

Upper St. Clair Choral Boosters Association ByLaws

Article I. Name

The name of this organization as Incorporated in October 1987 is Upper St. Clair Choral Boosters Association, Inc.; hereinafter referred to as Choral Boosters.

Article II. Purpose

The purpose of the Choral Boosters is to generate greater interest and support of all Choral Music Department activities at Upper St. Clair High School and Ft. Couch Middle School, coordinating efforts, where deemed appropriate and necessary by all, with the instrumental music department at Upper St. Clair High School and the Upper St. Clair Band Parents Association (a separate Association) to foster student, parent, educator and community involvement.

Article III. Basic Policies

Section 1. The program of the Choral Boosters will abide by the educational and administrative policies of the High School and of the Upper St. Clair School District.

Section 2. The Choral Boosters will remain non-commercial, non-sectarian and non-partisan.

Section 3. The Choral Boosters will not discriminate on the basis of race, color, religion, disability, national origin, sex or marital status in its activities or membership status.

Section 4. No part of the net earnings of the organization shall accrue to the benefit of or be distributed to its members, directors, officers or other private parties. The exception to this will be that the organization will be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in Article II above.

Section 5. The organization will not carry on any other activities prohibited to an organization exempt from Federal Income Tax under Section 501(c (3) of the Internal Revenue Code, or by an organization, contributions to which are deductible under Section 170(c (2) of the Internal Revenue Code.

Article IV. Membership and Dues

Section 1. Any person interested in furthering the objectives of the Choral Boosters will become a member upon payment of annual dues.

- a. Only Choral Boosters members who are parents or guardians of students active in the choral music program of Upper St. Clair High School will have voting rights and will be eligible to hold office. Choral Booster members who are parents or guardians of students active in the choral music program of Ft. Couch Middle School will have voting rights, but will not be eligible to hold office.
- b. Only members of the Choral Boosters will be permitted to travel with the Upper St. Clair Choirs on trips.
- c. The instructional staff of the Upper St. Clair High School Music Department and the Upper St. Clair High School Principal, Associate Principal, and the Assistant Principal(s) will be ex-officio members of the Choral Boosters. They will have no voting power and will not be eligible for regular membership during their tenure as staff.
- d. The Upper St. Clair High School Choral Director is an ex-officio member of the Choral Boosters and may, if deemed necessary and appropriate, act as Advisor to the organization.
- e. The Choral Music Director of Ft. Couch Middle School and the Ft. Couch Middle School Principal and Assistant Principal will be ex-officio members of the Choral Boosters. They will have no voting power and will not be eligible for regular membership during their tenure as staff.

Section 2. The annual dues for membership in the Choral Boosters will be set by the Executive Board, and dues will be considered a family membership.

- a. The annual dues will be payable on or before September 30.
- b. Additional members may be accepted at any time during the year.
- c. Dues must be paid and current prior to participation in Choral Boosters Committee activity.
- d. Dues must be paid and current prior to benefit of membership account payout from fundraising efforts.

Article V. The Executive Board

Section 1. The Executive Board of the Choral Boosters will be the President, Vice President, Vice President Membership Accounts, Secretary, Treasurer, Parent Advisor, and Faculty Advisor.

Section 2. The duties of the Executive Board members will be:

- a. The President will preside at all meetings of the Choral Boosters, and coordinate the work of the officers and committees of the organization. The President will act as ex-

officio member of all committees. The President will assume the leadership role in all contact with the schools and the community at large. The President will share the duties of maintaining the webpage with the Secretary.

b. The Vice President will assist the President and shall perform the duties of the President in the absence or inability of that officer to act.

c. Vice President Membership Accounts will attend Executive Board and General Membership meetings. The VP Membership Accounts will communicate with Fundraiser Committee Chairpersons to collect information and reports not more than thirty (30) days after the close of each fundraising activity. The VP Membership Accounts will compile data provided by the Fundraiser Committee Chairpersons and maintain membership account files of credits earned as a result of fundraiser events as needed. The VP Membership Accounts will collect membership forms and payments and maintain accurate records of booster membership. The VP Membership Accounts will oversee the Wardrobe Committee.

d. The Secretary will attend Executive Board and General Membership meetings and record minutes of those meetings. The Secretary will maintain a library of all of the recorded minutes and have them available for review by the general membership. The Secretary will handle all general correspondence, electronic and printed. The Secretary will maintain a library of Choral Boosters forms for reference, including Choral Boosters membership roster. The Secretary will share the duties of maintaining the webpage with the President.

