

# PANTHER CHOIR BOOSTER CLUB BYLAWS

*(updated May 2021)*

## **Article I - Name & Purposes**

Section 1. The name of the organization shall be Panther Choir Booster Club.

Section 2. The Purpose of the organization:

- A. To support the music education and enrichment of the students who participate in the Colleyville Heritage High School choral program and in the school at large;
- B. To promote parental understanding of the students' activities and opportunities and the objectives of the choral program and to secure closer contact and communication among parents, students and the choral staff;
- C. To promote music culture in the community by fostering concert attendance and public support of choir activities, and
- D. To provide supplemental funds and the means to render financial aid in areas not provided for in the Choral Department budget, but necessary for realizing the objectives of the CHHS choral program.
- E. To support the Choral Department faculty, the Grapevine-Colleyville ISD Board of Trustees, and the administration of Colleyville Heritage High School (“CHHS”)

Section 3. This organization is organized and operated exclusively for charitable and educational purposes within the meaning of 501(c)(3) of the Internal Revenue Code.

## **Article II - Membership and Meetings**

Section 1. Parents and legal guardians of the members of the CHHS Choirs shall become members of the organization upon (a) their child's enrollment in the choral program, and (b) the payment of a membership fee set by the Executive Committee (as hereinafter defined).

Section 2. Any other person with a special interest in the CHHS choral program may become a non-voting member of the organization upon payment of a membership fee set by the Executive Committee.

Section 3. A minimum of three (3) meetings of the general membership per school year shall be

held during the months of August, February, and May at times and places designated by the Executive Committee with a minimum of 5 days notice given to the membership.

Section 4. A quorum for all general meetings of the organization shall consist of the members in attendance. A quorum for the Executive Committee shall consist of a simple majority of the members of the Committee.

### **Article III - Executive Committee**

Section 1. The Executive Committee (herein so called) shall consist of the Officers, Chairs, Directors, and Immediate Past-President. The Choral Directors shall be ex-officio, non voting members of the Executive Committee. In the event that a student choir member leaves or is permanently removed from choir, the related Executive Committee Member must resign by the next Executive Committee Meeting. Replacement of that office will be made by the rules below. Executive Committee Members must be in good standing and members of the organization by October 1st.

Section 2. The Executive Committee shall be governed by a majority rule.

Section 3. The Executive Committee shall have the power to transact all business of the organization between regular meetings of the membership and any other business not otherwise provided for in these Bylaws or delegated to a special committee. The Executive Committee can not alter or reverse any action taken by the organization as a whole.

Section 4. The Executive Committee shall meet as deemed necessary by the President, the choral directors, or any two officers.

Section 5. The Executive Committee shall serve as the Budget Committee and shall present a proposed budget for approval by the general membership at the May meeting.

Section 6. The **President** shall preside at all meetings of the Executive Committee and the general membership, with full voting privileges. The President shall be an ex-officio committee member of all committees except the Nominating Committee and Audit Committee. The President shall be a signer on the organization's bank account. The President may create any committees not otherwise provided for in these Bylaws and shall appoint committee chairpersons with approval of the Executive Committee. The President shall perform all other duties usually assigned to the office. If the office of the President shall become vacant, the 1st Vice President shall assume the position until such time as regular elections are held.

Section 7. The **First Vice President (President Elect)** shall act in the absence of the President at meetings and shall be a signer on the organization's bank account. The First Vice President shall also perform any other duties assigned by the President.

Section 8. The **Second Vice President (Fundraising)** shall chair the Fundraising Committee. The Second Vice President shall appoint the Fundraising Committee and delegate responsibilities to each chairperson of each fund-raiser that the board approves. The Second Vice President shall also perform any other duties assigned by the President.

Section 9. The **Secretary** shall keep a record of all meetings of the Executive Committee and the general membership, and all other records and correspondence of the organization. He/she shall be responsible for publishing, distributing and maintaining the membership roster which will include the name, address, telephone number and e-mail address of each paid member in the organization's Google Drive.

Section 10. The **Treasurer** shall have charge of all funds, collect all dues, keep account of all monies and present a statement of account at every Executive Committee and General meeting for approval. The Treasurer shall also be responsible for the collection and disbursement of all funds as approved by the membership and/or Executive Committee. He/she shall maintain the organization's checking/saving account(s) and serve as a signer on the bank accounts. The treasurer will reconcile the bank account at the end of each month and generate a reconciliation report that is retained for audit. The duties of the Treasurer are further described in Article 7 hereof. No individual shall hold the Treasurer position longer than two (2) school years unless there are special circumstances and the general membership is notified of the reason and approves of the exception by vote.

