

River Ridge High School Choral Boosters

BYLAWS

Article I: ORGANIZATION

1. The name of this organization shall be: River Ridge High School Choral Boosters (hereinafter "RRHSCB").

Article II: PURPOSE

The purpose of the RRHSCB is to provide the best environment to promote the choral program for students enrolled in chorus classes at River Ridge High School (hereinafter "RRHS") by:

1. Facilitating and promoting all choral activities in the school among faculty, staff, students, and the community.
2. Oversee funding of the choral program through fees, fundraising, and contributions.
3. To promote closer contact and cooperation among the Director of Choral Activities (hereinafter the "Director"), the administration, the community, and the parents of chorus members in an effort to maintain and continue building a strong choral program.

Article III: MEMBERSHIP

1. Membership of the RRHSCB will consist of parents/guardians of a student or students enrolled in an RRHS Chorus class.
2. Members will have the right to attend general booster meetings, make motions, vote on motions at general meetings, hold office, and volunteer for choral activities/projects.

Article IV: EXECUTIVE BOARD

General Guidelines

1. The Executive Board shall consist of a President, Vice President, Secretary, Treasurer (collectively the "Officers"), Member(s) At Large, and the Director.
2. Officers will be appointed by the Director.
3. President and Treasurer may serve no more than two (2) terms in the same office.
4. Officers will deliver all official material to their successors or Director within 30 days following their vacancies.
5. The Director reserves the right to, at any time, replace any officer, including the President, if he/she feels such an officer is detrimental to the success of the program.

Duties of the President

1. Preside over all RRHSCB Organization and RRHSCB Board meetings, shall call meetings as provided by the bylaws, and shall be the ex-officio member of all committees.
2. Responsible for the general management of the RRHSCB Organization and shall carry out the resolutions of the Board of Directors.
3. Act as ex-officio of, and oversee all committees/coordinators.
4. Act as a liaison between the RRHSCB and other organizations, such as the faculty and staff of RRHS and other booster organizations.
5. Communicate with the Director on all choral activities.
6. Assist choral director as needed for events, activities

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7. Assist treasurer as needed
8. Assists chorus director with maintaining the RRHSCB Facebook group and Instagram to include approving members, approving posts, and adding posts as an extra mode of communication with the chorus family and alumni.

Duties of the Vice President

1. Perform the duties of the President in his/her absence or if the office becomes vacant.
2. Assist the President in carrying out his/her duties.
3. Manage fundraisers, including
 - a. Appoint a team lead for all fundraisers. Otherwise, they will serve as the team lead themselves.
 - b. Create a fundraiser schedule for the entire school year.
 - c. Fundraiser requests should be provided to the Choral Director by August 1 for submission to the county.
 - i. Information includes the name of the company, the percent profit made, and how the funds will be used.
 - d. Will set up and manage signups as needed. Will monitor those and send reminders and information to those involved.
4. Communications
 - a. Assist the chorus director with maintaining the RRHSCB Facebook group and Instagram to include approving members, approving posts, and adding posts as an extra mode of communication with the chorus family and alumni.

Duties of the Secretary

1. Send an emailed report to the Chorus Executive Board one week before a board meeting inquiring about all action items from the previous meeting.
2. Record meeting minutes at all Chorus Executive Board Meetings or designate another member to do so if they are unable to attend and email the minutes to the board members within 72 hours of the conclusion of the meeting
3. Send an emailed report to the Chorus Executive Board on the day of a board meeting, a summary of all action items that have been completed.
4. Provide a report of any incomplete action items at the start of each board meeting.
5. Compile a hard copy notebook of all meeting minutes at the end of the school year to be archived for any future reviews or audits. This notebook will include an end-of-the-year financial overview provided by the Treasurer.
6. Present a written or oral report of the recorded minutes at all meetings as directed by the President. Report any incomplete action items at the start of each board meeting.
7. Keep an updated list of all officers and members of the RRHSCB.
8. Assists with communication activities, including maintaining the RRHSCB Facebook group and Instagram to include approving members, approving posts, and adding posts as an extra mode of communication with the chorus family and alumni.
9. Will create a sign-in sheet at the beginning of each booster meeting.
10. Will take meeting minutes at all RRHSCB General Members Meetings or designate another member to do so if they are unable to attend.
11. Will email all RRHSCB General Members the meeting minutes within 72 hours of the conclusion of the meeting.

Duties of the Treasurer

1. Create a budget for the school year and present it at the RRHSCB general meeting for membership approval.
2. Maintain a ledger of income and expenses, and reconcile bank statements with the ledger on a monthly basis

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3. Present a current accounting of all budget items, expenditures, and income by providing a treasurer's report at each executive board meeting
4. Make available all communications and correspondence from the designated bank, including, but not limited to, bank statements.
5. Receive all monies collected from any source, issue receipts, be responsible for the RRHSCB's funds in a designated bank, determined by the Executive Board, and pay all bills upon authorization of the Director and President.
6. Pick up money from school as needed
7. Make deposits in a timely manner
8. Make special purchases as needed for events, activities

Duties of the Member at Large

1. Execute one or more specific duties, as assigned by the Director, including, but not limited to, webmaster, social media management, communications management, fundraising, and event planning
2. Members at Large are only required to attend meetings at which their particular assignments are discussed

Committees

1. Special Committees may be appointed by the Executive Board for specific purposes at any time and may be discharged upon completion of the objective for which the committee was formed.

Article V: POLICIES

1. The Director will have the final decision on all activities pertaining to the choral program.
2. The RRHSCB will comply with published Cherokee County Board of Education, RRHS guidelines and procedures, and the RRHSCB By-Laws.

Fiscal Responsibilities

1. The Treasurer must create a budget for the use of RRHSCB funds at the beginning of each school year, and it must be approved by the general membership.
2. The Executive Board shall be accountable for the dispersal of all funds.
3. All purchases must be approved by two (2) non-related officers.
4. All checks must include the signature of the treasurer or one other officer as designated by the Executive Board.

Article VI: MEETINGS

General Membership Meetings

1. The President or Vice President must be present at a general membership meeting.
2. There will be no fewer than two (2) general membership meetings throughout the school year.
3. A quorum to have a general meeting consists of fifteen (15) members, of which two (2) must be officers.
4. The annual meeting shall occur at the general meeting in May. All officers will give summation reports for the year. All new Executive Board members will be introduced at this meeting.

Order of Business

1. Call to Order
2. Secretary's Report
3. Treasurer's Report
4. Committee Reports
5. Director's Report

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6. Old Business
7. New Business
8. Q & A
9. Adjournment

Executive Board Meetings

1. Will be held every other month or as needed(dates and times TBD by the executive board)
2. The executive board will provide updates on the progress of current RRHSCB business and introduce and discuss new business at each meeting
3. Special meetings may be called by the Director or the President
4. The Executive Board meeting prior to the annual meeting shall consist of all current school year board members as well as newly appointed board members for the next school year

Article VII: FISCAL YEAR

The fiscal year will run from June 1 – May 31.

Article VIII: AMENDMENTS

The by-laws may be amended at any general RRHSCB meeting by a majority vote of members present, provided the proposed amendment was submitted in writing at a previous general meeting. The Director(s) has the final say in any changes to the by-laws. Any change in the by-laws must have final approval by the director.