

**Constitution and Bylaws  
Centennial Choir Booster Club**

**Incorporated: August 24, 2010**

**Adopted: August 24, 2010**

**Amended: July 17, 2014**

**Article 1: Name**

The name of this corporation is **Centennial Choir Booster Club**. From here in the organization shall be referred to as the (CCBC).

**Article 2: Parliamentary Authority**

The parliamentary authority of this organization shall be *Robert's Rules of Order Newly Revised 9<sup>th</sup> Edition* in all cases in which they are applicable, and do not conflict with these bylaws and any special rules of order the organization may adopt.

**Article 3: Objectives**

**Section 1:** The objectives of the Centennial Choir Booster Club are:

- A. To create and nurture a spirit of close relationship between the home and the Choir program so that the students in the program may receive the greatest opportunity available to them;
- B. To unite the members in the bonds of friendship and mutual understanding;
- C. To take an active interest in the educational, civil, social, and moral welfare of these students;
- D. To assist and support the Choir Director(s) in their efforts to provide an outstanding and enriching choral experience;
- E. To use the proceeds from all general fundraising in accordance with the goals of the Choir Director(s) to enhance the choir program.

**Section 2:** The organization is organized exclusively for the charitable or educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code or corresponding section of any future tax code.

**Article 4: Basic Rules**

**Section 1:** This organization shall be non-sectarian, non-commercial, and non-partisan,

**Section 2:** The name of this organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or purpose not related to the promotion of the objectives of this organization.

**Section 3:** This organization shall not participate or intervene in any political campaign.

**Section 4:** This organization shall work with the school to provide quality education for the children and shall not seek to participate in the decision-making process establishing school policy, recognizing legal responsibility to make decisions has been delegated by the members of the Board of Education.

**Section 5:** No part of the net earnings of this organization shall inure to the benefit of, or be distributable to its members, officers, or other private persons except to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article 3.

**Section 6:** This organization shall not carry on any activities not permitted to be carried on by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code or any corresponding future tax code.

### **Article 5: Membership and Dues**

**Section 1:** Membership in the booster club shall be made available without regard to race, color, creed, sex, or national origin.

**Section 2:** Members of this booster club shall not be required to pay annual dues.

**Section 3:** Any person who is a custodial parent or legal guardian of a Centennial High School choir student shall be considered a member of the Centennial Choir Booster Club.

**Section 4:** Only members of this organization shall be eligible to participate in the business meetings, vote, or serve in any elected or appointed position which the nominating committee.

### **Article 6: Executive Committee**

**Section 1:** The policy making body of the organization shall be known as the Executive Committee, which shall have supervision, control and direction of the affairs of the organization. Each officer on the Executive Committee shall be a member of this organization.

**Section 2:** The Executive Committee of this organization shall be composed of a President, a Vice-President, a Secretary, a Treasurer, and the assistant to the treasurer. The president shall serve as Chairman of the Executive Committee. The Executive Committee shall also include a parliamentarian.

**Section 3:** A quorum shall consist of four (4) members of the Executive Committee. Unless otherwise specifically provided by this Constitution and Bylaws, a majority vote shall govern.

**Section 4:** The Executive Committee shall propose and manage a balanced budget, approve all amendments to approved budgets, fill vacant officer positions, as well as supervise the business of all appointed committees and chairpersons.

### **Article 7: Officers**

**Section 1:** The Officers of the organization shall be comprised of a President, a Vice-President, a Secretary, a Treasurer, an Assistant Treasurer, a Volunteer Chairperson, a Fundraising Chairperson, a Public Relations Chairperson, a Special Events Chairperson, and a Uniform Chairperson. The Officers shall also include a Parliamentarian.

- A. Additional officers may be recommended (co-chairs for a single officer or dividing duties within an office) by nomination through the nominating committee as needs as assessed and volunteers for office are evaluated.
- B. The office of Parliamentarian shall be held by the school's Senior Choir Director. This office is not elected but rather serves for the duration of the assignment as Senior Choir Director. Parliamentarian is a non-voting member of the Executive Committee.
- C. Booster Club Officers shall vote on all matters not expressly reserved for the Executive committee.
- D. Unless otherwise specifically provided by this constitution, a majority vote shall govern.

