

EVERMAN HIGH SCHOOL CHORAL DEPARTMENT BOOSTER CLUB

1000 S. Race St.
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Everman High School Choir Booster Club Bylaws

Article One—Name

The name of the organization shall **Everman High School Choir Booster Club**.

Article Two—Purpose

The purposes of the organization are:

1. (a) to support the policies set by the Board of Trustees and the Administration of the Everman Independent School District and the choral staff;
2. (b) to promote parental understanding of the students' activities, opportunities, and objectives in the choral program;
3. (c) to secure closer contact and communication between parents, students and the choral staff;
4. (d) to foster closer ties between parents of younger students and parents of high school students;
5. (e) to promote music culture in the community by fostering concert attendance and public support of choir activities, thereby rendering moral support to the students; and,
6. (f) to render financial aid in areas necessary for realizing the objectives of the Everman High School High School choral program.

Article Three—Restrictions

3.1 No part of the net earnings of the organization shall be used for the benefit of or be distributed to its members, directors, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in the furtherance of the purposes set forth in Article Two.

3.2 A substantial part of the activities of the organization shall not be the carrying on of propaganda. The organization shall not participate nor intervene in any political campaign on behalf of any candidate for public office, including the publishing or distribution of statements.

3.3 The booster club has no authority to direct the choir director or sponsor of a UIL event in any of his/her duties.

Article Four—Membership and Meetings

4.1 Parents of the members of the Everman High School choirs shall become members of the organization upon their child's enrollment in the choral program and the payment of a membership fee set by the Executive Board.

4.2 A minimum of four general membership meetings shall be held annually at a time and place designated by the Executive Board.

4.3 A quorum for all general meetings of the organization shall consist of the members in attendance. A quorum for the Executive Board meetings shall consist of one over half of the members of the Executive Board.

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Article Five—Officers

5.1 The officers of the organization shall consist of the choir director, a president, a vice-president of membership, a vice-president of fundraising, a vice-president of programs/hospitality, a treasurer, a secretary, a publicity/webpage chairperson, and the past president.

5.2 The report of the nominating committee shall be made at the last spring meeting and the election of officers shall take place at that same meeting. Nominations from the floor must be allowed. If there is more than one candidate for the same office, a simple majority, by a paper ballot vote of those in attendance, shall decide the election.

5.3 New officers shall take office at the last general booster meeting of the school year. No office shall be held for more than two consecutive years. If a vacancy occurs in any office, except the president it shall be filled by election of the Executive Board. If the office of the president shall become vacant, the vice-president of membership shall assume the position until such time as regular elections are held.

5.4 The president shall preside at all meetings of the Executive Board and the general membership with full voting privileges. The president shall be an ex-officio member of all committees except the nominating committee and shall assist in appointing committee chairmen to all committees not otherwise provided by these Bylaws. The president shall perform all other duties usually assigned to the office.

5.5 The vice-president membership shall assume the duties of the president at any time the president is unable to attend to the duties of the office. The vice president of membership will assist the president in the performance of the president's duties and be responsible for signing up parent booster club members, maintaining current membership records, arranging for chaperones throughout the year, and compiling a Everman Choir directory if the choir director chooses to do one.

5.6 The vice president of fundraising will assist the president in the performance of the president's duties when needed, help organize and oversee all fundraisers, with the directors approval, for the Everman High School Choir Booster Club, and fundraisers for the choir students.

5.7 The vice president of programs/hospitality will assist the president in the performance of the president's duties when needed, chair the hospitality committee by planning and coordinating all social functions with the director, and coordinate the concert committee to ensure that programs are prepared and available for all concerts according to the directors wishes.

5.8 The treasurer shall have the care and custody of and be responsible for all funds, securities, valuable papers, and the financial records of the organization. The treasurer shall maintain the appropriate books and records of the organization. The treasurer shall make a financial report periodically, including an end of the year full financial report.

5.9 The secretary shall prepare and maintain minutes of all meetings of the membership and the executive board, give advanced notice of all meetings of the membership, conduct the

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correspondence of the organization, communicate important information by telephone and/or email to membership, and maintain files therein.

5.10 The past president shall be a member of the executive board for advice and direction when needed. The past president's attendance will not count towards making quorum for an executive board meeting.

Article Six—Executive Board

6.1 The Executive Board shall consist of the choir director, president, vice-president of membership, vice-president of fundraising, vice president of programs/hospitality, treasurer, secretary, publicity/webpage chairperson, and past president. The executive board shall be governed by a majority rule. In the event of a tie vote, the choir director will be allowed to vote.

6.2 The Executive Board shall have the power to transact all business of the organization between regular meetings of the membership and any other business not otherwise provided for in these Bylaws or delegated to a special committee. The Executive Board cannot alter or reverse any action taken by the organization as a whole.

6.3 The Executive Board shall meet as deemed necessary by the choir director and president, or any two other officers.

6.4 The Executive Board shall be empowered to expend funds in the interim if deemed necessary for the furtherance of the purposes of the organization, provided it does not negate the intentions of the general membership.

6.5 The Executive Board shall serve as the budget committee and shall present a proposed budget for approval by the general membership at the school year-end general meeting.

Article Seven—Rules of Order

The most current issue of Robert's Rules of Order shall be the authority on all questions of procedure not specifically stated in these bylaws.

Article Eight—Finances

8.1 All income of the organization shall be placed in the organization's bank account.

8.2 Expenditures shall be based on the budget submitted by the executive board and approved by the general membership. The budget may be amended by a recommendation of the executive board approved by the general membership at regular or specially called meetings. Any surplus funds may be spent by the executive board at their discretion to meet the purposes of the organization; however the carry-over should remain in the organization's account from year to year.

8.3 The treasurer's accounts shall be examined by an audit committee of three members, who after examination of the records shall sign a statement at the end of the report that the treasurer's annual report is correct. The audit committee shall be appointed by the president before the final general membership meeting of the school year. A signed statement by the audit committee shall be completed and submitted to the president at least two weeks prior to the beginning of the new school year.

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Article Nine—Amendments

The Bylaws may be amended by a two-thirds vote at any regular or specially called meeting of the membership, provided that notice of the proposed amendment shall have been filed with the secretary or the organization and a copy presented at the meeting preceding the one at which it is to be considered for adoption, or a copy of the proposed amendment has been sent to the general membership prior to the meeting at which it is to be considered for adoption.

Article Ten—Dissolution

The Choir Director has absolute and complete authority to dissolve the Everman High School Choir Booster Club. Upon dissolution of the organization, the executive board, after paying or making provision for the payment of the liabilities of the organization shall distribute all of the assets of the organization to the Everman High School choral program, with the intent that the assets be used to further the purposes of the organization to benefit the choir students.

We the undersigned officers of the Board, do hereby certify that the foregoing is the true and legal bylaws of the Everman High School Choir Booster Club, Everman ISD and that the same were amended on _____.

Choir Director

President

Treasurer

Secretary

VP Programs/ Hospitality

VP Fundraising

* The minimum of choir director, president, treasurer, and secretary MUST be in office before bylaws be put in place.

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