



PLANO SENIOR HS CHOIR PARENT BOOSTER CLUB

Revised May 2018

ARTICLE I - ORGANIZATION

Section 1 - *Name*: The name of the organization shall be the “Plano Senior HS Choir Parent Booster Club,” abbreviated as the “PSHS Choir Booster Club” and referred to as the “Booster Club” within this document established as a non-profit organization on July 1, 1999. The organization is to be located in the city of Plano, Collin County, Texas.

Section 2 - *Purpose*: The Plano Senior HS Choir Parent Booster Club is organized exclusively for charitable and educational purposes, more specifically to:

- a) support the policies set forth by the Board of Trustees and the Administration of the Plano Independent School District and the Plano SHS choral staff;
- b) promote parental understanding of the students’ activities, responsibilities, opportunities, and objectives within the choral program;
- c) promote closer contact and communication between parents, students and the Plano SHS choral staff;
- d) promote a music culture in the community by encouraging concert attendance and public support of choir activities, thereby rendering moral support to the students; and,
- e) render financial aid in areas necessary for realizing the objectives of the Plano Senior High School choral program.

ARTICLE II – RESTRICTIONS

Section 1 - *Distribution of Earnings*: No part of the net earnings of the Booster Club shall be used for the benefit of or be distributed to its members, directors, officers or other private persons. The Booster Club 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, with approval of the Executive Board and within the boundaries of UIL Guidelines, IRS Rules and Plano ISD Policy.

Section 2 – *Political Activity*: 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.

Section 3 – *Direction of Staff*: The Booster Club and its officers shall have no authority to direct the choir director(s) or in any of his/her duties.

ARTICLE III - MEMBERSHIP

Section 1 - *Membership*: Membership in this organization shall be open to all individuals who have an interest in supporting the work of the Plano Senior HS Choral Program. This would include, but is not limited to, parents of current PSHS choir students (Active), parents of former PSHS choir members (Alumni), Alumni of the PSHS choir program (Alumni) and Patrons of the PSHS choir program (Patron). An individual is considered to be a member of the Booster Club upon payment of the membership fee set by the Executive Board

Section 2 – *Membership Fees*: The Executive Board, in consultation with the choir director, will establish membership fees for Active, Alumni and Patron memberships prior to the first meeting of the academic year.

Section 3 - *Rights of members*: Each member in good standing shall be eligible to vote on actions before the full membership, to vote for candidates for the Executive Board, serve on committees and bring business before the general membership.

ARTICLE IV – MEETINGS OF MEMBERS

Section 1 – *General Membership Meetings*: A minimum of two general membership meetings shall be held annually at a time and place designated by the Executive Board and planned in collaboration with the choir director(s).

Section 2 – *Executive Board Meetings*: The Executive Board shall meet monthly at a time and place designated by the President and planned in collaboration with the choir director(s).

Section 3 - *Special meetings*: Special meetings may be called by the President when it is deemed necessary or in the best interest of the organization.

Section 4 - *Notice of meetings*: Written notice of each meeting shall be sent to the membership via e-mail, and posted on the web site, not less than one week prior to the meeting.

Section 5 - *Quorum*: The members present at any properly announced meeting shall constitute a quorum for a general membership meeting. A minimum of half of members of the Executive Board plus the choir director(s) are required for quorum at Executive Board meetings. No formal business of the organization may be conducted without quorum.

Section 6 - *Voting*: All issues to be voted on shall be duly moved and seconded prior to the call for a vote. Each vote shall be decided by a simple majority of those present at the meeting in which the vote takes place, unless otherwise designated in these bylaws. A voice or hand vote is acceptable for all issues except the election of officers. A written ballot may be taken on any issue at the discretion of the President or chair.

Section 7 – *Order of Business*: The order of business for board and general membership meetings shall be conducted according to Robert’s Rules of Order and follow the general outline below:

1. Introductions – Roll Call
2. Adoption of the Minutes of the preceding meeting
3. Financial Report
4. Reports of Committees
5. Old and Unfinished Business
6. New Business
7. Announcements for the Good of the Order
8. Adjournment

ARTICLE V - Leadership

Section 1 - *Board Role, Qualifications & Compensation*: The Board of Directors is responsible for the overall business, policy and direction of the organization. The Plano Senior HS Choir Parent Booster Club Board of Directors shall include officers as defined below. Only active members of the organization are eligible to hold office. The choir director(s) shall serve as ex-officio members of the Board of Directors in a strictly advisory capacity.

