

BYLAWS

Of the

CARLSBAD HIGH SCHOOL CHORAL BOOSTERS

Article I. Name

The name of this organization shall be the Carlsbad High School Choral Boosters

Article II. Purpose

- Section 1. The purpose of the Carlsbad High School Choral Boosters is to promote and support the welfare of the students in the Choral Music Department; to promote and support the activities of the Carlsbad High School Choral Music Department; to sponsor and promote fundraising activities for the benefit of the Choral Department and the students; to sponsor activities that promote parent and community involvement in support of the Choral Department and the students; to promote and support choral music in the Carlsbad Unified School District and community.
- Section 2. The Choral Boosters is solely a support group for the choral students, Choral Department, and Choral Director. All decisions pertaining to the Carlsbad High School Choral program itself shall be according to the district, school, and departmental policies and solely in the hands of the Choral Director.
- Section 3. The Carlsbad High School Choral Boosters is a not for profit organization and is organized solely for charitable and educational purposes following the guidelines of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future Federal Tax Code.
- Section 4. No substantial part of the activities of this organization shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the organization shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.
- Section 5. The property of this organization is irrevocably dedicated to the charitable purposes and no part of the net income or assets of this organization shall ever ensure to the benefit of any officer or member thereof or to the benefit of any private persons.

Article III. Membership

There shall be three classes of membership in the organization:

- Section 1. The General Membership is limited to parents/guardians (maximum of two per Enrolled choral student) of students currently enrolled in the Carlsbad High School Choral Department, and to persons who demonstrate a genuine interest in the promotion of the choir program.
- Section 2. The Choral Board will be comprised of all Elected Officers, Appointed Officers, Choral Parent Representatives, Committee Chairpersons, and the Choral Director.
- Section 3. The Executive Board will be comprised of the President(s), Vice-President, Recording Secretary, Treasurer, Parliamentarian and the Choral Director.
- Section 4. The Choral Director is an ex-officio (non-voting) member of the Choral Board and Executive Board.

Article IV. Officers

- Section 1. Members of the Executive Board shall be elected officers of the Choral Boosters and consist of the President, Vice-President, Recording Secretary, Treasurer, Parliamentarian, and the Choral Director. These officers shall be elected annually and shall perform those duties prescribed by these bylaws and by the parliamentary authority adopted by the Choral Boosters, as defined in Article XI.

In addition to the Executive Board, other elected officials shall include Corresponding Secretary and Fundraising Chair.

- Section 2. The Nominating Committee shall consist of the Choral Director and three elected members and shall include the President. The duty of this committee is to develop a list of candidates for offices to be filled for the following year.
- Section 3. The officers of the Choral Boosters shall be selected from a voluntary list of the general interested membership, and shall serve in such positions a minimum of one year, or until their successors are elected, and the term of office for each position shall begin on July 1st before the start of each school year.
- Section 4. Vacancies in any office, except President, shall be filled from the Volunteer list by the President and with the approval of the Executive Board.
- Section 5. No member shall be elected or retained as an officer of the Choral Boosters unless that person has a student currently enrolled in and in good standing in the Carlsbad High School Choral program and to persons who demonstrate a genuine interest in the promotion of the choir program.

- Section 6. Officers may be elected by voice vote and acclamation where there is but one candidate for an office.

Article V. Duties of Elected Officers

Section 1. President

- A. Shall preside as Chair at all meetings of the Choral Boosters, the Choral Board and the Executive Board; and
- B. Shall enforce a due observance of the By-laws and parliamentary authority adopted; and
- C. Shall oversee that the duties of all officers, chairs and committees are properly executed; and
- D. Shall call special meetings and appoint special committees as needed; and
- E. Shall appoint, with the approval of the Executive Board, any replacements for vacancies on the Choral Board or Executive Board.
- F. Shall be an Ex Officio member of all committees.

Section 2. Vice-President

- A. Shall assume all duties of the President in his/her absence; and
- B. Shall assume the office of the President if the President resigns or is removed; and
- C. Shall prepare, distribute, collect and oversee the counting of ballots in all cases where ballots are required; and
- D. Shall perform such other duties as may be assigned by the President and/or required by the laws and usages of the Choral Boosters.

