

BY-LAWS
OF
NEWBURY PARK HIGH SCHOOL CHORAL BOOSTER CLUB

ARTICLE I: NAME

The name of this organization shall be the NEWBURY PARK HIGH SCHOOL CHORAL BOOSTERS CLUB (hereinafter referred to as Choral Boosters).

ARTICLE II: OBJECTIVE

The objective of the Choral Boosters is to support, promote and foster interest in the Choral Department of Newbury Park High School and to be of service to the choral program at the school.

ARTICLE III: MEMBERSHIP

Section 1: All parents and guardians of chorus members shall be considered members of the Choral Boosters. **Section 2:** Others interested may become non-voting associate members by approval of a majority vote of the members present at a meeting of the Choral Boosters. **Section 3:** There shall be no membership fee and the Choral Boosters shall be a non-profit organization.

ARTICLE IV: OFFICERS

Section 1: The elective officers of the Choral Boosters shall be President, Vice President, Secretary, and Treasurer, hereinafter referred to as the Executive Board. Term of office shall be for one year. Officers may serve a maximum of four terms. **Section 2:** The Choral Music Director of Newbury Park High School shall not be considered an officer.

ARTICLE V: DUTIES OF OFFICERS

(1) **President:** The President shall preside at the meetings of the Choral Boosters and the Executive Board. The President shall execute all contracts and other instruments upon authorization by the membership. The President shall call all special meetings and shall be an ex-officio member of all committees, except the Nomination Committee. The President shall appoint committees and chairpersons as prescribed by the BY-LAWS and shall perform all other duties usually pertaining to the office of President. The president, with the treasurer, will prepare reauthorization paperwork for the Choral Boosters and submit said paperwork to the authorized recipient.

(2) **Vice President:** Vice Presidents shall assist and perform the duties of the President when the President is unable to be present to transact necessary business. The Vice President shall attend the quarterly NPHS Umbrella Booster Club meeting.

(3) **Secretary:** The Secretary shall attend all Executive Board and Choral Boosters meetings for the purpose of taking and maintaining accurate recordings in the form of minutes for each meeting. The Secretary will maintain a current name and address list of all booster members and students.

(4) **Treasurer:** The Treasurer shall jointly sign all checks with the President or Vice President. The Treasurer shall pay all routine bills upon authorization and shall make unusual expenditures previously approved by the membership as stated in ARTICLE VIII, Section 1. The Treasurer shall receive all money paid to the Choral Boosters and issue receipts for said moneys. He/she shall keep an accurate account thereof and shall promptly deposit said funds. The Treasurer shall give a report of all receipts and expenditures at each regular meeting and at

meetings of the Executive Board when called upon to do so. The treasurer shall prepare and deliver quarterly financial statements to the NPHS Umbrella Booster Club.

ARTICLE VI: ELECTION OF OFFICERS

Section 1: A Nominating Committee of three (3) members shall be elected at the April meeting to report their recommendations for candidates at the May or June meeting. Additionally, nominations may be made from the floor by the membership-at-large at the May or June meeting. Nominees must be present or give prior consent for their names to be placed in nomination. **Section 2:** Elections shall be held at the May or June meeting. **Section 3:** The plurality of votes cast shall elect the officers. **Section 4:** All newly elected officers shall assume office following the conclusion of the current school year. **Section 5:** The Executive Board shall appoint replacements to fill all vacancies occurring in the Executive Board during the business year. Any board member missing three consecutive meetings shall be subject to replacement by a majority vote of the remaining board members.

ARTICLE VII: MEETINGS

Section 1: The regular meetings of the Choral Boosters shall be once per month on the dates selected by the board. Time of meeting may be changed or individual meetings suspended by a majority vote at any meeting. **Section 2:** Additional meetings may be called by the President, but notice must be given at least three days before the meeting and such notice shall contain a statement of the time, place and purpose of the meeting. **Section 3:** The September meeting of the Choral Boosters shall be the Annual Meeting, at which time financial reports of the prior year's activities are received.

