

## **A&M Consolidated Tiger Choir Parent Organization Bylaws - Revised June, 2018**

### **ARTICLE I - NAME**

The name of this organization shall be the A&M Consolidated Tiger Choir Parent Organization; hereafter referred to as the Organization.

### **ARTICLE II – OBJECTIVES**

This organization is a non-profit organization whose objective is to encourage, sponsor and promote choral and vocal music in A&M Consolidated High School, A&M Consolidated Middle School and Oakwood Intermediate choir programs. Said Organization is organized exclusively for charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Service Code, or corresponding section of any future deferral tax code.

#### Section 1.

To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the training of students in choir activities.

#### Section 2.

To arouse and maintain an enthusiastic interest in this Organization by students, administrators, teachers and parents.

#### Section 3.

To develop and strengthen a united bond of interest and cooperation between educators and the general public that will secure a meaningful arts experience for every child in the choral program.

### **ARTICLE III - PURPOSE**

The purpose of this Organization is to lend all possible support, both moral and financial, to the A&M Consolidated High School choral program in harmony with the objective and policies set forth in the Bylaws. No part of the net earnings of the Organization shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the Organization 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 the purpose clause hereof. No substantial part of the activities of the Organization shall be carrying on propaganda, or otherwise attempting to influence legislation, and the Organization shall not participate in, or intervene in (including the publishing or distribution of

statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the Organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Tax Code, or corresponding section of any future tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Tax Code, or corresponding section of any future federal tax code.

Section 1.

To raise funds to support choral activities.

Section 2.

To provide funds as requested by the Head Choir Director and approved by the Organization's membership for choral activities which are not included in the CSISD budget.

Section 3.

To identify parent, community volunteers and sponsors who are interested in donating time or financial support to choir functions which are not provided or otherwise funded by the CSISD school budget.

Section 4.

To actively recruit members for participation in all Organization activities.

#### **ARTICLE IV – MEMBERSHIP AND DUES**

Section 1.

Membership shall be open to all parents of A&M Consolidated High School choir students and all persons interested in the objectives of this Organization.

Section 2.

Voting membership is defined as current elected officers, standing committee members, and others who are current with payment of annual dues.

Section 3.

All current choir students are non-voting members of the Organization.

Section 4.

The Executive Board shall set annual dues. Dues are payable before the end of September for a given membership/school year. No delinquent member may serve in an elected position.

Section 5.

The membership year shall begin in the month of June, in conjunction with preparation for summer choir.

#### **ARTICLE V- EXECUTIVE BOARD AND ITS ELECTION**

Section 1.

The Executive Board of the Organization shall consist of the President, Executive Vice President, Vice President of Administration, Vice President of Fundraising, Secretary, Treasurer and Reporter. The officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Organization. Each officer shall exercise only one (1) vote. Two (2) elected members may share any one (1) of the officer positions with only one (1) vote.

Section 2

Officers for the following school year shall be nominated from and elected each spring by the

current Organization membership.

#### Section 3.

Nominations for Executive Board positions will be accepted beginning at the March general meeting of the Organization. The current President shall report these nominations to the membership of the Organization at the April general meeting of the Organization. Before the election. Consent of nominees is required prior to placing them on a ballot.

#### Section 4.

The officers shall be elected by ballot of the general membership at the May meeting, and shall assume office June 1.

#### Section 5.

Executive Board position terms shall be for one (1) year. No person may hold more than one (1) office at a time. No person shall be eligible to serve more than two (2) consecutive terms in the same office, unless agreed upon by two-thirds vote of the Board.

#### Section 6.

Vacancies

A. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a two-thirds majority vote of the remaining members of the Board, after notice of such election having been given.

B. In case of vacancy occurring in the office of President, if there is a Co-President, the CoPresident will assume the role of single President. If there is no current Co-President, the Executive Vice President shall assume the role of President, and the Vice President of Administration shall assume the duties of the Executive Vice President. If the Executive Vice President is not able to fill the position, the Vice President of Administration may assume role of the President with two-thirds approval of the remaining members of the Board.

C. The Board may remove any elected official from office by a two-thirds vote of the Board who are present at a special meeting called for that purpose.

#### Section 7.

No Executive Officer may speak on behalf of or represent the Organization in any matter without the express consent and foreknowledge of the President. Doing so shall result in a formal reprimand and may result in removal from office.

#### Section 8.

A quorum shall consist of at least four (4) voting members. A quorum is required to conduct business. Discussion is allowed at meetings that lack a quorum.

#### Section 9.

Any action required outside of a regularly scheduled membership meeting OR executive board meeting may be considered and voted on electronically. Electronic voting will be held open for 48 hours and will be considered with majority rule as long as at least five (5) officers and/or committee members respond. The outcome of the electronic vote shall be reported at the next regularly scheduled business meeting.

### **ARTICLE VI – DUTIES OF THE EXECUTIVE BOARD**

#### Section 1.

The Executive Board shall meet whenever necessary to conduct the business of the club.