Section 3. Recording Secretary

- A. Shall keep an accurate written record of all the proceedings of the Choral Boosters; email the minutes and notify the membership of upcoming meetings at least seven days prior to the next monthly Board meeting; and
- B. Shall see that all official government filings are made on a timely basis; and
- C. Shall maintain the Choral Booster' official membership roll Shall maintain a current and accurate list of all existing committees and their members; and
- D. Shall in the absence of the President and Vice-President, call the meeting to order and preside until the election of a Chairman Pro Tem; and
- E. Shall perform such other duties as may be assigned by the President and/or required by the laws and usages of the Choral Boosters.

Section 4. Corresponding Secretary

- A. Shall handle all correspondence at the discretion of the President of the Executive Board; and

- B. Shall maintain the Choral Booster' official membership roll and notify the membership of meetings; and
- C. Shall perform such other duties as may be assigned by the President and/or required by the laws and usages of the Choral Boosters.

Section 5. Treasurer

- A. Shall receive and deposit all funds received by the Choral Boosters in the CHS CHORAL BOOSTERS account; and
- B. Shall make all disbursements of the Choral Boosters funds as provided for in the By-Laws; and
- C. Shall maintain an accurate and current accounting of all financial transactions pertaining to the Choral Boosters; and
- D. Shall prepare and present up-to-date financial reports at each General Booster meeting and each Executive Board meeting; and
- E. Shall perform such other duties as may be assigned by the President and/or required by the laws and usages of the Choral Boosters.
- F. In the event that no qualified person volunteers, the board may seek an outside person to fill the position at the expense of the organization through organizational funding.

Section 6. Fundraising Chairperson

- A. Shall develop an annual fundraising plan and schedule and oversee all fundraising activities; and
- B. Shall perform such other duties as may be assigned by the President and/or required by the laws and usages of the Choral Boosters.

Section 7. Parliamentarian

- A. Shall ensure that all official meetings are run in accordance with the most current edition of Robert's Rules of Order, Newly Revised Ed.; and
- B. Shall perform such other duties as may be assigned by the President and/or required by the laws and usages of the Choral Boosters.

Article VI. Appointed Officers and/or Positions

Section 1. Publicity Chairperson

- A. Shall oversee the general marketing of all Choral Department activities and events including establishing and maintaining appropriate contacts with local media; and
- B. Shall perform such other duties as may be assigned by the President and/or required by the laws and usages of the Choral Boosters.

Section 2. Wardrobe Chairperson(s)

- A. Shall oversee the costuming and outfitting of each of the Choral groups; and
- B. Shall perform such other duties as may be assigned by the President and/or required by the laws and usages of the Choral Boosters.

Article VII. Choral Parent Representatives (Appointed)

Section 1.

- A. The Choral Parent Representatives shall represent their respective group at Choral Board meetings.
- B. Maintain current list of student contact information
- C. Working in conjunction with the Volunteer Chairperson, assist with coordinating parent volunteers for choral group activities.

Article VIII. Committee Chairpersons (Appointed)

- Section 1. Concert Coordinators shall, along with the Director and the President(s) shall oversee all aspects of the Choral Department concerts.
- Section 2. The Choral Banquet Chairperson shall, along with the Director, oversee all aspects of the annual Choral Department Banquet in June.
- Section 3. The Volunteer Chairperson shall be responsible for developing and maintaining a current list of volunteers for such things as back stage help, runners, box office, decorations, hospitality, chaperones, etc. in conjunction with the Choral Parent Representatives.
- Section 4. The Chaperone Chairperson shall be responsible for coordinating chaperones for all events.
- Section 5. The Transportation Chairperson shall be responsible for coordinating transportation of students and equipment for all events.
- Section 6. The Tickets Chairperson shall be responsible for coordinating the ticketing for all Choral Department events, including printing, distribution and collection, as well as overseeing the box office.
- Section 7. The Star Grams Chairperson shall be responsible for coordinating the Star Grams Scholarship program.

