

# **BYLAWS of the Cedar Ridge High School Choral Boosters**

The following are the By-laws of the Cedar Ridge High School (CRHS) Choral Boosters, a non-profit organization to promote the Choral Program/Department at Cedar Ridge High School in Hillsborough, N.C.

## **Article I - Offices**

**Section I. Principle Office.** The principle office of the Corporation shall be located at 1125 New Grady Brown School Rd, Hillsborough, N.C. 27278.

**Section II. Registered Office.** The registered office of the Corporation required by law to be in the State of N.C. may be, but need not be, identical with the Principle Office.

## **Article II – Members, Shareholders and Certificate Holders**

**Section I.** All functions and affairs of the Corporation shall be directed by the Executive Board.

## **Article III – Membership**

### **Section I. Membership:**

- a. The members of the Choral Boosters shall be parents, teachers, students, administrators and other persons who are affiliated with or interested in supporting the Choral Department at CRHS.
- b. The Choral Boosters shall conduct a semi-annual enrollment of members at the beginning of each CRHS semester, but persons may be admitted to membership at any time.
- c. Term of annual membership shall coincide with the dates of the CRHS/Orange County Public School System Traditional Calendar academic school year, (July 1st to June 30th), unless otherwise determined by the Choral Boosters' Executive Board.

## **Article IV – Executive Board**

### **Section I. Membership**

- a. The Executive Board shall consist of the officers and the CRHS Choral Director.

### **Section II. Board Duties.**

- a. Transact necessary business in the intervals between meetings and such other business as may be referred to it by membership;
- b. Ensure consistent implementation of Bylaws, reviewing and modifying if needed, at least annually.
- c. Present a report of Board activities at the regular membership meetings;
- d. Review and approve/disapprove any proposed expenditure over \$100.00 not included in the original annual budget. Any such approval must be via unanimous Executive Board affirmative vote.

- e. Approve payment of routine bills within the limits of the budget.
- f. Select and approve members to create standing and/or adhoc committees.

### **Section III. Board Meetings.**

- a. Meetings of the Executive Board shall be held during the year as needed to fulfill responsibilities outlined in the Bylaws. The meeting time(s)/date(s) will be determined by Board members. If deemed appropriate given the matter at hand, Board members may be contacted electronically to discuss and/or vote on an issue. A majority of the Executive Board members shall constitute a forum in either case.
- b. Special meetings/votes of the Executive Board may be called by the President or by the majority of the members of the Executive Board at least three days prior to the called meeting.

### **Section IV. Officers and Their Elections.**

- a. The officers shall consist of a President, Vice President, Secretary, and Treasurer.
- b. Officers shall be elected for a one year term of service at the last general membership meeting of the academic year. In order to be elected to any office identified above, a candidate must receive more votes than any other candidate for that same office.
- c. Officers shall assume their respective positions for the upcoming academic year, on the first day of July following the conclusion of the prior academic year.
- d. A call for officer nominations shall be communicated electronically to members and parents of students currently in the CRHS Choral Department. A call for nominations shall also take place at the regularly scheduled Choral Boosters' meeting prior to elections for the next academic year.
- e. Only those persons who have reviewed the officer role descriptions outlined in the Bylaws and have consented to serve as outlined will be placed on the official slate of officer candidates.
- f. A mid-term vacancy in any office shall be filled for the remainder of the term by a person elected by a majority vote of the remaining Executive Board, with notice of such election given to the Choral Boosters' membership as soon as reasonably practicable.

### **Section V. Duties of Officers.**

- a. The President shall:
  - 1. Preside at all meetings of the Choral Boosters and the Executive Board, unless unavailable to do so;
  - 2. Perform such other duties as may be prescribed in these By-laws or assigned to the President by the membership or by the Executive Board;
  - 3. Coordinate the work of the officers and any committees;
  - 4. After receiving budget needs from the Choral Director, collaborate with the Treasurer to create a proposed budget, to be voted on by the membership no later than the second membership meeting of the academic year;

5. Work with the Treasurer to ensure appropriate use of funds, identify potential concerns related to spending and ensure that funds are appropriated in accordance with approved budget and Choral Boosters Bylaws.

6. Appoint, at least one month prior to the new Board of Directors taking office, (by June first), an objective auditor from outside the current Executive Board to audit the annual Treasurer's accounts. Results shall be reported at the first meeting of the new Board.

b. The Vice President shall:

1. Assist the President as needed, and perform the duties of President if the President is unable/ unavailable to do so.

2. Represent or designate a representative from the Membership, approved by the Executive Board, as a liaison to the SHS PTA Board; and

3. Perform other duties as delegated.

c. The Secretary shall:

1. Record, in writing, the minutes of all general, monthly and Executive Board meetings;

2. Maintain the minutes of such meetings in an accessible and orderly fashion;

3. Provide the written minutes of the monthly meetings at least two weeks prior to the next meeting, to the entire membership;

4. Provide incoming Secretary with all previous minutes at the time of succession;

5. Maintain accurate Bylaws in both electronic and written form, updating as amendments are made;

6. Maintain an accurate electronic email group of Choral Booster members as received by the membership chairperson; and

7. Perform such other duties as may be delegated to the office.

e. The Treasurer shall:

1. Be responsible for appropriate disposition of Choral Boosters' funds, including all monies collected as:

- a result of fundraising activities;
- payment for uniform rental and/or purchase;
- payment for choral department trips; and/or
- as contributions or any other funds acquired by and belonging to the Choral Boosters.

2. After receiving a requested budget from the Choral Director, collaborate with the President to draft a proposed budget to be voted on by the membership no later than the second membership meeting of the academic year;

3. Keep a full and accurate record of all receipts and expenditures, and in accordance with the provisions of the annual budget adopted by the membership,

4. Make disbursements as authorized by the Executive Board or the Membership;
5. Present a written financial statement quarterly at CRHS Choir Booster board meeting, and at other times as requested by the Executive Board.
6. Make a full report at the meeting at which new officers officially assume their duties;
7. Annually make accounts available for examination by an objective auditor outside the Executive Board membership, who, satisfied that the Treasurer's annual report is accurate, shall sign a statement of that fact at the end of the report;
8. Perform such other duties as may be delegated to the office.

### **Article V - Specific Financial Directives**

#### **Section I. Expenditures Over Approved Budget**

- a. Reimbursement for any expenditure(s) over \$100.00, other than approved in the annual budget, shall not occur without the approval of a majority of the members of the Executive Board.

#### **Section II. Check Signing Requirements**

- a. Any check MUST be signed by two members of the Executive Board.

### **Article V Bylaw Amendments**

**Section I. Amendments.** These By-laws may be amended at any scheduled Choral Boosters board meeting by two- thirds vote of the members present and voting, providing that notice of the proposed amendment(s) shall have been given at the previous, regularly scheduled board meeting.

Approved at October 6, 2015 Board Meeting