

North Gwinnett High School Chorus

Suwanee, GA

BYLAWS

Article 1

Name and Purpose

Section 1. Name:

The name of this organization shall be the **North Gwinnett Chorus Boosters INC.** Hereafter, the organization shall be referred to as the Boosters.

Section 2. Purpose:

- a. to provide financial assistance to the NGHS Chorus
- b. to encourage parent support of the NGHS Chorus on a continuing basis.
- c. to provide adult supervision and assistance for the NGHS Chorus and to provide assistance to the NGHS Chorus Director(s) as needed. Reference in these Bylaws to the "Director(s)" includes the Director and the assistant Director, as applicable.

Section 3. Policies:

- a. to work harmoniously with all School officials and personnel, the Director(s), paid staff, patrons, parents, and Chorus Students.
- b. to cooperate with all Chorus policies in the best interest of an excellent "Chorus" program.
- c. to practice sound fiscal policies.
- d. to publish an annual budget which will advise the interested school officials, Director(s), and other interested personnel of the planned financial assistance which can be expected from the Boosters.

e. to use any and all funds collected and/or otherwise assigned to the treasury of the Boosters for the sole purpose of supporting Chorus activities and needs.

f. the Boosters shall operate on a fiscal year beginning July 1 and ending June 30 of each year.

g. the Bylaws shall be reviewed annually in February and if any revision is required, it will be presented to the membership at the Spring Booster meeting.

## Article 2

### Membership and Fees

#### Section 1.

Membership is open to all parents of students in the Chorus and to all Patrons or associate members interested in the welfare and progress of the Chorus as defined below.

“Chorus” is defined as all units under the direction of the Chorus Directors.

“Active Membership” is a parent of legal guardian who has a student enrolled in the Chorus program at least one semester of the current calendar year. To be classified as active, the dues must be paid up to date for each student enrolled.

“Inactive Membership” is a parent of legal guardian who has a student enrolled in the Chorus program at least one semester of the current calendar year. Financial obligations have not been met.

“Associate Membership” is a former Chorus member, or parent of a former Chorus member, who maintains an active role in the booster organization, either through annual membership fee, or any other substantive way.

#### Section 2.

The annual dues, hereinafter referred to as “obligation” for Active members shall be \$50 dollars per student participating in the Chorus program, payable to the Chorus Boosters. These obligations will be used to benefit the program as a

whole, and never used to benefit exclusive student groups within the organization. Examples are facility rentals, accompanist for concerts, music, sound shells, piano tunings, and Large Group Performance Evaluation registration fees.

## Article 3

### Officers (Qualifications and Elections)

#### Section 1. Qualifications:

To qualify as a candidate for office, such person must meet the criteria for active membership and be a member in good standing of the Chorus Boosters. Each executive committee may be filled in either a single or dual leadership capacity. However, in this document, the position will be referred to only in the singular.

#### Section 2. Officers:

The officers will be hereinafter referred to as the “Executive Committee” of the Chorus Boosters. Those positions are:

- a. President
- b. Vice President
- c. Treasurer
- d. Secretary

Ex-Officio members of the Executive Committee shall be the NGHS Principal, and the Chorus Director(s)

#### Section 3. Nominations:

The president shall, at the spring meeting, announce the Chair of the Nominating Committee. The Chair will form a committee of no less than 3 and no more than 5 members including the chair. They will ask the active membership for nominations and volunteers. The committee will review the nominees and the

chair shall report the recommendations to the Chorus Director(s) no later than February 1<sup>st</sup>.

#### Section 4. Elections:

Officers shall be elected annually following the Pre-LGPE in February. A ballot will be given to all active members who choose to vote. Officers will serve a one year term with the exception of the treasurer which is a minimum two year commitment. No officer shall be eligible for more than one term in the same office, and no more than two years as an elected officer.