Article IX. Meetings

- Section 1. General Membership meetings will be held once per month on the day designated by the Executive Board during the first meeting of the school year. The Choral Director and all members of the Choral Board shall attend, unless it is concluded that none of the business of a particular Chairperson is to be discussed. In such event, the Chairperson shall not be required to attend but may do so at his/her discretion.

- Section 2. The Annual Meetings for such organization shall be conducted during June of each year, and officers for the coming year shall then be selected by a simple majority of those General Members in attendance.
- Section 3. A Quorum, for the purpose of determining decisions of the majority of the organization, shall consist of the not fewer than three (3) Executive Board members and a simple majority of the other Choral Board members in attendance of a duly noticed meeting.

Article X. Finances

- Section 1. Checks of the organization shall be signed by the Treasurer and at least one other authorized Board member.
- Section 2. All accounts of the organization shall be audited (independent financial review) annually and a report shall be presented and accepted at the first general meeting in September.
- Section 3. The Executive Board shall establish a balanced budget for each year prior to the first general membership meeting in September to be noted on and accepted by a quorum at that meeting.
- Section 4. Any non-budgeted expenditures shall be authorized only by a two-thirds (2/3) majority of the Choral Board members in attendance at a duly noticed Choral meeting.
- Section 5. Choral Board approval is required for all fundraisers made on behalf of or in the name of the organization.
- Section 6. The fiscal year for the Choral Boosters shall begin on July 1 of each year and run through June 30 of the following year.

Article XI. Parliamentary Procedure

The rules contained in the most current edition of Robert’s Rules of Order, Newly Revised Ed., shall govern the organization in all cases in which they are applicable, and in which they are not inconsistent with these bylaws, the rules of order which the organization may from time to time adopt.

Article XII. Amendment of Bylaws

These bylaws may be amended at any meeting of the organization by a majority vote of two-thirds (2/3) of those members in attendance, provided that a quorum of the Choral Board is present and that all members of the General Membership have first been given written notice of the proposed amendments(s) in advance of such meeting.

Article XIII. Indemnification

To the fullest extent permitted by law, this organization shall indemnify its officers and employees against all expenses, judgments, fines, settlements, and other amounts actually and reasonably incurred by them in connection with their duties as an agent of the Choral Boosters.

Article XIV. Dissolution of the Organization

Upon dissolution or winding up of the organization, all assets remaining after payment, or provision for payment, of all debts and liabilities of this organization shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501(c) (3) of the Internal Revenue Code.

THESE BYLAWS OF THE CARLSBAD HIGH SCHOOL CHORAL BOOSTERS ARE HEREBY ADOPTED THIS 3RD DAY OF SEPTEMBER, 2003.

Adopted by:

Dr. Kerry Burtis, Choral Director

Cherryl Johnston, President

Diane Maple, Recording Secretary

Dated 09-09-03

By-Laws Committee

Shirley Cole

Barbara Foulk

Hasmik Rakijian

Janice Mohseni

**Amendments to the CHS Choral Boosters Organization Bylaws
October 8, 2011**

2011-12 Bylaws Committee

Lisa Cabrera

Darin Vey

Carol Vey

Mindy Gideon

Schedule H

Organizations providing Scholarships, Fellowships, Educational Loans, or Other Educational Grants to Individuals and Private Foundations Requesting Advance Approval of Individual Grant Procedures.

1a. We give small scholarships to graduating seniors pursuing a music major in college.

1b. The amount varies from \$200 to \$250 dependent upon Star Gram revenues and number of applicants. The purpose of the Choral Booster Music Scholarship is to help with college costs.

1d. We announce to the graduating seniors in choral classes that the scholarships are available if they write a request stating why they deserve a scholarship. Any senior pursuing a music major in college who submits a request is granted a scholarship.

1e. We have no solicitation announcements.

1f. We have no application.

2. Any choral student who is a graduating senior is eligible.

3. There are no requirements other than showing a bill indicative of college registration pursuant to a music major and payment for tuition.

4. There is no supervision as it is a small one time scholarship.

5. The choral director decides eligible students and submits scholarship names to the Carlsbad High School ASB Secretary

6. Any choral student who is a graduating senior and is pursuing a music major in college is eligible, thus a child of a board officer could be eligible.

Updated November 3, 2014