



## ROCK RIDGE CHOIR BOOSTER CLUB BYLAWS

### **ARTICLE I – NAME**

The name of the organization shall be the "Rock Ridge Choir Booster Club," hereafter referred to as the RRCB.

### **ARTICLE II – OBJECTIVES**

Section 1. To encourage and facilitate growth, success and sustainability of the Rock Ridge choir program.

Section 2. To provide fundraising support for choir expenses and related student activities.

Section 3. To facilitate volunteer support for the choir program and its events, activities, and functions.

Section 4. To promote the Rock Ridge choir program, including its performances, activities, students, and community.

Section 5. To foster greater communication between students, parents, choir directors, school administration, and the community at-large, as relates to musical arts.

### **ARTICLE III – MEMBERSHIP**

Section 1. Membership is open to all parents and guardians of Rock Ridge students as well as any other persons wishing to support musical arts at Rock Ridge High School.

Section 2. Membership may be active or honorary.

Section 3. Active members are encouraged to attend RRCB general meetings, promote and attend choir performances and events, and support the choir program by volunteering to lend a hand when help is needed.

Section 4. Membership dues shall be established annually by the Executive Board and must be remitted to become or remain an active member.

Section 5. Honorary members are non-voting and are exempt from membership dues.

Section 6. Members who have contributed applicable dues are considered to be "in good standing" and are entitled to all privileges of membership, including full voting rights and eligibility to hold office.

Section 7. Membership records will be maintained by the Executive Board Secretary.



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### ARTICLE IV – OFFICERS AND ELECTIONS

Section 1. The officers of the organization shall consist, at a minimum, of the following: president, vice president, secretary, and treasurer.

Section 2. A nominating committee chair(s) shall be appointed by the Executive Board. The nominating committee chair(s) must be an active RRCB member in good standing, as defined in Article III, and must be the parent or guardian of a student participating in the Rock Ridge choir program. The Choir Director will serve as a non-voting advisor to the nominating committee. If no nomination committee has been formed, then the duty shall fall on an current Executive Board member who is not running for office.

Section 3. The nominating committee shall present a slate of Executive Board candidates at least five (5) days prior to the May general meeting in which the election of officers will take place. Nominations can be made from the floor on the day of the meeting. All nominees must consent before the vote takes place. Nominees can be the parent or guardian of Rock Ridge Chorus students, alumni, community members, educators or other individuals who support the mission and vision of RRCB and are 18 years of age or older.

Section 4. The nominating committee's uncontested slate of candidates may be considered by a floor vote with voting members indicating 'yea' or 'nay'. If additional nominations have been offered from the floor, or if the election is otherwise contested, voting shall be by secret ballot.

Section 5. A majority vote of the active members present shall be considered a bona fide election.

Section 6. Officers shall be elected for a term of one year, with no one serving more than two consecutive terms in the same office except in cases where there are no other candidates proffered. Throughout their term, Officers must remain active RRCB members in good standing, as defined in Article III. The term for all officers other than the treasurer will be from July 1 to June 30 the following year. June will serve as a period of transition from the old to new board. The current year treasurer must continue their duties until applicable tax forms have been submitted to the IRS for their term.

### ARTICLE V – DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings, shall appoint committee chairpersons, and shall be an ex officio member of all standing committees. The President provides direction and oversight for the organization and its programs and services supporting the Rock Ridge choir program in accordance with these bylaws.

Section 2. The Vice President shall assist the President at all times and assume all authorities and responsibilities of the President in his or her absence. The Vice President shall be responsible for fostering and building relationships with patrons, donors and community members to include overseeing fundraising efforts. An optional Second Vice President position may be established and appointed for the purpose of committee oversight and coordination.

Section 3. The Secretary shall record minutes of all meetings, which shall be made available to members, and shall be responsible for all general communications and correspondence. The Secretary may perform any of the duties of the President in the absence of both the



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President and Vice President.

Section 4. The Treasurer is responsible for all financial activities, funds, securities, valuable papers, and financial records of the organization. The Treasurer shall exercise appropriate financial management and oversight and adhere to generally accepted accounting principles. The Treasurer shall assist the Executive Board in the preparation and management of annual operating and capital budgets, maintain documentation of financial transactions, keep an accurate account of all receipts and expenditures and provide monthly a current status of funds report to RRCB. RRCB financial records shall be open at all times for inspection by any member of the Executive Board. The Treasurer shall support financial audits to be conducted annually by an independent auditor.

### ARTICLE VI – EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the elected officers, as enumerated in Article V. The Board of Directors shall consist of the Executive Board and additional ad hoc members and committee chairpersons representing standing committees as may be established under Article VIII. The choir director will serve on the Executive Board as a standing, non-voting, advisory member.

Section 2. The Executive Board shall meet monthly during the school year, or at whatever schedule is deemed appropriate and adopted by the Executive Board members.

Section 3. The Executive Board will set the agenda for the general RRCB meetings and inform the membership of meeting dates, times and locations.

