

# CONSTITUTION

of the

## THOMAS JEFFERSON HIGH SCHOOL FOR SCIENCE AND TECHNOLOGY CHORAL BOOSTERS

This constitution contains articles defining the name, purpose and structure of this organization.

### ARTICLE I: NAME

Section 1. This organization shall be known as the Thomas Jefferson Choral Boosters (hereafter known as the "Organization").

### ARTICLE II: PURPOSE

Section 1. To lend all possible support, both moral and financial, to the vocal music programs in this school

Section 2. To serve as a means of communication to keep parents of chorus members informed as to the activities and projects of the chorus.

Section 3. To provide for the chorus members those things not provided by the school authorities, such as:

- a. Refreshments
- b. Banquet(s)
- c. Awards, in keeping with school policy and approved by the Executive Board and Chorus Director
- d. Funds for any projects, activities, or trips that might be proposed and approved.

### ARTICLE III: STRUCTURE

Section 1. Under the provisions specified in the bylaws, this Organization shall be governed by the elected officers and the membership, in cooperation with the Chorus Director.

## BYLAWS

### of the THOMAS JEFFERSON HIGH SCHOOL FOR SCIENCE AND TECHNOLOGY CHORAL BOOSTERS

#### ARTICLE I: Membership

Section 1. The Organization shall have only one class of members. The members shall be all parents or legal guardians of the students active in the choral program.

Section 2. Each member shall have one vote on any matter under consideration by the membership at any meeting of the Organization.

#### ARTICLE II: Officers

##### Section 1: General Guidelines

a. The elected officers of the Organization, being the President (Co-Presidents), Vice President(s), Secretary, and Treasurer, will make up the Executive Committee. Ex-Officio members will be the Chorus Director and any assistant director(s). The purpose of the Executive Committee shall be to:

1. Set the overall policies, goals and operations of the Organization;
2. Appoint committees to carry out the policies, goals and operations of the Organization;
3. Review the plans and activities of the various committees;
4. Create an annual budget to support the policies, goals, and operations of the Organization;
5. Recommend to the general membership specific expenditures and budget modifications as needed;
6. Recommend to the general membership modifications to the approved annual budget as required.

b. The Executive Committee members and the Chairs of all Committees shall make up the General Board or Board of the Organization. A student representative of the Student Choral Council will serve on the Board as an Ex-Officio member. The purpose of the General Board shall be to:

1. Carry out the policies, goals and operations of the Organization as set by the Executive Committee;
2. Review and approve the plans and activities of the various committees;
3. Review and approve the annual budget prior to review and approval by the general membership;
4. Review and approve any specific expenditures, as needed, and modifications to the approved annual budget, as needed, prior to recommendation to the general membership;

5. Serve in an advisory capacity to the Executive Committee, committees of the Organization, and to the general membership;
6. Review and approve any modifications to the by-laws, as needed, prior to recommendation to the general membership.

c. Neither the Executive Committee nor the General Board, nor any other person in any leadership capacity, shall be personally liable, either jointly or severally, for the disbursement and expenditure of funds in contravention of the approved budget, provided such disbursements and expenditures are made in good faith and pursuant to the legitimate affairs of the Organization.

d. The Executive Committee shall have the authority to expend a maximum of \$500.00 on any one given project or activity not already specified in the current approved budget. Any necessary expenditure in excess of \$500.00 not in the current approved budget must be approved by the general membership.

## Section 2. Election of Officers

a. A nominating committee of not less than 4 members shall be appointed by the President (Co-Presidents) in March of each year. The Chorus Director shall also serve on this committee.

b. Only one elected or appointed office may be held by parent(s) or guardian(s) of any choral student. This allows both parents or guardians to jointly hold one office.

c. Officers may not be elected to more than two consecutive terms in the same office. A term shall be one year.

d. The committee shall nominate a full slate of candidates for the ensuing year and accept any other nominations from the floor at the Spring general meeting.

e. Election of officers by the general membership shall take place at the Spring general meeting. If there is only one candidate for an office, election shall be by voice vote. If there is more than one candidate for an office, election shall be by ballot. A majority vote shall constitute an election.

f. In the event of a vacancy in an elected office, the Executive Committee may fill an unexpired term by appointment.

g. Newly elected officers will assume their duties 30 days thereafter. All outgoing officers shall deliver to their successors all official reports and materials within 30 days of the election, including but not limited to: all fundraising, committee and special project reports; all minutes, notes, documents and bylaws with approved amendments; all inventories and rosters; and all financial statements.

h. Outgoing officers, in their discretion and as convenient, may be available for an indeterminate period in an advisory capacity to and at the joint request of the new officers.