**Section 2:** Election of Officers shall be held by ballot in the month of May at a meeting of the organization. However, if there is but one nominee for an office, election for that office shall be by hand vote. Unless otherwise specifically provided by this Constitution and Bylaws, a majority vote of those members present shall govern. Three tellers will be appointed by the presiding officer to count the ballots if a ballot vote becomes necessary.

**Section 3:** Qualification and terms of office for the organization are as follows:

- A. Officers shall assume their official duties July 1 and shall serve for a term of one (1) year;
- B. No officer shall hold more than one office simultaneously;
- C. The offices of President and Treasurer shall be filled by persons who have served as a booster club officer for a minimum of one (1) year.
- D. President shall serve no more than one consecutive term. Upon the completion of his or her term, he or she is eligible to serve for one year as Past President Advisor.
- E. Past President Advisor is a non-voting member of the Executive Committee.

### **Article 8: Nominations and Elections**

**Section 1:** Nominations shall be made from the Nominating Committee and/or floor at the May meeting of the organization. Only current members are eligible for nomination. The Nominating Committee procedures are as follows:

- A. The Committee will be composed of three (3) members (one (1) Executive Committee member, one (1) member at large and the Parliamentarian) and shall be selected and voted on by the Executive Committee at the April Meeting;
- B. A notice will be sent no later than the first week of April to all members requesting volunteers to serve on the Nominating Committee. The members will be given seven (7) days to respond;
- C. It shall elect its own Chairperson, and notify the Executive Committee;
- D. A notice shall be sent out to all organization members no later than April 15<sup>th</sup>, notifying them of the opportunity to serve on the governing board of the CCBC. This letter shall include the duties of the elected office. Members will be given fourteen (14) days to return the letter for consideration by the Nominating Committee;
- E. The Committee shall nominate one (1) eligible person for each office;
- F. The Committee shall notify all candidates by telephone of their nomination to the office prior to placing their names on the slate of officers for election. Nominees will be asked to attend the election of officers at a general meeting in May. Only those persons that have signified their consent to serve may be nominated or elected to an office;
- G. The Committee shall present a slate of officers at a general meeting in May;
- H. The president shall not serve as a member of the Nominating Committee;
- I. All Committee business shall be confidential until the specified time to meet with the Executive Committee prior to the general meeting in May, at which time all materials associated with the Nominating Committee shall be turned over to the President to be kept on file for one year.

**Section 2:** The election procedures are as follows:

- A. All voting officers will be elected by a majority of the voting members voting;
- B. Officers will be elected in the May meeting of the organization, to assume office on July 1 of the same year;

- C. If there shall be two (2) candidates for an office, the person receiving the larger number of votes shall be elected for such office. In the event of three (3) or more candidates for an office, and if a majority vote of the members present and voting is not received by any candidate for such office, there shall be a runoff election between the two candidates who receive the largest number of votes;
- D. Voting shall be in person only by secret written ballot unless there is only one candidate nominated, than a hand vote by the members present and voting is called for. Voting by proxy shall not be permitted.

**Section 3:** The procedure for a vacant office is as follows:

- A. A vacancy occurring in any office (except President) shall be filled for the unexpired term by a person elected by a simple majority vote of the Executive Committee;
- B. In the event of a vacancy in the office of president, an election shall be held by the organization. The vice-president shall serve notice of this election to the organization.

**Section 4:** The procedure for removing an officer is as follows:

- A. An office may be declared vacant by the Executive Committee if an officer has not assumed their duties by July 1 or has failed to attend any meeting of the CCBC prior to the September meeting;
- B. An officer or Chairperson may be removed from an office for failure to perform duties;
- C. An officer or Chairperson may be removed from office for missing two (2) consecutive meeting with unexcused absence. Absences should be reported to the President or Secretary prior to the upcoming meeting. Any officer or Chairperson who is removed will be notified in writing that their office is now vacant and will be filled at the next Executive Committee meeting.

## **Article 9: Duties of Officers**

**Section 1:** It shall be the duty of the president to:

- A. Coordinate the work of the officers and committees of the organization in order to promote the organization's objectives;
- B. Confirm that quorum of a simple majority of the currently elected members is present before conducting any business at any meeting of the organization; in the absence of a quorum, shall assure any votes cast are approved by a minimum of two-thirds of those present
- C. Preside at all meeting of the organization
- D. Be an ex-officio member of all committees, except the nominating committee;
- E. Create standing and special committees as necessary;
- F. Prepare, distribute and present, in coordination with the Senior Choir Director, a written agenda for all meetings of the CCBC to include all such items necessary for the proper and efficient functioning of the organization.