The Principal of Plano SHS, along with the PISD Superintendent, Assistant Superintendent or Executive Director for Campus Service, shall have veto power over any action of this Board as outlined in PISD Policy GE Local. All board members and PISD staff members shall receive no compensation other than reasonable expenses pre-approved by the Executive Board.

Section 2 – *Terms of Service*: All board members shall serve a one-year term. Board members are eligible to serve in their current role for additional years, if duly elected by the members annually.

Section 3 - *Meetings*: The Executive Board shall meet monthly at a time and place designated by the President and planned in collaboration with the choir director(s).

Section 4 - *Board Elections*: New and current board members shall be elected or re-elected by the voting members at the annual Spring General Membership meeting. Officers will be elected by a simple majority of members present at the Spring meeting via a written ballot. Unopposed candidates may be elected through a voice vote, by consensus of the members present.

Section 5 - *Election Procedures*: A Nominating Committee, chaired by the Vice-President and including the Choir Director, shall be responsible for presenting a slate of prospective candidates for all positions to the Executive Board for approval. In addition, any member may nominate a candidate to the slate of nominees from the floor.

Section 6 - *Officers and Duties*: There shall be officers of the Executive Board consisting of a President, Vice-President, Secretary and Treasurer and Chamber Singers Member at

Large and Music Corp Member at Large. Their duties are listed under ‘Members at Large’

The *President* shall convene regularly scheduled Board and General Membership meetings, shall preside at each meeting and may appoint committee chairs as needed. Be authorized to co-sign checks.

The *Vice-President* shall preside over any meeting in which the President is unavailable, chair the nominating committee, and any committees on special subjects as designated by the President of Board of Directors. Be authorized to co-sign checks.

The *Secretary* shall be responsible for keeping records of Board and Membership actions, including overseeing the taking of minutes at all meetings of the Board and General Membership, sending out meeting announcements, distributing copies of minutes and the agenda to each member, and assuring that membership records are accurately maintained.

The *Treasurer* shall make a report at each Board and General Membership meeting regarding the finances of the organization, assist in the preparation of the budget, help develop fundraising plans, deposit all income directly to the Booster Club account, execute payment for all expenses authorized by the Board, keep detailed records of all receipts and expenditures, file all required IRS reports and documents and make financial information available to members. Be authorized to co-sign checks.

The *Jr. Treasurer*- The Assistant Treasurer shall share responsibilities with the Treasurer, with the objective of being prepared to assume Treasurer responsibilities the following year; if duly nominated and elected. Assistant Treasurer. Be authorized to co-sign checks.

The *Members at Large* shall represent the specific ensemble for which they were elected, contribute to the organization of events, fundraising and performance activities as designated by the President or Choir Director.

Section 7 – *Vacancies*: When a vacancy on the Executive Board exists, the remaining Board members shall have the authority to appoint a replacement from the current membership. Such appointments shall last only to the end of the particular Board member's regular term.

Section 8 – *Resignation and Termination*: Resignation from a Board position must be in writing and received by the President, or senior board member. A Board member may be removed, should it become obvious that they are no longer willing or able to complete their duties, by a two-third vote of the remaining directors.

Section 9 - *Special Meetings*: Special meetings of the Executive Board or General Membership shall be called at the request of the President as deemed necessary to conduct the business of the organization.

ARTICLE V - COMMITTEES

Section 1 – *Committee Formation*: Permanent *Standing Committees* are listed below. Additional *ad hoc* committees may be established by the board as needed to manage the business of the organization. The President appoints all committee chairs in consultation

with the Choir Director. Committee Chairs are voting members of the Board of Directors, but not part of the Executive Board. Committee members should be engaged by the Committee Chair from the active membership.

Section 2 – *Standing Committees*

The *Volunteers Committee* shall recruit, coordinate and organize volunteers for specific events and activities as need by the Board of Directors, Committee Chairs, or Choir Director(s).

The *Event Committee* shall coordinate with the Choir Director(s) on the planning and execution of any and all events planned by the Board of Directors, Committee Chairs, or Choir Director(s).

The *Fundraising Committee* shall coordinate with the Treasurer and Choir Director(s) on all fundraising efforts planned and executed by the Booster Club. All fundraising activities must be approved by the Board of Directors and the Plano SHS Principal in advance and must be run in accordance with District policies and IRS regulations.

