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OSCEOLA FUNDAMENTAL HIGH SCHOOL CHORAL ASSOCIATION, INC.

BY-LAWS

ARTICLE I. ~ NAME

SECTION 1. This corporation shall be known as the Osceola High School Choral Association, Inc., (hereafter referred to as the Chorus Boosters) a non-profit corporation.

ARTICLE II. ~ OBJECTIVES

SECTION 1. The objective of this non-profit Florida Corporation is to assist the Director of choral music and the Osceola Fundamental High School Administration in promoting, enhancing and supporting vocal music education at Osceola Fundamental High School and to assist and provide additional music education and community service opportunities to the Osceola High School Choral Department and its auxiliary units.

This Corporation is organized with the specific intent to qualify as an exempt organization under provisions of section 501 (C) (3) of the internal revenue code.

Contributions to this corporation are intended to qualify as charitable deductions under the provisions of section 170 ((2) (2) of the Internal Revenue Code.

The purposes and powers of the Corporation shall be limited as follows:

No part of the earnings of the Chorus Boosters shall benefit any individual member. This section is meant to prevent any member of the Boosters from being paid or compensated for their work as members of the Chorus Boosters. In addition, no Booster shall be compensated for their service on the Board. This section is not meant to prevent the Boosters from doing business with individuals who are members of the Boosters. Whenever the Boosters do business with an individual member of the Boosters or a company employing a member of the Boosters, a majority of the board shall approve the purchase or transaction. Any transaction with a member of the Boosters in an amount of above \$ 1000.00 must be approved by the general membership of the Boosters.

ARTICLE III. ~ MEMBERSHIP

SECTION 1. CLASSES OF MEMBERSHIP

- a. Full Membership
- b. Special Membership

SECTION 2. ELIGIBILITY

- a. Full members in the Chorus Boosters shall be parents of pupils in the Choral Music Department, including auxiliaries, of Osceola High School. Full members can hold office.
- b. Special members in the Chorus Boosters shall be persons interested in furthering the objectives of the organization who are not currently band parents. These members must be approved by a majority vote of the Board of Directors, shall not be eligible to hold office and shall not have voting power.

SECTION 3. ADMISSION

- a. Membership shall be open to all applicants regardless of age, sex, creed, race, color or national origin.

SECTION 4. VOTING

- a. Only full members shall be entitled to vote. Voting privileges shall be restricted to one vote for each member in good standing.

SECTION 5. TERMINATION OF MEMBERSHIP

- a. Full membership shall automatically terminate when the parent no longer has a student in the Choral Music Department of Osceola High School.
- b. Said member may then apply for special membership. Special membership shall terminate upon written resignation.

SECTION 6. REMOVAL FROM MEMBERSHIP

- a. Any member, full or special, may be removed from membership in the Chorus Boosters by the Executive Committee, whenever in its judgment the organization will benefit from such actions.
- b. Reasons for removal shall include, but not be limited to, conduct which is inappropriate or is disruptive to the choir and/or the Director of Choral Music.
- c. Such action requires a two week previous written notice of intended action to all parties concerned, and a majority vote of the entire Board of Directors.

ARTICLE IV. ~ EXECUTIVE COMMITTEE

SECTION 1. EXECUTIVE COMMITTEE

- a. Is the governing body of the Chorus Boosters and shall establish policy and give guidance to the President whose term shall be from July through June of the following calendar year. Outgoing officers will provide support to incoming officers through July 1st.
- b. Shall lend guidance to choir students and the Membership for accomplishment of the goals of this organization.
- c. Establish policy regarding the purposes and goals of this organization.
- d. Recommend action to the General Membership which will accomplish the purpose and goals of the organization.
- e. Authorize expenditure of monies, other than those found in the approved budget, up to a limit established by the General Membership.
- f. Meet monthly prior to the General Membership meeting.
- g. Take other actions deemed necessary by the President to further the purpose of the organization.
- h. Confer with the Choral Director in the preparation and acceptance of the budget before submission to the General Membership.
- i. Shall consist of the President, Vice President(s), Recording Secretary, Corresponding Secretary and Treasurer. The Director of Choral Music shall be a non-voting member, serving as an advisor.
- j. Shall not receive any compensation for their services.
- k. Vacancies on the Executive Committee, with the exception of the Choral Director and the Student Representative, shall be filled by the President, who will ask for a volunteer from the General Membership to fill that office for the unexpired term.
- l. Any Officer may resign at any time by giving written notice to the Executive Committee.
- m. Any Officer may serve as an Officer and a Standing Committee Chairperson during the same year.
- n. Any Officer, elected or appointed, may be removed from office whenever in the judgment of the Board of Directors the action is in the best interest of the organization.
- o. When the President of the Chorus Boosters deems that a matter before the committee requires confidentiality, the President shall have the right to excuse the non-voting members from the meeting.