#### Section 2.

The Executive Board shall discuss and suggest needed policies or policy changes. Policies or policy changes that are recommended to the membership for approval must have two-thirds approval of those Executive Board members present at the time of discussion. If two-thirds approval is not obtained, the issue in question will be considered for club approval without recommendation from the Executive Board.

#### Section 3.

The Executive Board shall report the results of all deliberations to the

membership at the next scheduled business meeting.

Section 4.

The Executive Board shall set the agendas for monthly business meetings and membership meetings. An item shall be included on all meetings for new business to allow for proposals, discussion, etc. from others present.

Section 5.

The Executive Board shall approve the choice of bank(s) used for Organization account(s).

Section 6.

The Executive Board has the authority to approve up to \$250.00 per occurrence, for a total of \$1500.00 per year, for expenses that the President deems necessary to maintain the

regularly scheduled business of the Organization. Any such approved expense shall be reported to the membership at the next regularly scheduled membership meeting and reflected in the meeting minutes.

## **ARTICLE VII - DUTIES OF OFFICERS**

A. President - shall preside over all meetings of the Organization and of the Executive Board and appoint committees and committee chairpersons as set forth in these Articles. The President shall sign and execute in the name of the Organization all contracts or other instruments authorized by the Executive Board, except in cases where the Executive Board expressly delegates its execution to some other office or agent of the Organization. The President will have a valid signature card on file with the Organization's bank(s) for all accounts and will have access to those account(s). The President shall perform all duties incident to the office of President, and the Executive Board may from time to time, assign other such duties to the President.

B. Executive Vice President- shall perform the duties of the President during the President's absence, resignation, or termination. The Executive Vice President shall also:

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Preside over meetings in the President's absence. Countersign checks drawn on the Organization's accounts in accordance with the requirements of the bylaws in the absence of the President. Serve as Chairperson to the Choir Council and will advise and assist the Choir Council for the Choir Banquet. Communicate regularly with the Director(s) to address their instrumentation needs to bring to the attention of the Executive Board. Shall perform additional duties that may be assigned by the President or the Executive Board, and other such duties as addressed in Article V, Section 6. Have a valid signature card on file with the Organization's bank(s) for all accounts and have access to those account(s).

C. Vice President of Administration

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Will oversee and coordinate event activities, which may include catering, facility rentals or other needs that may arise on behalf of the Tiger Choir Parent Organization. Will ensure all volunteers/chaperones have completed background check and are cleared by CSISD prior to allowing any volunteer to participate in any event. Will oversee and coordinate all volunteers/chaperones for away games, administrative day, and any other choral activities that require such assistance. Shall perform additional duties that may be assigned by the President or the Executive Board, and other such duties as addressed in Article V, Section 6.

D. Vice President of Fundraising

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Will oversee, work with and advise fundraising committees. Will oversee and coordinate all sales.



Will assist the Treasurer with the accounting and allocation of funds from all fundraising. Shall perform additional duties that may be assigned by the President or the Executive Board, and other such duties as addressed in Article V, Section 6.

#### E. Vice President of Sponsorships

Will oversee recruitment of sponsors-corporate and choir family. Will coordinate and organize information on sponsors contacted during school year and provide documentation to the board.

Will assist the Treasurer with accounting and allocation of funds from sponsorships. Will assist Reporter and Choir Director in ads, sponsorship letters, and any communications about recruiting and rewarding sponsors. Shall perform additional duties that may be assigned by the President of the Executive Board, and other such duties as addressed in Article V, Section 6.

#### F. Secretary

shall keep minutes of all meetings of the Organization and the Executive Board. Copies of any written reports given at meetings of the Organization and the Executive Board will be filed with the minutes and of that meeting. These minutes should be kept on file in the principal's or superintendent's office. The Secretary shall maintain and have available at all meetings documentation for the current year including current Bylaws, minutes, correspondence and any business procedures. The Secretary shall handle all official correspondence for the Organization, except those specifically assigned to another Executive Board member. The Secretary will ensure that information notebooks and related materials are handed over to new Board members in a timely fashion after elections, and that these notebooks are up-to-date upon turnover. The Secretary will have a valid signature card on file with the Organization's bank(s) for all accounts and will have access to those account(s). The Secretary shall perform all duties incident to the office of the Secretary and the President or the Executive Board may from time to time, assign other such duties to the Secretary.

#### G. Treasurer -

shall maintain (keep an accurate record of receipts and expenditures) all financial records of the Organization. The Treasurer shall also:

Prepare the annual budget of the Organization. Provide monthly financial reports to the Board and membership, and at other times as requested. Receive all funds for the Organization and promptly deposit the money in a bank designated by the Executive Board.

