

# Churchville-Chili High School Music Booster Club

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## CONSTITUTION and BYLAWS

### ARTICLE I

#### NAME

The name of this organization shall be Churchville-Chili High School Music Booster Club.

### ARTICLE II

#### ORGANIZATION

The Club shall be established as a nonprofit, tax exempt organization located in the State of New York, County of Monroe, Town of Riga, and shall have a fiscal year of July 1 through June 30.

### ARTICLE III

#### PURPOSE

...To assist the directors and students, beyond their normal responsibilities, in a constructive manner that encourages the music program's growth and success.

...To raise the level of awareness and appreciation of the music program in the community and to increase involvement of the community in the music program.

...To help provide enriching educational experiences in addition to those provided by the school District.

...To build and maintain an organization of members which will help promote the general activities of the music department in cooperation with the Board of Education, administration, music department chairperson, staff, and student body.

### ARTICLE IV

#### MEMBERSHIP and SPONSORSHIP LEVELS

All persons eighteen (18) years of age or over who are not attending high school on a full time basis and who are interested in the progress and development of vocal and/or instrumental music at Churchville-Chili High School shall be eligible for membership.

Sponsorship levels shall be determined by the Officers. Executive Board Members shall be entitled to vote. Members shall be responsible for abiding by the Constitution and Bylaws, and for actively supporting the Club's activities.

### ARTICLE V

#### MEETINGS

The regular meetings of the Club shall be held monthly, throughout the school year, beginning in September, with the exception of the month of December. Special meetings may be called by the *President*.

The annual meeting will be the June meeting with election of Officers for the coming year.

All general membership meetings shall be conducted in an efficient manner and in accordance with Robert's Rules of Order. All motions shall be carried by a majority vote of the Executive Board Members present.

The Executive Board Members in attendance shall constitute a quorum.

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### ARTICLE VI

#### **OFFICERS and COMMITTEES**

The Officers shall be the *President*, *Vice-President*, *Secretary*, and *Treasurer*. Standing Committees will be appointed by the *President* for one year term and approved by the Executive Board.

### ARTICLE VII

#### **ELECTIONS**

Elections of Officers shall take place at the June meeting. Nominations will be collected after the March and April meetings.

Officer vacancy positions will be announced and posted. Nominations will be collected until the Monday before the May meeting. Nominations must be in writing and sent to the CCHS Music Boosters email account. A confirmation email will be sent in response. Nominees will be presented for consideration at the May meeting.

The *President* and *Secretary* will be elected in odd numbered years, and the *Vice-President* and *Treasurer* will be elected in even numbered years. Each officer serves a two year term.

If there are no new nominations by the Monday prior to the May meeting, current Officers whose position is up for reelection will be asked to remain in their current position another two-year term.

### ARTICLE VIII

#### **OFFICER DUTIES**

The *President* shall preside at all meetings of the Club, appoint all the Standing Committee Chair people who will report to the *President*, shall be ex officio member of all committees, approve fund withdrawals along with the *Treasurer*, and perform duties pertaining to the office.

The *Vice-President* shall assume all the duties of the *President* in the *President's* absence. The *Vice-President* shall be responsible for the Club's apparel and fund raising efforts.

The *Secretary* shall keep accurate records and minutes of all meetings, and attend to the Club's correspondence, including the high school's eNews account and Club's email account. The *Secretary* shall hold the Club's membership to *BJ's Club* and *Sam's Club* for purchasing.

The *Treasurer* shall keep accurate records of all receipts and disbursements, showing each activity separately, as well as complete records of all funds. The *Treasurer* shall be required to prepare a financial report at each Executive Board meeting and at the close of the term. Financial records will be required to be examined annually by a committee of three persons appointed by the *President* and approved by the Executive Board. The *Treasurer* shall be assigned the responsibility of the PO Box key for related mail, donations and payments that are received by the Club. The *Treasurer* shall be responsible for coordination of the Club's Sponsorship Level program.

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### ARTICLE IX **EXECUTIVE BOARD**

The Executive Board shall be composed of the Officers and Standing Committee chair people. The Director of Fine Arts will be an advising member to the Executive Board. A quorum for an Executive Board meeting will consist of 2/3 of the members. The Executive Board shall have general supervision of the affairs of the Club. The Executive Board shall meet when deemed necessary by the members of the Executive Board.

### ARTICLE X **STANDING COMMITTEES**

The committees recognized by the CCHS Music Booster Club are the *Reception & Concession Committee* and the *Advertising & Publicity Committee*. Additionally the Club may seek out other committees, as needed.

The chairperson for the *Reception & Concession Committee* shall report to the *President* and be responsible for coordinating: Volunteers for District-wide vocal and instrumental concert receptions and drama/musical productions, preshow and during intermission.

The chairperson for the *Advertising & Publicity Committee* shall report to the *President* and be responsible for promoting:

- (1) Club activities
- (2) CC Fine Arts events
- (3) General information
  - (a) District-wide
  - (b) Throughout the community
    - (i) Via social media
      - (1) Manage Churchville-Chili High School Music Booster Club FaceBook page
    - (ii) Distribute other promotional materials.

### ARTICLE XI **RON CICERO MUSIC SCHOLARSHIP**

Churchville-Chili High School Music Booster Club shall grant the Ron Cicero Music Scholarship annually providing \$500.00 to a student who is pursuing music as a college major in the fall semester following their senior year at Churchville-Chili Senior High School. Churchville Lions Club graciously funds this scholarship. If at any time the scholarship is not fully funded by Churchville Lions Club, it shall be the responsibility of Churchville-Chili High School Music Booster Club to fund the difference to complete the scholarship in full.

### ARTICLE XII **AMENDMENTS**

The Constitution and Bylaws may be amended by a two-thirds majority vote at Executive Board meetings. Proposed amendments must be presented to the Executive Board in writing at least seven days prior to the Executive Board meeting.

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## CONSTITUTION and BYLAWS

### ARTICLE XIII **DISSOLUTION**

Upon the dissolution of Churchville-Chili High School Music Booster Club, all assets of the Club remaining after satisfaction of all obligations of the Club shall be distributed equally between the instrumental and vocal department District-wide treasuries.

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