#### Section 5. Voting:

Voting is open to active membership. Patrons, Inactive members, and associate members are not eligible to vote. Officers will be elected by a majority vote of the membership present and voting at the Pre-LGPE Concert.

#### Section 6. Interim Appointments:

A vacancy occurring in any office shall be filled by a majority vote of the executive Committee at a Executive meeting.

## Article 4

### Duties and Officers

#### Section 1: President:

The president shall reside at all meetings of the Boosters and Executive Committee. The president will be an ex-officio member of all committees. The president shall appoint standing and special committees not otherwise designated and shall issue executive orders as approved by the executive committee. The president shall perform all other duties inherent of the office.

#### Section 2. Vice-President:

The primary duty of the Vice President shall be oversight of all fundraising events, to appoint a chairperson(s) for each fundraising event, as needed, and to report to the executive committee at the closer of each fundraiser. The vice president shall perform the duties of the president in their absence.

### Section 3. Treasurer:

The treasurer shall receive all monies of the Boosters; pay all outstanding expenditures, and keep an accurate record of receipts and expenditures. The treasurer, or designee, shall send electronic or written notices to active members regarding their expected obligations throughout the school year. The treasurer shall be responsible for maintaining the 501 ©3 status of the organization by filing annually with the Secretary of State and for filing annual Federal tax returns for the organization. The treasurer shall meet with the Chorus Director(s) in the spring to prepare a budget for the next fiscal year.

### Section 4. Secretary:

The secretary shall keep on file a written record of all meetings of the Boosters and Executive Committee. The secretary shall call executive committee members to meeting as requested by the President and shall otherwise assist the president. The secretary shall be responsible for submission of the minutes of all booster meetings to the webmaster for posting to the booster website.

## Article 5

### Standing Committees and Chairs

#### Section 1. Standing Committees

- a. Volunteers and Chaperones
- b. All State
- c. Uniforms
- d. Webmaster/ Public Relations

e. Picnic

f. Trip Coordinator

## Section 2.

All Committee chairs shall be appointed by the Director(s) in conjunction with the president. Appointment to a committee chair shall be open to all active members with a student in the program for a minimum of one school year. The chair term will run for one year. The chair will assist in appointing committee members as needed.

a. Volunteers and Chaperones: Coordinate all chaperones and volunteers for the activities of the chorus program. See that the chaperones abide by school policy and Directors guidelines.

b. All State: Coordinate the Concession stand at auditions, make hotel reservations, and coordinate meals while on the trip.

c. Uniforms: Help with used dress sale, help fit new students for dresses, organize Savvi Formalwear for men's tuxes.

d. Webmaster/ Public Relations: Update the Boosters website, create an email contact list for the director to send out mass emails.

e. Picnic: reserve Alder Pavilion at Suwanee Creek Park, coordinate games and equipment, create posters and advertisement.

f. Trip Coordinator: Work as a liaison with the Director(s) and Tour Company to design and schedule and organize a bi-annual Chorus Trip.

## Article 8

### Amendments

#### Section 1:

These Bylaws shall be approved by two-thirds vote of the executive committee and the booster membership present and voting at a regular or called meeting.

Section 2:

The Bylaws can be amended at any regular meeting of the boosters by a two-thirds vote of the members present and voting, after two weeks' notice of such intentions shall be given to all booster members.

Article 9

Dissolution and Veto

Section 1:

In the event that the **North Gwinnett High School Chorus Boosters, INC** should dissolve for any reason, all monies and assets on hand shall be turned over to the Chorus Department of North Gwinnett High School.

Section 2:

If at any time the boosters and its executives are not meeting the needs of the NGHS Choral Department, the director, or the purpose of their formation, the Choral Director(s) reserves the right to dissolve the boosters and rebuild them.

Section 3:

As an ex officio member of the executive board, the Choral Director(s) holds veto power over any and all decisions made by the booster board, in the best interest of the program and the Choral Director(s) livelihood.