

Mentor Christian School Parents Boosters Club Charter

Revised Approved by the Mentor Christian School Board on 6/12/95

Article I - Purpose

- A. The purpose of the Mentor Christian School Parents Boosters Club (hereinafter referred to as MCSPBC) is threefold:
1. To promote increased parental participation in and support for Mentor Christian School (hereinafter referred to as MCS) activities.
 2. To assist the school staff in areas deemed appropriate by the MCS principal (hereinafter referred to as the principal).
 3. To earn money for support of school functions by means of special projects which are deemed appropriate by the principal. (See Article V.)

Article II - Membership

- A. Membership in the MCSPBC is open to all interested parties.
- B. There is a one-time only membership fee of \$1.00.
- C. Active membership is achieved and maintained by attending at least one meeting per school year. For the purposes of MCSPBC membership, the school year shall commence with the first meeting of the year as defined in Article IV, section C. All other members are considered inactive members.

Article III - Organization

- A. The following officers shall constitute the leadership of the MCSPBC:
1. President
 2. Vice President
 3. Secretary
 4. Treasurer
- B. Duties of the officers:
1. President
 - a. The president shall preside over the meetings of the MCSPBC.
 - b. The president shall be responsible for communications between MCS (via the principal) and the MCSPBC.

2. Vice President

a. When required, the vice president shall act in the place of the president in the president's absence.

b. The vice president shall be the chairman of the MCSPBC appropriations committee.

3. Secretary

a. The secretary shall be responsible for taking and maintaining minutes of the meetings of the MCSPBC.

b. The secretary shall be responsible for notifying members of upcoming meetings.

4. Treasurer

a. The treasurer shall be responsible for the receipt and disbursement of funds to and from the MCSPBC.

b. The treasurer shall give a financial report of the receipts, disbursements, and cash balance of the MCSPBC to the MCS school board annually or upon request.

c. The treasurer shall be a member of the MCSPBC appropriations committee.

C. Term of office:

1. The first president shall be elected for a term of one year.

2. The vice president shall be elected for a term of one year and then will become the president for the following year.

3. The secretary and treasurer shall be elected for terms of one year each.

D. Qualifications of officers:

1. Officers of the MCSPBC must be parents or guardians of students enrolled at MCS.

E. Election of Officers

1. Officers (all four the first year and then three thereafter) shall be elected at the first regularly scheduled meeting following the end of the previous school year. ~~A simple majority of the members must be present in order for the elections to be held.~~ A simple majority of the votes cast are required for an individual to be elected.

2. Unfinished terms:
 - a. President
 - i. The unfinished term of a president shall be completed by the vice president.
 - b. Vice president, secretary, and treasurer
 - i. The unfinished terms of the above shall be completed by an appointee of the president. The appointee shall meet the qualifications as stated in Article III Section D above.

E. Appropriations Committee

1. The appropriations committee shall consist of the vice president, the treasurer, and one other active member as appointed by the president.
2. The appropriations committee, based upon input from the MCS principal, shall direct the disbursements of the MCSPPBC funds.

Article IV - Meetings

- A. The MCSPPBC shall meet at least once per year following the end of the previous school year and prior to September 1 of the same year.
- B. The meetings shall be announced at least one week prior to the date of the meeting.
- C. For the first meeting following the end of the previous school year an announcement shall be made to parents of enrolled students via letter, phone call, or other appropriate means of communication, as to the date, time, and location of the meeting. The secretary is responsible for ensuring that this announcement is made.
- D. For a meeting to be held, it is required that:
 1. The president or vice president is in attendance.
 2. The secretary (or person designated to fill in for the secretary) is present.
 3. A quorum of members is present.
 - a. A quorum for a meeting shall consist of a simple majority of the active members.
 - b. A quorum shall be determined by the secretary (or designate) by roll call.
- E. All other aspects of the business of the MCSPPBC, where not otherwise specified, shall be conducted in a manner consistent with Robert's Rules of Order.

Article V - Functions

- A. The MCSPBC shall have a number of standing functions which have been pre-approved by the MCS school board and, provided that they are carried out in a manner consistent with school policy, do not require further approval. These functions are:
 - 1. Selling beverages and/or baked goods at the school's fall home games (soccer and volleyball).
 - 2. Administering and staffing of the concession stand at the school's home basketball games.
- B. Any other functions of the MCSPBC require prior approval from the principal.
- C. Proposed MCSPBC functions shall comply with the school's policy on "Student Work Project Guidelines" as it applies to the difference between "earning money" and "fund raising."