

CONSTITUTION
of
Rock Hill High School Choir Booster Club
(A Non-Profit Corporation)

Article I: Name

The name of the organization shall be the Rock Hill High School Choir Booster Club located at 16061 Coit Road, Frisco, Texas 75035.

Article II: Purpose and Structure

Section I This Rock Hill High School Choir Booster Club is organized and operated for the charitable and educational purposes defined in Section 501(c)(3) of the Internal Revenue Code.

Section II The purposes of the organization include raising funds and purchasing personal property and services to be used by students and faculty of the Rock Hill High School choir program.

Section III To exercise other powers conferred by the laws of Texas on nonprofit corporations.

Section IV To be self-governing, self-supporting, non-commercial, non-sectarian, nonprofit and nonpartisan, and shall seek neither to direct the administrative activities of the Prosper Independent School District nor to control its policies.

Section V The Rock Hill High School Choir Booster Club shall not conduct or carry on any activities not permitted by an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue code and regulations as the now exist or as they may be amended.

Section VI The Rock Hill High School Choir Booster Club shall observe the following regulations: Prosper Independent School District Booster Club Guidelines, University Interscholastic League Booster Club Guidelines, and all local, state, and federal laws which apply to nonprofit organizations.

Section VII In the event of the dissolution of this organization, assets shall be distributed to the Prosper Independent School District or to charitable organizations which would then qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or as they may be amended.

Section VIII The Rock Hill High School Choir Booster Club is organized pursuant to the Texas Nonprofit Corporation Act and does not contemplate pecuniary gain or profit and is organized for the nonprofit purposes which are consistent with the provisions of Section 501(c)(3) of the Internal Revenue Code and its regulations as the now exist or as they may be hereafter amended.

Article III: Membership

Section I Membership in the Rock Hill High School Choir Booster Club is open to parents, legal guardians and relatives interested in supporting the Rock Hill High School Choral Program.

Section II All members shall have the right and responsibility to: attend meetings and events sponsored by the organization, serve on committees, and be nominated and elected to office. All members shall have the right to vote for officers to serve on the Executive Board, review and approve the annual budget, and approve amendments to the Bylaws.

Article IV: Executive Board

Section I The elected officers of the organization shall be President, Vice-President, Secretary, Treasurer, Member-at-Large, and Historian.

Section II The executive board shall be composed of the officers of the organization. The choral director(s) shall be ex-officio member(s).

Section III A person shall not be eligible to serve more than two consecutive terms in the same office, unless a suitable successor is not selected. One that has served more than one half of a term shall be credited with having served that term.

Article V: Authority

The rules contained in *Robert's Rules of Order (Revised)* shall govern the organization in all cases in which they do not conflict with the rules of the organization.

BY-LAWS
of
Rock Hill High School Choir Booster Club
(A Non-Profit Corporation)

Article I: Duties of the Executive Board

- Section I* The President shall construct the agenda and preside at all meetings of the general membership and the Executive Board and serve as ex-officio member of all committees, with the exception of the Nominating Committee. Additionally, the President will regularly meet with the designated district representative(s) regarding Booster Club activities, regularly meet with the treasurer of the organization to review the organization's financial position, and schedule an annual audit of records or request an audit if the need should arise during the year.
- Section II* The Vice-President shall maintain records of booster club members, solicit and maintain booster club sponsorships, collect sponsorship revenue, and turn all revenue over to the Treasurer. With the assistance of the Executive Board, the Vice-President will chair a committee to oversee the annual Choir Banquet in the Spring. Additionally, the Vice-President will preside at meetings in the absence or inability of the President to serve.
- Section IV* The Secretary shall record the minutes of all meetings, general and Executive Board, and handle all business correspondence relating to the Rock Hill High School Choir Booster Club, report minutes of the previous meeting to the general membership, and file minutes of all meetings for future reference, maintain records of attendance of each Executive Board member, and other specific duties as needed by the organization.
- Section V* The Treasurer shall keep financial records of all Rock Hill High School Choir Booster Club monies, issue checks, and report financial standing at each meeting. The Treasurer shall keep all monies in the Rock Hill High School Choir Booster Club general account. The Treasurer shall present a formal monthly statement of account (including, but not limited to, copies of all bank statements and canceled checks) at each general meeting with additional copies for the choir directors, building principal, and the Rock Hill High School Choir Booster Club Executive Board, and file a financial report with the appropriate Prosper ISD office by September 1st of each year. Additionally, with the assistance of the organization President, the Treasurer will file sales tax reports as required by the comptroller's office (monthly, quarterly, or annually) and file the annual Internal Revenue Service 990 form in a timely manner.
- Section VI* The Member-at-Large shall serve as chairperson of the Nominating Committee and Scholarship Committee, as well as perform functions as needed by the Rock Hill High School Choir Booster Club.