Section 11. The **Assistant Treasurer** shall assist with and support the work and duties of the Treasurer. He/She will be designated as the person responsible for reviewing the organization's monthly bank statement at each Executive Committee meeting.

Section 12. The **Parliamentarian** shall assist with and support the work and duties of the President. The Parliamentarian shall advise the presiding officer on questions of parliamentary procedure in meetings, using the most recent copy of Robert's Rules of Order. The Parliamentarian will vote only when it is necessary to vote by ballot. The Parliamentarian will also serve as the chair of the Bylaws Review Committee when one is deemed necessary by the board to update the organization's Bylaws (at a minimum of every 5 years). This position is appointed by the President, if desired, with a simple majority approval from the elected officers.

Section 13. **Immediate Past President** shall be an ex officio member of the current Executive Committee and serve as a resource for past procedures and shall perform other duties as assigned by the President.

#### **Article IV - Election of Officers and Committee Chairs**

Section 1. Volunteers will be solicited from the general membership to serve on the Nominating Committee. By March 30th of each year, a Nominating Committee of at least three (3) members, in good standing, including one member of the Executive Committee, shall be approved by the membership. The Nominating Committee shall nominate one eligible person for each office of the Organization. After the Nominating Committee fulfills its duties and reports to the membership at the spring meeting, it will be dissolved.

Section 2. At the May Membership meeting, the Nominating Committee shall present the slate of officers to the general membership. Nominations must be open to the general membership and shall be accepted from the floor. Only members who have consented to serve shall be eligible for nomination.

Section 3. Officers shall be elected by a simple majority. The election for any officer for which there is more than one candidate shall be by written ballot.

Section 4. New officers shall take office on July 1st and serve for one year. If a vacancy occurs in any office, except the President, it shall be filled by approval of the Executive Committee.

Section 5. Nominations and elections shall proceed office-by-office as follows: nomination(s) and election of the 1st Vice President - President Elect; 2nd Vice President - Fundraising; Secretary; Treasurer; and Assistant Treasurer. A member in good standing who is nominated for one position but not elected may then be nominated for another position. If there is only one nomination for each office, the slate may be voted on as a whole.

#### **Article V - Finances**

Section 1. The fiscal year of the organization is July 1st through June 30th of the following year.

Section 2. The Treasurer will follow cash accounting principles and use a double entry system of

bookkeeping. Software (such as Quicken) or another similar program is required.

Section 3. The Assistant Treasurer will be responsible for collecting Choir payments and entering them into Charms (or replacement thereof) on a timely basis. The monies collected shall be promptly given to the Treasurer for deposit along with a printout of the Charms documentation.

Section 4. There will be three signatories on the bank account. The Assistant Treasurer will not be a signatory on the bank account.

Section 5. The Treasurer will prepare and distribute a financial report at each Executive Committee meeting and at each general membership meeting. The report shall detail the source and amount of all revenue collected in that month as well as the expenditures for the month. In addition, the report shall indicate the beginning and ending bank balances for the month. The balances shall tie back to the reconciled bank statement and preceding Treasurer's report.

Section 6. Debit cards are prohibited.

Section 7. Revenues/Deposits:

A. All funds should be logged into Charms (or replacement program) whenever possible and on a timely basis.

B. If funds are not entered into Charms (or replacement program), e.g., for a general fundraiser/event where the revenue is not associated with student accounts, the Treasurer must create detailed documentation listing all checks and cash and retain those records for audit.

C. All funds must be deposited in the bank within three (3) banking days and should tie back to Charms data or other detailed documentation.

D. Cash from fundraisers shall be tallied by two people other than the Treasurer.

E. All deposits should have detailed supporting documentation listing all checks and cash indicating where the funds originated and to which budget categories they are assigned. The event chair should retain a copy of the deposit document in his/her records.

Section 8: Disbursements:

- A. All disbursements should have proper substantiation, i.e., a vendor invoice or completed check request form with receipts attached.
- B. Two authorized signatures shall be on all checks over \$500.00. Officers who are related by blood or marriage may not be co-signers on any check or expenditure authorization.
- C. Checks should never be signed by the individual to whom they are made payable nor should the payee be related (by blood or marriage) to the signer.
- D. All bills should be paid by check, never cash.

Section 9. Checks should never be made payable to “Cash”. Startup funds should be made payable to the person responsible for the cash.