**Section 2:** It shall be the duty of the Vice-President to:

- A. Perform such duties as assigned from time to time by the President, including assuming the role of unfilled chairpersons duties until such time as vacant roles are filled;
- B. Preside in the absence of the President;
- C. Audit organization books monthly (verify bank statements and checkbook balance and verify accuracy of cancelled checks via review of financial binder in choir office);
- D. Assist the Treasurer in preparing tax exempt, IRS, or state sales tax form as required by law.

**Section 3:** It shall be the duty of the Secretary to:

- A. Record the minutes at all meetings of the organization, distribute copies of minutes to any officer not in attendance within one (1) week of the scheduled meeting date, post minutes at least one week prior to the next meeting of the elected representation for review, and post meetings minutes one week prior to the any meeting of the general membership.
- B. See that all notices are duly given in accordance with the provision of this Constitution and Bylaws or as required by law;
- C. Be provided copies of all correspondence issues in the name of the organization;
- D. Manage the official Centennial Choir Booster Club email account.

**Section 4:** It shall be the duty of the treasurer to:

- A. Have charge and custody and be responsible for all the fund of the organization;
- B. Keep books of account and records including bank statements, receipt, budgets, and invoices, paid receipts, cancelled checks, and the check register for five (5) years;
- C. Maintain checkbook records (including categorized expenses and deposits) in CHARMS
- D. Make distributions and reimbursements as authorized by the President or Executive Committee and keep all completed check request forms as part of the financial records;
- E. Verify that all reimbursements and distributions are in accordance with the budget approved by the organization or have been approved by action of the Executive Committee
- F. Sign on all checks (along with the authorized signer, two signatures shall be required all checks; the Treasurer shall sign all checks unless unavailable);
- G. Present an itemized financial statement at all general meetings, Executive Committee meetings, and at other times when requested by the organization or Executive Committee;
- H. Meet with the auditing committee during the month of June;
- I. Transfer all books and accounts to the incoming treasurer prior to July 1 start of the next financial year;
- J. Insure copies of all bank statements (including copies of deposits and disbursements) are placed in the financial binder in choir office monthly;
- K. Insure all reimbursements are made only with a store receipt and completed check request form;
- L. Prepare required tax exempt, IRS, or state sales tax forms as required by law.

**Section 5:** It shall be the duty of the Assistant Treasurer to perform all duties as requested by the Treasurer in support of the organization's objectives and the office of Treasurer.

**Section 6:** It shall be the duty of the Volunteer Chairperson to:

- A. Work to enlist services of volunteers to help with projects and events of the sponsored by this organization
- B. Access and manage volunteer information through the CHARMS data management system.

**Section 7:** It shall be the duty of the Fundraising Chairperson to:

- A. Be in charge of all activities held in the effort of raising money for the organization;
- B. Work with the President and Choir Director(s) to investigate and evaluate opportunities for fundraising that will meet the goals of the organization;
- C. Present fund raisers to the Executive Committee and Officers for approval; no contract shall be entered into by the organization without Executive Committee and Officers' approval;
- D. Provide a copy of the signed contract to the president and treasurer;
- E. Secure the choir director(s) and principal's approval of all fundraiser dates;

- F. Submit the fundraiser approval form to the office of the BISD Chief Financial Officer, as outlined in the BISD booster club guidelines;
- G. Coordinate with Choir Director(s) and Volunteer Chairperson the delivery of fundraising products and implementation of fundraising prizes and/or special events.

**Section 8:** It shall be the duty of the Public Relations Chairperson to:

- A. Be in charge of all activities held in the effort of promoting the activities of the organization;
- B. Work with the President and the Choir Director(s) to investigate and evaluate opportunities for publicity to meet the goals of the organization;
- C. Coordinate all communications with the Choir Director(s) and other vested parties, as necessary to including but not limited to the Executive Committee, CHS Administration, the BISD Public Relations Department and or School Board.
- D. Develop and maintain digital media platforms to include, but not limited, to social media outlets (Facebook, Instagram, etc.) and/or web pages sponsored by the organization.