Pay out funds with proper approval and documentation in accordance with the approved budget. All pay out of funds is to be approved by two officers of the Executive Board. Two (2) officers must sign all checks, one must be the Treasurer, and the other shall be President or a Vice President. Establish good accounting procedures, and maintain a permanent file for financial related records. Ensure that no account used by the Organization has an active ATM card, debit card, line of credit, or any electronic funds transfer authority. Prepare and present a year-end financial report to the Board with copies to the school principal and CSISD Business Office no later than September 1 of each year. Cooperate with Review Committees or person(s) assigned to audit/review financial records at year-end, or as requested. Turn over all financial records directly to the new Treasurer, and no other person(s) or officer(s). Prepare and file tax returns and statements with all state and federal agencies as required in the course of Organization business. The Treasurer will have a valid signature card on file with the Organization's bank(s) for all accounts and will have access to those account(s).

Perform all duties incident to the office of Treasurer, and the Executive Board may from time to time, assign other such duties as deemed necessary.

H. Reporter -

shall prepare and distribute notice of the Organization's meetings; shall be responsible for editing and distributing the Organization's newsletter regarding activities of the Organization and the Choir. The Reporter shall maintain and/or update the Organization's website, social media and online calendar of activities. The Reporter shall submit articles to the local media (print, TV and/or radio) concerning public service announcements for Choir programs and fund raising projects of the Organization; and perform all the duties incident to the office of Reporter, and other duties as may, from time to time, be assigned by the Executive Board or the President.

## **ARTICLE VII – MEETINGS**

Section 1.

A general meeting shall be held monthly with appropriate notification to its membership.

Section 2.

At least three (3) members in addition to a majority (50%) the Executive Board must be present to conduct business.

Section 3.

An Executive Board meeting shall be called as needed prior to each monthly general meeting

Section 4.

A Special General Meeting may be called by the President or by a majority of the Executive Board

Section 5.

A Special General Meeting must be called upon written request of ten (10) members of the Organization to the Executive Board. The purpose, date and time shall be stated in the call. Except in cases of emergency, at least three (3) days' notice shall be given to the membership

## **ARTICLE VIII – ADVISORY BOARD AND COMMITTEES**

Section 1,

An Advisory Board, consisting of the Organization's officers, committee chairpersons, parent representatives from 9th, 10th, 11th and 12th grades, Choir Directors, the Principal, and the Student Advisory Board shall provide input for the direction of the Organization's activities throughout the school year.

Section 2.

The Student Advisory Board shall consist of the student-elected Choir Council, approved by the Director(s).

Section 3.

The President shall appoint a Finance Committee composed of five (5) members of the organization. The Treasurer shall serve as ex-officio member. The Finance Committee shall prepare a budget for the fiscal year and present it to the Organization at the general meeting at the beginning of the fall semester. The Finance Committee shall plan ways and means for raising money for the support of the Choir. The Finance Committee shall audit the Treasurer's accounts and report the results of this audit to the general membership.

Section 4.

Such other committees, standing or special, shall be appointed from time to time, by the President of the Organization or as the Executive Board deems necessary to carry on the

objectives and work of the Organization. The President shall be an ex-officio member of all committees.

#### Section 5.

All chairpersons of committees, standing or special, shall attend the regular monthly Executive Board meetings and provide written plan of action to the Executive Board for approval.

### **ARTICLE IX – FISCAL YEAR AND COMPLETION OF FISCAL BUSINESS**

#### Section 1.

The fiscal year shall be July 1 through June 30 of the following year,

#### Section 2.

All fiscal business must be completed by June 30. If there is fiscal business that is still pending by June 30, the new Executive Board must be informed in writing of the pending business and actions being taken to resolve the business, and the previous Board member or members responsible for the business must complete the pending business.

### **ARTICLE X - LIMITATION ON LIABILITY OF DIRECTORS/OFFICERS**

A Director or Officer of the Organization is not liable to the Organization or members for monetary damages for an act or omission in the Director or Officer's capacity as director or officer except to the extent otherwise provided by a statute of the State of Texas.

### **ARTICLE XI – INDEMNIFICATION**

The Organization may indemnify a person who was, is, or is threatened to be made a named defendant or respondent in litigation or other proceedings because the person is or was a director/officer or other person related to the Organization as provided by the provisions in the Act governing indemnification. The Board of Directors/Officers shall have the power to define the requirements and limitations of the Organization to indemnify directors, officers, or others related to the Organization.

### **ARTICLE XII – DISSOLUTION OF ORGANIZATION**

Upon the dissolution of the Organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of by the Court of Commons Pleas of the county in which the principal office of the Organization is then located, exclusively for such purposes or to such organizations or organizations, as said Court shall determine, which are organized

exclusively for such purposes.

### **ARTICLE XIII – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Organization in all cases to which they are applicable. In cases in which they are inconsistent with these Bylaws, the guidelines of the Texas University Interscholastic League and any special rules or order the Organization may adopt will be applied, deferring to the statutes of section 501(c)(3) of the Internal Revenue Code.

### **ARTICLE XIV – AMENDMENTS**

The Bylaws may be amended by two-thirds majority of members present at a business meeting, provided the amendment has been presented in writing to the Executive Board for consideration at least thirty (30) days in advance of the meeting in which the voting will take place by the members.