

CAVALIER CHOIR BOOSTERS BYLAWS

ARTICLE I: Name

The name of this organization is the Cavalier Choir Boosters (“CCB”).

ARTICLE II: Purposes

Cavalier Choir Boosters is organized exclusively for charitable, literary and educational purposes as defined in Section 501(c)(3) of the Internal Revenue Code. The purposes of the CCB include raising funds and purchasing personal property and services to be used by or for the benefit of students and faculty at The Woodlands College Park High School and specifically the choral music program; providing volunteers for educational and/or extracurricular activities; engaging in other charitable, civic, or educational activities that will contribute to the public education of the community; and exercising other powers conferred by the laws of Texas on nonprofit corporations. CCB may engage in any activities that further its purpose.

ARTICLE III: Basic Policies

- A. The CCB shall be noncommercial, nonsectarian and nonpartisan.
- B. The CCB shall work to promote the health and welfare of children and youth and shall seek to promote collaboration among parents, schools and the community at large.
- C. No part of the net earnings of the CCB shall inure to the benefit of, or be distributable to its members, directors, 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 Article III hereof.
- D. CCB or members in their official capacities shall not-directly or indirectly-participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

ARTICLE IV: Members and Dues

- A. Membership in CCB shall be open, without discrimination, to all parents, teachers, faculty and administration and others supporting the education and enrichment of students at The Woodlands College Park High School.
- B. CCB shall conduct an annual enrollment of members, but may admit persons to membership at any time. Annual membership begins **July 1 and expires June 30 of the following year. June 1, ending May 31** Of the following year (per CISD we are member of cisd educational support group, Inc. Must be same as group)
- C. There shall only be voting forms of membership. Each member shall pay annual dues to the CCB in the amount established by the executive board. Only members who have paid dues for the current membership year may participate in the business of CCB, including voting, serving in any elected or appointed position. However, anyone may attend and participate in the discussion at any CCB meetings.

ARTICLE V: Officers and Their Election

SECTION 1: Officers and Election

All Board Members of the CCB must be voting members of the CCB.

A. The officers of the CCB shall be President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer. No person may serve as more than one Officer.

B. The Board members shall be elected annually by ballot of the voting memberships at a meeting of the general membership. If there is but one (1) nominee for an office, election for that office may be by majority voice vote from the assembly floor. If there is more than one person nominated for a specific office, a ballot election shall be held.

C. Only one (1) nominee shall be elected to serve in any one (1) office.

D. Officers shall assume their official duties July 1 and serve a term of one (1) year.

June 1 as CISD educational support group, Inc.

E. No officer shall serve in the same office for more than two (2) consecutive terms, without special approval by the Choir Board. One who has served more than one-half (1/2) of a term shall be credited with having served that term.

SECTION 2: Nominating Committee

A. There shall be a nominating committee elected by the membership at a regular meeting prior to the election meeting. Elections shall be by plurality. The committee shall be composed of three or five (3 or 5) voting members. One (1) alternate shall be elected to serve in the event a member is unable to serve. The committee shall elect its own chair immediately following the meeting.

B. No member shall automatically serve on this committee because of his office in CCB or position in the school system.

C. The president shall neither serve as a member nor appoint any member of this committee.

D. The nominating committee shall report to the Board at least one month prior to the election meeting and submit its slate of nominations for approval by the Board.

E. Following approval of the Board, the report of the nominating committee shall be made at the last meeting of the general membership. At that time additional nominations may be made from the floor.

F. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at the last general meeting. The report shall be publicized to the membership through regular publicity channels at least seven (7) days before the election meeting.

G. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

H. Election of Officers shall be held at the last general membership meeting of the school year.

SECTION 3: Vacancies

A. A vacancy occurring in any elected office shall be filled for the unexpired term by a person elected by a majority vote of the executive board.

B. In the event a vacancy occurs in the office of President, duties of the President shall be assumed by the Vice-President(s), in order of succession (1st Vice-President, 2nd Vice President).

