

Cabell Midland Choir Boosters

By-Laws

Article 1 – Name

The name of this organization shall be the Cabell Midland Choir Boosters

Article II – Purpose

The purpose of this organization is:

To maintain an enthusiastic interest in The Cabell Midland High School Choral Department.

To lend all possible support, both moral and financial, to the choirs.

To build and maintain an organization of parents which will help promote the activities of the choirs.

To cooperate with those in charge of the Choral Music Department, the school administration and the school board so that the department may develop to the highest degree of excellence.

Article III – Membership and Dues

- Section 1. The membership of this organization shall include all those interested in the choral department, and holding a current membership card.
- Section 2. Dues will be Two Dollars (\$2.00) annually.
- Section 3. Membership will be from June 1st to May 31st of the following year.
- Section 4. Dues will be payable at the first meeting of the school year. Members of this organization shall have voting rights providing their dues are current. Members not paying their dues by the first meeting must hold their membership card for a period of 30 days before they are eligible to vote.
- Section 5. This organization shall in every respect and operation be and remain non-partisan, non-sectarian, non-profit; shall have no nationality or racial discrimination or no internal implications and membership shall only be limited by Article III, Section 1.

Article IV – Officers

- Section 1. The officers of this organization shall be President, Vice-President, Secretary, and Treasurer.
- Section 2. Officers shall be elected for a term of one year and are eligible for re-election. No one may serve more than four consecutive terms in the same office. The annual election of officers shall be held in May and the new officers will take office June 1st.
- Section 3. Vacancies which occur between elections shall be filled by membership majority vote present at the next meeting.
- Section 4. It is to be understood that the organization may, with majority vote of the members present at a regular meeting, remove any officer who consistently does not carry out the wishes of the organization, providing:
- A. The Officer has been notified by a member of the Executive Board 30 days prior to removal.
 - B. The Executive Board recommends such action.

Article V – Duties of the Officers

- Section 1. The President shall be chief executive officer of the organization. He/She shall preside at all meetings of the organization and the Executive Board. He/She shall be an ex-officio member of all committees except the Nomination Committee. He/She shall be responsible for appointing select committees and Chairman of Select Committees.
- Section 2. The Vice-President shall perform the duties of the President in His/Her absence.
- Section 3. The Treasurer shall be chief fiscal officer of the organization and deposit such funds in the name of the Cabell Midland Choir Boosters in the bank. He/She shall pay all of the authorized bills for the organization. He/She shall keep, in suitable form, detailed accounts of the assets, liabilities, receipts, and disbursements of the organization. He/She shall make a monthly written financial report of all funds and special accounts to be distributed at each examination by the membership. The financial records will be audited within fifteen days after the June meeting. An annual audit of all existing accounts will be performed by a qualified outside source approved by the Executive Committee.

Article V – Duties of the Officers

The Treasurer will provide for the Auditor:

- A. Cancelled checks to be verified for accuracy with invoice amounts.
- B. Expenses over \$500.00 will not be approved without notification of the Executive Committee, excluding fund raising invoices.

Section 4. The Secretary shall keep an accurate record of the proceedings of all meetings of the organization and the Executive Board. He/She shall be ready to present the minutes at each meeting. The records shall be in order at all times for examination by the membership. He/She shall notify booster members of special meetings. He/She shall handle all correspondence as directed by the President.

Article IV – Executive Board

Section 1. The Executive Board shall consist of the officers of the organization and the director of the Cabell Midland High School Freshman and Collegium Musicum Choirs.

Section 2. The Executive Board shall meet prior to each monthly meeting to consider projects, vacancies, budget matters, and any special items which come to its attention between regular meetings. The board shall empower the President to act in the best interest of the organization to meet any and all emergencies which may arise between regular meetings.

Section 3. The Executive Board must bring all recommendations before the membership.

Section 4. The Executive Board shall act as the Budget Committee of the organization. The Executive Board shall submit a proposed annual budget at the June meeting for approval by the membership.

Section 5. The quorum for the Executive Board shall be three members, at least two of whom shall be elected officers, plus the choral director.

Article VII – Standing Committees

- Section 1. The Nomination Committee shall be appointed by the President at the March meeting and shall present its report at the April meeting. The committee shall consist of one member of the Executive Board, the Director, and two members at large. Nominations may be made from the floor after the report of the Nomination Committee.
- Section 2. The Telephone Committee shall contact the membership for all needed projects, etc. The Committee shall consist of a chairman and such assistants as are needed.
- Section 3. A Publicity Chairman shall be appointed whose duties shall be to publicize all meetings, projects, and special events of the Choirs. He/She shall appoint such help as needed.
- Section 4. Unless otherwise stated, the above committees shall be appointed by the June meeting.

Article VIII – Meetings

- Section 1. Regular meetings shall be held on the 2nd Monday night of each month. The Executive Board will meet at 6:00 p.m. and the members at large will join them at 7:00 p.m. unless the otherwise notified.
- Section 2. Regular meetings shall be held in the choir room at Cabell Midland High School, except when otherwise announced.
- Section 3. The President or a majority of the Executive Board may call a special meeting of the active membership at any time for transaction of business, providing notice is given.
- Section 4. A quorum shall consist of six (6) active members of this organization, of which two (2) must be officers and the director.

Article IX – Fees

- Section 1. The Choir Fee will be set annually. Financial assistance must be approved by the choir director. The treasurer will receive the choir fees.
- Section 2. Sales/Fund Raisers
- A. All project monies are to be paid in full within two (2) weeks after project completion. Every effort will be made to collect all delinquencies. Persons with outstanding debts will be disqualified from participation in future projects until such debt is paid.
 - B. No member of this organization may accept any incentive to contract with any vendor.
 - C. All sales/fund raiser projects must be approved by the organization before being signed and entered into. Contracts for sales/fund raiser projects will be signed by the Choir Director.

Article X – Parliamentary Authority

Robert's Rules of Order, Revised, shall govern the meetings.

Article XI – Amendments

These By-Laws may be amended by a vote of 2/3 of the active members present at any regular meeting, providing the said amendment(s) has/have been presented at least one month previous to the meeting in which the vote is taken.

Article XII – Voting

All votes become effective upon majority of members in attendance at any meeting.