

GRASSFIELD HIGH SCHOOL CHORAL PARENTS ASSOCIATION BY-LAWS

ARTICLE I: NAME

Section 101:

The name of this organization shall be known as the Grassfield High School Choral Parents Association.

ARTICLE II: OBJECTIVE

Section 201:

The objective of this organization shall be to provide assistance in furthering the endeavors of the Grassfield High School Choral Department whenever possible, and in accordance with the approval of the school administration, as follows:

- a. Undertake fund raising project responsibilities.
- b. Provide adult supervision and participation for approved events.
- c. Assist in the purchase of uniforms and equipment for the chorus.
- d. Assist in promoting educational trips for chorus members that supplement the education they are receiving on a daily basis, as approved by school administration
- e. Assist in promoting entertainment activities for all chorus members.

ARTICLE III: MEMBERSHIP

Section 301.

The membership of this organization shall be composed of parents, adult relatives, and/or guardians of all active chorus members at Grassfield High School.

ARTICLE IV: OFFICERS

Section 401a.

The officers of this organization shall be a Steering Officer, Financial Officer, Recording Officer, Publicity Officer, Ways and Means Officer, Volunteerism Officer and Media Officer.

Section 401b.

The elected officers shall serve on the Board of Officers for that school year.

Section 401c.

The choral director may appoint or replace members of the organization to serve on any committee with the prior approval of three officers of the board.

Section 402.

The choral director and principal shall serve as advisors to the Board of Officers.

Section 403.

The Board of Officers must at all times follow all Chesapeake school policies and regulations.

Section 404.

All Officers must be screened using the Chesapeake Public Schools Sex Offender registry.

Section 405.

Any eligible member of the organization may be elected or appointed to any of the above offices. No officer shall hold more than one office during any year. Only one member from each family may serve as an Officer.

Section 406.

Vacancies in office due to death, resignation, or other causes creating an unexpired term shall be filled by the Board of Officers (majority approval) at a regular or special called meeting of the Board.

Section 407.

Unexcused absences from three scheduled association business or Board of Officers meetings by an officer in one year shall be sufficient cause for removal from office. Eligibility to remain in office is entirely contingent upon membership eligibility (Article III, Section 301). Therefore, should such eligibility terminate, the office shall be declared vacated and the provisions of ARTICLE IV, Section 406 shall prevail.

ARTICLE V: DUTIES OF OFFICERS AND COMMITTEE

Section 501

The Steering Officer shall ensure that all provisions of the association by-laws shall be observed. The Steering Officer shall facilitate all Association meetings and all Board of Officers meetings. The Steering Officer shall work closely with the choral director to ensure that the Association is in line with departmental goals for the Choral Department and is following all guidelines set down by the school.

Section 502

The Financial Officer shall have custody of and be responsible for the proper distribution of all association funds, maintaining accurate records and correspondence files related to

such funds. All members receiving association monies shall, at the earliest practical date, deliver these funds to the Financial Officer. The Financial Officer shall make timely deposits of monies received in a banking institution in the association name. No association monies received by the Financial Officer shall be held for more than five (5) days after receipt.

Section 503

The Recording Officer shall have custody of the records of the association and to keep a true record of proceedings of each meeting regularly convened. The Recording Officer shall have available for reference at all meetings, a copy of the association by-laws. The Recording Officer is to maintain files of all correspondences, reports, etc. The Recording Officer shall submit to all members of the organization an electronic copy of all minutes from each meeting as well as to the **director and principal**.

Section 504

The Publicity Officer shall work with the Steering Officer as well as the director to create appropriate means of delivering worthwhile news regarding the Grassfield Chorus Department to the public. All correspondences must be approved by the director as well as the principal before they are submitted to any outside source. The Publicity Officer shall work to protect the privacy of all chorus members and shall not infringe on any rights by publishing photos or names of members without parental approval. The Publicity Officer shall work with the director to create advertisements for future choral activities. All advertisements must be approved in advance by the director as well as the principal.

Section 505

The Ways and Means Officer shall work with the Steering Officer as well as the director to suggest opportunities for the chorus department to raise funds that will be used to enhance the choral program. All fundraisers must be approved by the director as well as the principal and all fundraisers must follow all Chesapeake Public Schools Policies and Regulations. The Ways and Means Officer shall be responsible for the organization of the entire fundraiser and should oversee the entire process from start to finish. The Ways and Means Officer shall work closely with the Financial Officer in the collection and distribution of all association funds related to the fundraiser.

Section 506

The Volunteerism Officer shall work with the director to arrange for adult supervision at any and all chorus events. The Volunteerism Officer shall work to get all members of the association involved throughout the year. The Volunteerism Officer shall compile a database of active members who would like to volunteer for activities throughout the year and will contact these members to assist the chorus department and the director. The Volunteerism Officer shall submit names to the director of potential volunteers to be screened using the Chesapeake Public Schools Sex Offender Registry.