ARTICLE VII: VI (article 6 missing) Duties of Officers

SECTION 1: President

The President shall:

- A. coordinate the work of the officers and committees in promotion of the purposes of CCB
- B. confirm that a quorum is present before conducting any business at any meeting
- C. preside at all meetings of the organization
- D. be authorized to sign on bank accounts as one of two required signatures on all checks
- E. be authorized to sign contracts that have been approved by the executive board
- F. serve as an ex-officio member of all committees except the nominating and financial reconciliation committees

SECTION 2: Vice Presidents

First Vice President shall:

- A. be an aide to the President
- B. be in charge of Fundraising
- C. preside in the absence of the President

Second Vice President shall:

- A. be an aide to the President
- B. be in charge of Membership
- C. preside in the absence of the President and First Vice President

SECTION 3: Secretary

The Secretary shall:

- A. record the minutes of all meetings
- B. keep an accurate record of attendance at board meetings
- C. file changes of registered agent as needed
- D. have a current copy of the bylaws
- E. maintain the records retention policy
- F. maintain a membership list, which shall not be released to outside interests
- G. Shall distribute the Board meeting and General meeting minutes to the Board members for edits and then distribute the corrected meeting minutes to the entire membership within 10 days of the meeting.

SECTION 4: Treasurer

The Treasurer shall:

- A. have custody of all the funds of the organization
- B. keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks in accordance with the records retention policy
- C. sign on bank accounts as one of two required signatures on all checks
CISD advises Treasurer should NOT sign/be a signer on bank account under any circumstances
- D. present a financial report, both written and verbal, at every meeting and as requested by the executive board or the organization
- E. make a full report at the annual meeting
- F. complete and file all necessary tax documents including state sales taxes and federal tax returns
- G. present books to the financial reconciliation committee as requested
- H. Turns over all financial records, books, passwords, accounts, reporting tax filings to new officers in June at joint meeting CISD advises to add to bylaws

SECTION 5:

Board members shall deliver to their successors all official material and any notes that would be helpful to

the incoming Board members at a joint meeting of the outgoing and incoming Boards.

ARTICLE VII: Meetings

SECTION 1:

Monthly meetings of the Executive Board are anticipated; however this organization shall hold a minimum of three (3) general membership meetings a year, including one in the Fall for approval of the budget and one in the Spring for election of Officers. General membership meetings shall be held in additional months, with times and dates, to be established by the executive board at its first meeting each year. Five (5) days notice shall be given if change of date is needed. The membership shall be notified through regular publicity channels of the date and time of all regular meetings following the first meeting of the executive board at which time this schedule is determined.

SECTION 2:

Special meetings of the membership may be called by the president or by a quorum of the executive board, at least three (3) days notice having been given to the general membership through regular publicity channels.

SECTION 3:

A majority of the members in good standing present shall constitute a quorum of the membership for the transaction of business in any meeting of this organization.

SECTION 4:

Voting may be by voice, show of hands, or at the discretion of the president or any three (3) officers, voting may be by written ballot. Ballots shall only be given to members in good standing. There shall be no proxy voting.

ARTICLE VIII: Choir Board

SECTION 1: Executive Board

The Executive Board shall consist of:

- A. the Officers of the organization
- B. the Choir Director and any Assistant Directors

SECTION 2: Choir Board

The Choir Board shall consist of:

- A. the Executive Board
- B. the Chairmen of Standing Committees

SECTION 3: Duties

The duties of the Board shall be to:

- A. transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization
- B. present a report at the regular meetings of the organization
- C. create and approve plans of work for all Standing and Special Committees
- D. review the records retention policy annually
- E. prepare and approve an annual budget for the upcoming fiscal year which shall be presented to the general voting membership for approval

- F. appoint and approve members of the Financial Reconciliation Committee, said committee consisting of not less than three (3) members, which shall at the conclusion of each fiscal year audit the Treasurer's accounts and record books
- G. fill vacancies of officers and chairs

