## BYLAWS

**Royal Oak High School Choir Boosters**

Adopted:

## Article I Name

The name of this organization shall be Royal Oak High School Choir Boosters.

## Article II Objectives

The Objectives of this organization shall be:

1. To broaden and support the vocal education experience of Royal Oak High School (ROHS) choral students.
2. To encourage interaction between parents, teachers, and students in the ROHS choral program.
3. To support an enthusiastic interest and promote a volunteer network in all phases of the ROHS choral program.
4. To sponsor and support social and educational programs and activities for ROHS choral students.
5. This organization shall be perpetual.

## Article Ill Basic Policies

The following are basic policies of the organization:

1. The organization shall be noncommercial, nonsectarian, and nonpartisan.
2. The organization or members in their official capacities shall not endorse a commercial entity or engage in activities not related to promoting the Objectives of the organization.
3. The organization or members in their official capacities shall not - directly or indirectly participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
4. The organization shall work with the school to provide quality vocal education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities.
5. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code.

## Article IV Membership

The membership shall consist of all parents of students enrolled in the ROHS choral program and the ROHS choral director.

# Article V Executive Board

1. There shall be an Executive Board (the "Board"), which shall have general supervision of the affairs of this organization.
2. The members of the Board shall be each of the elected Officers, Committee Chairpersons, and the ROHS Choral Director.
3. The Executive Board shall meet monthly or at any time upon call of the President to consider matters brought before it.
4. In addition to those who are members thereof, any other person may attend any meeting of the Executive Board and may have a voice in deliberations but shall not vote on matters before it for determination.

# Article VI Officers

1. The elected officers of this organization shall be the President, Vice-President(s), Recording Secretary, Corresponding Secretary and Treasurer.
2. The officers shall be elected by the members of the organization at the May meeting and shall take office July 1.
3. In the event a vacancy occurs during the school year in any of the elected offices, the vacancy shall be filled by the Executive Board by majority vote. The person thus elected will serve until the members of the organization elect a successor at the next General Meeting.
4. No member shall hold the same elective office more than two consecutive years.

# Article VII Duties of Officers

1. The President shall preside at all meetings of this organization, except meetings of committees and shall perform such other duties as shall be delegated by the Executive Board.
2. The Vice President(s) shall assume the duties of the President at meetings of the organization in the event the President may be absent and shall succeed to the office of the President in the event the President becomes unable to perform the duties thereof. The Vice President(s) shall coordinate special events including, but not limited to, the choir concert afterglow events.
3. The Recording Secretary shall record the minutes of all meetings of this organization, except meetings of committees, and shall perform such other duties as shall be delegated by the Executive Board. The Recording Secretary shall serve as standing Bylaws Chairperson.
4. The Corresponding Secretary shall be responsible for the preparation and dispatch of all notices that are sent by this organization, shall attend to all official correspondence, and shall perform such other duties as shall be delegated by the Executive Board.
5. The Treasurer shall receive all funds to the organization and shall keep the same in accounts in the name of this organization with such financial institutions as the Executive Board shall determine. The Treasurer shall pay all bills covered in the approved budget. The Treasurer shall keep records of individual student accounts. The Treasurer shall submit a financial report at each Executive Board Meeting and file necessary tax returns.
6. The President, Vice President(s), and Treasurer shall be identified to have check signing privileges.

# Article VIII Nomination and Election of Officers

1. A committee of at least three individuals including the director shall be appointed by the President to nominate persons for Officer positions.
2. The Nominating Committee shall propose nominations at the April meeting. Any member of this organization may make a nomination for any office from the floor during this meeting following the report of the Nominating Committee. Persons nominated shall be contacted, assent to the nomination and agree to serve if elected to the office.
3. Nominations will be distributed to the General Membership no less than thirty (30) days prior to the May General Meeting.
4. A majority of those members of this organization present at the May General Meeting shall be required to elect a nominee to any office, provided members present constitute a quorum.

