

# **POPE HIGH SCHOOL CHORUS BOOSTER CLUB (PCB)**

## **BYLAWS**

**Revised August, 2005**

### **Mission Statement**

To promote communication between parents, chorus students, the choral director and school officials. To provide financial support of the chorus of Pope High School.

#### **I. Election of Officers**

- A. Elected officers shall be President, Vice President, Secretary and Treasurer. These officers shall serve a one-year term and may not serve more than two consecutive terms in any one position. These officers are members of the Board.
- B. The PCB election of officers will be held at its last regularly scheduled meeting of the school term. .
- C. Officers will be elected by a simple majority vote of those booster club members in attendance.
- D. A nomination committee will be appointed by the Board in March of each year. This committee will be headed by the Secretary of the PCB.
- E. The choral Director is a member of the Board.
- F. All standing Committee chairpersons are members of the Board.
- G. Any board position can be co-filled. .

#### **II. Offices and Duties**

- A. President
  - i. Shall preside at all meetings of the PCB.
  - ii. Serve as contact person between the Choral Director and the PCB.
  - iii. Call a special meeting if necessary.
  - iv. All contracts entered into by the PCB must be signed by the President and the Choral Director. The President may only sign a contract approved by a quorum of the Board. A quorum of the Board will consist of two-thirds of its members.
  - v. Shall be an additional person to sign checks, if needed.

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- B. Vice President
    - i. Shall preside at all meetings of the PCB in the absence of the President.
    - ii. Shall assume the duties of the President if and when the President is no longer able to serve.
    - iii. Shall be head of the Fundraising Committee.
  - C. Secretary
    - i. Shall record and protect all correspondence of the PCB.
    - ii. Shall record and read all minutes of the PCB meetings and Board meetings.
    - iii. Shall prepare all meeting agendas.
    - iv. Shall be an additional person to sign checks, if needed.
  - D. Treasurer
    - i. Shall keep a written record of all club assets, and present a financial report at all meetings.
    - ii. Shall maintain a checking account for the PCB.
    - iii. Responsible for maintaining fundraising individual student accounts.
- III. Monetary Concerns
- A. An annual audit will be performed as well as quarterly financial reports.
  - B. Requests of more than \$300 will be brought before the Board.
  - C. Any checks for non-budgeted items written over \$300 will require board approval.
  - D. A minimum of \$500 will be maintained in the account at all times.
  - E. Student accounts are available to the chorus student to use within the realm of chorus only. These accounts roll over from year to year. In the event a student graduates leaving funds in an individual account, those funds will be transferred into the general fund or a younger sibling's account that is also in chorus.
  - F. Upon dissolution of PCB all remaining funds will be turned over to Pope High School PTSA.
  - G. An annual budget will be presented for a vote at the first meeting.

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- IV. Membership
  - A. Membership dues will be \$100 per year. .
  - B. The amount of dues can be changed by a majority vote of all PCB members at the first annual meeting of each school term.
  - C. A member of good standing is any adult whose membership dues are paid.
  - D. A member in good standing has the right to vote at all membership meetings.
  - E. A member is not required to have a child in the Chorus in order to become a member.
  
- V. Miscellaneous
  - A. The PCB will follow a modified Robert's Rules of Order.
  - B. The PCB will set a meeting schedule at the first annual meeting each school term. This schedule will be posted at the school.
  - C. An adult member will be present at all fundraisers.
  - D. Standing committees for PCB will be: Membership, Fundraising, Events, Banquet, Chaperones and Annual Trip.
  - E. Any other committees can be formed as deemed necessary by the Board.
  - F. Correspondence will be sent to each member family at least three times per school term.
  - G. Amendments to these bylaws must be presented to the Board. The Board will make a recommendation and then present the amendment at the next regularly scheduled meeting of the PCB. An amendment will be passed by a simple majority voted of those members present.