Further, for the purpose of continuity, there shall be a joint meeting of the old and new officers in June or July.

### Section 3. Duties of Officers

#### a. President (Co-Presidents)

1. Shall preside at all Executive Committee, General Board and general membership meetings.
2. Shall appoint committees as needed throughout the year and will serve as Ex-Officio member of the same, except the Nominating Committee.
3. Shall appoint an Audit Team, one of whom is a CPA, if possible, to audit the books of the Organization at the end of the fiscal year.
4. Shall cast a deciding vote in case of a tie in decisions made by the Executive Committee and General Board.
5. Shall perform such other duties as may be prescribed in these bylaws or assigned by the Organization, and shall coordinate the work of the officers and committees in order to fulfill the objectives of the Organization.

#### b. Vice President

1. Shall act for and assume the duties of the President (Co-Presidents) in his/her/their absence.
2. Shall assist the President (Co-Presidents) as needed in order to fulfill the objectives of the Organization.
3. Shall monitor the execution of the annual budget and advise the Board.

#### c. Vice President for Ways and Means

Shall coordinate fundraising activities of the organization. This shall include, but is not limited to scheduling, planning, staffing, securing permits, budgeting, evaluating and carrying out all approved projects. In this capacity, this Vice President shall serve as Chair of the Ways and Means Committee..

#### d. Secretary

1. Shall keep minutes of the proceedings of all meetings of the Executive Committee and General Board and general membership and maintain all necessary organizational records, including the bylaws, complete with all approved amendments.
2. Shall provide each member of the Executive Committee and General Board and the Chorus Director with a draft copy of the minutes of each meeting within 14 days after said meeting.
3. Shall be responsible for all correspondence for the Organization including the sending of appropriate thank you notes and shall have custody of the same.
4. Shall maintain a correct list of all members of the Organization in cooperation with the Chorus Director.
5. Shall be responsible for sending notification of all meetings.
6. Shall organize student registration materials for distribution each semester.

e. Treasurer

1. Shall be the custodian of all monies and dues of the Organization.
2. Shall give a complete financial report at each General Board Meeting.
3. Shall make all disbursements, in a timely manner, as authorized in the budget or as approved by a majority of the Executive Committee or Board or by a majority of the general membership. The Treasurer is authorized to make unbudgeted disbursements of up to \$50 when approved by any two elected officers.
4. Shall be responsible for obtaining bonding and insurance (as needed) for the Executive Committee and/or the Organization.
5. Shall be Chair of the Budget Committee, consisting of the elected officers and the Chorus Director, and be responsible for presenting the budget to the Executive Committee for review and for presenting the budget for adoption at the last general meeting of the school year.
6. Shall prepare a summary of finances at the end of the fiscal year, which will include an itemization of expenses and profits from each fundraising activity and be available to the membership.
7. All disbursements will be made by check requiring two signatures to be valid, that of the Treasurer and President or one of the Co-Presidents. All deposits will be made in the name of "Thomas Jefferson Choral Boosters."

### ARTICLE III: Meetings

#### Section 1. General Meetings

- a. There shall be two general meetings each year, the time and place to be determined by the Executive Committee. The first meeting will be in August/September; the second will be in June for the election of officers and approval of the budget.
- b. Public notice shall be given of all meetings.

#### Section 2. Special Meetings

- a. Special meetings may be called by the President (Co-Presidents) at any time or by a majority of the Executive Committee.
- b. The membership is to be notified of special meetings at least one week in advance stating the purpose of the meeting.

#### Section 3. Quorum

- a. The number of members present constitute a quorum for general membership meetings.
- b. A simple majority of the members present and voting shall be sufficient to carry any motion.

