and the United States Internal Revenue Code regarding not-for-profit organizations.

Sec. 6.4 An officer or board member may not serve more than two consecutive terms in the same office.

Sec. 6.5 The officers shall be elected at the May meeting of the membership by majority vote of the membership present. The officers elected shall assume their duties on July 1st and remain in office until June 30th of the following year.

Sec. 6.6 The President shall preside at all meetings of the organization . The Executive Committee shall act as official representatives of the organization at any functions, etc. at the request of the administration. The Executive Committee shall perform other duties as may be prescribed in this document or assigned by the organization.

Sec. 6.7 The Vice President shall act as aide to the President, shall perform the duties of the President in the absence or inability of that officer to serve, shall meet regularly with the Treasurer to review the Treasurer's report, and shall perform other duties as assigned.

Sec. 6.8 The Administrative Liaison shall be the administrative liaison to the organization assigned by the Principal. They shall provide information regarding policies and procedures at Westerville Central, shall provide the organization with information on academic, co-curricular and extra-curricular activities on a monthly basis, shall keep a copy of the by-laws of the organization and an up-to-date membership listing, shall inform the administration of procedures and actions taken by the organization at the monthly meetings, and shall perform other duties as assigned by the administration or requested by the organization provided such duties do not conflict with established policies or procedures.

Sec. 6.9 The Secretary shall keep a record of the proceedings of the organization and shall perform the usual duties of such office. Minutes of these meetings shall be available at the next regular meeting of the organization. They shall keep a current copy of the Constitution of the organization and shall provide it to the officers and membership of the organization upon request. They shall also maintain a current membership list and shall maintain all correspondence and shall perform other duties as assigned.

Sec. 6.10 The Treasurer shall collect, and by order of the executive committee, disburse all funds of the organization. They shall maintain appropriate records of all income and expenditures; shall secure a non-profit bonding policy of not less than \$50,000 to secure the faithful performance of the duties of the Treasurer, the fees for which shall be paid from the organization's general account. They shall have books ready for review at the end of the year; shall coordinate preparation of federal and state tax returns with a

certified tax preparer if necessary, the fees for which shall be paid from the organizations' general account and shall perform other duties as assigned.

Sec. 6.11 The Parent Representative shall attend Westerville Parent Council monthly and perform other duties as assigned.

Article 7 AMENDMENTS

Sec. 7.1 This constitution may be amended at any regular meeting by two thirds vote of the membership present.

Sec. 7.2 Any amendment will become effective on the date approved by the membership. Any amendments to the constitution must list the date of approval by the membership.

Article 8 DISSOLUTION

Sec. 8.1 This organization having been formed for the purpose of promoting and recognizing outstanding academic achievement of the students of Westerville Central High School may be dissolved only by a vote of a two-thirds majority vote of the membership of this organization.

Sec. 8.2 A vote to dissolve this organization shall occur only at a regular scheduled meeting of the organization and only upon all members of the organization being notified in writing of such question two weeks prior to the next regular meeting.

Sec. 8.3 Upon dissolution of the organization, any assets remaining shall be disposed of for the purposes of this organization or shall be deposited in the Westerville Central Activity Fund for the purpose of awarding scholarships to Westerville Central students, after all expenses of the organization have been paid.