SECTION 4: Meetings

- A. Monthly meetings of the Choir Board may be held prior to each regular meeting of the organization, or at such other times as may be determined by the Choir Board at its first meeting of the year
- B. A quorum of the Choir Board shall be half of the Choir Board members plus one. In the event that a quorum is not present, a majority of the Executive Board can constitute a quorum if a decision must be made before the next Choir Board meeting.
- C. Special meetings of the Choir Board may be called by the President, Choir Director, or by a majority of the members of the Choir Board
- D. There shall be no proxy voting

SECTION 5: Emergency Voting

In the event of an emergency which cannot wait to be addressed at the next scheduled meeting without causing undue expense or other significant harm to the organization, the President or Treasurer may conduct an emergency vote of the Choir Board by email or other written communication provided that

- A. Any such action must pass by the affirmative vote of at least 2/3 of the Choir Board
- B. A written record of such vote must be maintained together with the minutes of the organization
- C. The result of such vote must be announced at the next scheduled meeting of the organization

SECTION 6: Reason to remove

By unanimous vote of the remaining officers or two-thirds (2/3) vote of the Choir Board, an officer or chair may be removed from office and from the Choir Board for failure to attend three (3) consecutive meetings, failure to perform duties, criminal misconduct, for unethical behavior in any business with or on behalf of the organization or other good cause. Special cases shall be decided at the discretion of the Choir Board.

ARTICLE IX: Standing and Special Committees

SECTION 1:

The Choir Board may create such Standing and Special committees as it may deem necessary to promote the Purposes and carry on the work of the organization.

SECTION 2:

Committee chairs shall assume their official duties at the start of each membership year (July 1) or upon creation of a new or Special committee and shall serve a term concluding at the end of that membership year. June 1. Per CISD (term ends May 31)

SECTION 3:

No chair shall serve in the same office for more than two (2) consecutive terms, without special approval by the Choir Board. One who has served more than one-half (1/2) of a term shall be credited with having served that term.

SECTION 4:

All Standing committee chairs shall:

- A. deliver to their successors or the President all official materials within fifteen (15) days following the date at which their successors assume their duties
- B. perform the duties outlined in these bylaws and those assigned by the President or membership from time to time
- C. have a current copy of these bylaws

SECTION 5:

The President shall be a member ex-officio of all committees except the nominating and financial reconciliation committees.

SECTION 6:

The quorum of any committee shall be a majority of its members.

SECTION 7:

The Choir Board may terminate any committee when it no longer serves a useful purpose.

ARTICLE X: Dissolution

In the event of the dissolution of the CCB, the Choir Board shall cause the assets of the organization to be distributed as follows:

- A. All liabilities of the CCB shall be paid or adequate provision shall be made for payment.
- B. Assets held by the CCB upon a condition which requires such assets be returned or specifically conveyed to a third party upon dissolution of the CCB shall be returned or conveyed in accordance with such requirements.
- C. All of the remaining assets of the CCB 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 government, for a public purpose. Any such assets not so disposed of shall be disposed of by the District Court of Montgomery County, Texas, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes. Remaining assets of the CCB, will be disbursed to The Woodlands College Park High School to be used for the Choir program (per CISD this is how it will be distributed)

ARTICLE XI: Fiscal Accountability

SECTION 1:

The fiscal year shall begin June 1 and end on the following May 31. This is correct but doesn't match the other parts of our bylaws

SECTION 2:

All checks must be signed by two officers. Signers of the bank account shall not be related by blood or marriage and shall not reside in the same household. No employee of Conroe ISD may be a signer on any account or contract of CCB.

SECTION 3:

The CCB shall abide by the UIL guidelines, disbursement of funds rest with the Booster Club officers. And

the principal may act in an advisory capacity only.

