



LEWISVILLE HIGH SCHOOL CHORAL BOOSTER CLUB BYLAWS

ARTICLE I – NAME AND PURPOSE

Section 1 - The name of this organization shall be Lewisville High School Choral Booster Club (LHSCBC).

Section 2 - The purpose of the organization shall be the promotion and encouragement of the Lewisville High School Choral Music Department, and the cooperation with the directors in every way possible for the development of the character and talents of the choral students.

Section 3 – The LHSCBC is organized exclusively for the charitable, educational, scientific or literary purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or the corresponding provision of any future federal tax code.

Section 4 – The organization shall be noncommercial, nonsectarian and nonpartisan.

ARTICLE II – MEMBERSHIP AND DUES

Section 1 – Membership in LHSCBC shall be open, without discrimination, to anyone who believes in and supports the Purpose.

Section 2 - Membership dues shall be \$80.00 per person. For the students and their parents, this fee is included in the yearly registration. Membership dues for this organization shall be set by the executive board prior to the new fiscal year and budget.

Section 3 - Membership dues are payable on or following September 1 each calendar year, and run through June 30 of the following year.

Section 4 – Only members of this organization who have paid dues for the current membership year may participate in the business of the association.

ARTICLE III - MEETINGS

Section 1 - This organization shall hold a minimum of four regular general meetings a year. Time and date shall be established by the executive board at its first meeting of the year. The last regular meeting of the year shall be the election meeting.

Section 2 – Special meetings may be called by the president or by a majority of the executive board, at least two days' notice having been given.

Section 3 – Five members shall constitute a quorum for the transaction of business in any meeting of this association.



LEWISVILLE HIGH SCHOOL CHORAL BOOSTER CLUB BYLAWS

ARTICLE IV – OFFICERS

Section 1 – Each officer shall be a member of this organization.

Section 2 - Officers and their election:

- a. The officers of this organization shall be a president, a vice president, a secretary, and a treasurer.
- b. Officers for the coming year shall be elected by ballot in the last general meeting of the prior year. However, if there is but one nominee for an office, election shall be by voice vote. Nominations may be taken from the floor.
- c. The term of office shall be for one year, beginning on July 1 and ending June 30.

Section 3 – Duties of officers:

- a. The president shall preside over all meetings of the organization, confirm quorum at said meetings, be authorized to sign on bank accounts, coordinate the work of the officers and committees and serve as ex-officio member of all committees.
- b. The vice president shall be the aide-to-the-president and preside in the absence of the president and shall have the same powers as the president when acting in the absence of the president.
- c. The treasurer shall have custody of all the funds of the association, be authorized to sign on bank accounts, make disbursements in accordance with the budget adopted by the association, report regularly to the board and general membership, and maintain books of accounts.
- d. The secretary shall record minutes of all meetings, handle all correspondence, keep an updated record of the bylaws for the association, keep records of activities of the booster club and choirs to provide a permanent and accurate history of same, and maintain an executive board and membership list.



LEWISVILLE HIGH SCHOOL CHORAL BOOSTER CLUB BYLAWS

ARTICLE V - EXECUTIVE BOARD

Section 1 – The executive board shall consist of the officers of the association, the committee chairmen, and the student representatives.

Section 2 – The duties of the executive board shall be to transact necessary business as may be referred to it by the association, present a report at the regular membership meetings, create committees and appoint chairmen of such committees, fill vacancies of officers and chairmen, and prepare and submit a budget for the year to the association for adoption.

Section 3 – Meetings of the executive board:

- a. Regular meetings of the executive board shall be held prior to each regular general meeting, the time to be determined at its first meeting of the year.
- b. A majority of filled board positions shall constitute a quorum.
- c. Special meetings may be called by the president or by a majority of the executive board, at least two days' notice having been given.

Section 4 – No later than April of each year the president shall appoint a nominating committee consisting of an odd number of members (no less than three) to select a slate of officer nominees for the coming year. The committee shall elect its own chairman immediately following the meeting. The slate of nominees shall be chosen from the membership of the organization and shall be presented to the membership for vote at the last regular general meeting of the year. Only those persons who have signified their consent to serve shall be nominated.

ARTICLE VI – COMMITTEES

Section 1 – Only members of the association shall be eligible in any position.

