

# By Laws - Plainfield High School Choral Boosters

## ARTICLE 1: NAME

- The name of the organization, association or corporation shall be the "Plainfield High School Choral Boosters.", hereinafter referred to as the "Organization".

## ARTICLE 2: PURPOSE

- The purpose of the Organization is to support the advancement of the educational efforts of the Plainfield High School choral program.
- The Organization is exempt from Federal income taxation under the provisions of Section 501(c)(3) of the Internal Revenue Code.

## ARTICLE 3: GOVERNANCE

- Under the provisions specified in these bylaws, the Organization shall be governed by the Executive Board and the membership in cooperation with the choral director.

## ARTICLE 4: MEMBERSHIP

- All parents/step-parents/ guardians of students who are currently participating in the choral program shall be eligible for membership.
- Membership shall be for the period their child is actively participating in the choral program
- Each member in attendance shall have one vote on any matter under consideration by the membership at a meeting of the membership. There shall be no proxy voting.
- Any person who does not have a child currently participating in the choral program and whose interest is to further the purpose of the Organization shall be free to attend Organization meetings to make comments and suggestions but shall not have a vote in matters under consideration.
- Business requiring consideration by the membership shall include election of officers (per Article 6), or any other matter deemed necessary by the Executive Board.
- There shall be no dues.

## ARTICLE 5: EXECUTIVE BOARD

### Section 5.1: Composition

- The Executive Board shall consist of Officers: President, Vice President, Secretary, Treasurer; and the following Chairs: Costume, Events, Fundraising, and Operations (Stage Manager).
- The choral director shall be an ex-officio member of the Executive Board and every committee; and shall be entitled to one vote in the event of a tie vote of the Executive Board.

### Section 5.2: Duties

- The principal officers shall consist of the President and the above-mentioned officers and chairs, refer to Section 5.1. There may also be such other subordinate officers and assistant officers and agents (committees) as may be deemed necessary and elected or appointed by the Executive Board or a board committee or chosen in such other manner as may be prescribed by these bylaws.
- All officers and chairs of the Organization shall have the authority to perform such duties in the management of the Organization provided by these bylaws as deemed necessary.
- The Executive Board shall be elected by the membership in collaboration with the Choral Director. Any subordinate positions shall be appointed by the Executive Board.

### Section 5.3: Term

- An Executive Board member's term of office shall be for a two-year period. The Executive Board may waive the term limit in the event that a two year-term Executive Board member wishes to be on the nomination slate for an open position.
- The term of office shall be from July 1st through June 30th of the second year.
- Newly elected officers shall begin a transitional period immediately following elections until their term of office begins and should use this time to attend Executive Board meetings, general meetings, and discuss their respective office and its duties and responsibilities with the current office holder

#### **Section 5.4: Removal**

- The Executive Board may recommend removal of an Executive Board member for reasonable cause by a majority vote by the Organization at a meeting called for that purpose and for which not less than 30 days' notice has been given.
- Reasonable cause shall include, but not be limited to, failure to attend Executive Board meetings without reasonable justification, lack of participation in the Organization activities or support for Organization purposes, or other reasons as deemed appropriate by the Executive Board.

#### **Section 5.5: Resignations**

- Any officer/ Chair or committee member may resign at any time by delivering notice to the Executive Board in writing. The resignation shall take effect upon delivery of the notice unless a later date is specified in the notice. This later effective date must be accepted by the Executive Board, otherwise the effective date is the date the notice was given.

#### **Section 5.6 Vacancies**

- Vacancies: Any vacancy in any office because of death, resignation, removal or any other cause shall be filled for the unexpired portion of the term by a vote of the remaining members of the Executive Board.

#### **Section 5.7: Compensation**

- No officer or other member shall be compensated for services to the Organization.

### **ARTICLE 6: ELECTIONS**

#### **Section 6.1: Election of President**

- The nominee for President shall be nominated by the current Executive Board President or Choral Director(s) and shall be elected in accordance with the procedures of the bylaws. No floor nomination for the President position shall be taken. To be considered a nominee for President of the organization, the nominee shall have served previously one year on the Executive Board, or as a committee chairperson or co-chairperson. The year served does not have to be within the current year.