Section 507

The Media Officer shall work with the director to provide audio and video recordings of any and all performances involving the Grassfield High School Chorus Department. The Media Officer shall also provide at the end of each school year a collection of photos gathered by parents, students and outside sources that showcase the choir throughout the year. The Media Officer shall be at all concerts possible, and will secure an alternate to fill in at any performances missed.

Section 508

The Board of Officers shall be the governing body of their association and their decisions shall have the same authority as Standing Rules, remaining in effect until ratified or rescinded by the membership. They shall assist the director and advise in administering the affairs of the association as mandated by the membership, in accordance with the by-laws and/or Standing Rules.

Section 509

It shall be the duty of the Nominating Committee to report at the April business meeting the name of at least one candidate for each office listed in ARTICLE IV, Section 401a. The Nominating Committee will be dissolved upon completion of the election.

ARTICLE VI: ELECTIONS AND TERMS OF OFFICE

Section 601

The names of all nominees for election to an association office shall be presented at the April association meeting. All nominations entered shall be held over to the May association meeting, at which time, further nominations will be accepted until the nominations are closed and the elections held. Any nominee not present at the time of the nomination will not be eligible for nomination unless the Steering Officer has a written acceptance of the nomination from the nominee.

Section 602

The officers shall be elected at the May association business meeting, shall hold office for one year or until succeeded, and any officer may be re-elected to succeed in the office held.

Section 603

The officers shall be installed and chairpersons announced at the June association business meeting, and shall assume their responsibilities at the close of said meeting. At the expiration of term of office, each officer shall turn over all books, papers and records to their successor. All such materials shall be current and in good order at the time they are surrendered.

ARTICLE VII: MEETINGS

Section 701

An association business meeting shall be held the first Tuesday of each month at a time and place voted on by the membership. All members shall be notified of such meetings.

Section 702

To conduct a general business meeting:

- a. A presiding officer must be present.
- b. A quorum of at least five (5) members and three (3) officers must be present.

Section 703

A Board of Officers meeting shall be held as needed at a time and place as voted by the board. All members shall be notified of such meetings in advance.

Section 704

To conduct a Board of Officers meeting:

- a. The choral director must be present.
- b. A presiding officer must be present.
- c. A quorum of at least three (3) officers must be present.

ARTICLE VIII: FINANCES

Section 801

Except for budgeted items, no expenditure of association funds in excess of two hundred dollars (\$200.00) will be undertaken without having prior approval of the association membership (majority approval required).

Section 802

There shall be a fund know as the Grassfield High School Choral Parents Association general fund kept in a banking institution checking account. Deposits to this account shall be accomplished by the Financial Officer. Withdrawals from this account will require two signatures per check drawn (countersigned by the Steering Officer and the Financial Officer). The general fund shall be used to pay for operating expenses and as described in ARTICLE II. The maximum and minimum kept in the general fund shall be determined by the Board of Officers (majority approval required).

Section 803

There may be a fund for funds known as the GFHS Choral Parents Association reserve fund kept in a banking institution. Deposits to and withdrawals from this account shall be as determined by the Board of Officers (majority approval required). The reserve fund shall be used to pay for expenses incurred for travel.

Section 804

The Steering Officer, Ways and Means Officer and Financial Officer shall be bonded in the minimum amount of five thousand dollars (\$5,000.00), said bonding to be approved by the Board of Officers. The fees for this bonding shall be paid from the association general fund.

Section 805

Association accounts shall be audited each year in July. The audit will be chosen by the Board of Officers. A copy of the audit report must be sent to the director and the principal.

ARTICLE IX: CREDIT ACCOUNTS

Section 901

Credit accounts are established for each student to all for expenses directly related to:

- a. Required parts of the uniform
- b. Lodging and transportation
- c. Participation fees

Section 902

All monies remaining in a student's credit account at the close of the school year or discontinuation of the child's participation in the choral program will be transferred to the reserve fund.

Section 903

Monies placed in a student's credit account can only be used for the above purposes. If monies are not used for said purpose, they cannot be given back to students.

Section 904

The Financial Officer will provide to the director a summary of all student credit accounts at each association business meeting.

ARTICLE X: AMENDMENTS

Section 1001

The by-laws may be amended as follows:

- a. Proposed changes shall be submitted in writing to the Board of Officers.
- b. The Board of Officers shall act on any proposed changes thus received and submit its recommendations to the association membership not later than the second subsequent scheduled association business meeting following receipt.
- c. The Board of Officers recommendations shall be read to the membership at one scheduled business meeting for information and at the next scheduled business

meeting for voting. A 2/3 vote at such meetings shall be required to adopt changes to the by-laws.

d. If at any time the choral director or the principal feel that the objectives of the Grassfield High School Choral Parents Association interfere with the objectives of the choral program at Grassfield High School, they may dissolve the organization and transfer all funds to the school choral account.

ARTICLE XI: PARLIMENTARY AUTHORITY

Section 1101

Robert's Rules of Order Revised shall govern the conduct of the Association in all matters not covered above.