SECTION 2. OFFICERS

PRESIDENT:

- a. Shall preside at all the Executive Committee Meetings and General Membership Meetings.
- b. Shall be liaison between the Osceola High School administrators and Chorus Boosters.
- c. Shall make all committee appointments.
- d. Serve on the Executive Committee.
- e. Vote only in case of a tie.
- f. Establish agenda for meetings.
- g. Shall be a member, ex-officio, of all committees
- h. Shall perform all other duties usually pertaining to the Office of President.

FIRST VICE PRESIDENT:

- a. Shall report to the President.
- b. Shall preside at the Executive Committee Meetings and General Membership Meetings in the absence of the President.
- c. Shall be responsible for the SCRIPs program organization, ordering, and finances.

SECOND VICE PRESIDENT:

- a. Shall report to the President.
- b. Shall preside at meetings in the absence of the President and First Vice President.
- c. Shall assist the President and Choral Director in all fundraising activities.

RECORDING SECRETARY:

- a. Shall report to the President.
- b. Shall keep the minutes and records of all meetings.
- c. Insure that the minutes of all meetings are sent to the school Principal and the Booster President.

CORRESPONDING SECRETARY:

- a. Shall report to the President.
- b. Shall publish the organization's newsletter
- c. Shall distribute the newsletter.

TREASURER:

- a. Shall report to the President.
- b. Shall be custodian of all funds and securities of the corporation and collect interest thereon.
- c. Shall keep a record of the accounts of the corporation and report thereon at each regular meeting of the Executive Committee, at each regular meeting of the membership, at each Annual meeting and at Special Meetings when requested.
- d. Shall deposit all monies of the corporation in the name of the Chorus Boosters in a bank or banks as selected and designated by the Executive Committee, subject to the withdrawal for authorized purposes.

ARTICLE V. ~ CHAIRPERSONS/BAND DIRECTOR/STUDENT LEADERS

SECTION 1. UNIFORMS

- a. The uniform chairperson is responsible for assisting the Choral Director in the care, maintenance, cleaning and distribution of uniforms.

SECTION 2. EQUIPMENT/PROPS

- a. The equipment/props chairperson is responsible for overseeing the condition, repair and maintenance of the equipment needed by the band for all performances and activities.
- b. They must report to the Choral Director any damage or abuse of the equipment.
- c. They will secure additional adult personnel to insure the smooth handling and delivery of the equipment needed by the choir.

SECTION 3. VOLUNTEER/CHAPERONE

- a. The chaperone chairperson secures chaperones for all activities of the choir.
- b. They will advise chaperones of their duties and coordinate chaperone policies with the Choral Director.
- c. They will secure and maintain medical and permission and release of liability forms for all choir activities.
- d. They will ensure that all volunteers are registered with the school and all hours are sent to the booster treasurer and school volunteer coordinator.

SECTION 4. RAYS/BUCCANEERS

- a. The Rays/Buccaneers chairperson will be responsible for communicating with the organizations and the Choral Director and Booster President all information pertinent to the fundraising opportunities.
- b. They will be responsible for scheduling games, obtaining volunteers, and following up on all necessary communication between the Boosters and the organizations.

SECTION 5. SPECIAL

- a. The President may appoint special Committees at any time for the purpose of fulfilling specific needs or as requested.
- b. Such committees shall continue to exist until they have completed their assignments or have been discharged by the President or the fiscal year ends.

SECTION 6. ADDITIONAL STANDING COMMITTEES

- a. The Board of Directors may approve the establishment of new Standing Committees and their objectives, abolish Standing Committees, and modify existing Standing Committees by a majority vote with the approval of the general membership at the next regular meeting.

SECTION 7. CHORAL DIRECTOR

- a. Advise the Executive Committee on matters concerning the chorus.
- b. Prepare and submit a budget for the chorus by the first General Membership meeting in April of the new school year.

ARTICLE VI. ~ STAFF

The Osceola High School Administration, in accordance with Pinellas County School Board policies, shall hire all staff. The Board of Directors shall have approval for salaries and authorization for payment.

- a. Upon approval by the Board of Directors each year, the Choral Director may be compensated for his work in directing the preschool summer camp. The Boosters recognize that the Pinellas County School Board does not compensate the Choral Director for this time. The Executive Committee shall determine the amount of such compensation.
- b. Upon approval by the Executive Committee and the recommendation of the Choral Director each year, additional staff may be compensated for their work in specific areas. The Executive Committee shall determine the amount of such compensation.

ARTICLE VII. ~ MEETINGS

SECTION 1. GENERAL MEMBERSHIP MEETINGS

- a. General membership/parent meetings of this organization will be held once a month on the second Tuesday of each month, beginning in July and ending in May and must occur at a minimum in August through April of each school year. These meetings will fulfill parental involvement in the Fundamental Program.
- b. If necessary, additional membership meetings shall be scheduled either by the Executive Committee or, at any regular membership meeting, the members may vote by majority vote to schedule any additional membership meetings they desire. There shall be at least two (2) weeks notification provided to all active members before any membership meeting.
- c. The date, time and place of any meeting shall be published in the Booster's newsletter or the membership shall be notified by notice sent home with their students of any meeting at least two (2) weeks prior to the meeting.
- d. The Annual Meeting shall be the regular meeting in April.
- e. The President/Executive Committee may call special meetings as needed or upon request in writing or by telephone conversation.
- f. A quorum shall consist of the members in attendance at a regular, special or annual meeting.

