

BYLAWS FOR THE FIRST COAST HIGH SCHOOL CHORAL BOOSTERS ORGANIZATION

ARTICLE I

(NAME)

The name of this association shall be the First Coast High School Choral Boosters Organization of Jacksonville, Duval County, Florida.

This organization shall be a non-profit organization

ARTICLE II

(PURPOSE)

The purpose of this organization is to support and promote interest in the choral program at First Coast High School.

To lend all possible support, both moral and financial, to the choirs

To build and maintain an organization of parents which will help promote the activities of the choirs.

To cooperate with the Director and the faculty of the Choral Music Department, the school administration and school board so that the department may develop to the highest degree of excellence.

ARTICLE III

(MEMBERSHIP)

Membership is open to anyone interested in supporting the First Coast High School Choral Program.

Yearly membership dues shall be \$3.00 per person or \$5.00 per 2 adults, due and payable at the first membership meeting of the school year.

Only paid members shall have voting rights.

ARTICLE IV

(OFFICERS)

The officers of this association shall be President, 1st Vice President of Communications, 2nd

Vice President of Fundraising, Secretary, Treasurer, Chaplain and Hostess.

PRESIDENT

Shall preside at both the executive board meeting and general meetings.

Coordinate agenda for meeting

Cosign checks with the treasurer, and 1st VP of Communication

Delegate duties to Booster Officers

Shall facilitate communication between the First Coast High School student officers and the Choral Boosters

Shall review all choral budgets submitted for approval along with all Choral Boosters in a timely manner

FIRST VICE-PRESIDENT OF COMMUNICATIONS

Shall assist the president in carrying out his/her responsibilities as delegated

Shall form and chair the Communications committee.

Shall act for the president at all First Coast High School Choral Booster Meetings in the absence of the President.

Shall assume the responsibilities of president in case of vacancy in the Office of President

Shall notify the Executive Board, and Booster members of scheduled meetings and activities via email.

Keep accurate list of the Choral Booster Members, including name, mailing addresses and telephone numbers, and email addresses when available.

Shall co-sign checks in the absence of the President

SECOND VICE-PRESIDENT OF FUNDRAISING

Shall form and chair the Fundraising committee

Shall assist with coordination and approval of all Fundraising efforts, along with Choral Boosters

Shall review all choral budgets submitted for approval along with other Choral Boosters

SECRETARY

Shall keep accurate minutes for all Booster Meetings and distribute the minutes to the booster membership in the form of hardcopy, email, or and the FCHS Choral website.

Handle all written correspondence (i.e, Events at the Jacksonville Municipal Stadium, spreadsheets)

Read all minutes from previous meeting

Email approved minutes to the Director of Technology at FCHS within 5 days after the Booster meeting was held, for publication on the school choral website

Shall compile all records for fundraising events and submit them to the Director at year end.

TREASURER

Maintain accurate financial records for the checking and saving accounts

Compile monthly financial reports and submit to all Booster members, the Choral Executive Board and the FCHS Bookkeeper by the 15th of each month

Maintain a record of receipts and invoices for each purchase or disbursements

Maintain a record that reflects income, source of income, expenses, and account balances.

Shall have access to all banking accounts related to Choral Boosters

Shall cosign and approve all checks with President and First VP of Communications

Treasurer shall deposit all monies in a financial institution (i.e. bank)

Shall make financial reports available to all Choral booster members during monthly meetings

CHAPLAIN

Shall lead invocation at all Choral Booster meetings

Shall be available to counsel with other officers

HOSTESS

Shall coordinate all refreshments and products needed for concerts with a budget of \$150 per event

Shall form the hostess committee for assistance with refreshments

ARTICLE V

(MEETINGS)

General meetings will be held on the 2nd Tuesday of each month, beginning September through May of the current school year, to exclude December and January.

Fifty percent of the voting members of the FCHS Choral Booster Organization, shall constitute a majority that must be present for valid transactions of business

Fifty percent of the officers shall be present to constitute a majority

The President shall call a special meeting if deemed necessary for the Executive Board and the Choral Booster members

ARTICLE VI

(NOMINATIONS AND ELECTIONS)

Shall be held at the last membership meeting of the current school year
If a vacancy occurs in the office of the President, the 1st Vice President shall fill the position.
Other vacancies shall be filled by appointment by the Executive Board Committee
Any officer can be removed from an office by a vote of two-thirds of the membership of the First
Coast High School Choral Boosters

Officers must be voted in by at least fifty-one(51%) of the membership of the First Coast High School Choral Boosters.

Officers shall be re-elected for three terms consecutively, with the voting of at least two-thirds of the membership of the First Coast High School Choral Boosters

Officers may be re-elected to an office, greater than three terms if no one seeks the office during the last Booster membership meeting of the current school year

Officers must be a relative of a First Coast High School Choral student

The Choir Director, may disband the First Coast High School Booster Organization at any time without any recourse by the organization or its members, at which time all funds shall be surrendered to the FCHS Bookkeeper for distribution

ARTICLE VII

(EXECUTIVE BOARD)

Shall consists of the President, 1st Vice-President of Communications, 2nd Vice-President of Fundraising, Secretary, Treasurer, Chaplain, Hostess.

The Choral Director (s) and the First Coast High School Principal shall be named honorary members of the Executive Board Committee

Shall meet before each membership booster meeting as deemed necessary by the President

ARTICLE VIII

(STANDING COMMITTEES)

Officers shall appoint standing committees as agreed upon by the members of the FCHS Choral Boosters

Additional Committee chairpersons shall be appointed by the President

Executive Board shall approve all committees

ARTICLE IX

(AMENDING THE BY-LAWS)

Shall be amended, altered, changed, added to or repealed by fifty one percent majority vote

of the FCHS booster membership

All proposed alterations or appeals are subject to be brought before the Executive Board Committee at least 30 days in advance of said voting on proposed changes.

**ARTICLE X
(GOVERNING RULES)**

The governing rules are contained in the Robert's Rules of order shall govern this organization when appropriate

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking language

The conduct of all business is controlled by the general will of the whole membership-the right of the deliberate majority to decide

Complementary is the right of at least a strong minority to require the majority to be deliberate-to act according to its considered judgment after a full and fair "working through" of the issues involved

Provides for constructive and democratic meetings, to help, not hinder, the business of the assembly

Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.....www.Roberts rules.org

Attachment: Robert Rules
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