The *Hospitality Committee* shall provide meals and snacks for various meetings and events as requested by the Board of Directors, Committee Chairs, or Choir Director(s).

ARTICLE V – FINANCIAL PRACTICES

Section 1 – *General Finances*: The fiscal year for the Plano Senior HS Choir Parent Booster Club shall be June 1 through May 31 of each year. A detailed budget for the next fiscal year shall be presented to the Executive Board for approval at the last meeting of the previous fiscal year. Booster Club funds shall be keep in a bank account outside of Plano ISD and must have at least two signatories from the Executive Board. Signers The choir director(s) shall have no signatory privileges on Boost Club accounts.

All expenses must be approved by the Executive Board in advance. Board members, committee chairs, and choir director(s) must submit a written request for funding to the Treasurer for inclusion in the monthly financial report. Itemized receipts and/or invoices for all purchases must be presented to the Treasurer and reviewed by the Executive Board prior to payment.

All funds received, including cash collections for fees, dues, fundraising, etc., shall be receipted and deposited to the Booster Club account as soon as possible by the Treasurer in accordance with District financial practices.

All tangible goods purchased by the Booster Club in support of the Plano SHS Choir program becomes the property of Plano ISD. All such purchases must be approved by the Executive Board and the PSHS Principal.

Section 2 – *Fundraising*: Plans for fundraising shall be included in the annual budget and approved by the Executive Board. All activities designed to raise funds for the Plano SHS Choir program by the Booster Club is subject to approval by the Plano SHS Principal and must be conducted within the boundaries of district policy, UIL Guideline and state regulations.

Under Plano ISD Policy GE Local, fundraisers must be planned, executed and supervised by Booster Club members in order for the proceeds to be considered club funds.

Fundraising activities that are planned, supervised and/or coordinated by the Choir Director(s) are considered student events and all proceeds must be deposited to the program activity account with the District.

Section 3 – *Record Keeping*: Itemized receipts and invoices for purchases shall be reviewed by the Executive Board prior to payment and should be filed for the auditing committee. The approval of all payments shall be documented in the minutes of the Executive Board meetings as additional back-up for all purchases.

A formal financial report shall be presented by the Treasurer at each meeting of the Executive Board and the General Membership. This report shall include a Financial Statement that provides a comparison of budgeted versus actual expenditures and receipts and a bank reconciliation for the previous month.

All bank statements, receipts and invoices must be retained and recorded in a financial register. All financial records must be available to any Booster Club member upon request and to those designated to conduct the annual audit.

Section 4 – *Annual Audit*

A complete audit of all Booster Club financial records shall be conducted at the conclusion of each fiscal year and/or at the specific request of an Executive Board member, Choir Director(s) or Plano ISD Administrator.

The Executive Board shall appoint an audit committee, or retain an independent CPA, to complete this review of financial records. No Booster Club officer with signing responsibilities on financial accounts shall be retained to conduct this audit.

ARTICLE VI - AMENDMENTS

Section 1 – *Amendments*: These Bylaws may be amended, when necessary, by a two-thirds majority of the membership present and voting at a General Membership meeting. Proposed amendments must be submitted to the Secretary to be sent out to all members, prior to the meeting, with regular Membership meeting announcements.

ARTICLE VII – DISSOLUTION

Section 1 – *Dissolution of the Club*: The Plano Senior HS Choir Parent Booster Club shall be considered dissolved by the members if such an action is duly moved, seconded and affirmed by a two-thirds majority of the membership present and voting at a General Membership meeting.

Under the direction of District Policy GE Local, the District shall have the authority to dissolve or reorganize this Club, should it fail to adhere to district policy or guideline, UIL rules or statutory requirements.

Section 2 – *Records Retention*: Upon the formal dissolution of this Booster Club, all organizational records, including all financial records and meeting minutes, shall be turned over to the Plano SHS Principal as specified by the Texas Secretary of State.

Section 1 – *Distribution of Assets*: Upon the formal dissolution of this Booster Club, all assets, whether funds or property, shall be handed over to the District. Any bank accounts shall be closed and all funds deposited in the Choir Activity Account at Plano Senior High School.

These By-Laws were approved as amended here on _____
Date

President: _____
Print name Signature

Vice-President: _____
Print name Signature