e. The Treasurer will attend Executive Board and General Membership meetings. The Treasurer will keep written accounts of receipts and expenditures and present a financial statement at each meeting of the Choral Boosters. The Treasurer will be responsible for the collection and disbursement of funds in accordance with the budget adopted by the Choral Boosters. The Treasurer will prepare proposed budget to be presented at the May general membership meeting and approved at the June general membership meeting. The Treasurer will submit records for audit at the end of the fiscal year to an auditor or auditing committee designated by the Executive Board. The Treasurer will complete any applicable State and Federal tax forms. The transition to a newly elected Treasurer will be extended as long as necessary to enable the previous Treasurer to properly close the books at the end of the fiscal year, June 30, and to submit the federal tax return due November 15.

f. The Parent Advisor will attend General Membership meetings. The Parent Advisor may be a recent past-Executive Board Member, or other parent or guardian of a student active in the Choral Music Department at Upper St. Clair High School, so long as that student has participated in the choral music program for a minimum of two (2) consecutive years. The Parent Advisor will act as Chairperson for the nominating committee.

g. The Faculty Advisor will be the Performing Arts Curriculum Leader of Upper St. Clair School District. The Faculty Advisor will attend General Membership meetings and when applicable provide a report to the general membership regarding Upper St. Clair High School Music Department events.

Section 3. The Executive Board members will:

a. Perform the duties outlined in these ByLaws and others assigned from time to time as need arises.

b. Deliver to their successors all official material and yearly reports at the end of the current school year. The Treasurer will turn over the books to the new Treasurer as soon as possible after the end of the fiscal year, after submitting to auditor or auditing committee as outlined above in Section 2 (e).

Article VI. Election of Executive Board Members

Section 1. Nominations for Executive Board members will be made by a Nominating Committee, chaired by the Parent Advisor. The Executive Board President will notify the general membership prior to the appointment of the Nominating Committee. Any member of the Association may indicate interest in appointment to this committee by contacting the Parent Advisor.

Section 2. The Nominating Committee will propose a list of nominees for each position and present that list to the Association at the May general membership meeting. Additional nominations may be made from the floor, with consent. The duties of the Nominating Committee will cease upon the election of new Executive Board Members.

Section 3. The Election of Executive Board Members will take place annually at the May general membership meeting. Election will take place either by ballot, or by voice vote. In-coming Executive Board Members will assume their official duties immediately following the close of the final meeting of the current school year and will serve a term of one year.

Section 4. Executive Board Members, with approval of the general membership, may serve more than one term.

Section 5. Only members whose dues are current will be eligible to serve as Executive Board Members. Only parents or guardians of students currently participating in the Upper St. Clair High School Choral Music program may serve as Executive Board Members.

Section 6. Any vacancy of office due to emergency situation will be filled by appointment of the remaining current Executive Board members.

Section 7. The Executive Board will transact necessary business in the intervals between general membership meetings and other business as required and necessary to fulfill the Purpose set forth in Article II above. The Executive Board will refer to the Association all matters that require Association approval.

Section 8. Specific duties of the Executive Board will be:

- a. To select an auditor or auditing committee to review the Treasurer's accounts annually.
- b. To create special committees as needed.
- c. To appoint a nominating committee.

Section 9. The Executive Board will initiate and maintain a set of Standing Rules.

- a. Standing Rules are motions of an ongoing nature used to supplement the ByLaws. They are intended to cover situations without the formal procedure of amending the ByLaws.
- b. Standing Rules continue in force until temporarily suspended, amended, or rescinded by the Executive Board. They will be reviewed at least once yearly and updated as necessary. The Standing Rules may be adopted or amended without previous notice by majority vote at an Executive Board meeting.
- c. No Standing Rule will be adopted that conflicts with the ByLaws of the Upper St. Clair Choral Boosters.

Section 10. Meetings of the Executive Board will be called by the President or by a majority of the Executive Board. The Executive Board will meet at least once monthly prior to the scheduled general membership meeting.

Section 11. With Executive Board majority consent, an Executive Board member is authorized to spend up to \$250.00 for an urgent need situation when approval by the general membership is not practical.