Section 10: The Executive Board shall present to the membership at the last regular meeting of the membership a budget of anticipated revenue and expenses for the upcoming year. This budget shall be used to guide the activities of the organization during the year, including serving as approval for anticipated expenditures. The budget may be amended by no more than 10% with the approval of the Executive Committee. Any substantial deviation from the budget must be approved in advance by the membership.

Section 11. At the close of the organization's fiscal year:

- A. The Treasurer shall prepare an annual financial report covering the entire fiscal year.
- B. The Treasurer will submit a copy of the following treasury records to the Audit Committee no later than three weeks after the end of fiscal year:
  - i) All detailed deposit documents;
  - ii) All check requests with invoices/receipts and other documentation attached;
  - iii) The check book and check register along with all unused checks and voided checks; and
  - iv) Copies of the approved Secretary's minutes of meetings.
  - v) Access to the organization's financials on the Google drive will be granted.

Section 12: At the end of each fiscal year, the books of the organization shall be audited by the Audit Committee of 3 members approved at the May General Membership meeting. Neither the Treasurer, the Assistant Treasurer, Secretary nor any other account signatory may be a member of the Audit Committee. After completing the audit, the committee will present its report at the first meeting of the Executive Committee and General Membership held after the conclusion of the audit. In the event a complete audit cannot be done due to the inadequacy or unavailability of the records, such facts shall be reported to the members of the organization.

#### **Article VI - Restrictions**

Section 1. No part of the net earnings of the corporation shall be to the benefit of or be distributed to any director, employee or other individual, partnership, estate, trust or corporation having a personal or private interest in the corporation. Compensation for services actually rendered and reimbursement for expenses actually incurred in attending to the affairs of this organization shall be limited to reasonable amounts.

Section 2. No substantial amount of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation and this organization shall not intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

#### **Article VII - Rules of Order**

The most recent issue of Robert's Rules of Order shall be the authority on all questions of procedure not specifically stated in these Bylaws.

#### **Article VIII - Amendments**

The Bylaws may be amended by a two-thirds vote at any regular or specially called meeting of the membership, provided that notice of the proposed amendment shall have been filed with the Secretary of the organization and a copy presented at the meeting preceding the one at which it is to be considered for adoption, or a copy of the proposed amendment has been sent to the general membership prior to the meeting at which it is to be considered for adoption.

#### **Article IX - Dissolution**

Upon dissolution of this organization, its assets shall be disposed of exclusively for the purposes of the corporation or distributed to such organizations organized and operated exclusively for charitable purposes which shall, at the time, qualify as exempt organization under section 501(c)

(3), or shall be distributed to the federal government, or to a state or local government, for a public purpose.

## **APPENDIX**

Duties of Standing Committees include maintaining budget limits without overages unless approved by the Executive Committee and the following details.

- A. The Banquet Committee shall be responsible for planning, organizing and implementing the end-of-year banquet. This committee will work with the Student Officers to plan the Banquet theme and activities. This committee shall report to the President.
  
- B. The Social Committee shall be responsible for coordinating special events involving the choir members, *i.e.* parties or outings. The chairman of this committee will work with the officers of each choir to ensure that their plans are carried out. This committee shall report to the President.
  
- C. The Communications Committee shall be responsible for obtaining publicity to promote concerts and fundraising events and to publicize the successes of the choirs. This committee shall report to the President.
  
- D. The Uniform Committee shall be responsible for issuing and collecting all uniforms and making recommendations regarding uniform replacement or refurbishment. This committee shall report to the President.
  
- E. The Fundraising Committee consists of multiple sub-committees responsible for proposing fundraising activities to meet the financial needs of the organization. The committee shall present its proposal to the Executive Committee at the August Executive



Committee meeting, and to the organization at its first meeting of the school year. The Vice President shall chair this committee.

- F. The Scholarship Committee shall consist of five (5) members, including two (2) members whose choir student is a freshman, two (2) members whose choir student is a sophomore, and one (1) member whose choir student is a junior. The Scholarship Committee shall be responsible for awarding student scholarships for college, as funds are available and as approved by the Executive Committee. The Scholarship Committee will present the form of scholarship application and its proposed method of awarding scholarships to the Executive Committee for approval no later than March 1 of each school year.
  
- G. The Hospitality Committee shall be responsible for creating a welcoming and supportive environment in the organization focusing on refreshments, meals, decor, and greeters. This committee shall report to the President. .