Section VIII Standing Committees and Chairpersons:

1. The Fundraising Committee shall be organized in the Fall with the charge of organizing fundraising opportunities that support the purpose and goals of the Rock Hill High School Choir Booster Club. A committee chair will be appointed by the Executive Board in the Fall.
2. The Nominating Committee shall be appointed by the Member-at-Large and shall consist of three Rock Hill High School Choir Booster Club members representing different grade levels. The purpose of the committee is to select a full slate of nominees (for the officer positions as referred to in Article IV, Section 1) for election. The committee will have nominations prepared for the Spring meeting. Nominations may be made from the floor after the report of the Nominating Committee.
3. The Scholarship Committee shall be appointed by the Member-at-Large and shall consist of three Rock Hill High School Choir Booster Club members representing students in grades nine through eleven. The purpose of the committee is to award student scholarships using available budgeted funds based on the scholarship application process established by the Rock Hill High School Choir Club.
4. The Audit Committee shall consist of one individual from the general membership, one individual from the executive board (excluded from signatory privileges), and one individual outside the Rock Hill High School Choir Booster Club membership. This committee shall be appointed by the President and approved by the executive board to make a detailed report in writing to the Rock Hill High School Choir Booster Club membership at the first meeting of the new fiscal year.

Article 2: Meetings

- Section I* The general membership shall meet on the designated Monday of designated months during the school year, except designated student holidays and state testing weeks. Certain months may require the scheduled meeting date to be adjusted a week earlier or later. The members present shall constitute a quorum for voting.
- Section II* The executive board shall meet prior to the general membership meeting and as deemed necessary by the President or Choir Director(s). A minimum of twenty-four hours notice must be provided prior to such a meeting, except designated student holidays. The executive board will meet the third Thursday of designated months except designated holidays and state testing weeks. Certain months may require the scheduled meeting date to be adjusted a week earlier or later.
- Section III* General Membership meetings shall exist for the purpose of dispensing information, making critical decisions, and planning for upcoming events. General membership meetings are not intended to be an open forum for criticism or the airing of grievances. Such matters, or any other business, must be brought to attention of the executive board for consideration in the setting of agenda items for each meeting. Dismissal of the meetings shall be at the discretion of the President or the Choir Director(s).

Article 3: Elections

Section I Officers of the executive board shall be elected at a meeting called to order during a Rock Hill High School choir event in the Spring to take office at the conclusion of the school year.

Section II A majority vote of the members present shall constitute an election.

Article 4: Finances

Section I All monies received by the club shall be deposited into the general account. Deposit receipts thereof shall be retained as part of the financial records of the treasurer and shall be ultimately retained as permanent records of the Rock Hill High School Choir Booster Club. Cash receipts shall be counted by at least two persons. All deposit receipts shall be initialed by at least two persons. Procedures shall be set by a fully bonded treasurer (see Article 4, Sections 3) and every precaution shall be taken to provide for the protection of individuals handling funds from physical attack and from accusations of misappropriation. Whenever feasible, monies shall be deposited the same day they are collected.

Section II No monies shall be expended except by check or by draft. All checks or drafts shall be drawn on the Rock Hill High School Choir Booster Club general account. All checks shall be signed by two of three designated people; the Treasurer, plus either the President or the Vice-President. No two members of the same family can be designated to sign checks. No checks shall be written unless the Treasurer is presented a requisition form accompanied by a receipt or invoice. Budgeted funds may be dispersed as requested. Non-budgeted items must be approved by the executive board prior to payment being made.