Section 12. By a majority vote of the Executive Board, an officer or committee chairperson may be removed from office for violation of or failure to adhere to the Purposes and Policies set forth in these ByLaws.

Article VII. Committees

Section 1. Standing committees will be created by the Choral Boosters as required to promote the objectives and interests the group as outlined in Article II above.

Section 2. Special committees may be appointed by the Executive Board whenever such committees are deemed necessary by the President or by the Executive Board. Since a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report is submitted and accepted by the Executive Board.

Section 3. The Chairpersons and co-Chairpersons of all committees must be members in good standing of the Upper St. Clair Choral Boosters.

Section 4. The individual committee Chairperson is authorized to make expenditures within budgeted limits. Any additional expenditures in excess of \$50.00 must be approved by the Executive Board.

Article VIII. Meetings

Section 1. The Choral Boosters will hold regular monthly general membership meetings during the school year.

- a. A quorum will exist when a minimum of seven (7) voting members are present, and when a majority of Executive Board members are present.
- b. The date, time and place of general membership meetings will be set by the Executive Board, posted on the Upper St. Clair District Performing Arts Department calendar, and otherwise properly advertised by the President and Secretary.
- c. The meetings will be open to all members of the Choral Boosters, paid and un-paid, and to ex-officio members as well.

Section 2. Meetings of the Executive Board will be called by the President or by a majority of the Executive Board members.

- a. A quorum will exist when a majority of the Executive Board members are present.
- b. Minutes of the Executive Board meetings will be available for review by the general membership upon request.

Article IX. Fundraising - High School

Section 1. Any Choral Music Department student may participate in Choral Boosters Fundraising events.

Section 2. Only those students who are Choral Booster members in good standing may have the credits earned in fundraising efforts applied to Membership Accounts.

Section 3. Credits in Membership Accounts will be used to help pay for Choral Music Department trips.

- a. Credits in Choral Boosters Membership Accounts may not be utilized for Instrumental Music Department trips that do not also involve that student's Choral Music Ensemble.
- b. Unused credits in a Choral Boosters Membership Account may be transferred to a sibling's Choral Booster Membership Account.
- c. Unused credits in a Choral Boosters Membership Account that cannot be transferred to a sibling's account will be reverted to the Choral Boosters' General Fund.

Section 4. Fundraising - Ft. Couch Middle School

- a. Choral Boosters Fundraising events at Ft. Couch Middle School must be approved by the Executive Board, the Principal of Ft. Couch Middle School and by the Ft. Couch Choral Music Director.
- b. Any Ft. Couch Choral Music Department student may participate in approved Choral Boosters Fundraising events.
- c. A separate accounting spreadsheet of Ft. Couch General Fund will be maintained.
- d. The Executive Board shall appoint a Committee Chairperson to maintain the Ft. Couch General Fund.
- e. Monies in the Ft. Couch General Fund will be utilized to support the efforts of the Ft. Couch Middle School Choral Music program. No monies in the Ft. Couch General Fund will be disbursed without the prior approval of the Executive Board, The Principal of Ft. Couch Middle School and the Ft. Couch Choral Music Director.
- f. Students in 7th grade will have credits earned in fundraising efforts applied to the Ft. Couch General Fund.
- g. Students in 8th grade, who are Choral Booster members in good standing, may have credits applied to Membership Accounts for future High School Music Department trips.

Article X. Fiscal Year

The fiscal operating year of the Choral Boosters will begin on July 1 and end the following year on June 30.

Article XI. Parliamentary Procedure.

Robert's Rules of Order, revised, will govern the Choral Boosters in all cases to which they are applicable and in which they are consistent with these ByLaws.

Article XII. Amendments and Revisions of ByLaws

Section 1. These ByLaws will be reviewed yearly and amended at least once every five (5) years commencing with school calendar year 2010-2011.

Section 2. The ByLaws may be amended at any Choral Boosters general membership meeting by a two-thirds vote of the members present and voting. Notice of any proposed amendment or revision will be made thirty (30) days prior to the meeting.

Section 3. Any approved revision to the ByLaws will become effective thirty (30) days following their adoption by the general membership and Executive Board.

Article XIII. Dissolution

In the event of dissolution of the Upper St. Clair Choral Boosters, after authorized payment of all outstanding debts, the remaining monies will be donated to the Upper St. Clair High School Choral Music Program.

Revised June 2011

Revised May 2016

Revised May 2017