**Section 9:** It shall be the duty of the Special Events Chairperson to:

- A. Coordinate with choir director(s), Executive Committee, and volunteer chairperson to plan special events sponsored by the organization.
- B. Work within established budget for special events and present an expense report sponsored events at each meeting. Any expenses in excess of approved budget amounts require approval of the Executive Committee prior to their remittance.
- C. Coordinate and communicate details and volunteer needs with the appropriate chairpersons for the efficient and successful production of each event.

**Section 10: It shall be the duty of the Uniform Chairperson to:**

- A. Organize and maintain student uniforms of the CHS Choral Department
- B. Coordinate with the Choir Director(s) to schedule any cleaning, repairs, and/or alterations required throughout the course of the school year.
- C. Assist the Choir Director(s) with planning and organization of Get-Fit Day activities, to include, but not limited to: fitting of student uniforms, assignment of student uniforms, assessment of uniform needs, and distribution of student uniforms;
- D. Collection and assessment of student uniforms at the end of each school year.

**Section 11:** It shall be the duty of the Parliamentarian to:

- A. Attend all meeting of the organization and advise on matters of parliamentary procedure when requested;
- B. Always be a Senior Choir Director of the school;
- C. Serve on the nominating committee;
- D. Be a non-voting member except as a member of the nominating committee.

**Section 12:** All officers shall:

- A. Perform the duties outlined in these bylaws and are assigned by the President or the organization;
- B. Deliver to their successors or the President all official materials related to their office no later than July 1 of each year (unless returning to the same position);

- C. Provide input during budget discussions as to any adjustments, additions, or savings related to their area of responsibility;
- D. Adhere to all financial regulations and budget guidelines established for the execution for their duties and will seek Executive Committee approval for any expenditure in excess of the approved budgeted amounts.

### **Article 10: Meetings**

**Section 1:** General meetings of this organization shall be held a minimum of four (4) times during the school year with five day's notification prior to any meeting.

**Section 2:** Booster Club Officers will convene monthly on the 2nd Thursday with the option to call additional meetings as needed by the President providing a five-day notice has been given.

**Section 3:** A simple majority of the membership of Executive Committee of the organization shall constitute a quorum for the transaction of business at any meeting of the membership or Executive Committee respectively. If a quorum is not present, any motions presented must pass by a two-thirds majority of those in attendance.

**Section 4:** The election of new officers shall occur in May. All Outgoing and incoming officers should be in attendance at the meeting immediately following this election. Any documents necessary for the efficient transition of government shall be exchanged at this time.

### **Article 11: Financial Management**

**Section 1:** Budget Process:

- A. The Executive Committee shall hear from individual officers and discuss requests for budget changes at a July meeting; and changes being made and a budget shall be adopted at this meeting or secondary meeting held prior to the starting date of the school year;
- B. The organization will compile a balanced budget based upon realistic income and expense estimations;
- C. The budget shall be managed through CHARMS and posted electronically upon the approval of the general membership.

**Section 2:** Annual Auditing Committee shall:

- A. Consist of three (3) members elected by the Executive Committee; the treasurer will not be part of the committee but will be available to answer any questions;
- B. Present an audit of the Treasurer's books and report to the Executive Committee two weeks prior to the July meeting and no later than the first general meeting of the fiscal year;
- C. Meet at least two (2) weeks prior to the May general meeting;
- D. Shall post its report for the organization at that time.

### **Article 12: Fiscal Year**

The fiscal year of the organization shall begin on July 1 and end June 30.

### **Article 13: Amendments**

These bylaws may be amended or revised at any general meeting of the organization, provided a quorum is present; or by a two-thirds vote of the members present and voting. Notice of the proposed amendments shall have been provided to the Executive Committee fourteen (14) days prior to the meeting at which the amendment is voted upon.

### **Article 14: Liability**

No director, officer, or member of the corporations shall be personally liable for any debts or obligations of the corporation, past or present.

### **Article 15: Dissolution**

The organization may be dissolved upon a vote of at least four of the then existing members of the Executive Committee, or by the Superintendent in conjunction with the Principal and the Choir Director(s). Upon dissolution of the corporation, any assets of the organization shall be donated to Centennial High School or a succeeding Centennial High School Choir Booster program, in accordance with regulations in Article 4 and which must be qualified under IRS 501(c)(3) regulations or shall otherwise be disbursed according to IRS guidelines indicated in Article 4.