

**BY-LAWS OF THE
COSBY CHORAL BOOSTERS**

AMENDED AND RESTATED AUGUST 2017

Article I-Purpose

Section 1. The Choral Boosters is a non profit organization whose purpose is to promote enthusiastic interest in the Cosby High School Choral Program.

Section 2. The organization shall provide moral support to the Choral Program and all possible financial support to cover items and expenses that the School or County does not provide.

Section 3. The organization shall cooperate with those in charge of the Choral Program at Cosby High School, the School Administration and the School Board.

Article II-Membership

The general membership of this organization is limited to parents or guardians of Cosby High School students enrolled in choral department or choral show band. All Choral Boosters Members have voting rights at general membership meetings.

Associate memberships are available to other individuals or businesses that do not have a student enrolled in the Cosby High School Choral Department but have an interest in supporting the Choral Booster Program. However, Associate Members do not have voting rights at General Membership meetings.

Article III- Officers

The officers of the organization shall be a President, Vice President of Membership, Vice President of Fundraising, Treasurer, Secretary and At- Large Board Members.

The number of at large members of the board permitted to vote is limited to seven(7). All officers must be paid General Members.

Article IV- Membership Meetings

Section 1. Regular meetings shall be held each month from August through June of each year, excluding December, or at the discretion of the Choral Booster Executive Board.

Meetings will be held at Cosby High School. Roberts Rules of order shall be standard for conducting meetings.

Section 2. Four(4) members shall constitute a quorum for the purpose of conducting a meeting.

Article V- Amendments

These By-Laws may be amended by a majority vote of the members present and voting at any membership meeting. The membership must be notified of proposed changes seven (7)days prior to such meeting.

Proposed amendments to the By- Laws will be posted to the Cosby Choral webpage.

Article VI- Executive Board

Section 1. The Executive Board shall consist of:

A. Officers of the Organization as listed in Article III

B. The Choral director(s) of Cosby High School, (non-voting member)

Section 2. The executive Board shall meet once each month from August through June of each year, excluding December, or at the discretion of the Choral Booster Executive Board. Meetings will be held at Cosby High School.

Section 3. Four(4) members shall constitute a quorum for the purpose of conducting Executive Board meetings

Section 4. The executive board shall supervise all affairs of the organization.

Section 5. The executive Board is required to set aside a minimum of 10% of general fund raising proceeds for the purchase of costumes . Surplus funds may be used to purchase and/or replace additional costumes.

Section 6. Only one parent or guardian per family may serve on the executive board during the same school year.

Section 7. One vote may be cast by each executive board member and any member at

large position shared by two family members.

Article VII- Duties of Officers

Section 1. The President shall:

- A. Preside at all meetings of the organization,
- B. Working with the school director, appoint all committee chair-persons and shall be an ex- officio member of all committees,
- C. Develop with the Choral Director, VP of Membership, VP of fundraising and the Treasurer a projected budget by August 1 for the following year,
- D. Be involved in all the direct activities of the organization.

Section 2. The VP of Membership shall:

- A. Assume all the duties of the President in his/her absence.
- B. Be responsible for promoting active membership in the organization,
- C. Coordinate and distribute volunteer forms,
- D. Contact members to act as chaperones for choral functions,
- E. Maintain accurate list of uniform/costumes and accessories assigned to students,
- F. Oversee the uniform/costume committee

Section 3. The VP of fundraising shall:

- A. Supervise all money- making activities,
 - 1. Report status of fundraiser,
 - 2. Provide a copy to each board member
 - 3. funds shall be counted by two(2) persons,
 - 4. present to the board the plans and projected expenses prior to fundraisers,
 - 5. Provide the VP of membership and the Secretary a list of all volunteers following each fundraiser.

- B. Present a monthly written report at each executive board meeting,
- C. Collect and give to the treasurer all funds upon the completion of activity and shall designate an amount not less than 10% of profits from these activities to be deposited in the costume account.
- D. Oversee necessary chairman for major fundraisers,
- E

Section 4. The Recording Secretary shall:

- A. Keep a written records of all meetings,
- B. Present an electronic copy of the minutes to each Board member and standing committee chair,
- C. Conduct all correspondence as directed by the board.
- D. Secure approval of board for all letters sent with the Choral Boosters signature,
- E. Be responsible for all mailings for the organization,
- F. Distribute a written calendar of Choral Booster activities,
- G. Provided each Board member with an accurate roster of students involved in our chorus classes and Choral Boosters.

Section 5. The Treasurer shall:

- A. Record all funds due the organization from the Chair-persons, VP of Membership, VP Fundraising and President,
- B. Deposit same funds with Village Bank at 6736 Southshore Dr. Midlothian Va. 23112 within five (5) days of receipt (see Article VIII, section 3, B3) and shall deposit designated amount in the costume account,
- C. Make disbursements as directed by the board
- D. Maintain the books in a manner subject to audit at all times,
- E. Present a written report each month to be filed with the recording Secretary and included in the monthly minutes. A monthly copy of the treasurer's report should be sent the Activities Director at Cosby High School.

Section 6. At Large Members shall:

- A. Represent the whole membership of the organization, rather than a subset of that membership,
- B. Be accountable to the general membership of the organization by keeping them informed about board activities via written and oral communications,
- C. Be a full voting member of the executive board,
- D. Serve the board's strategic needs as determined by the president and choral director.

Article VIII- standing committees

Standing committees are assigned as needed and may be temporary in nature and will commensurate with the needs of the choral department. Specialized needs may require nominations and appointments from the general choral booster membership.

Section 1. Standing committees shall be:

A. Special fundraising

This committee is appointed by the board when it is determined a single fundraising opportunity needs long term and/or intensive management. This committee is overseen by the VP of Fundraising.

B. Hospitality

This committee shall function as an official welcoming committee for all choral functions and be responsible for organizing and serving refreshments for concerts and receptions. This committee reports directly to the president.

C. Costume

This committee shall provide costume fittings and maintain accurate documentation of assigned costumes, accessories, and props. This committee would also assist in the purchase of new costumes. This committee is overseen by the VP of Membership.

D. Sets

This committee shall provide design concepts and production of sets for choral competitions. This committee would submit approximate budget for sets and management of set-up volunteers, maintenance, storage and transportation for approval by the executive board.

Section 2. The President working with the director shall nominate all committee chairs.

Article IX- Nominations and Elections

Section 1. The Nominating Committee:

- A. shall consist of three members with (2) being on the board and one(1) from the general Membership if possible,
- B. Chair-person shall be appointed by the President at the February meeting,
- C. Will present a slate of candidates to the executive board at the March meeting.

Section 2. Election of the officers shall be held at the May general meeting. Nominations may be made from the floor after the reports from the Nominating Committee.

Section 3. Elected officers shall assume their positions in June of the following year.

Section 4. any officer's post which becomes vacant, shall be filled by the VP of membership. In the event a board member misses two(2) consecutive meetings, the board shall evaluate the circumstances to determine if resignation is necessary.

Article X-Audit

The financial records of the general account shall be audited annually or more frequently as directed by the board. The audit shall be conducted by three(3), two(2) of whom shall be members of the board and the third a general member.

Article XI-Records of the executive board

All board members shall maintain a binder or jumpdrive containing past and current records. The binders/jumpdrives shall be presented to the new board members at the June meeting.

Article XII- Dissolution

If the choral booster shall at any time disband any monies in the Treasury and/or items purchased by the organization shall be turned over to and become the property of Cosby High School choral Department.