Section 2 – The executive board may create committees as it may deem necessary to promote the Purpose and carry on the work of the association. The term of each chairman shall be one year or until the selection of a successor.

Section 3 – The quorum of any committee shall be a majority of its members.

Section 4 – Committees shall consist of:



LEWISVILLE HIGH SCHOOL CHORAL BOOSTER CLUB BYLAWS

- a. **Social Media** - manage choir Twitter, Facebook, webpages under the guidance of president and director.
- b. **Newsletter** - write quarterly choir newsletter communicating and promoting choir and booster activities.
- c. **Activities** – coordinates special activities and events for the choir and boosters like decorating stage on concert night or helping with homecoming float decorations; senior trip.
- d. **Hospitality** – setup catering & refreshments for board meetings and guests like competition judges, uniform seamstress, Vocal Majority singers.
- e. **Sponsorship** - contact vendors to get money, tickets, gift card, etc.
- f. **Volunteers** – obtains volunteers for specific activities via phone, email, and social media sign-up.
- g. **Awards Banquet** – works with the directors to coordinate all aspects of the annual, end of year, student awards banquet.
- h. **Choir Camps** – works with the directors to coordinate activities for the back-to-school camp and spring choir camp
- i. **Uniform** – work with directors to help get directors manage students uniform cleaning and mending.
- j. **Fundraising** – work with president, vice-president, and directors to help coordinates all fundraising activities approved by the board and budget like setup restaurant night dates, car wash dates, concessions, etc.
- k. **Room Parent** – work with president and directors to help coordinate events-parties, trips, chaperone, etc.



LEWISVILLE HIGH SCHOOL CHORAL BOOSTER CLUB BYLAWS

ARTICLE VII – FISCAL YEAR

Section 1 – The fiscal year of this association shall begin July 1 and end on the following June 30.

Section 2 – An audit committee consisting of not less than three members, who are not authorized signers, shall be appointed by the president subject to the approval of the executive board prior to the last regular meeting of the year. The committee report shall be adopted by the association.

ARTICLE VIII – GENERAL PROCEDURES

Section 1 - All proposals initiated by the committees or from the floor shall be subject to review by the head of the choral department for compliance with school policy and the stated objectives of the choral department. It is neither suggested nor implied that the LHSCBC will interfere with the operation of the choral department. Nothing in the bylaws shall be permitted that would interfere with said department or with the policies of Lewisville High School.

Section 2 - Any officer of the organization may be removed from office for failure to perform duties, criminal conduct or unethical behavior by a two-thirds majority vote of the executive board, and a simple majority vote of the membership during a regularly scheduled meeting.

Section 3 - Any officer may resign by letter to the executive board. The executive board shall consider such resignation in effect upon receipt of the letter.

Section 4 - A special election may be called by the president, during a regular meeting, to fill the unexpired term of any officer that is removed or resigns from office.

Section 5 - Upon the dissolution of this organization, after paying or making provision for the debts and obligations of the organization, the executive board shall distribute the remaining assets of the LHSCBC to one or more nonprofit funds, foundations or organizations which have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.

Section 6 – This organization shall be subject to all policies established by the local school board and Lewisville High School, including audit of financial transactions, activities, etc.



LEWISVILLE HIGH SCHOOL CHORAL BOOSTER CLUB BYLAWS

ARTICLE IV - AMENDMENTS

Section 1 – These bylaws may be amended or added to at any regularly scheduled general meeting of the association subject to the following provisions:

- a. Any amendment or addition shall be presented to the general membership at the regularly scheduled meeting one month prior to the meeting at which the amendment or addition shall be voted on in printed form. Each member present shall receive a copy for their use in reviewing said amendment or addition.
- b. The wording of the amendment or addition may be changed at the meeting that it is scheduled to be voted on and still be brought to a vote during that meeting, as long as the intent of the amendment or addition is not changed. Any question raised about change of intent shall be ruled on by the President.
- c. Each amendment or addition must be voted on separately.
- d. Amendments or additions require a present quorum and two-thirds vote of the members.

Section 2 - Any amendment or addition receiving a favorable vote shall be in effect immediately.

Section 3 - Amendments or additions shall be incorporated into the bylaws and the latest revision date shall be listed on the revised document.

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