

# **CARROLL SENIOR HIGH CHOIR BOOSTER CLUB, INC.**

## **BYLAWS**

- I. **NAME OF ORGANIZATION** – The name of this organization shall be the Carroll Senior High Choir Booster Club, Inc. (“Choir Booster Club”). (Please note that whenever reference is made to Carroll Senior High School, this also includes Carroll High School.)
  
- II. **PURPOSE** – The Choir Booster Club shall organize and function in a way that is consistent with the Carroll Independent School District's philosophy, objectives, and adopted District Board Policies, in accordance with affiliated governing bodies and UIL regulations, as applicable. The Purposes of the Choir Booster Club are:
  - a. To initiate and maintain an enthusiastic interest for the Choir program among parents, guardians, Choir students, Choir directors, and the surrounding community and businesses.
  - b. To provide an organized format for communication among interested parents, students, teachers, and Choir directors.
  - c. To lend all possible moral support to the Choir program through:
    1. Promotion of and attendance at events
    2. Reinforcement of program objectives
    3. Contribution of time and services to support curricular and co-curricular activities for the choir program
  - d. To provide financial support for additional education, equipment, and supplies that are not available through the school budget.
  
- III. **MEMBERSHIP** – All parents and guardians of Carroll Senior High School Choir students are invited to become voting members of the Choir Boosters by making a minimum contribution at the level of Forte. Members of the School Board of Trustees, Administrators, and Teachers shall be honorary members and are cordially invited to attend all meetings.
  
- IV. **MEETINGS** – A general membership meeting shall be held annually in August and in March. The Executive Board shall meet monthly, but may meet more frequently, should the Executive Board deem it necessary. Standing committee chairpersons are invited to attend when planning is active in their role. A quorum shall consist of the Choir Booster Club members present, and 51% of the Executive Board. Voting shall be decided by the majority of the quorum. In the

event of a tie, the action voted upon will be tabled until a future meeting.

V. BOARD OF DIRECTORS – The Board of Directors ("Executive Board") shall manage the business affairs of the organization and exercise such powers as long as these acts are not prohibited by statute or these Bylaws. The Executive Board shall consist of the following elected officers: President, First Vice President, Vice President of Parent Communication and Volunteers, Chairman of Sponsorships and Fundraising, Treasurer and Secretary.

VI. ELECTED OFFICERS -- Except as noted in these Bylaws, the term of each officer shall be one year. Any elected officer absent from three (3) regularly-scheduled meetings without having submitted good and valid reasons for such absence, shall be considered to have resigned and will be replaced by a person elected by majority of the Board as provided for in the Bylaws.

To be eligible to hold office a person must be a parent or guardian of a Carroll Senior High School Choir student and a voting Choir booster member.

In the event of a vacancy of an elected officer, the vacancy will be filled by the Executive Board. Vacant appointed positions will be filled by appointment of the President.

VII. ELECTION OF OFFICERS – New officer nominees shall be presented and voted upon at the regularly scheduled July Executive Board meeting. Nominations may also be made from the floor with the prior consent of the nominee. Voting shall be by a show of hands unless there are multiple nominees for any one office, in which case voting shall be by written ballot. Officers shall be chosen by a simple majority of the members present and voting.

New officers shall attend the July Executive Board meeting where at the end of the meeting the transition meetings for each officer will occur. At this time all records from the previous Board and committees, including minutes of meetings, notes of the year's events, and committee chair reports shall be transferred to the new Board.

Committee documentation shall be transferred to each Executive Board Member as follows:

**Concert Coordinator** – President, First Vice President, Vice President of Parent Communication and Volunteers, and Chairman of Sponsorships and Fundraising

**Banquet Coordinator** – President

**Decal/Sign/Garment Bag Fundraising Coordinator** – Chairman of Sponsorships and Fundraising

**Homecoming Committee Coordinator** – President and Vice President of

Parent Communication and Volunteers

**Scholarship Committee Coordinator** – President

**Audit Committee Chair** – Treasurer and First Vice President

**Show Choir Coordinator** – Treasurer

**Middle School Choir Coordinator** - President

The new Executive Board will officially begin their term at the July Executive Board meeting. The Treasurer will work with the incoming Treasurer at the transition meeting to determine an official transfer date (no later than July 1) to ensure a seamless financial close to the academic year. Each Board member is responsible for updating and distributing their notebook to the new Board member in their position and for being available for knowledge transfer to the new Board member.