Ordinary expenses of the CCB shall be timely paid. When such ordinary expenses are in excess of the budget, the Treasurer and President may, in their discretion, issue checks in payment of those expenses provided the President, Treasurer and at least one additional officer review the overage and determine:

- A. the expense is reasonable, necessary and incurred in the ordinary course of business
- B. the expense does not cause expenses for the attributable budget line item to exceed the budgeted amount for that line item by more than ten (10) percent
- C. the amount by which such line item exceeds the budget is not more than 1 (one) percent of the total annual budget
- D. the CCB has available funds for such disbursement after taking into account all the actual and projected financial obligations of the CCB
- E. the Treasurer shall report such overage and the reason for such overage at the next regular meeting

This provision notwithstanding, budget overages should be true exceptions and the President and Treasurer is not obligated to pay or reimburse any amount that exceeds the annual budget.

SECTION 4: Gifts To School

- A. Upon proposing and presenting the "Proposed Budget" the line item for **Gifts to School** will only be an approximate budget due to unforeseen school/choir dept activity needs or requests throughout the fiscal year.
- B. All cleared monies (after all financial responsibilities have been satisfied for current school year and proposed budget for following school year) will be carried forward and allotted for Gifts to School
- C. Due to unexpected, miscellaneous and necessary expenses, this budget use will not require a vote from the membership but will solely be at the discretion of the executive board to use for choir dept. needs as per requests from Director.
- D. This fund can and will also be used as a reserve should any of the other budget line items exceed not more than (one) percent of the total annual budget.

SECTION 5: Merit based Scholarship Program

This merit based scholarship program will award up to nine (9) scholarships per year to outstanding graduating Cavalier Choir seniors. The intent of this program is to honor students whose high school experience reflects the values our choir program fosters in our students- a love of music, participation, leadership and responsibility. The President will oversee the following procedures upon final selections made:

- A. Form scholarship committee to consist of at least 5 CCB members
- B. The President and one officer will only be available for comment at the final meeting of selection of recipients, and will not vote.
- C. Parents of a senior student attending College Park shall NOT be a member of this committee.
- D. The committee will appoint a chair person to lead the application process, call meetings, copy/print applications, print certificates, letters of award, communicate with director and executive board, etc.
- E. Committee members will carefully follow the constructed Scholarship Program Rubric

Scholarship Guidelines are as follows:

- A. Academic performance, music participation and citizenship may be a consideration in awarding or not awarding any scholarship.
- B. If the Scholarship Committee determines there are not nine (9) qualified applicants, in any given year, they may opt to award fewer scholarships. Any funds reserved for scholarships that are not awarded in a given year shall carry/over to the general and

unrestricted fund; available for the following year's Cavalier Choir Boosters Budget; unused funds will not carryover as scholarship funds.

C. All scholarships shall be made payable only to the university or college attended by the recipient but may be applied to tuition, fees, housing or other expenses.

D. The Choir Director does not serve as part of the Scholarship Committee and does not vote on scholarship decisions but may provide additional information or clarification to the Committee as well as give final approval to their decisions.

SECTION 6: Financial Reconciliation

A financial reconciliation shall be performed:

- A. At the end of the fiscal year
- B. When any authorized check signer is added or deleted on any bank account
- C. At any time deemed necessary by the President, three (3) officers or ten percent (10%) of the current members in good standing

The Choir Board shall appoint, a financial reconciliation committee consisting of not less than three (3) members, who are not authorized signers. Members of the financial reconciliation committee shall not be related by blood or marriage and shall not reside in the same household as the authorized signers. In the alternative, the Executive Board may retain a single CPA or other qualified financial professional to perform a financial reconciliation.

For the financial reconciliation to be performed at the end of the fiscal year, the Choir Board shall appoint the financial reconciliation committee, or a professional shall be retained, not later than the last meeting of the year.

The financial reconciliation committee report shall be adopted by a majority vote of the organization at the first regular meeting following the financial reconciliation.

ARTICLE XII: Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this organization in all cases in which they are applicable and not in conflict with these bylaws.

ARTICLE XIII: Amendments

SECTION 1:

These bylaws may be amended at any meeting of the organization, by a majority vote of the members present and voting. Notice of each proposed amendment shall be provided to the membership through regular publicity channels no less than fifteen (15) days prior to the meeting at which the amendment is voted upon or at the previous regular meeting.