

**Starr's Mill High School Choral Boosters
Articles of Organization and Bylaws**

ARTICLES OF ORGANIZATION

**Article I
NAME**

The name of this organization is the Starr's Mill High School Choral Boosters (SMHS Choral Boosters).

**Article II
PURPOSE AND OBJECTIVES**

The Starr's Mill High School Choral Boosters is an association organized to support the Starr's Mill High School (SMHS) Choral Music Program, a public school activity. The Boosters have two purposes: (1) to foster team spirit and communication among its members, the choral faculty, and students in the choral program; and, (2) to support the choral program's yearly educational goals by volunteering physical, material, fundraising, and moral support beyond that provided through public appropriations.

**Article III
OFFICERS AND GOVERNING BODY**

Section 1. Officers. President(s), President-Elect, Secretary, and Treasurer. In years where there is no President-Elect, the Communications chair will serve as a 5th officer in order to ensure a voting quorum.

Section 2. Executive Board. A permanent group advised by the SMHS Choral Director, consisting of the Officers and other Executive Board committee members of the Choral Boosters such as: Communications, Concert Decorations, Greenery Sales, Historian, Hospitality, Programs, Publicity, Recycling, Scholarships, Silent Auction, Talent Show, Uniforms, Website. The Executive Board is a Representative Board: general members are welcome to attend and comment at Board Meetings, but only members of the Executive Board will vote. General members are parents/guardians of choral students who choose to attend Choral Board meetings.

Article IV
FACULTY ADVICE AND GUIDANCE

The SMHS Choral Director establishes the content, priorities, budget, and educational goals of the choral program, and provides advice and guidance to the Choral Boosters to ensure the Booster's operations do not conflict with school policies or music program priorities.

Article V
PROHIBITED ACTIVITIES

Section 1. No part of the net earnings of the SMHS Choral Boosters shall be distributed, directly or indirectly, to the benefit of its Choral Director, Executive Board, general members, sponsors, or other private persons, except that the Choral Boosters shall be authorized to pay reasonable compensation for services rendered and expenses incurred.

Section 2. No substantial part of SMHS Choral Boosters activities shall attempt to influence political legislation. The Choral Boosters shall not participate or intervene in any political campaign, including the publishing or distribution of statements except when approved by the Director and all Officers: President(s), President Elect, Secretary, Treasurer. No General Member shall make public personal statements as representing the opinions of the Director, Officers or Executive Board.

Article VI
MEETINGS

Section 1. A quorum must be present at a meeting to conduct official Choral Booster business. At least 5 Executive Board Members are required for a quorum at any Board Meeting.

Section 2. Executive Board Meetings will be held monthly during the school year, excluding December and May.

Section 3. Special meetings may be called at the discretion of the President(s). All Board Members will be given sufficient notice of the meeting and its purpose, 48 hours prior, if possible. A phone or email vote

of Executive Board members may be exercised, in case of emergency, as determined by the Director or the President(s), if the Director is unavailable.

Section 4. Executive Board members may hold more than one position but may cast only one vote.

Article VII DISSOLUTION

Section 1. The SMHS Choral Boosters may be dissolved at an Executive Board or special meeting upon an affirmative vote of two-thirds of the Executive Board. Prior to action on a motion to cease operation or to dissolve the SMHS Choral Boosters, the Choral Director will be notified of the motion in writing and advised of the reasons why the SMHS Choral Boosters is of no further value.

Article VIII AMENDMENTS

Section 1. These Bylaws may be amended via a Motion for Amendment at any Executive Board Meeting. The proposed amendment will be distributed to all Executive Board members. Voting will occur at the following board meeting. An affirmative vote of a majority of Board Members present is required for adoption, which will be effective immediately.

BYLAWS

Article I DUTIES OF THE EXECUTIVE BOARD

Section 1. Executive Board. The Executive Board develops, with the advice and guidance of the Choral Director, a support plan and calendar of projected support activities designed to augment shortfalls in the choral program's appropriated fund budget (monies assigned by the School Board and School); develops the general fund budget (monies obtained from fundraisers, member dues, etc.); and approves the budgets and activities of the operating committees. The budget, support plan, and calendar will be presented to the Executive Board. The Executive Board coordinates the planning and execution of general fund support activities.

Section 2. The number of Executive Officers must equal an odd number, in this case, five (5). In years where the number of these positions is even numbered, the Communications chair will serve as a 5th officer in order to ensure a voting quorum.

Article II

OFFICERS OF THE EXECUTIVE BOARD

Section 1. President(s). The President presides over and provides overall direction for all SMHS Choral Boosters and Executive Committee meetings; serves as the primary point of contact with the Choral Director; ensures the Choral Boosters activities support SMHS goals; organizes and expedites business; and will co-sign checks from the general account together with the Treasurer. The President must hold a position on the Choral Boosters board the year prior to election.

Section 2. President-Elect. The President-Elect is the principal assistant to the President; acts for the President in the President's absence; serves on the Executive Board; moves into the President position the following school year; fills open Executive Board positions for the following school year. If the President resigns or is removed for cause, the President-Elect serves as Acting President until the end of the school year.

Section 3. Secretary. The Secretary keeps minutes of all meetings. Minutes are to be drafted within the week following an Executive Board meeting. Minutes will be submitted to the Officers for revision via email and voted on at the next scheduled Executive Board Meeting. Upon approval by the Executive Board, they will be submitted to the Webmaster who will ensure they are published on the Choral website.

Section 4. Treasurer. The Treasurer maintains a consolidated accounting of all receipts and expenditures of the SMHS Choral Booster funds, including amount and purpose, and student accounts; schedules the annual audit or review; may assign an assistant to aid in Treasurer duties; will co-sign all checks written from the general account together with the President. Presents an updated report at each Executive Board meeting.