#### **Section 6.2: Election Process**

- There shall be an annual approval of the Executive Board, consisting of Vice President, Treasurer, Secretary, Events Chair, Operations (Stage Manager) Chair, Fundraising Chair, and Costume Chair.
- The Nominating Committee of two (2), which assigned by the President, shall present a slate of nominees consisting of at least one member for each unoccupied Executive Board position no later than the last business day in April, regular or special membership meeting or at least thirty (30) days prior to the annual May meeting.
- If the slate of nominees is not approved, the Nomination Committee shall present a new slate of nominees at a special meeting.
- Nominations shall be taken from the floor after the report of the Nominating Committee.
- A majority vote of the Organization members in attendance who cast a ballot vote shall be enough to approve the presented slate of officers.
- The ballots shall be counted by a committee to two (2) members appointed by the President.
- The Executive Board shall be elected and announced at the May meeting.

#### **Section 6.3: Eligibility**

- Any member who is a parent/step-parent/guardian of any child who participates in the Plainfield High School Choral Program may serve as an officer.

#### **Section 6.4: Re-elections**

- Any officer may be appointed to fill the same, or any other office subject to confirmation via a majority vote of the membership.
- Two (2) year term limit may be waived by the Executive Board for this appointment.

### **ARTICLE 7: DUTIES OF OFFICERS**

#### **Section 7.1: President**

- The President shall be the principal executive officer of the Organization with primary authority in all areas and, subject to the Executive Board, shall supervise and control the management of the Organization in accordance

with these bylaws. The President shall preside at all meetings of the members. The President shall be an ex-officio member of all committees in the absence of the Vice-President.

#### **Section 7.2: Vice President**

- In the absence, disability, or resignation of the President, the Vice President shall perform the duties and exercise the powers of that office.
- The Vice President shall perform such other duties and have such other powers as may be prescribed by the President or other officer authorized by the Executive Board to prescribe the duties.
- The Vice President shall be responsible for reviewing the bank statement monthly.
- The Vice President shall be an ex-officio member of all committees.

#### **Section 7.3: Treasurer**

- The Treasurer, or designee, shall keep an accurate record of all receipts and disbursements, showing each activity separately, as well as a complete record of all funds.
- The Treasurer shall have the responsibility to make deposits for the Organization with a FDIC insured bank and make disbursements directed by the Executive Board and the Choral Director.
- The Treasurer shall be required to prepare a financial report on a monthly basis and present to the Executive Board or to any other internal or external groups or individuals as the Executive Board shall direct.
- The Treasurer shall be bonded and have the authority to sign checks.

#### **Section 7.4: Secretary**

- The Secretary, or designee, shall keep, as permanent records, minutes of all meetings of the Executive Board, a record of all actions taken by the members of the Executive Board without a meeting, and a record of all actions taken by a Committee of the Executive Board in place of the Executive Board on behalf of the Organization.
- The Secretary shall be responsible for all correspondence necessary for conducting the business of the Organization.
- The Secretary shall maintain official board records/documents such as, but not limited to, meeting agenda and minutes, member lists, actions to be taken, copies of Treasurer's reports, committee reports, insurance policies, and 501(c) (3) information.

#### **Section 7.5: Costume Chair**

- The Costume Chair shall oversee and coordinate all parent volunteers and committees related to costuming needs of the choral department in conjunction with the Choral Director.
- The Costume Chair shall preside at all parent meetings in cooperation with the President and Choral Director.

#### **Section 7.6: Events Chair**

- The Event Chair shall oversee all existing Plainfield High School Choral events and make recommendations of new and revenue generating events.
- The Event Chair shall coordinate all parent volunteers and committees related to choral department and Organization needs.
- The Events Chair shall preside at all parent meetings in cooperation with the President and Choral Director.

#### **Section 7.7: Fundraising Chair**

- The Fundraising Chair shall oversee fundraising projects and make recommendations for new and innovative ways of making additional income.
- The Fundraising Chair shall coordinate all parent volunteers and committees related to fundraising needs and preside at all parent meetings in cooperation with the President and Choral Director.
- The Fundraising Chair, in collaboration with the Treasurer, shall have the responsibility for the assignment of fund-raising monies supported by the Organization and work cooperatively with the Plainfield High School Treasurer regarding deposits and charges to the ECA account
- The Fundraising Chair shall oversee the generation of business/individual sponsorships.
- The Fundraising Chair shall preside at all parent meetings in cooperation with the President and Choral Director.

