

**By-Laws of the
Ridge Point High School Choir Booster Club**

Article I: Name and Mailing Address

The name of this organization shall be the Ridge Point High School Choir Booster Club. The mailing address will be Ridge Point High School Choir Booster Club,

PO Box 425
Fresno, TX 77545

Article II: Purpose

The purpose of this Booster Club (a Non-Profit Association) is to support the activities of the Choral Department at Ridge Point High School through fundraising, assisting with concerts, competitions, and shows, and involvement in the activities of the Choir.

The Organization will also support the requests of the Director(s) and provide funding for enhanced instruction, instructional materials, performances, competitions, travel, scholarships, professional development opportunities, and other items and services as needed.

These purposes are exclusively charitable and educational within the definition of section 501(c)(3) of the Internal Revenue Code of 1986 as now in effect or as it may thereafter be amended. In furtherance of these purposes, the Booster Club is authorized to receive property by gift or bequest and to invest and reinvest the same, and to apply the income and principal thereof as determined by the Board of Directors exclusively for charitable and educational purposes, to engage in any and all lawful activities incidental thereto as restricted herein.

The President must provide final approval for financial transactions not in the scope of the annual budget of the Organization. In the event of differing opinions, final authority rests with directors.

The Organization will maintain a communication network regarding Ridge Point High School Choir activities for parents, students, Director(s), and the public.

The activities of the Booster Club shall not conflict with the policies of the Fort Bend Independent School District and shall be sanctioned by school officials.

No part of the net earnings of the Association shall inure to the benefit of or be distributable to its members, trustees, officers or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes

set forth in Article IV hereof. No substantial part of the activities of the Association shall be the carrying of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition of any candidate of public office. Notwithstanding any other provision of these articles; the Association shall not carry on any other activities not permitted to be carried on (a) by an Association exempt from federal income tax under section 501(c)(3) of the Internal Revenue code, or the corresponding section of any future federal tax code, or (b) by an Association , contributions to which are deductible under section 170(c)(2) of the Internal Revenue code, or the corresponding section of any future federal tax code.

Article III: Meetings

We will have a minimum of 6 general membership meetings to be held during September through May of the School Year at a predetermined time each month, unless otherwise announced to the membership by the Executive Board with thirty (30) days notice of such change being given. The regular meeting in May will be the last meeting of the school year.

All Executive Board meetings shall be held monthly, prior to the general membership meeting at a time and day of month that is agreeable to all Executive Board members and considerate of the Director and Administration's schedules. Assent of a majority of a quorum at an Executive Board meeting is required to reschedule, eliminate or modify the date and/or time of any Executive Board meeting.

Special meetings may be called and held at the discretion of the President and the Director(s).

Should a Special meeting be called, the President is responsible to contact each Board member receiving acknowledgement of such meeting place, time, and day.

Executive Board can make determinations as to when conference called meetings and recorded email voting of emergent items shall take place.

Article IV: Officers

The elected executive officers of the Organization shall include: President, Vice President, Secretary, Treasurer, Fundraising Coordinator and Publicity Coordinator. Additional executive positions may be created and/or eliminated as required with agreement of the Executive Board and the Director(s). At no time shall the Organization reduce the Executive Board to less than four (4) elected officers.

Each director shall serve as an Executive Officer on the Ridge Point High School Choir Booster Club Executive Board.

The Director and the President may authorize via email any Executive Board Officer to enter into any contract or deliver any instrument in the name of and on behalf of the Choir provided such contract or instrument has been approved, via budget or by assent of the Executive Board.

