

**BYLAWS  
OF THE CHOIR BOOSTER CLUB  
OF CENTRAL HIGH SCHOOL (SAN ANGELO, TX)**

**Adopted May 27, 1998  
Revised August 27, 2015**

**ARTICLE I**

**NAME**

The name of this organization shall be “Central High School Choir Booster Club”, which may also be referred to as “CHS CBC” but only in informal correspondence.

**ARTICLE II**

**PURPOSE**

This organization shall be operated as a non-profit organization exclusively for the support of musical education, and as such, shall exist to fulfill the following objectives:

1. To build and maintain an organization of citizens who will help promote the support of the general activities of the Choral Department at Central High School (CHS);
2. To stimulate and sustain an enthusiastic interest in the CHS Choir Program among parents, choir members, the general student body, the school administration, and members of the community;
3. To lend all possible support, both moral and financial, to the Choir Program at CHS;
4. To provide and promote fundraising activities for the support of the CHS Choir Program;
5. To participate in any and all activities that promote or support the CHS Choir Program;
6. To cooperate and facilitate communication with and between all Choir Program stakeholders: the directors, the campus administration, the SAISD Board of Education, and the parents/guardians of all CHS Choir members;
7. To accept, hold, and enjoin donations, devices, bequests, grants, and trusts for the use and benefit of the CHS Choir Program and the organization.

**ARTICLE III**

**MEMBERSHIP**

Membership in the organization shall be extended to any person interested in the progress and development of the CHS Choir Program. Those eligible for membership will become an active member upon the completion of their SAISD Volunteers in Public Schools (background check) Application and payment of any applicable membership dues.

Membership dues shall be paid by each member annually, the cost of which shall be determined each year by the Executive Board. The Executive Board may elect to waive membership dues for individuals or families that work a predetermined amount of service hours for the organization, or donate a substantial amount of time, money, or materials to the organization. In either case, a membership shall not become active and voting rights conferred until the full donation of the required time, money, or materials has been completed, the VIPS application has been approved, and membership application has been submitted.

### **Section 1: Family Membership**

Membership may be earned for a set of parents by only one parent completing the requirements for membership as set forth in Article III; however, for purposes of official votes, only one vote may be cast by the entire family.

### **Section 2: Individual Membership**

For any individual that complies and completes the requirements for eligibility of membership as set forth in Article III, full membership and voting rights will be conferred to said individual, regardless of their relationship to other members of the organization. This type of membership would allow both parents of a choir member to each pay dues (or work hours) and each have a vote.

### **Section 3: Business Sponsorship**

In addition to general membership, the organization may offer a business sponsorship at levels to be determined annually by the Executive Board. Business Sponsors are members without voting privileges.

## **ARTICLE IV**

### **OFFICERS**

#### **A. President:**

- Call and preside at all meetings of the general membership and the Executive Board
- Appoint Chairperson of all committees
- Assemble nominating committee
- Establish ad-hoc committees as needed
- Authorized to sign on all CHS Choir Booster bank accounts

#### **B. Vice-President:**

- Preside at any meeting where the President would normally preside in the absence of the President;
- Carry out duties assigned by the President;
- Notify all Executive Board members monthly to remind them about the meetings;
- Serve as President-elect and succeeds to the Presidency in the following year;

**C. Secretary:**

- Take minutes of the Executive Board and general membership meetings and distribute to the membership.

**D. Treasurer:**

- Keep an accurate record of all receipts and disbursements, showing each activity separately, as well as complete records of all funds in all checking and CHARMS accounts;
- All checking accounts will have authorized signature cards from only the President, Treasurer, and one other Board member.
- Treasurer's records shall be audited at the Board's discretion;
- Shall provide an annual report at the May general meeting, reflecting business as of April 30th; Collect money from all concessions operated by Choir Boosters and deposit in the bank;
- Maintain records pertaining to exempt tax status for the organization;
- Supervise the financial operation of the Booster club, including any assistant Treasurers.

**E. Past President:**

- Serve as an advisor and support to the current Executive Board.

**ARTICLE V**

**MEETINGS**

1. Notice of all meetings will be posted on the choir website or sent by email.
2. The date and time of the general membership meetings of this club shall be monthly or as determined by the Executive Board.
3. The Executive Board shall meet prior to each scheduled general membership meeting to determine the agenda of the general membership meetings, as President or Directors deem needed.
4. Special meetings may be called by the President.

**ARTICLE VI**

**EXECUTIVE BOARD**

1. An Executive Board of Directors, composed of the elected officers, committee chairpersons, and Past President, shall govern this organization. The Choir Director(s) shall serve as ex-officio members of the organization with no voting privileges.
2. The elected officers of this organization shall be as follows: President, Vice President, Secretary, and Treasurer. In addition, the Past President may serve as an officer of this

organization for a one-year period immediately following the conclusion of his or her term as President, if available.

3. The election and general responsibilities of the officers are described further in Article IV of these bylaws.
4. Any vacancies in an office will be filled by the Vice President until the Board appoints a successor to fill the unexpired term of that office.
5. A serving elected officer may be removed for cause from office by a two-thirds majority vote of the board.
6. To be an Executive Board member you must have a student that is currently active in the CHS Choir Program, with the exception of Past President. If, for any reason, a board member does not have a student active in the CHS Choir Program (other than Past President), but would like to remain in an officer position on the board, a two-thirds vote of approval by the active Executive Board would be required.
7. Each office or committee will have one vote.
8. Multiple people may share an office or committee chair position (e.g. co-Presidents); however, each office or committee shall have one vote, as set forth in Paragraph 7 of this Article.

## **ARTICLE VII**

### **COMMITTEES & ELECTIONS**

1. A Nominating Committee should consist of the appointed individuals as well as the President and Choir Director(s) so that they may prepare a list of appropriate candidates.
2. The procedures to be followed once the committee has met and a list of nominees has been selected:
  - The Nominating Committee chairperson should present the list of nominees for approval to the head of the CHS Choir Program;
  - A member of the Nominating Committee will contact nominees for their acceptance of the nomination for office;
  - The list of nominees will be presented at the year-end Executive Board meeting for approval. A special meeting may be called by the President, if necessary, to approve the list of nominees;
  - The list of nominees is then presented at the general year-end membership meeting where the CHS Choir Booster President shall ask the committee chairperson to place the list of nominees into official nomination for their respective offices. The nomination then proceeds according to Robert's Rules of Order where additional individuals may be nominated using parliamentary procedure.

- A motion to close nominations should then be presented and approved. Immediately following the closing of nominations, the elections should take place. The elections may be carried out by ballot or a show of hands.
3. Nominees for Executive Board positions may be elected for up to two consecutive one-year terms. The Executive Board may make exceptions in case of need.
  4. There may be a joint Board meeting between all new and outgoing officers following the election. The new officers begin their term at the June meeting.

## **ARTICLE VIII**

### **PARLIAMENTARY AUTHORITY**

1. Robert's Rules of Order, as may be revised from time to time, shall govern this organization when not in conflict with these bylaws.
2. An Executive Board quorum shall consist of 50% of the voting board positions plus at least one additional board member.

## **ARTICLE IX**

### **AMENDMENTS**

It may become necessary, from time to time to revise these bylaws. The bylaws may be amended by a two-thirds vote at any regular or special meeting providing that previous notice was given at the prior meeting in writing and then sent to all members of the organization by the secretary. Previous notice may be sent by postal mail, e-mail, or a post on the choir website.