

# CONSTITUTION

## *Article I: Name*

The name of the organization shall be **Spotswood (High School) Choral Boosters**.

## *Article II: Purpose*

To promote and encourage community/area support of the Spotswood High School Choral Music Department with the following objectives:

- a. To involve the community in supporting the music department.
- b. To supplement school board support of music activities.
- c. To provide financial support for non-school activities.
- d. To encourage students to participate in the activities of the Choral Booster Club.
- e. To encourage music department exposure.

## *Article III: Structure*

Under the provisions specified in the bylaws, this organization shall be governed by the elected officers, the executive committee and the membership, with the cooperation of the school music director.

# BYLAWS

## *Article I: Membership*

The membership of this organization shall include any adult willing to promote the purpose of the organization. Membership shall be for a one year period. Members shall be required to pay a membership fee of \$3 per person or \$5 per family. Each member shall have one vote on any matter under consideration by the membership at a general meeting of the membership.

Choral students may attend meetings as requested by the executive committee.

The music director may participate in an ex-officio, non-voting advisory capacity.

## *Article II: Officers*

### **General Guidelines**

The officers of this organization shall be president, vice president, secretary and treasure or some combination thereof. Any member of the organization in good standing shall be eligible to serve as an officer. The officers of this organization shall serve without compensation.

All officers shall deliver to their successors all official material within 30 days following elections.

### **Nominations**

A nominating committee shall be appointed by the president at the general membership meeting in January. The music director shall also serve on this committee. The committee shall attempt to reach each member to establish their interest in serving.

The slate shall be given to the president prior to the April executive board meeting. General membership must be notified of the slate in writing at the same time that meeting notification is given.

The nominating committee must present all names at the May general membership meeting with nominations being accepted from the floor, with the consent of the nominee.

### **Election**

If there is only one candidate for an office, election shall be by voice vote. If there is more than one candidate for an office, election shall be by ballot. A majority vote of the members present shall constitute an election. Election of new officers shall take place at the general membership meeting in May. New officers shall assume their duties immediately following the close of the school year.

### **Duties of the President**

The president shall be in communication with the music director and all other officers of the organization. The president shall have supervision over the business affairs of the association.

The president shall act as judge of all elections and declare results. The president shall cast a deciding vote in case of a tie.

The president shall be chairman of the executive committee. The president shall preside at all executive and general meetings and maintain order. The president shall enforce a strict observance of the constitution and bylaws of the association. The president shall put all question, when seconded, to a vote.

#### **Duties of the Vice President**

The vice president shall perform the duties of the president in the absence of the president. Upon the resignation of the president, the vice president shall fill the office of president until a special election can be held.

The vice president shall work with the wardrobe coordinator in the fitting of performance attire.

#### **Duties of the Secretary**

The secretary shall attend all meetings and act as clerk thereof, and record all votes and minutes of all its transactions. A copy of these recording is to be given to each member of the executive committee and to the director within a week of each meeting. The secretary shall present a written report of minutes at all regular meetings including a record of all attendees..

The secretary shall keep the bylaws. The secretary shall attend to all routine correspondence. Copies of all correspondence shall immediately be given to the president.

The secretary shall be provided with a correct list of all members by the treasurer.

Upon leaving office, the secretary shall transmit all property of the organization entrusted to him or her to his or her successor.

#### **Duties of the Treasurer**

The treasurer shall receive all funds due the association, issue appropriate receipts, be solely responsible for deposits of funds in a designated depository, determined by the board, and shall pay all bills upon authorization of the board. The treasurer shall give a complete financial report at each meeting.

In an emergency and on approval of the president and one other officer, the treasurer can disperse funds. Such disbursements shall be reported to the association at the next meeting.

All disbursements will be made by check and all deposits in the name of Spotswood Choral Boosters. Records will be audited at the end of the school year by the executive committee.

### **Vacancies**

In case of a vacancy in the office of president, the vice president shall serve for the unexpired term. In the event of a vacancy in an elective office, the executive committee may fill an unexpired term by appointment. Any officer or committee chairman may be removed by a two-thirds vote of the executive board.

## *Article III: Meetings*

### **General Meetings**

Two or three regular meeting of the membership shall be held each year, the time and place of said meeting to be determined by the executive committee prior to the September meeting. The last meeting of the school year shall be known as the Annual meeting at which time annual reports shall be received and officers for the following year shall be elected.. Public notice shall be made of all meetings. Scheduled meetings may be changed by the executive committee.

### **Special Meetings**

Special meetings may be called at the discretion of the executive committee or the music director. All members are to receive notification for such meetings stating the purpose of the meeting. NO other business may be transacted than that for which the special meeting was called.

### **Quorum**

The assembled members at a regular or special meeting of this association shall constitute a quorum.

### **Executive Committee Meetings**

Executive committee meetings shall be held on a regular monthly schedule, but also may be held whenever necessary. A majority of the

members of the executive committee shall constitute a quorum. A simple majority of the members present and voting shall be sufficient to carry a motion.

#### *Article IV: Committees*

##### **Executive Committee or Board**

The elected officers constitute the executive committee. The purpose of the executive committee shall be to facilitate business at general meetings.

##### **General Committee Guidelines**

Other committees to be appointed at the discretion of the executive committee.

#### *Article V: Finance*

The association is tax exempt and shall make every effort to maintain its status as a tax-exempt organization. Monies or funds raised by, for or in the name of the Spotswood Choral Boosters under the sponsorship of the choral boosters association become the property of the choral booster association.

Student account records, when maintained, are to record each student's earned contributions toward trips or other planned student activities. Funds recorded in these accounts are NOT the property of individual students and may not be refunded. Balances in student accounts may not be carried over to the next school year and thus becomes the property of the Spotswood Choral Department. A vote will be taken each year to determine if the boosters will pay the expenses for any student attending honors, regional or state festivals

#### *Article VI: Dissolution*

Upon dissolution or disbandment of this association, any and all unallocated cash funds shall be turned over to the school for exclusive use in the music program.

#### *Article VII Amendments*

This constitution may be amended at any regular meeting of the organization by a majority vote, provided that the secretary has been given written notice, including the full text of the proposed amendments, to the full membership.

<u>Printed Name</u>	<u>Signature</u>	<u>Role/Title</u>	<u>Date</u>
<u>Nathan May</u>	X <u>Nathan May</u>	Choral Director	<u>7/2/19</u>
<u>Stacey Brady</u>	X <u>Stacey B Brady</u>	Treasurer	<u>7/5/19</u>
<u>Danelle Ross</u>	X <u>Danelle S Ross</u>	President	<u>7-9-19</u>