The following is a description of duties that may be held by Executive Officers of the Ridge Point High School Choir Booster Club:

1. President:
 - a. Presides at formal meetings of the organization
 - b. Serve as principal contact between the organization and the community
 - c. Appoint chairpersons as needed with the recommendation of the Director and Executive Board.
 - d. Serve as an ex-officio member of the committees.
 - e. If the President, for any reason, is unable to fulfill the responsibilities of the office, the Director may appoint a replacement and obtain Executive Board Approval
2. Vice-President
 - a. Assists the President in specific duties as assigned (i.e., fundraising, social, etc.)
 - b. Enrolls all members annually and keeps track of membership information including names, addresses, phone numbers, and any other contact information
 - c. Coordinates volunteers for organization events
 - d. Serve as the chairperson(s) of the hospitality/social committee and oversee all hospitality/social activities.
 - e. Vice President and the Ridge Point High School Choir Booster Club Executive Board must approve all hospitality/social activities.
3. Secretary
 - a. Records all business discussed, decisions made, and monies approved for spending at all meetings of the organization
 - b. Distribute a copy of meetings minutes via email and/or posted to the Ridge Point High School Choir Boosters website prior to the next month's meeting for approval. The Secretary shall maintain corrections to the minutes as required and approved and provide signature to approved minutes.
 - c. Should the Recording Secretary be absent, an alternate person will be selected by the President to take the minutes.

- d. Assume the role of Parliamentarian during the Executive Board and General Session meetings using Robert's Rules of Order as a guide for conducting business at all meetings.
 - e. Conduct general correspondence of the Organization.
 - f. Conduct correspondence on behalf of the organization
4. Treasurer (Fiscal year is defined as **July 1 to June 30**)
- a. Keep an accurate record of all money collected by the Organization through dues and fundraising projects and shall deposit all monies into the Ridge Point High School Choir Booster Club's bank account. Every effort must be made to ensure deposits are made within seven (7) days of receiving any funds.
 - b. Provide current balance sheet and Profit and Loss Statements at each meeting. Copies of the report shall be available to all members attending and then placed on file for internal audit and /or audit committee review purposes.
 - c. An internal audit and/or audit committee review will be at the close of the fiscal year and at the discretion of the President and the Director and/or School Administration.
 - d. Disbursements from the Organization's bank account shall require the signature of at least two of the following: the President, Treasurer or a designated Executive Board Member.
 - e. All checks to be disbursed must be filled out entirely before being released (i.e. made out to, date, full amount, two signatures and purpose in memo)
 - f. All disbursements must be approved by the President and the Director. The President must sign approval for each disbursement if not documented as required from the Director.
 - g. The President and the Treasurer, with Director(s) approval, shall be authorized to make any reasonable disbursements to meet such emergency needs as required to conduct the affairs of the Organization. They will not exceed \$500.00. Approval of the Executive Board will be required should the amount exceed \$500.00.
 - h. All bills requested for payment must be submitted to the Treasurer in its original form within thirty (30) days of being incurred in order to be reimbursed and proper documentation must be filled out completely.
 - i. All products and services must be approved prior to being purchased. The Ridge Point High School Choir Booster Club is not obligated to pay invoices for orders that were placed without prior approval from the Organization.

- j. The Treasurer, in cooperation with the President, Director and Executive Board shall produce a proposed budget for the upcoming fiscal year, to be presented at the general May meeting each year.
 - k. If for any reason the Organization becomes inactive or dissolved, the Treasurer shall deliver the balance of the Organization's treasury to the Ridge Point High School Principal.
 - l. Keeps the checkbook and prepares a Treasurer's Report for each General meeting and Executive meeting of the organization
 - m. Provides cash boxes for fundraisers and performances
 - n. Coordinates preparation of audit report as required by FBISD
 - o. Coordinates preparation and submission of all necessary governmental reports
 - p. Responsible for maintaining an accurate record of each Choir member's individual account as well as preparing monthly account balance sheets and receipts for payments. During a trip year, the Treasurer will also be responsible for maintaining trip deposits/payments for each individual participant.
5. Fundraising Coordinator
- a. Act as the chairperson(s) of the fundraising committee and oversee all fundraising activities.
 - b. Fundraising and the Ridge Point High School Choir Booster Executive Board must approve all fundraising activities.
 - c. Fundraising and the Ridge Point High School Choir Booster Executive board shall provide and execute enough fundraisers to help each family achieve goals of the overall group to provide for Choir needs.
6. Publicity Coordinator
- a. Engages in activities to increase school and community awareness of the Ridge Point High School choral program and performances (i.e., press releases, flyers, announcements)
 - b. Develop timely newspaper and media coverage of activities and events.
 - c. Notifies media of significant accomplishments of students participating in the choral program
 - d. Publishes and distributes organization website and social media sites

Article V: Activities

The activities of the organization shall include, but not be limited to participation in the following: Concerts/Shows, Pop Show, Annual Choir Banquet, TMEA/UIIL-related competitions, choir trips, public relations within the community, communication to parents regarding upcoming choral events, and fundraising events.