Section 4. Authority shall be vested in the Executive Board for all actions, decisions and expenditures as are necessary to carry out the business of the RRCB in accordance with these bylaws.

Section 5. By a two-thirds majority vote, the Executive Board may remove officers, chairpersons or members in such cases where the individual is unwilling or unable to perform their assigned duties, or for criminal misconduct or unethical behavior.

Section 6. Each Executive Board member shall have the right to resign at any time upon written notice thereof to the Executive Board. Unless otherwise specified in the notice, the resignation shall take effect upon receipt. A special election can take place at any subsequent general meeting to fulfill the vacant position utilizing the voting process defined in Article IV.

### ARTICLE VII – GOVERNANCE

Section 1. The general membership of the RRCB shall meet at a place and time and with such frequency as is established by the Executive Board. Meetings shall be publicized with at least five days' advance notice.

Section 2. A quorum for all general meetings shall consist of the members in attendance. A quorum for the Executive Board shall consist of a simple majority defined as at least one more than half of the active Executive Board members.

Section 3. Each member in good standing is entitled to one vote. Members must be present to vote; voting by proxy is not permitted. Voting conducted electronically must comply with



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the one vote per member provision of this Article.

Section 4. The current edition of *Robert's Rules of Order* shall govern the organization when applicable and consistent with these bylaws and any special rules of order the organization may adopt.

### ARTICLE VIII – COMMITTEES

Section 1. The Executive Board may create such standing committees as it deems necessary to accomplish the goals and carry on the work of RRCB. Committees and their responsibilities shall be determined by the Executive Board.

Section 2. Committee chairs and membership must be RRCB members in good standing as defined in Article III.

### ARTICLE IX – FINANCIAL MANAGEMENT

Section 1. The RRCB fiscal year shall be July 1 through June 30.

Section 2. The Treasurer in collaboration with the Executive Board shall prepare an annual budget to be used to guide the activities of the organization during the year, including serving as approval for anticipated expenditures. The Executive Board must approve the budget prior to presentation to the general membership which shall be reviewed at the first regular meeting at the start of the school year. Any deviation from the budget must be voted on and approved in advance by the Executive Board.

Section 3. All income regardless of the method of remittance must be recorded and deposited in the organization's bank account within five (5) banking days of receipt by the Treasurer.

Section 4. All disbursements shall be documented by receipt, an invoice or other written documentation and must align to a line item in the approved budget.

Section 5. The Treasurer and President must be administrators of the RRCB bank account.

Section 6. The Treasurer may sign checks up to \$200. Either the Treasurer and President must also co-sign checks exceeding \$200 or the President must complete, in advance of payment, documentation authorizing payment by the Treasurer.

Section 7. If debit or credit cards are established in the name of RRCB, a policy shall be developed and approved by the Executive Board that includes a list of the authorized users, spending limits and review and oversight provisions. No personal charges may be incurred by RRCB or by authorized users.

Section 8. All expenses, regardless of dollar amount, that are eligible for reimbursement, must be submitted to the Treasurer with receipt or appropriate documentation within 15 calendar days of the expense incurred.

Section 9. A financial ledger of income and expenses will be maintained by the Treasurer, and a written financial statement will be provided at each Executive Board meeting or within three days upon request by any Executive Board member.



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Section 10. For RRCB activities where cash is needed, a detailed account of the starting dominations and amounts and the ending dominations and amounts must be recorded. All counting of cash must be done with at least one Executive Board member present at least one other non-related adult member of RRCB.

Section 11. An independent outside financial audit is recommended annually at such time and in such a manner as to ensure compliance with all applicable tax codes and generally accepted accounting principles.

### ARTICLE X – AMENDMENTS

Section 1. Bylaws may be amended by a majority vote of those present at any public RRCB meeting, or majority of electronic votes, provided the general membership has had five days' notice of said vote or meeting and its agenda.

Section 2. Standing rules may be amended by majority vote of the Executive Board.

### ARTICLE XI - MISCELLANEOUS

Section 1. No part of net earnings of the organization shall be used for the benefit of, or be distributed to, its members, directors, officers, or other persons except that the organization shall be authorized and empowered to pay reasonable compensation for professional services rendered and to make payments and distributions in the furtherance of the purposes set forth in Article II.

Section 2. No substantial part of the activities of the organization shall relate to the distribution of propaganda or any attempt to influence legislation. The organization shall neither participate nor intervene in any political campaign on behalf of any candidate for public office.

Section 3. Notwithstanding any other provisions of these Bylaws, the organization shall not carry on any activities not permitted by an organization exempt under section 501(c)(3) of the Internal Revenue Code, or by an organization to which contributions are deductible under section 170(c)(2) or corresponding section of any applicable federal tax code.

### ARTICLE XII – DISSOLUTION

The organization may be dissolved by a vote of at least three-quarters of the Executive Board. Upon dissolution, all assets will be distributed to Rock Ridge High School choir student activity fund under the authority of the school administration.