

Bylaws of the
CASTLE HIGH SCHOOL SHOW CHOIR BOOSTER CLUB, INC.

Article I – NAME

The name of this organization shall be the Castle High School Show Choir Booster Club, Inc.

Article II – PURPOSE

Section 1

The purpose of the organization shall be to raise funds, support the activities of the Castle High School show choirs (Knightingales and Knight Sensations), and to be a vehicle by which information can be imparted to members' families. The policies and day-to-day operations (*i.e.*, music, choreography, staffing, costumes, etc.) of the Castle High School show choirs shall be the *sole* responsibility of the head and assistant/associate choral directors or their designee(s).

Section 2

The Castle High School Show Choir Booster Club, Inc., shall be a not-for-profit, organized corporation duly recognized as such by the Warrick County School Corporation and the State Of Indiana. It shall be maintained as a 501 (c) 3 organization as a distinct legal entity, and shall comply with all local, state, and federal legal and tax regulations, as well as any and all policies of the Warrick County School Corporation, in its operational structure.

Section 3

The organizational structure guiding the direction and activities of the Castle High School Show Choir Booster Club, Inc., in descending order of authority, shall be:

- Warrick County School Corporation Administration
- Castle High School Administration
- Castle High School Choral Directors
- Castle High School Show Choir Booster Club Board of Directors

Article III – MEMBERS & TIMEFRAME

Section 1

The membership of the organization shall consist of parents and/or legal guardians of students who are enrolled members of the show choir program, and the head and assistant/associate choral directors, who shall be considered ex-officio members.

Section 2

The organization shall operate year-round, with a new year's beginning date of June 1, and an ending date of May 31. For the purposes of closing the previous year's books and budgeting for the upcoming year, the fiscal year shall be July 1 through June 30.

Article IV – OFFICERS

Section 1

The officers of the organization shall consist of 2 co-Presidents, 1 Secretary or 2 co-Secretaries, and 2 co-Treasurers. The organization will also elect 6 Members-at-Large. All persons serving in these positions shall comprise the organization's Board of Directors, and their terms of office shall coincide with the organization's operational year, as stated in Article III, Section 2. The choral directors shall serve as ex-officio members and advisors to the board.

Section 2

The Board of Directors shall appoint the nominating committee in the April membership meeting, which shall present a slate of prospective officers to the general membership for consideration the following month. This committee shall be comprised of four parents and/or legal guardians of graduating Knightingales and Knight Sensations members. Nominations shall also be made from the floor if the general membership so desires. Every attempt should be made to secure as balanced a representation as possible of both the Knightingales and Knight Sensations groups. Voting shall be conducted at the last general meeting of the school year and shall be by secret ballot, provided more than one person is nominated for any particular office. A majority vote of the membership present shall elect.

To be eligible for nomination as a prospective officer, a Booster Club member shall meet the following criteria:

- Account balance must be current and paid-in-full;
- Attended a minimum of 50% of the previous years' monthly booster club meetings;
- Have been actively involved in a minimum of three (3) Booster Club activities (*e.g.*, fundraisers, trip chaperone, committee member, etc.) in the previous year.

When two members of the same family are nominated as prospective officers, the nominations shall be reviewed and approved by the Seated Board.

Section 3

No member shall hold more than one office at a time, and no officer shall be eligible to serve more than two consecutive terms in the same office. Two members of the same family may share a board position, but they shall represent only one (1) vote.

Article V – DUTIES OF OFFICERS

Section 1: President

The co-Presidents shall set the agenda for all meetings, shall preside at all general membership and Board of Directors meetings of the organization, shall act as liaison to the Director and Assistant Director, and shall perform such other duties as may be assigned to them by the organization or board of directors.

Section 2: Secretary

The Secretary shall compile and maintain the groups' contact lists, shall keep accurate minutes of all general membership and Board of Directors meetings, shall distribute meeting minutes in a timely manner, shall be the custodian of the organization's records and documents, and shall be in charge of all general correspondence (*e.g.*, announcements, reminders, emails, etc.).

Section 3: Treasurer

The co-Treasurers shall receive the monies of the organization in order to maintain accurate record of receipts and expenditures. Collection and deposit of said receipts shall be made by the co-Treasurers or co-Presidents only.

The co-Presidents and co-Treasurers shall be on the booster club's checking account and shall be granted a debit card that is to be used for group expenses only. The co-Treasurers shall be primarily responsible for writing and disbursing all checks from the booster club account,

compiling and distributing billing statements monthly, and contacting members whose account balances are not current.

The co-Treasurers shall present a statement of account at every meeting of the organization and at other times when requested by the Board of Directors. A detailed yearly operational budget shall be prepared by the co-Treasurers and presented to the Board of Directors, in consultation and with the approval of the Head Choral Director, to be put forth to the general membership for an annual vote of approval.

The books and accounts shall be kept in accordance with sound, recognized accounting practices. The Board of Directors shall have the books and accounts reviewed or audited periodically by a Certified Public Accountant who shall be chosen by the board and kept on retainer for advice and consent as necessary.

