

# DS FREEMAN HS CHORAL BOOSTERS

## CONSTITUTION AND BY-LAWS

JULY 1, 2017

## CONSTITUTION

### Article I: Name

Section 1: The organization shall be known as the DS Freeman HS Choral Boosters

Section 2: The principal office of the DS Freeman HS Choral Boosters shall be located at DS Freeman High School, 8701 Three Chopt Road, Henrico, VA 23229

### Article II: Purpose

Section 1: To promote and maintain interest in all aspects of the choral music programs at DS Freeman High School, a Henrico County Public School (HCPS).

Section 2: To assist the Choral director and his/her staff in the implementation of the choral music programs.

Section 3: To serve as a means of communication to keep parents and guardians of Chorus members informed as to the activities of the choral music programs and the DS Freeman HS Choral Boosters.

Section 4: To assist financially in the operation of the choral music programs including fundraising to support Choral activities and projects.

### Article III: Structure

Section 1: Under the provisions specified in the by-laws, this organization shall be governed by the elected officers, the Executive Board, and the membership with the cooperation of the DS Freeman High School Choral Director.

## BY-LAWS

### Article I: Membership

Section 1: To be eligible to hold an Active Membership, a person must be a parent or legal guardian of a student participating in any of the choral music programs at DS Freeman High School. An Active Member has all rights and privileges afforded membership, which include the right to hold office, chair committees, vote, and to chaperone events subject to the then current HCPS Volunteer Guidelines. Each Active Member of the organization shall pay annual dues as established by the Executive Board.

Section 2: An Associate Member is any interested person other than a parent or guardian who subscribes to the objectives of the organization. An Associate Member is not eligible to hold an elected office or to chair a committee. An Associate Member shall not be allowed to vote on the constitution and by-law changes and may not serve as a chaperone. Each Associate Member of the organization shall pay annual dues as established by the Executive Board.

### Article II: Officers and Elections

Section 1: Each officer of this organization shall be an Active Member of the DS Freeman Choral Boosters.

Section 2: The officers of this organization shall consist of:

President  
Vice President  
Secretary  
Treasurer

Section 3: Nominations and Election:

- (a) In March, the President shall appoint a nominating committee consisting of at least three (3) but no more than five (5) Active Members. One member of the nominating committee shall be from the Executive Board, but shall not be the President, and shall serve as chairman.
- (b) This committee shall report to the organization at its regular April meeting, a slate of officers with at least one candidate per office for the ensuing year. There may also be nominations from the floor at this meeting. No member shall be nominated for any office who has not given his or her consent to serve if elected.
- (c) Officers shall be elected by ballot at the May meeting. If there is but one nominee for each office, election for those offices may be by acclamation. A majority of votes cast shall constitute an election.

- (d) Officers, except the Treasurer, shall assume their official duties on July 1. The Treasurer shall assume his/her official duties upon the completion of the audit of the prior year's financial records to be completed by July 31 or as soon as practicable.
- (e) An officer shall not serve more than two consecutive terms in the same office.
- (f) All officers of the organization serve without compensation.
- (g) In the event that an officer cannot fulfill his or her term, the President shall appoint a temporary nominating committee for the purpose of obtaining a successor. At a meeting designated by the President, the temporary nominating committee shall present its recommendations and, with prior consent of the nominee, there may be nominations from the floor. The voting shall be as covered in Article II, section 3 (c).

### Article III: Duties of the Officers

#### Section 1: The President shall

- (a) preside at all regular and Executive Board meetings of the organization;
- (b) call meetings of the Executive Board;
- (c) appoint all standing committees and special committees
- (d) maintain a current copy of the bylaws;

#### Section 2: The Vice President shall

- (a) in the absence of the President, perform the duties of that office;
- (b) perform other delegated duties as assigned.

#### Section 3: The Secretary shall

- (a) record the minutes of all regular and Executive Board meetings of the organization including maintaining a record of member attendance;
- (b) carry on all correspondence for the organization;
- (c) perform other delegated duties as assigned.