Article III

COMMITTEE MEMBERS of the EXECUTIVE BOARD

Section 1. Communications. The Communications Chair establishes and maintains the capability for rapid, accurate, and effective internal communications for the membership. Methods used may include, but not be limited to, email and text messaging. Presents an updated report at each Executive Board meeting.

Section 2. Decorations. The Decorations Chair organizes volunteers to decorate the stage and auditorium for Choral concerts and assists the Hospitality Chair with decorations for the end of year Choral Banquet. Presents an updated report at each Executive Board meeting.

Section 3. Greenery. The Greenery Chair communicates with the Choral Director to receive product, pricing and order forms for the Greenery fundraiser. Accompanies and arranges for the treasurer and at least two other parents to take the greenery orders from the students on turn-in day. Inputs the orders into the greenery website. Helps on delivery day by being at school and sorting the orders after they come off the truck. Stays until the parents pick up the orders. Presents an updated report at each Executive Board meeting.

Section 4. Historian. The Historian maintains a record of Choral activities during the school year, primarily through means of a scrapbook to be viewed as a year-in-review slide show for the Choral Banquet. Presents an updated report at each Executive Board meeting.

Section 5. Talent Show. The Talent Show Chair organizes students and volunteers for the annual talent show. Presents an updated report at each Executive Board meeting.

Section 6. Hospitality. The Hospitality Chair organizes volunteers for choral activities such as All-State Judges Breakfast, Rehearsal Dinner for the musical (co-sponsored with the Drama Department), and the Choral Banquet at the end of the year. Presents an updated report at each Executive Board meeting.

Section 7. Programs. The Programs Chair is responsible for printing the annual program. This includes contracting with a local printer for layout and

printing. Senior bios, pictures and ads, as provided by the Choral Director, are submitted to the printer. Additional materials may be provided by the Choral Director for stuffing into the programs for the first concert. The Programs Chair delivers all collected money for the program along with a spreadsheet detailing the number of ad pages sold to the Treasurer. Bills from the printer are forwarded to the Treasurer for payment. Presents an updated report at each Executive Board meeting.

Section 8. Publicity. The Publicity Chair publicizes the activities of the Choral Department, primarily through local newspaper notices. Presents an updated report at each Executive Board meeting.

Section 9. Recycling. The Recycling Chair collects, packages, and ships small electronics and ink cartridges for recycling. Current vendor is recyclingfundraiser.com, where a list of accepted items as well as instructions for shipping are located. Provides a bin for collection at concerts as well as picks up donation items left with Choral Director. Presents an updated report at each Executive Board meeting.

Section 10. Silent Auction. The Silent Auction Chair organizes volunteers to plan and run the annual Silent Auction Scholarship Fundraiser held during the December concert. Presents an updated report at each Executive Board meeting.

Section 11. Uniforms. The Uniforms Chair assists the Choral Director to measure for new uniforms, collect uniform fees, and place new uniform orders. Manages the used uniform closet including re-sales and inventory management. Presents an updated report at each Executive Board meeting.

Section 12. Scholarships. The Scholarship Chair manages the process of giving scholarships to deserving Senior students. Provides applications to students, chooses a scholarship committee of three responsible judges with no connection to the students or the school, compiles the judges' decisions, and awards the scholarships at the May concert. The Scholarship Chair cannot have a senior student. Presents an updated report at each Executive Board meeting.

Section 13. Webmaster. The Webmaster Chair updates and maintains the website to assure the content is current and complete, stays online, functions

without flaw and assures users a rich online experience. Debug issues that arise with the performance of the website. Interface between IT partners and school. Troubleshoot the site (content, links, logs, etc.). Review statistics and monitor analytics. Plan for future changes to the website. Presents an updated report at each Executive Board meeting.

Article IV ELECTION AND REMOVAL OF OFFICERS

Section 1. Election. All Executive Board officers will be nominated by the President-Elect at the April meeting and will be elected by a majority vote of the Board members present. At the discretion of the Executive Board, co-officers may be elected to any position.

Section 2. Removal. Concerns of a nature causing the Choral Director or the Executive Board to question the actions of a fellow Executive Board member, as they relate to Chorus Board activities, will first be privately addressed with the individual. This meeting will include the Choral Director and up to 2 other Executive Board members. If this consult does not result in satisfactory resolution or correction, the member may be asked to voluntarily resign. If the member does not choose to do so, a vote may be taken by the Executive Board to determine the next course of action, which may include the involuntary removal of the Executive Board member.

Article V FINANCES

Section 1. One bank account will be established to manage all funds.

Section 2. Funds to meet budgeted expenses will be generated in part by student choral fees, to be determined each school year by the Choral Director and Executive Board. It is the Choral Boosters goal to avoid extensive parent/student fundraisers to fund the choral budget. Extra fundraisers may be provided to students to raise funds for student accounts to assist in funding trip fees or other choral fees (All-State Chorus, Honors Chorus, etc.).

Section 3. General chorus fees must be paid for a choral student to participate in optional departmental trips. Trips are announced no later than Spring of the previous school year. The first trip payment is a non-refundable deposit. Dues must be paid in full no later than the second trip payment. Dues not paid in full by this date will result in the student being dropped from the trip roster.

Section 4. Students or parents with financial hardships may arrange for extended payment of general chorus fees with the Choral Director.

Section 5. The financial books of the Choral Boosters will be independently audited or reviewed annually by an accounting professional or a group of three Executive/General Board members.

Section 6. For their own protection, any time cash is handled at live performances (silent auction receipts, talent show ticket purchases, etc.), two persons must be present for the process. Cash receipts should be totaled, checked and initialed by both persons.

Revised May 16, 2012