

CONSTITUTION COX HIGH SCHOOL CHORAL BOOSTERS

This constitution contains articles defining the name, purpose and provisions of the Cox High School Choral Booster Club.

Article I: Name

1. The name of the organization will be the Cox High School Choral Boosters.
2. The principal office of the Choral Boosters will be at Cox High School, 2425 Shorehaven Dr. Virginia Beach, VA.

Article II: Purpose

1. To promote and encourage school, community and area support of all activities, projects and performances of the CHS Chorus Department and the Choral Boosters.
2. To keep the chorus students and their parent/guardians and associates informed and involved in the activities and projects of the Chorus Department and the Choral Boosters.
3. To provide volunteers to service activities and projects of the Chorus Department and Choral Boosters.
4. To provide financial assistance to the Chorus Department, the students therein, by planning fund-raising projects and activities or by soliciting sponsorships/donations.

Article III: Provisions

1. Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
2. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, 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 the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by and organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
3. Upon dissolution of the organization, assets 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 shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

BYLAWS

COX HIGH SCHOOL CHORAL BOOSTERS

These bylaws include articles pertaining to membership, officers, meetings, volunteers, committees, fiscal and financial matters, awards, dissolution, standing rules and amendments.

Article I: Membership

1. Membership of the Choral Boosters will consist of the following:
 - a. Members will be parent/guardians of a student or students enrolled in a CHS chorus class. Members will have the right to vote, attend meetings, make motions, hold office and volunteer for choral projects.
 - b. Associate members will be any persons whose interest is to promote the purpose of the Choral Boosters and will have the same privileges as regular members.
 - c. Membership will not be restricted because of age, sex, race, national origin or disability.
 - d. Membership will vary depending on member.

Article II: Officers

General Guidelines

1. The officers consist of a President, Vice President, Secretary and Treasurer. These officers will serve as the Executive Council.
2. The student credit coordinator will be selected by the director and will be an officer of the Choral Boosters.
3. Officers may or may not be selected to more than one term in the same office if so determined by the director.
4. Officers will deliver to their successors or director all official material within 30 days following their vacancies.
5. The director or Principal of Cox High School may suspend or expel an officer for cause after an appropriate hearing.

Nominations

1. Nominations will take place during a normal parent meeting toward the end of the year.
2. Director will solicit for nominations from parents.
3. Nominees must meet the approval of the director prior to being selected for office.

Elections

1. Once officers are elected, they will assume their positions immediately.
2. If no nominations for an office, the director will select a member of the Choral Boosters to hold the vacant office.
3. A majority vote of the members present will constitute an election.

Duties of the President

1. Shall preside over the general meetings, maintain order, declare results of votes, cast deciding vote in case of a tie, and put all questions, when seconded and discussed, to a vote.
2. Communicate with the director and all other officers.
3. Ensure that books are audited at the end of the fiscal year.
4. Sign all vouchers request along with director.

Duties of the Vice President

1. Perform the duties of the President in his/her absence or if the office becomes vacant.
2. Serve as parliamentarian
3. Sign all voucher requests if President is unavailable.

Duties of the Secretary

1. Record the minutes of all meetings in a permanent record book available at all meetings.
2. Present a written or oral report of the recorded minutes at all meetings as directed by the president.
3. Provide an updated list of all officers and members of the Choral Boosters.

Duties of the Treasurer

1. Receive all monies collected from any source, issue receipts, be responsible for deposit of the Choral Booster's funds within (5) banking days in a designated bank determined by the director and Executive Council and will pay all bills upon authorization of the director and president.
2. Maintain a ledger of income and expenses and will submit a written report at all meetings to the president and secretary.
3. Provide quarterly reports to the Executive Council and be responsible for submission of any federal, state or local income tax returns.
4. Present a current accounting of all budget items expenditures and income to the board at each board meeting.

Duties of the Student Credit Coordinator

1. The student credit coordinator will be responsible for collecting, receipting and maintaining an up-to-date record of all student accounts, and depositing said monies in the Choral Booster's account within (5) days.

Article III: Meetings

General Membership Meetings

1. Will be held every other month (dates and time TBD by director and executive council).
2. The president or vice-president must be present at a general membership meeting.

Executive Council Meetings

1. Will be held every other month (dates and time TBD by executive council).
2. A report of business will be made by the president at the general membership meeting.

Article IV: Parent Volunteers

1. Parent volunteers are the key ingredient to a successful Choral Booster club. It is imperative that members/associates take time out and volunteer as needed. The following are a list of needs for volunteers to step-up and take charge:

- *Awards
- *Sound Equipment (at concerts)
- *Lights (at concerts)
- *Concessions (this will take at least 6-12 volunteers)
- *Audit Team (consist of 3 volunteers)
- *Fundraising (we all can take part)

FUNDRAISING

1. This can not be stressed enough. If you have an idea or an event that can raise money, please bring it to the director's attention. If you know of any businesses or establishments who would be willing to sponsor CHS Chorus, please let the director know. Remember, the more money raised, the less out of pocket expense.

Article V: Finances

General Finance Guidelines

1. The Choral Booster's is tax exempt and will make every effort to maintain its status as a tax-exempt association.
2. All monies will be deposited within (5) banking days to the director or designee. A written accounting of these monies will accompany the deposit and a receipt will be issued.

Article VI: Dissolution

1. Upon dissolution or disbandment of this association, any and all unallocated cash funds will be turned over to Cox High School for exclusive use of the choral music program under the authority of the school administration.