# Article IX Compensation

Membership in this organization is entirely voluntary. No compensation will be paid to any officer or member.

# Article X General Membership Meetings

The Executive Board shall fix dates in September and May for the General Meetings of this organization and set the time and place thereof.

# Article XI Quorum

A majority of the members of the Executive Board, including a minimum of three elected officers shall constitute a quorum for all meetings.

# Article XII Budget

1. An annual budget for this organization, setting forth a general estimated income and proposed expenditures, shall be prepared by the Executive Board for submission to the members of this organization for their approval or other action at the September General Meeting.
2. Any expenditure exceeding the approved budget over $50.00 must be approved by the Executive Board.
3. The books of the Treasurer shall be audited annually by an auditor who, satisfied that the Treasurer's annual reports is correct, shall sign a statement to that effect.

# Article XIII Committees

There are hereby established six (6) Standing Committees: Fundraising, Flower Sales, Wardrobe, Advertising, Ticket Sales and Scholarship. Any or all of the Officers may volunteer to lead or participate on these committees. Non-Board members can also volunteer to these committees. The President, with the majority vote of the Board, may add standing or ad hoc committees.

The Chair(s) of each Committee shall attend and report at each Board Meeting.

1. The Fundraising Committee shall sponsor fundraising activities which generate funds to provide enrichment activities for all students enrolled in the ROHS Choir Program. The Committee may also sponsor fundraisers that provide an opportunity for students to raise money for individual student accounts.
2. The Flower Sales Committee shall be responsible for sales of flowers at concerts.
3. The Wardrobe Committee shall be responsible for assisting the Choral Director with choir performance clothing as needed.
4. The Advertising Committee shall be responsible for advertising choral concerts and other fundraising events to the public.
5. The Ticket Sales Committee shall be responsible for the sales and distribution of tickets for choral concerts and security at concerts.
6. The Scholarship Committee shall consist of no less than three members, at least one being a member of the Board appointed by the President. Parents of any student submitting a scholarship application shall not be allowed to serve on this Committee.

# Article XIV Student Accounts

1. Opportunities may be presented by the Fundraising Committee for students to earn funds by their direct involvement in a fundraising activity. All monies raised in such activities shall be kept in the organization's bank account and the Treasurer will keep a separate record of student funds. The records of student accounts will be always available for audit including the September and May General Meetings.
2. Student funds will be reimbursed for expenses that include, but are not limited to:
   1. Choir clothing and/or other required performance items
   2. Choir field trip tickets/workshops
   3. Purchase of music for choir competitive activities
   4. Choir trips and fees
   5. Reimbursement of private vocal lessons
3. Unused student funds will revert to the organization's general account in September in any of the following circumstances:
   1. The student graduates in the prior school year and does not have a sibling currently enrolled in the high school choir program. If a sibling remains, the funds will be transferred into an account in their name.
   2. The student withdraws from the ROHS Choral Program.
   3. The student moves out of the ROHS District.

# Article XV Dues

There shall not be dues required of members of this organization.

# Article XVI Amendments

1. Amendments to these bylaws may be proposed by the Executive Board, or by not less than ten (10) members of this organization by a writing setting forth the proposed amendment, signed by and delivered to the Recording Secretary.
2. Action on proposed amendments shall take place at the next following General Meeting, provided written notice of such proposed amendments is given two weeks in advance by the Recording Secretary to the entire membership.
3. An amendment shall be adopted when it is approved by the affirmative vote of not less than two-thirds (2/3) of the members present, provided members present constitute a quorum.
4. At a minimum, a committee of Board members appointed by the President shall review the Bylaws every two years.

# Article XVII Authority

The rules set forth in Robert's Rules of Order as revised shall govern the procedures of this organization.

# ARTICLE XVIII Dissolution

In the event of dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to

one or more non-profit funds, foundations, or organizations which have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.