Section 5: The Treasurer shall

- (d) keep a full and accurate account of all receipts and expenditures of the organization in accordance with the budget adopted by the organization;
- (e) prepare checks for expenditures. If the check is payable to one of the authorized signers or exceeds the amount of one thousand dollars, two (2) officers with signing authority are required to sign the check.
- (f) present financial reports at every regular meeting of the organization;
- (g) have records prepared to be reviewed by the Audit Committee;
- (h) file all required reports and tax filings by the stated deadline as required by county, state and federal authorities.

Article IV: Executive Board

Section 1: The Executive Board shall consist of all elected officers, chairperson(s) of all standing committees, and the Choral director.

Section 2: The Executive Board shall meet at the call of the President, at the expressed request of two (2) Executive Board members or the request of the Choral Director.

Section 3: Each member of the Executive Board will sign each year a statement which affirms that such person has received a copy of the organizations by-laws and conflict of interest (COI) policy, has read and understands the by-laws and COI policy and understands the organization's purpose as a charitable organization.

Section 4: The duties of the Executive Board shall be as follows:

- (a) to transact necessary business in the intervals between the organization's regular meetings;
- (b) to create standing and special committees;
- (c) to approve the plans of work of the committees;
- (d) to present a report at the regular meeting of the organization;

Article V: Committees

Section 1: Standing and special committees shall be created by the Executive Board as may be necessary to promote the work of the organization.

Section 2: The Standing Committees shall be:

- (a) Volunteers and Chaperones
- (b) Fundraising
- (c) Hospitality
- (d) Membership
- (e) Travel
- (f) Show Choir
- (g) Senior Boards
- (h) Programs

Section 3: Special committees may include but are not limited to:

- (a) Audit
- (b) Nominating
- (c) Budget
- (d) Middle School Relations
- (e) Photography

Section 4: The chairperson(s) of each committee shall present a plan of work to the Executive Board for approval. No committee work shall be undertaken or funds committed without the consent of the Executive Board.

Section 5: Committee chairperson(s) shall be present at all regular meetings and have prepared a report updating activities of the committee. If the chairperson(s) is not able to attend a meeting, a written report shall be submitted to the President within 3 days of the meeting.

Section 6: Committee chairpersons shall not serve for more than one year unless reappointed by the new Executive board as of July 1.

Section 7: Committee chairperson(s) shall maintain written records of their committee's activities and turn over those records to the President no later than June 30 or upon departing office.

Section 8: The President shall be the ex-officio member of all committees with the exception of the nominating committee.

#### Article VI: Meetings

Section 1: Regular meetings of the organization shall be held at least six (6) times per year at a time and place fixed by resolution of the Executive Board. Notice of meetings will be posted using the organization's current communications method.

Section 2: Special meetings of the organization may be called by the President or by the majority of the Executive Board.

Section 3: The regular May meeting shall be for the election of officers.

Section 4: The regular September meeting shall be for the approval of the ensuing year's budget.

Section 5: Six members shall constitute a quorum for the transaction of business at any meeting of the organization.

Section 6: Voting on routine matters may be by voice vote; however, votes on the bylaws or amendments and the adoption of the budget shall be by a show of membership hands with the vote counted and recorded. If it is deemed necessary to the conduct of business, the President may propose a vote via email between scheduled meetings.

#### Article VII: Fiscal Year

Section 1: The fiscal year of this organization shall begin on July 1 and end on June 30.

#### Article VIII: Amendments

Section 1: The organization's by-laws may be amended as follows:

- (a) a special committee shall be appointed to review and submit a revised set of by-laws as a substitute for the existing by-laws or to submit an amendment to the current by-laws;
- (b) by-laws may be revised or amended at any regular meeting of the organization by two-third vote of those voting members present provide that the proposed revision or amendment has been submitted in writing at the previous regular meeting of the organization;
- (c) revisions and amendments shall be effective upon adjournment of the meeting at which they are adopted.

Article IX: Conflict of Interest

The organization shall adopt and periodically review a conflict of interest policy to protect the organization's interest when it is contemplating any transaction or arrangement which may benefit any member of the Executive Board or Committee Chairpersons of special committee.

Article: Parliamentary Authority

Robert's Rules of Order Newly Revised shall govern the proceedings of all meetings of the organization, except as provided in these by-laws.

Adopted: July 1, 2017

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Sara Martin, President

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Coates Carter, Treasurer