VIII. TERMS OF OFFICE – Each elected office term shall be for one year. No booster member shall hold the same elected office for more than two consecutive years unless voted on by the Board.

IX. DUTIES OF THE ELECTED OFFICERS –

a. President: shall preside at all meetings; shall provide leadership for the organization; shall provide written agendas for and conduct all general membership and Executive Board meetings; shall serve as ex-officio member of all committees; shall co-sign checks as required; can choose to vote or abstain from any motion or proposal raised by the Executive Board. The President, who shall have served a minimum of one year as an Executive Board Member or as a Coordinator prior to becoming President (unless otherwise approved by the Executive Board), shall serve as the primary liaison to the Director of Choral Activities, school administrators and chairpersons, choir student board, and the public. The President shall oversee the operation and execution of all Booster Board officers/roles and committees throughout the year.

In addition, the President shall coordinate with the Committee Coordinators for all Choir program activities. The President shall work with the Treasurer to prepare the fiscal year operating budget and coordinate a financial audit to ensure proper use of funds.

b. First Vice President: shall preside in the absence of the President; shall assume the Presidency should the President be unable to serve; shall perform other such duties as the organization shall direct; shall partner with the President to oversee the operation and execution of all Booster Board events throughout the year. The Vice President will also assist in the

preparation of the fiscal year operating budget and coordinate a financial audit to ensure proper use of funds.

- c. Chairman of Parent Communication and Volunteers: shall support committee chairpersons as designated. The Vice-President of Parent Communication and Volunteers shall coordinate volunteer activities throughout the year; shall manage the communication methods recommended by the Director.
- d. Chairman of Sponsorships and Fundraising: shall coordinate all Booster memberships, Business Sponsorships, and fundraising activities for the Choir Booster Club which includes the post-concert fundraising community events, and up to two raffles in the academic year; shall coordinate with the Team Building Coordinator to organize events; shall coordinate with the Executive Board on thank you notes to be written to sponsors; shall transfer all funds to the Treasurer within one week of receipt; and shall perform other duties as the Choir Booster Club may direct.
- e. Secretary: shall record and maintain minutes of all meetings; makes a copy of the minutes to the Executive Board available within one week of the meeting and distribute action items within three days of the meeting; shall work in conjunction with the President and other designated booster board members to manage access and postings to social media platforms, and the Choir website; and shall perform other duties as the organization may direct, such as updating these Bylaws.
- f. Treasurer: shall keep the financial records and account for all monies; shall be responsible for paying all authorized purchases in accordance with budget allocations; shall render a monthly financial report sharing budget versus actuals to date to the Executive Board at the monthly meetings; shall assist in the preparation of the annual budget; shall serve as the registered agent for the organization; shall maintain a list of Choir Booster Club sponsors and make that available to the Executive Board at the monthly meetings, shall update the reimbursement/check request forms and the record of deposit forms as needed; shall work with the Director and Show Choir Coordinator to manage all Show Choir financial needs; and shall perform other duties as the organization may direct.

The Treasurer shall also coordinate tax filing with the external CPA; shall e-mail/mail charitable donation forms to sponsors/donors as requested; and shall facilitate the financial audit.

- g. The duties listed above notwithstanding, officers will foster an environment of cooperation and assist each other and the choir directors on any task where

assistance is needed.

## X. DUTIES OF STANDING COMMITTEE MEMBERS

The following Standing Committees or positions are recommended but may be added to, deleted, or changed by the Executive Board as the need arises and as is necessary to achieve the objectives of the organization.