ARTICLE VIII: FUNDS

Section 1: The Choral Boosters shall maintain a single checking account. The Executive Board shall present a budget to the membership at the October general meeting for approval. **Section 2:** Any non-prescribed bills exceeding \$200 must be approved by Executive Board action. **Section 3:** All disbursements shall be made in response to budgeted invoices or by check request to the Treasurer of the Choral Boosters. All checks require 2 signatures. **Section 4:** The Treasurer will maintain all financial books and records. An annual audit will be conducted by the Choral Booster Auditor.

ARTICLE IX: APPOINTED CHAIRPERSONS AND DUTIES OF THEIR COMMITTEES

Section 1:

(a) **Fundraiser Chairperson:** Is responsible for planning events, procuring locations and making available necessary materials and equipment to insure the successful completion of each fundraiser. Forms committee and maintains its membership. Attends all Choral Booster meetings.

(b) **Publicity Chairperson:** Informs the public of the activities and performances of the choral groups in a timely fashion. Will assist Choral Music Director in submitting news to the quarterly Newbury Park High School Panther Pursuit Newsletter. This position is also responsible for initiating contact with any new sources of communication that might benefit the organization. Forms committee and maintains its membership. Attends all Choral Booster meetings.

(c) **Communications Chairperson:** Keeps an accurate record of contact names, telephone numbers, addresses and email addresses for the purpose of communicating the specific requirements and needs of the Choral Music Director and Executive Board members. Will communicate with parents, teachers, other Choral Booster members, and students via mailing list and/or by regular e-mail. Forms committee and maintains its membership. Attends all Choral Booster meetings.

(d) **Festival Chairperson:** Assists Choral Music Director, the Executive Board, and the travel agency with planning of the main choral trip, including all details.

- (e) **Concert Program Chairperson:** Coordinates the production and printing of programs and tickets for all performances as required. Forms committee and maintains its membership. Attends all Choral Booster meetings.
- (f) **Concert Dress and Tuxedo Chairperson:** Presents to the students and parents the required concert dress, shoes and tuxedo for all concerts at the September meeting. Also, the Concert Dress Chairperson presents information on required travel shirts needed for some trips, which includes shirts for chaperones as well as for students. Coordinates information on how to acquire concert dress and tuxedo to the parents and students and presents information at the September meeting. Acquires dress size measurements for all female students. Attends all Choral Booster meetings.
- (g) **Web Page Chairperson:** Will maintain and update regularly the Newbury Park High School Choir's web page. Attends all Choral Booster meetings.
- (h) **Activities and Awards Night Chairperson:** Plans and provides refreshments for appropriate meetings and activities of the Choral Boosters at the direction of the President/Choir Director. Forms committee and maintains its membership. Attends all Choral Booster meetings.
- (i) **Auditor:** Reviews financial reports and reconciles budgets and all financial statements. Boosters select the Auditor from among the membership. Executive Board members or their spouses may not serve as the Auditor.

Section 2: All Chairpersons shall keep records of the activities of their committees.

ARTICLE X: BY-LAWS

The By-Laws may be amended and/or revised at any regular meeting of the Choral Boosters by a 2/3 vote of members present, provided such amendments and/or revisions have been presented at said regular meeting and the members have been notified of the vote on the change, prior to the vote.

ARTICLE XI: MEETING PROCEDURE

All meetings of the Choral Boosters and of the Executive Board shall be conducted according to Robert's Rules of Order, Revised, except when in conflict with these By-Laws or laws of governmental authority.

ARTICLE XII: ADOPTION OF BY-LAWS

These By-Laws shall be effective and in full force after they have been approved by a majority vote of the members present at a regular Choral Booster meeting, signed by the President, and attested by the Secretary.

ARTICLE XIII: PROXIES

All members present at meetings are entitled to vote. NO PROXIES are permitted. These BY-LAWS have been presented to the membership present at the regular meeting of the Choral Boosters on the 4th day of **May, 2011**, and have been approved in accordance with the provisions of ARTICLE XII hereof.

President, Choral Boosters: Patricia Sentianin

Secretary, Choral Boosters: Barbara Likovich