

North Penn Choral Music Boosters Bylaws

Article One—Name

- 1.1 The name of this organization shall be the North Penn Choral Music Boosters.

Article Two—Purpose

- 2.1 The purpose of this organization is to promote and financially support the programs and activities of the North Penn High School Choral Music program.

Article Three—Restrictions

- 3.1 No part of the net earnings of the organization shall be used for the benefit of or be distributed to its members, directors, 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 the furtherance of the purposes set forth in Article Two.
- 3.2 A substantial part of the activities of the organization shall not be the carrying on of propaganda. The organization shall not participate nor intervene in any political campaign on behalf of any candidate for public office, including the publishing or distribution of statements.
- 3.3 The booster club has no authority to direct the Director of Choral Activities in any of his/her duties.

Article Four—Membership and Meetings

- 4.1 Parents of the members of the North Penn High School choirs shall become members of the organization upon their child's enrollment in the choral program and the payment of membership dues.
- 4.2 Any other person with a special interest in the North Penn High School choral program and who is willing to uphold its basic policies and subscribe to its bylaws may become a member in good standing upon payment of membership dues.
- 4.3 A minimum of four general membership meetings shall be held annually at a time and place designated by the Executive Board.
- 4.4 A quorum for all general meetings of the organization shall consist of the members in attendance. A quorum for the Executive Board meetings shall consist of one over half of the members of the Executive Board.
- 4.5 The privilege of making motions and voting shall be limited to members of this organization whose dues are paid.
- 4.6 Each adult member is entitled to one (1) vote and must be present to vote. Voting by proxy is not allowed.
- 4.7 Membership dues will be determined annually by the Executive Board. Dues are required to defray operating expenses.

Article Five—Officers

- 5.1 The officers of this organization shall be the President, Vice President, Secretary, and Treasurer.
- 5.2 The privilege of holding office shall be limited to members of the organization whose dues are paid and who have been members in the organization for at least thirty (30) days prior to their election.

- 5.3 Officers are to be nominated, elected, and installed at the last meeting of the academic year. If there is more than one candidate for the same office, a simple majority, by a paper ballot vote of those in attendance, shall decide the election.
- 5.4 If a vacancy occurs in any office except the president it shall be filled by election of the Executive Board. If the office of the president becomes vacant, the vice-president of membership shall assume the position until such time as regular elections are held.
- 5.5 In accordance with Pennsylvania state law, an officer may hold two or more offices if required due to vacancy in any of the offices.
- 5.6 When an officer fails to attend three (3) consecutive meetings of the board without adequate excuse the Executive Board may declare that office vacant.

Article Six – Duties of the Officers

- 6.1 The President shall preside at all meetings of the organization; appoint all committees; be an exofficio member of all committees; sign checks in place of the treasurer.
- 6.2 The vice-president shall assume the duties of the president at any time the president is unable to attend to the duties of the office. The vice president will assist the president in the performance of the president's duties and be responsible for signing up parent booster club members, maintaining current membership records.
- 6.3 The treasurer shall maintain the appropriate books and records of the organization. The treasurer shall have the care and custody of and be responsible for all funds, securities, valuable papers, and financial records of the organization. The treasurer will also establish and maintain an outside bank account, report any financial specifics that need reporting to the bookkeeper at North Penn High School, and maintain records of individual student fundraising. The treasurer shall make a financial report periodically, including an end of the year full financial report.
- 6.4 The secretary shall prepare and maintain minutes of all meetings of the membership and the executive board, give advanced notice of all meetings of the membership, conduct the correspondence of the organization, communicate important information by telephone and/or email to membership, and maintain files therein.
- 6.5 Upon leaving office, each officer shall turn over to his/her successor within thirty (30) days all records, books, and other materials pertaining to that office.

Article Seven—Executive Board

- 7.1 The Executive Board will consist of the Director of Choral Activities, President, Vice President, Secretary, and Treasurer.
- 7.2 The Executive Board shall have the power to transact all business of the organization between regular meetings of the membership and any other business not otherwise provided for in these Bylaws or delegated to a special committee. The Executive Board cannot alter or reverse any action taken by the organization as a whole.
- 7.3 The Executive Board shall meet as deemed necessary by the Director of Choral Activities and president, or any two other officers.

- 7.4 The Executive Board shall be empowered to expend funds if deemed necessary for the furtherance of the purposes of the organization, provided it does not negate the intentions of the general membership.

Article Eight—Finances

- 8.1 All income of the organization shall be placed in the organization's bank account.
- 8.2 Expenditures shall be based on the budget submitted by the executive board and approved by the general membership. The budget may be amended by a recommendation of the executive board approved by the general membership at regular or specially called meetings. Any surplus funds may be spent by the executive board at their discretion to meet the purposes of the organization; however, the carry-over should remain in the organization's account from year to year.

Article Nine – Authority

- 9.1 The rules contained in Roberts Rules of Order Revised shall govern in all cases in which they do not conflict with the rules of the organization.
- 9.2 Notwithstanding any other provisions of these articles, this organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954.

Article Ten - Changes to the Bylaws

- 10.1 The Constitution and Bylaws may be amended by a two-thirds majority vote of the members present and voting at any meeting of this organization provided prior notice has been given.

Article Eleven - Dissolution

- 11.1 The Director of Choral Activities has absolute and complete authority to dissolve the North Penn Choral Music Boosters. Upon dissolution of the organization, the executive board, after paying or making provision for the payment of the liabilities of the organization shall distribute all of the assets of the organization to the North Penn High School choral program, with the intent that the assets be used to further the purposes of the organization to benefit the choir students.