Section 4: Member-at-Large

The Members-at-Large shall organize committees, assist in the activities of the board of directors, and shall perform such other duties as may be assigned to them by the organization or board of directors.

Article VI – Membership

Section 1

Booster Club Board Members shall be required to fulfill the duties defined for each position in Article V. In addition to fulfilling the defined duties, Board Members shall be required to:

- Attend a minimum of eight (8) of the twelve (12) monthly booster club meetings;
- Maintain a current balance on their student(s)' account;
- Review and sign the Bylaws;
- Review and sign the Conflict of Interest Policy;
- Maintain the confidentiality of information and discussions of the Booster Club;
- Adhere to the high standard of legal, ethical, and moral conduct expected of a Board Member.

The Board of Directors shall have the power to recommend the removal of a Board Member who fails to adhere to the requirements defined above. The removal shall require a special called general membership meeting (Article VII, Section 3) and a two-thirds vote of the members present, provided prior notice has been given via letters being distributed to all members.

The Board of Directors shall have the power to fill any mid-year vacancies which may occur on the board.

Section 2

Booster Club members shall be expected to participate in the activities of the organization. In addition to participating in the activities of the organization, Booster Club members shall be expected to:

- Attend the monthly booster club meetings;
- Review the Bylaws;
- Maintain a current balance on their student(s)' account. Monthly billing statements will be distributed online or at the monthly booster club meetings, beginning in August each year. Members are expected to pay the outstanding balance by the end of each month and have

their account paid in full by December 15th each fiscal year. The Booster Club reserves the right to withhold the competition costume(s) and/or eligibility to the Year End Banquet if a member's account is not paid in full by December 15th each year –or– payment arrangements made.

Article VII– MEETINGS

Section 1

Membership meetings shall be held monthly or as deemed necessary.

Section 2

The Board of Directors shall meet monthly or as deemed necessary prior to each general membership meeting.

Section 3

Any special called general membership meeting shall require notification of the entire membership, a minimum of seven (7) days prior to the meeting

Section 4

Any number of members shall constitute a quorum for the transaction of business at any meeting of the organization. Activities of the organization must be approved by the majority vote of those members present.

Article VIII – COMMITTEES

The President, with the approval of the Board of Directors, may create such committees, standing or special, as may be needed. The President shall be an ex-officio member of all committees, with the exception of the nominating committee.

Article IX – ADVISORY AUTHORITY

The organization shall be guided in any project by the advice and consent of the Castle High School choral directors and school administration. In the event of a stalemated or deadlocked issue, the choral directors shall be granted the authority to settle the matter for purposes of efficiency and expediency.

Article X – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern the organization in all cases to which they are applicable and in which they are consistent with these bylaws and any special rules of order the organization may adopt.

Article XI – AMENDMENTS

These bylaws may be amended at any general membership meeting by a two-thirds vote of the members present, provided prior notice has been given via a previous general membership meeting, or letters being distributed to all members, or all members being contacted via phone, e-mail, and/or social media.

Article XII – STANDING RULES

Section 1

Funds raised by students shall be applied to their annual participation fee and fundraising obligation, but shall be pooled to offset the expenses of the group and shall be the property of the

Booster Club. It is understood by legal and tax policies that any and all fundraising, including corporate sponsorships, is done in the name and for the ultimate benefit of the organization and not the individual student. In the event a student has excess funds in his/her account at the end of the fiscal year, the excess funds shall be handled in one of three ways:

- 1) For a student returning to the show choir program, the excess funds shall be applied to the next fiscal year's participation fee and fundraising obligation for that student;
- 2) For a student leaving the program, during or after the competition season, the excess funds shall revert to the respective group's general fund.
- 3) For a student who is graduating, the excess funds shall revert to the general fund –or– shall be applied to the graduating student's sibling(s) who is or will be a member of the show choir program the next fiscal year.

Section 2

In July of each year, the Board of Directors shall distribute the list of Protected Sponsors from the previous fiscal year and shall establish the date when Booster Club members may begin to solicit Protected Sponsors. Booster Club members shall be prohibited from contacting another member's Protected Sponsor until after the aforementioned deadline. In the event a sponsorship form is received for a student from another student's protected sponsor, before the aforementioned deadline, the sponsorship shall be posted to the student of the protected sponsor.

For a student who is graduating and has a sibling(s) who is or will be a member of the show choir program the next fiscal year, their protected sponsors shall be transferred to the graduating student's sibling(s).

Section 3

All items distributed for fundraising (*e.g.*, candy bars, Peelers, tickets, etc.) shall be the financial responsibility of show choir members and parents. Show choir members and parents shall be required to reimburse the Booster Club for items that are lost, stolen, or not turned in by the established deadline. The Booster Club reserves the right to withhold the competition costume(s) and/or eligibility to the Year End Banquet if the aforementioned reimbursement is not made. The Booster Club also reserves the right to require that items being distributed for fundraising be prepaid.

Article XIII – DISSOLVEMENT

The Castle High School Show Choir Booster Club, Inc., may be dissolved using the same procedure as set forth in Article XI, Amendments. Any remaining assets shall be distributed to the general choir fund maintained by the school treasurer.