Article VI: Expenditure of Profits

The Executive Board of Directors shall present a proposed budget for the upcoming year at the final meeting of the organization, and the organization shall adopt an annual budget at the first meeting of the year. Amendments to the budget shall be discussed at open meetings and voted upon by the membership.

The fiscal year for the organization shall begin on July 1st and end on June 30th of each year.

Article VII - MEMBERSHIP

Membership in the Ridge Point High School Choir Booster Club shall be open to parents, legal guardians of all participants that agree to abide by the Articles of Incorporation and By-Laws of the Organization. All will have the right to vote, debate, make motions, and partake in all business associated with the Organization. In circumstances where a student may be a member of more than one household, each household has the right to membership. A member in good standing is someone who has met 100% of their membership obligations.

Ridge Point High School's Administration and Director(s) of the Choir will be considered members of the Organization. All will have the right to vote, debate, make motions, and partake in all business associated with the Organization.

The privileges of membership:

1. Holding office, making motions, debating and voting shall be limited to paying members in good standing who are parents or legal guardians of at least one current year student member in the Ridge Point High School Choir Booster Club;
2. Participation in Ridge Point High School Choir Booster Club organized fundraising activities;
3. Receipt of Ridge Point High School Choir Booster Club correspondence;
4. Attendance at Ridge Point High School Choir Booster Club meetings.
5. The right to have proceeds from any Ridge Point High School Choir Booster Club fundraiser applied to the choir and signer as set forth by IRS, UIL, and FBISD guidelines. At least a parent, guardian, or family member should work a shift or assignment for said fundraiser, when required. The Executive Board must approve any exceptions.

Article VIII - DUES

Annual, non-refundable dues for all members shall be assessed per family per school year. Dues must be paid before a member is eligible to vote or run for office. Dues shall be determined and approved prior to June 30 each year. Amount of dues should be reviewed by the Executive Board every May.

Dues are to be given directly to the Treasurer or designated person who will keep an updated list of paid members. Dues must be paid by the September General Membership meeting. Membership rights are coincidental with the Organization's fiscal year (July 1 through June 30).

The Director(s) and the School Administration shall be a member of the Ridge Point High School Choir Booster Club, but shall be exempt from paying dues.

Article IX - VOTING

- A. Members must be present for election of officers.
- B. Proxy votes are not permitted.
- C. Voting is a privilege for the Director(s), School Administrators, and members who have paid their dues in full (members in good standing) and have at least one student member current in the Choir.
- D. Voting rights are limited to one (1) vote per household.
- E. A quorum, defined as twenty percent (20%) of total membership, at any general membership meeting must be present in order for voting to take place.
- F. A quorum for the Executive Board is defined as fifty percent (50%) of the total number of executive board members plus one (1) board member.
- G. Voting must be conducted at an official Executive Board or general membership meeting; however, the President and Director reserve the right to call an emergency or special Executive Board or general session meeting with proper notice.
- H. The President and the Director may approve voting electronically (e-mail) for the Executive Board, under emergency circumstances determined by the Director, provided that such responses from such electronic voting is acknowledged at the Executive Board meeting immediately following such vote and recorded in the minutes as being acknowledged. Printed emails shall be obtained by the President indicating each individual members' vote and shall be presented in physical form and remain with the Secretary as supporting documents.
- I. The Director(s) and President reserve the right to vote. In the event of a tie, the Director(s)'s vote prevails.

Article X - ELECTION OF EXECUTIVE BOARD OFFICERS

The officers shall be elected annually prior to May 15th by ballot to serve one year. Should there only be one nominee for each elected office, the vote may be carried out via voice vote (Aye, Nay).

No officer shall be eligible to serve in the same office for more than two full year consecutive terms. Note: Except when no other member is running for that office. This will require a vote of a quorum by the general membership and approval of the Directors.