SECTION 2. EXECUTIVE COMMITTEE MEETINGS

- a. The Board of Directors of this organization shall meet monthly before each regular meeting at a time and place as designated by the President.
- b. The President may call special Executive Committee meetings.
- c. A majority of the Directors in office shall constitute a quorum of the Executive Committee.

ARTICLE VIII. - ELECTIONS

SECTION I. ELECTIONS

- a. During the March meeting, nominations may be made from the floor or in writing.
- b. Officers are to be elected at the regular meeting in April.
- c. Officers shall take office effective at the end of the student school calendar year.
- d. Election shall be by simple majority of the General Membership present and in case of more than one nomination for an office, voting will be by secret ballot.

ARTICLE IX. ~ FISCAL RESPONSIBILITIES

SECTION 1.

- a. The fiscal and administrative year shall begin on July 1 and end on June 30 of the following year.

SECTION 2.

- a. Persons designated by the Executive Committee shall review the official records and accounts of this organization at the end of the fiscal year.
- b. Those persons reviewing shall not be affiliated with the Chorus Boosters.

SECTION 3.

- a. In addition, the Executive Committee may request a review whenever they deem necessary.
- b. The treasurer, or persons designated by the Executive Committee, shall report the findings of all reviews to the Executive Committee and General Membership.
- c. The official records and accounts shall be available for review by any member.

SECTION 4. BUDGET

- a. The Executive Committee shall meet with the Choral Director, and the Director shall submit a proposed annual budget.
- b. This will then be submitted to the general membership for approval at the final general meeting of the school calendar year-end meeting.
- c. The budget is a summary of probable income and expenditures and is not a statement of final appropriations.

SECTION 5. EXPENDITURES

- a. The Executive Committee or the general membership shall first approve all expenditures in excess of \$ 250.
- b. The Treasurer may approve by either the President or the Vice President any expenditure not exceeding \$250 if such funds are included in the budget for such purpose.
- c. The Treasurer must determine that cash is available for such expenditure
- d. All checks must have the signature of two of the following officers:
 1. President
 2. First Vice President
 3. Second Vice President
 4. Treasurer
 5. Recording Secretary
 6. Corresponding Secretary
- e. All other financial transactions must be approved by the Executive Committee or General Membership.

SECTION 6. DISCRETIONARY EMERGENCY FUND

- a. This fund is established for use by the Director of Choral Music and is not to exceed \$1000 annually.
- b. Once a month, preferably before the board meeting, the Director of Choral Music will submit to the Treasurer receipts for all expenditures made.
- c. The Treasurer will issue a check for the receipts submitted subject to Executive Committee approval.
- d. This fund may be increased for special purposes by a majority vote of the entire Board of Directors.
- e. The Director of Choral Music may draw no more than \$ 250 from the fund for a specific purpose. At the end of the month, the Director shall account for the amount drawn and shall furnish receipts for all expenditures for approval by the Executive Committee. All draws shall be returned and accounted for at the end of the fiscal year.

SECTION 7. SPECIAL ACCOUNTS

STUDENT FAIR SHARE

- a. Definitions:
 1. Contributed funds are those funds that were put in by the student from his/her personal finances.
 2. Earned funds are those funds earned by the student as part of a fundraising activity.
- b. These funds shall be placed in an account in a FDIC bank maintained by the Chorus Boosters.
- c. The Treasurer shall maintain a separate record in the name of each student who has contributions or earnings in the fund.
- d. All individual student fair share balances will be applied to the Osceola High School chorus related expenses.

If a student has more funds than needed, the following options shall apply:

 1. Any excess funds earned by the student shall automatically roll over to the following band season as long as the student is enrolled in the Choral Music Program for at least one semester each year or can be transferred to a sibling or other student within one year.
 2. Parents of students enrolled in the choral program must notify the treasurer and make their intentions in writing of the disposition of the fair share account. The treasurer must be notified within two weeks prior to the last day of school. If no contact is made, the funds will be returned to the general operating booster budget.
 3. Any special circumstances regarding fair share accounts require approval from the Executive Committee.

SECTION 8. FUNDRAISERS

- a. All fundraising activities will follow the guidelines outlined by the Pinellas County School Board.

ARTICLE X. ~ AMENDMENTS

SECTION 1.

- a. The By-Laws may be amended by a majority vote of the members present at any regular general membership meeting.
- b. The amendments must have been presented at the preceding regular general meeting of the organization.

ARTICLE XI. ~ PARLIAMENTARY PROCEDURES

SECTION 1.

- a. Except when it conflicts with the By-Laws, the most current edition of "Robert's Rules of Order" (revised) shall be the authority for conduct of all meetings of this Organization.

ARTICLE XII. ~ DISSOLUTION

SECTION 1.

- a. Upon dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) in the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the Osceola Fundamental High School choral music program.