The outgoing President will send an email in Spring semester to the Carroll Choir parents announcing the March general membership meeting and provide information on open Executive Board Positions and Coordinator positions available for the next academic year. The email shall inform the parents that anyone interested in an Executive Board Member or Committee Coordinator position should submit their name to any Board Member or the Director of Choral Activities prior to the March Executive Board Meeting

- a. Concert Coordinator: shall assign duties and manage volunteers for all concerts; shall take direction on VIP seating from the First Vice President; shall arrange for the purchase and distribution of flowers and gifts at the concert; shall coordinate with the President and Chair of Sponsorships and Fundraising in the creation, editing, publication, and delivery of the Concert Programs. [4 concerts – Fall Preview, Winter Concert, Pop Show, and Spring Concert]; shall attend Board meetings when planning is active, and provide the Choir Booster Board officers with any relevant documentation from their activities so that it can be used for knowledge transfer.
- b. Banquet Coordinator: shall organize and prepare for the annual Spring Choir Banquet; shall work with the Vice President of Parent Communication and Volunteers to coordinate volunteers; shall procure awards; shall ensure the distribution of invitations to Carroll Choir students, Directors and appropriate Carroll ISD administrators; shall secure the venue; shall coordinate with the Carroll Choir Student Board Officers regarding decoration needs; shall attend Board meetings when planning is active, and provide the Choir Booster Board officers with any relevant documentation from their activities so that it can be used for knowledge transfer.
- c. Decal/Sign/Garment Bag Fundraising Coordinator: shall work with the Chairman of Sponsorships and Fundraising to provide the information sheet to the Choir Booster Board/Choir Directors for distribution to parents and students; shall procure orders and transfer funds to the Treasurer as necessary; shall distribute items to the choir room for student pickup; shall attend Choir Booster Board meetings when planning is active, and provide the Choir Booster Board officers with any relevant documentation from their

activities so that it can be used for knowledge transfer.

- d. Homecoming Committee Coordinator: shall work with the President and Vice-President of Parent Communication and Volunteers to identify and fulfill volunteer needs; shall assist the Carroll Choir Student Board as needed in the purchase of items within budget; shall distribute parade/carnival information to all participants in the homecoming event; shall attend Choir Booster Board meetings when planning is active, and provide the Choir Booster Board officers with any relevant information from their activities so that it can be used for knowledge transfer.
- e. Food Committee Coordinator: shall work with the Executive Board to secure food options for choir activities; shall coordinate volunteers to assist with food items; shall attend Choir Booster Board meetings when planning is active, and provide the Choir Booster Board officers with any relevant documentation from their activities so that it can be used for knowledge transfer.
- f. Scholarship Committee Coordinator: shall work with the President and the Treasurer to finalize the funding availability in time for the February booster board meeting and determine available scholarships for the academic year; shall work with the President to propose and form an unbiased scholarship committee; shall notify students (via Director communication and Carroll Choir Notes Communications) of submission and eligibility requirements; shall prepare submissions for reviews and evaluation; and shall attend Choir Booster Board meetings when planning is active, and provide the Choir Booster Board officers with any relevant documentation from their activities so that it can be used for knowledge transfer.
- g. Audit Committee Chair: see XV below.
- h. Show Choir Coordinator: shall liaise with the Director and Treasurer to facilitate all Show Choir events; shall facilitate the registration and payment process for students enrolling in Show Choir; shall work with the Executive Board to secure any volunteers, locations, or items needed for Show Choir activities; shall attend Choir Booster Board meetings when planning is active, and provide the Choir Booster Board officers with any relevant documentation from their activities so that it can be used for knowledge transfer.
- i. Show Choir Competition Coordinator: shall liaise with the Director and President to facilitate all Show Choir events; shall facilitate the registration and payment process for students enrolling in Show Choir; shall work with the Executive Board to secure any volunteers, locations, or items needed for Show Choir activities; shall attend Choir Booster Board meetings when

planning is active, and provide the Choir Booster Board officers with any relevant documentation from their activities so that it can be used for knowledge transfer.

- j. Middle School Choir Coordinator: shall liaise with Director and President to facilitate any joint middle school/high school concerts or show choir events; shall work with the Executive Board to secure any volunteers, locations, or items needed for middle school choir activities; shall attend Choir Booster Board meetings when planning is active, and provide the Choir Booster Board officers with any relevant documentation from their activities so that it can be used for knowledge transfer.