Section III The Treasurer must be insured or bonded for the protection of monies raised or collected by the Rock Hill High School Choir Booster Club. Annual policy premiums for bond insurance shall be paid by the Rock Hill High School Choir Booster Club.

Section IV The Treasurer shall supply the Rock Hill High School Choir Booster Club and choir directors with a signature card corresponding to the current officers, and shall retain all statements and canceled checks as part of the permanent financial records. A copy of the minutes of the meeting in which these officers are elected shall be made available to the bank if requested.

Section V The general account will be used for the deposit and safekeeping of all monies collected from, donated to, or raised for the Rock Hill High School Choir Booster Club. A savings account or certificate of deposit, or other interest-bearing account maybe utilized to earn interest on monies accumulated throughout the year. Statements of account will be provided to the choir director(s) monthly, with a year-end summary statement reflecting all financial activity of the Rock Hill High School Choir Booster Club.

Section VI The Rock Hill High School Choir Booster Club shall adopt appropriate financial controls to ensure the integrity of its funds. Specifically, without limitation, the organization shall maintain separation of financial controls so that:

- a) All expenses must be approved by the membership by way of approval of an annual budget, or amendments thereto, or be approved by separate resolution of the Executive Board;
- b) All checks, drafts, or other orders for the payment of funds on behalf of the organization shall require two signatures and be signed by the Treasurer and by any other person as authorized in writing by the Executive Board.
- c) An officer or other person without check signing authority designated by the Executive Board shall review all bank statements.

Section VII At the April meeting of each year, the President shall appoint a committee, approved by the executive board, of three members to audit all financial transactions of the past year. The Treasurer shall submit records for audit to the committee. The audit committee shall consist of one individual from the general membership, one individual from the executive board (excluded from signatory privileges), and one individual outside the Rock Hill High School Choir Booster Club membership. All financial records, checkbooks, and a copy of the audit shall be turned over to the incoming Treasurer as soon as possible following the audit. A copy of the audit report shall be provided to the choir director(s). The audit committee shall make available a detailed report, in writing, to the booster club membership at the first meeting of the fiscal year, as well as provide a copy to the Prosper Independent School District Director of Fine Arts by September 1. All financial records should be maintained for a period of not less than seven years.

Section VIII The fiscal year of the organization shall be from July 1 – June 30 but may be changed by resolution of the Executive Board.

Section IX All records of the organization shall be maintained and destroyed in accordance with the law and standard record retention guidelines. Financial records shall be maintained as follows:

Record	How to Store	Period of Time
Year-end Treasurer's financial report/statement	Store in corporate record book.	Permanent
Treasurer's Reports (periodic)	Compile and file records on yearly basis	Three Years – Store with financial records and destroy after three years.
Bank statements, canceled checks check, check registers, invoices, receipts, cash tally sheets, investment statements, and related documents.	Compile and file records on a yearly basis.	Seven Years – Store with financial records. Destroy after seven years.

Section IX The executive officers and directors shall construct an itemized budget in August. Following the executive board's approval, the proposed budget will be presented to membership at the first general meeting of the Rock Hill High School Choir Booster Club.

Section X No loans shall be made by the organization to its Executive Board or members.

Article 5: Amendments

Section I Amendments, alterations, repeals, and additions to the Constitution and By Laws must be approved at a regular meeting of the general membership, provided that notice of such amendment has been introduced for consideration to the general membership no less than 30 days prior to vote. In the case that this is not possible, these changes may be adopted by a majority of the Executive Board, provided that such alterations, amendments, or proposed substitutions have been made in advance.

Section II Upon a majority vote of the members present and voting or a two-thirds majority vote of the executive board, a special committee may be appointed to recommend revised by laws to replace the existing by laws. Any revisions by the committee shall require approval by a two-thirds majority vote from those of the general membership present and voting.

2022 Committee:

Rebecca Compton, Joshua McGuire (choral director), Christine Petermeier

Signed and Approved on this day August 18, 2022

Rebecca Compton
President
Rock Hill High School Choir Booster Club

Christine Petermeier
Vice President
Rock Hill High School Choir Booster Club