#### Section 4. Executive and General Board Meetings

- a. The Executive Committee shall meet once a month, the date determined by the Executive Committee at the beginning of the fiscal year. They may be held separately from or in conjunction with a meeting of the General Board.
- b. The Executive Committee meetings shall be open
- c. A majority of the members of the Executive Committee shall constitute a quorum for Executive and General Board meetings.

#### Section 5. Parliamentary Procedure

- a. The latest edition of Robert's Rules of Order, Revised shall govern the Organization in all cases to which they are applicable and not inconsistent with any provision of these bylaws.
- b. The aforementioned constitution and bylaws shall govern the Thomas Jefferson Choral Booster Organization.

### ARTICLE IV: Committees

#### Section 1. General Committee Guidelines

- a. Standing committees are those that function year-round. These committees shall include budget, hospitality, newsletter, publicity, wardrobe, and ways and means. These shall consist of members from the general membership and shall not be limited in number.
- b. Special committees may be established by the President (Co-Presidents) for specific assignments from time to time as needed throughout the year.
- c. A chairman for each committee shall be appointed by the President (Co-Presidents) with the approval of the Board. Terms shall be for one year, and any Organization member is eligible to serve. A chairman shall have general supervision of the committee, shall hold meetings and conduct business when necessary, and shall submit timely reports to the Executive Committee. Any chairman will serve on the General Board of the Organization.
- d. Committees engaging in fundraising projects or entering into contracts must have approval by a majority of the Board before the Organization's name may be used or financial obligations incurred.
- e. Committees may be given a budget line amount or a monetary advance to set up a project. When expenses are incurred by a committee, they should be promptly approved by the committee chair and the chair must forward the voucher to the Treasurer for prompt payment.

Section 2. Hospitality Committee shall:

- organize refreshments for events such as the Fall registration dinner/general meeting and the end of the year general meeting/picnic;
- make arrangements to host visitors, and
- coordinate refreshments as needed throughout the year.

Section 3. Newsletter Committee shall:

- gather, publish, and distribute all important information about the activities, accomplishments, needs and projects of the chorus, its members, and the boosters, to the general membership.

Section 4. Publicity/Public Relations Committee shall:

- coordinate all publicity related to the activities of the choral department, such as publicity for choral events;
- promote TJ Choir in the local and greater community; and organize publicity as needed.

Section 5. Wardrobe Committee shall:

- maintain concert wardrobe inventory (formal and informal) including repair and cleaning;
- organize the issuing and return of choral students' concert attire;
- maintain records for garments issued;
- establish/publish criteria for proper maintenance of garments issued;
- monitor concert performance attire and provide backstage assistance; and
- coordinate all matters relative to concert attire that may arise over the performing year.

Section 6. Ways and Means Committee shall:

- identify and recommend to the Executive Committee fundraising projects
- obtain all necessary school/county approvals for these projects in a timely manner;
- establish working groups for specific events as needed,
- coordinate all fundraising efforts and the efforts of the sub-committee chairs, and
- be responsible for transfer of funds to the Board Treasurer from fundraising events

## ARTICLE V: Finances

Section 1. Monies or funds raised by, for, or in the name of the Thomas Jefferson Chorus under the sponsorship of the Choral Boosters Organization shall become the property of the Choral Boosters Organization.

Section 2. The fiscal year shall be from July 1 to June 30.

Section 3. In the event a student moves, graduates, or withdraws from the choral program, the monies accumulated by/for that student become a part of the general fund of the choral boosters organization.

#### ARTICLE VI: Awards

Section 1. The Organization shall recognize any student selected to perform at any special choral program.

Section 2. The Organization shall underwrite letter awards for the choral program.

#### ARTICLE VII: Dissolution

Section 1. Upon dissolution or disbandment of this organization, any and all unallocated cash funds shall be turned over to Thomas Jefferson High School for Science and Technology for exclusive use in the choral music program.

#### ARTICLE VIII: Standing Rules

Section 1. Each member shall have an equal right to speak on all matters brought before the Organization,

Section 2. Political speakers and vendors will not be allowed to occupy the time of the Organization.

#### ARTICLE IX: Amendments

Section 1. These bylaws may be amended at any general meeting of the Organization by a majority vote of the members present. Prior to vote, advance notice of any bylaw amendment must be provided to membership.