## XI. BUDGET

- a. Choir Booster Club Funds: At the regularly scheduled May Executive Board meeting held prior to the general membership August meeting each year, the budget for the upcoming fiscal year must be presented and approved by the Executive Board and presented to the general membership at the meeting.
- b. Director Funds (The SLC Fund): The SLC Fund shall consist of cumulative dues and other fundraising revenues and expenses specifically related to and designated in advance for The SLC Show Choir at Carroll Senior High School. The SLC Fund shall be excluded from each fiscal year's approved budget since it operates at the Director's discretion.

The SLC Fund shall be tracked separately by the Treasurer and included for reporting purposes and bank reconciliations. In addition, The SLC Fund shall be subject to audit, as required by these Bylaws. See XV below.

## XII. DISBURSEMENTS

- a. Choir Booster Club Funds: Any reimbursement to a Choir Booster Club member for expenses incurred while performing Choir Booster Club business must have a reimbursement request form and a receipt which clearly identifies the items, date of purchase, and must identify the area of the budget being affected or the event the purchase is associated with.

Disbursements approved in the annual budget will not require further approvals. Expenditures of less than \$200, which are not specifically covered in the annual budget, may be authorized in special circumstances by the President, provided funds are available and he/she has the agreement of two other elected officers. Any unbudgeted expenditures in excess of \$200 between May and September require the unanimous approval of the

Executive Board.

- b. Director Funds (The SLC Fund): Disbursements from The SLC Fund are at the Director's discretion. However, the Fund will be managed and monitored by the Choir Booster Club, and, until and unless funds have been received into the Choir Booster Club's bank account and credited to The SLC Fund ledger in the full amount of the requested expenditure, the Director will not be permitted to expend funds. Provided funds are available, the Director must submit a reimbursement or disbursement request and a receipt which clearly identifies the items and date of purchase. Any one-item expenditure over the amount of \$3,000 from The SLC Fund will require prior approval from a majority of the Executive Board. Any part of this Fund not expended shall be carried over to the next fiscal year as The SLC Fund balance.

### XIII. PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Revised, shall govern this organization except in those cases where it conflicts with these Bylaws.

### XIV. SCHOLARSHIPS

One of the goals of the Choir Booster Club is to provide financial support for further education in related music programs on the college and underclassmen level. In light of the changing circumstances and demands of each school year upon the Choir Booster Club, the number of scholarships and the amount of each scholarship to be awarded shall be voted on by the Executive Board in conjunction with the input of the Directors. The Directors may, at their discretion and with the approval of school administration, supplement Choir Booster Club scholarship funds with funds available from sources within their control. At the March Executive Board meeting, prior to the general membership meeting, a budgetary analysis will be performed and a proposed number and amount of scholarships will be voted upon by the Executive Board and the Directors. The results of the vote shall be presented at the March general membership meeting.

The scholarship committee shall be composed of the Executive Board voted on and approved committee and shall follow the guidelines set out in the Scholarship Application form.

### XV. AUDIT

No later than July 31 (at the end of the fiscal year), an audit of the organization's financial records should be conducted. The audit should be performed by someone who is independent of the day-to-day financial activities. Ideally, the



audit should be performed by a group of three individuals; however, if the membership size does not allow this, the audit may be performed by two individuals. The primary objectives of the audit are to: verify the accuracy of the Treasurer's financial reports, ensure that the club's cash balances are accurate, determine that established procedures for handling the organization funds have been followed; ensure that expenditures have been appropriately received and occurred in a manner consistent with the organization's bylaws; and ensure that all revenues have been appropriately received and recorded.

A copy of the audited financial report shall be submitted to the Director of Finance no later than August 1 following the end of the fiscal year. The audit committee shall make a report to the general membership upon completion of the audit. Any discrepancies noted shall be brought to the attention of the President of the organization and a resolution reached prior to the presentation. All officers of the organization shall make records available as requested by the committee. The audit committee shall provide the Booster Board officers with any relevant documentation from their activities so that it can be used for knowledge transfer.

#### XVI. AMENDMENTS

These Bylaws may be amended by the Executive Board at any scheduled meeting by a majority vote of the members present and voting provided that notice has been given at the previous regular meeting. A quorum shall be equal to the number of members attending (including 51% of the Executive Board) and the President will only vote in case of a tie.