#### **Section 7.8: Operations Chair (Stage Manager)**

- The Operations Chair (Stage Manager) shall coordinate all parent volunteers and committees related to all choral stage activities and needs.
- The Operations Chair shall preside at all parent meetings in cooperation with the President and the Choral Director.

#### **Section 7.9 Additional Positions**

- The Executive Board, the President or such other individual authorized by the Executive Board, may appoint such other positions and agents, with such powers and duties as deemed necessary.

### **Section 7.10: Choral Director**

- The Choral Director shall act as a liaison between the Organization and the school authorities and has the authority to sign checks.

## **ARTICLE 8: ACCOUNTING CONSIDERATIONS**

### **Section 8.1: Specific Accounting Procedures or Conventions**

- The Organization shall keep financial records in accordance with a specific method of accounting for tax and financial purposes as determined by the Executive Board.

### **Section 8.2: Designation of Fiscal Year**

- The Organization shall operate on a fiscal year from July 1 through June 30th

### **Section 8.3: Financial Statements**

- The Treasurer shall present financial statements at Executive Board meetings.

### **Section 8.4: Student Accounts**

- Student account records are maintained to record each student's earned contribution toward any choral department related expense.
- Funds recorded in these accounts are NOT the property of individual students and may not be distributed to the student or family member.
- In the event a student moves, graduates, or otherwise ceases to participate in the Choral Programs, any unused funds in the student's account shall be moved to the student's choral sibling account and if no such sibling exists, funds may be moved to another choral student's account. If no such sibling exists and no other choral student's account is selected within 30 days of their last day in the choral program, the funds shall become a part of the Plainfield High School Choral Extra-Curricular Account.
- Debts owed by any graduating senior will be paid out of their student account if funds are present. All collection proceedings will be at the responsibility of Plainfield High School.

### **Section 8.5: Choral Department Scholarship Fund**

- The Choral Department Scholarship Fund shall be an account used for any choral student who demonstrates sufficient financial need as determined by confidential information presented to the Choral Director.
- A student/parent/step-parent/guardian may request financial assistance from the scholarship fund by completing and submitting the scholarship application to the Choral Director.
- The Choral Department Scholarship Fund may also be used to award scholarships to choral students at the discretion of the Choral Director and with the approval of the Executive Board.
- The Choral Department Scholarship Fund shall be supported by private donations, and fund-raisers. The Executive Board has the authority to allocate excess funds from the treasury to be used for the scholarship fund.

### **Section 8.6: Financial Review**

- The Executive Board shall have the responsibility to obtain an independent review of financial records as deemed necessary.

## **ARTICLE 9: KEEPING OF BOOKS AND RECORDS**

- The Organization shall keep as permanent records, including but not limited to, all financial records, reports and audits, minutes of all meetings of the members and Executive Board, a record of all actions taken by the members or Executive Board without a meeting, and a record of all actions taken by committee of the Executive Board in place of the Executive Board on behalf of the Organization.
- These records shall be available for review upon request from any Organization member.
- These records shall be kept in a designated place in the choral department for a minimum of 7 (seven) years.
- Records older than 7 years shall be destroyed.

## **ARTICLE 10: MEETINGS**

### **Section 10.1: Organization Meetings**

- Organization meetings shall be held the second Tuesday of each month, unless cancelled or rescheduled by the President of the Executive Board.
- A representation of at least ten (10) voting members at any Organization meeting shall constitute a quorum to vote upon any issue brought before the Organization

- If a quorum of at least ten (10) voting members at any Organization meeting are not present, a vote cannot be made upon any issue brought before the Organization.

### **Section 10.2: Executive Board Meetings**

- The Executive Board shall meet in a private session on a monthly basis unless otherwise designated.
- Regular meetings of the Executive Board may be held without written or official notice of the date, time, place or purpose of the meeting.
- A majority of the Executive Board members shall constitute a quorum for the transaction of business at any meeting of the Executive Board.
- Voting procedures, except as otherwise provided in the bylaws, an affirmative vote of a majority of the Executive Board shall be the act of the Executive Board. A member of the Executive Board may vote by absentee or voice vote from another location
- Other Organization members shall be permitted to attend these Executive Board meetings only at the invitation of the President or Choral Director(s).