A Nominating Committee shall be appointed by the President and the Directors and approved by the Executive Board no later than January 31st. The Committee shall consist of the Directors, three (3) current Executive Board Members and a representative from the general membership for each grade level for a total of seven (7), members.

The Nominating Committee will present a proposed slate of officers for the upcoming year at the April general membership meeting declared to be the election of officers meeting, with the election to follow in same meeting. Nominees from the floor may be made prior to the actual election of officers.

Article XI - REMOVAL OF OFFICE & FILLING OFFICE VACANCIES

Removal of any officer may be accomplished by a majority vote of the membership present at a general membership meeting, or at a special meeting if proper notice of at least three (3) days has been given.

In the event that a vacancy occurs in any office other than President, the President and Director have the authority to fill the vacancy with the majority approval of the Executive Board.

The President and Director may appoint a member to serve in a "new, special capacity" on the Executive Board as needs evolve and arise. The "new, special capacity" position(s) must be approved by a majority of the Executive Board. The term of office shall coincide with the fiscal year of the Organization. Such special capacity position shall terminate May 31st unless assent of the majority of the Executive Board determines to continue such position prior to elections in April.

Article XII - AMENDMENTS & PARLIAMENTARY AUTHORITY

Amendments to the By-Laws must be presented to the Executive Board for approval by majority vote prior to presentation to the membership at a general membership meeting.

Amendments shall be approved and recorded with majority vote of the general membership in attendance at such meeting.

Should an amendment fail to pass by the Executive Board, the amendment may still be presented to the general session for approval by a two-thirds (2/3) majority vote of members present to pass.


No amendment will be considered a part of the current By-Laws of the Ridge Point High School Choir Booster Club unless the proper procedure listed above is followed.

Robert's Rules of Order, Newly Revised shall govern this Organization in all situations in which they are applicable and not in conflict with these By-Laws.

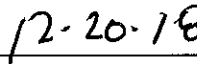
Article XII - STANDING RULES & POLICIES

Funds – The members of the Organization shall acquire funds required for the Choir's various activities, both operational and social. The Organization will assist the Choir in reaching the yearly budget. Accounting shall be maintained such that individual fundraisers and donations to the team are identifiable.

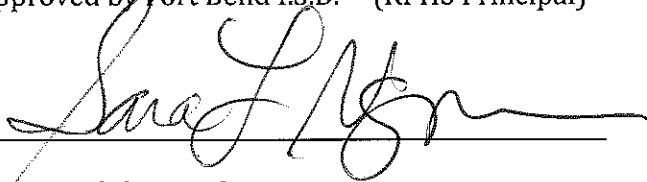
Committees – There shall be such committees created by the Executive Board as required to promote the objectives and interests of the Organization. The Director and Executive Board shall approve the Chairman of each committee.



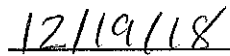
Approved by Fort Bend I.S.D. (RPHS Principal)



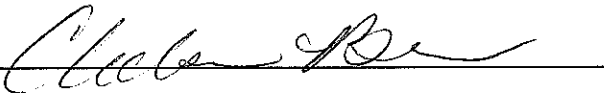
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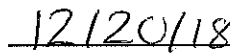
Booster Club President



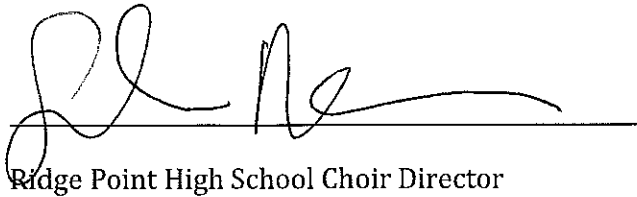
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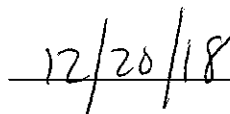
Ridge Point High School Choir Director



Date



Ridge Point High School Choir Director



Date

Membership and Dues

\$25.00 per family with minimum Volunteer Commitment of 2 events

Or for families with Financial Concern/Hardship

25 hours Volunteer Commitment

Will allow any applicable parent/guardian membership in the Ridge Point High School Choir Booster Club for the 2018-2019 school year