### **Section 10.3: Special Meetings**

- Special meetings of the Organization may be called by the President, a majority of the Executive Board members, the Director(s) of the choral department, or 40% of the membership. Members must be notified no less than seven (7) days prior to any special meeting.
- In the event a person or persons desire(s) to call for a special meeting of the Executive Board, a notice of at least five (5) days shall be given and written notice provided to the Executive Board. Such notice need not describe the purpose for which the meeting is called.

## **ARTICLE 11: EXECUTIVE BOARD COMMITTEES**

### **Section 11.1: Membership**

- The Executive Board may take action to create committees. The Executive Board shall have the power at any time to increase or decrease the number of members of a committee, to fill vacancies on it, to remove any member of it, and to change its function or terminate its existence.

### **Section 11.2: Authority**

- A committee shall have and may exercise all authority delegated to it by the Executive Board creating such committee. A committee may formulate and recommend to the Executive Board for approval general policies regarding the management of the business and affairs of the Organization.

## **ARTICLE 12: CONTRACTS, LOANS, CHECKS AND DEPOSITS**

### **Section 12.1: Contracts**

- The Executive Board may authorize any officer or officers, or agent or agents to enter into any contract, after review of such contracts, or to execute and deliver any instrument on behalf of the Organization, and such authority may be general or confined to specific instances.
- Contracts must be written and signed by the contracted party, choral director, and appropriate Choral Booster member. Contracts may be negotiated by the Choral Director and submitted for approval by the Choral Booster board.
- This by-law specifically includes, but is not limited to choreographers, musicians, and any other parties receiving compensation from the Organization's treasury for their services.
- This contract must include at a minimum: compensation details, time requirements (attendance at rehearsals and performances), length of contract, and penalties for breach of contract.

### **Section 12.2: Loans**

- No loans shall be contracted on behalf of the Organization and no evidence of indebtedness shall be issued in its name.

## **ARTICLE 13: FUNDRAISING**

- All choral department fundraisers to benefit the choral department general fund, a specific choir, student accounts, or the choral department scholarship fund shall be announced prior to the start of the fundraiser.

- Guidelines will be announced and explained for each fund raiser and will specify how monies raised will be distributed to individual student accounts, the Organization general funds, specific choirs, or the Organization scholarship fund. All guidelines must be approved by the Executive Board prior to the start of the fundraiser.

**ARTICLE 14: GENERAL PROVISIONS**

**Section 14.1: Amendments to Bylaws**

- Except as otherwise provided herein, these bylaws may be amended or repealed, and new bylaws may be adopted by a majority of the Executive Board and presented to the Organization for discussion and vote.
- The Executive Board shall have no power to propose a bylaw which:
  - Requires more than a majority of members for a quorum at a meeting of members or changes the percentage votes required for action by the members on a matter,
  - Provides for the management of the Organization otherwise than by the Executive Board or a committee; or
  - Increases or decreases the number of members of the Executive Board.

**Section 14.2**

- The rules contained in Robert's Rules of Order, revised shall govern this association in all cases in which they do not conflict with the rules of this Organization.

**Section 14.3**

- The choral director and Executive Board, along with the advice of the Plainfield, School Board, shall have the final decision on the continued existence of the Organization.

**Section 14.4**

- In the event the Organization ceases to exist; an audit must be done of all accounts. All debts will be paid; and all remaining monies will be transferred to the Plainfield High School Treasurer for inclusion in the Choral Department Extra-Curricular account.

**ARTICLE 15: NONDISCRIMINATION**

- Pursuant to Indiana Code 22-9-1-10, the Civil Rights Act of 1964, the Age Discrimination Act in Employment Act, and the Americans with Disabilities Act, the Corporation, its Officers and Board members, contractors, and any grantees or sub-grantees shall not discriminate against any employee or applicant for employment with respect to the hire, tenure, terms, conditions, or privileges of employment or any matter directly or indirectly related to employment, because of the race, color, religion, sex, age, disability, national origin or ancestry or status as a veteran.

By: (Printed Name) \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_