

CONSTITUTION AND BY-LAWS of the NICEVILLE HIGH SCHOOL CHORAL BOOSTERS ASSOCIATION

ARTICLE I - NAME

The name of this organization shall be "Niceville High School Choral Boosters Association."

1. The organization may also be identified as the "Association," the "Chorus Boosters," or the "Boosters."

ARTICLE II - PURPOSE

Section 1

The purpose of the Association is to render moral, physical, and financial support to the Niceville High School Choruses, to the Choral Director and other music personnel and to related activities of the Chorus through committees and projects.

Section 2

The organization shall strive to promote better relations among the chorus, the school, the community, and all organizations with whom this Association may come in contact.

Section 3

The primary and basic purpose of the Association shall be to assist in every way possible to build, develop, support and maintain the choral music program at Niceville High School.

ARTICLE III - POLICIES

Section 1

This Association shall be non-commercial, non-sectarian and non-partisan.

Section 2

This Association shall in no way attempt to control or interfere with the administrative activities of the school and/or its policies.

Section 3

This Association shall in no way interfere with the Choral Director in his assigned duties and responsibilities, nor in the daily administration of the educational activities and objectives of the choral music department.

Section 4

This Association shall hire needed personnel to help in the administration of the Association or to enhance the activities of the Chorus.

1. The Executive Committee shall be authorized to expend booster monies on personnel hired by the Association from funds budgeted for personnel.
2. Funds generated by the Association and authorized by the Executive Committee for personnel expenditures may be used to supplement the extra hours or extra duties/responsibilities of Okaloosa County School Board employees who also are employed by the Chorus Boosters Association.
3. The Executive Committee shall be authorized to transfer funds to the personnel account from other Chorus accounts if those transferred funds are expended on personnel for a project relating to those accounts.

4. Funds for personnel hired by the Association shall be taken from the high school's internal account monies belonging to the Chorus upon approval of the Executive Committee.

Section 5

All monies generated by or belonging to the Association shall be deposited in an internal school account(s) at Niceville High School established by the school bookkeeper for the Chorus or the Chorus Boosters.

Section 6

The Constitution shall be reviewed by a committee appointed by the President every odd numbered year. The committee will present recommendations for revisions of the Constitution to the membership during the April meeting of the Association. A vote will be held in May on any changes proposed by the revision committee.

Section 7

Amendments to the Constitution shall be made by a vote of at least two-thirds of the Membership in attendance at a regularly scheduled meeting of the Association. A period of thirty days shall pass from the time the amendment is introduced until it can be voted upon. Introduction of and voting to approve amendments will be done at regularly scheduled Association meetings or as described in Article VI, Section 2.

ARTICLE IV – MEMBERSHIP

Section 1

All parents, official student sponsors and guardians of chorus students shall be members of the Association with the right to vote and hold office therein.

1. When in question, the Executive Committee shall determine the membership status within the Association of persons who declare themselves parents, sponsors or guardians of chorus students.

Section 2

The Vocal Music instructors of Niceville High School, as well as the Middle School choral directors whose programs matriculate to the Niceville High School Chorus, shall be members of the Association.

1. Music teachers from elementary schools in Niceville and Valparaiso area may become members of the Association by requesting membership in writing to the President.

Section 3

Any person with an interest in assisting the Association in accomplishing its Purpose, but who have not previously been associated with the Niceville High School Choral Music Program, shall be awarded an Associate Membership, with all the privileges of membership of the Association including voting and holding office, by receiving a majority vote from the membership of the members of the Association in attendance at a regularly scheduled Niceville Chorus Booster Association meeting.

1. Associate Membership must be renewed annually by a vote of the Membership.

Section 4

Parents or guardians whose students who have graduated from Niceville High School, who were active members of the Association during the time their student(s) were members of the Chorus, may request membership in the Association through the President.

1. Membership for these individuals must be renewed yearly by a majority vote of the Executive Committee.

Section 5

The Principal, or his/her designate, shall serve as an ex officio member of the Association and its committees.

ARTICLE V - OFFICERS - THE EXECUTIVE COMMITTEE

Section 1

The officers of this Association shall be the President, Vice-President, Secretary, and Treasurer. These officers shall comprise the Executive Committee.

Section 2

Officers shall be elected at the April meeting of the Association and shall assume their duties at the May meeting.

Section 3

A nominating committee shall be appointed by the President and consist of two members of the Executive Board and two members-at-large.

1. The Nomination Committee shall submit one name for each Executive Committee office each year.
2. Nominations may then be received from the floor at the designated time of the election for each office.
3. No person's name may be submitted for election without prior consent by that person to serve, if elected.

Section 4

A vacancy in any elective office shall be filled at the next regular meeting following the occurrence of the vacancy.

1. Vacancies shall be filled by a majority vote of the general membership present at the time the vacancy occurs.
2. A nomination to fill the vacancy shall come from the Executive Committee.
3. Nominations may also be received from the floor at the time of the vote.

Section 5

All officers shall be elected for a period of one year but shall remain in office until their successors are duly elected.

Section 6

Members of the Executive Committee may be removed from office for failure to fulfill the duties of their office, failure to uphold the Constitution or By-Laws of the Chorus Boosters Association or for other grievous offenses, after a majority vote of the Membership.

1. A motion to remove a member of the Executive Board must be made and seconded at a meeting of the Association as defined in Article VI, Section 2.
2. The Executive Officer shall be given at least two weeks to answer any charges brought within the motion to remove the Officer from office at an official meeting of the Association after which a vote of two-thirds of the members present must vote in the affirmative to remove the Officer.

ARTICLE VI – MEETINGS

Section 1

The Executive Committee shall designate, during their May meeting, a time each month for the Association to meet.

1. In months when a meeting is not possible or when the regularly designated day of the month must be changed, notice will be given the Membership in a timely fashion as determined by the Director and President.

Section 2

1. All meetings of the Association shall be conducted using Roberts Rules of Order.
 - a. The President shall appoint a Parliamentarian for meetings of the Association whose duty it shall be to monitor and enforce Roberts Rules of Order.

Section 3

A meeting of the General Membership of the Association may be held at any time when deemed necessary by the Choral Director or the Executive Committee.

1. Business shall be transacted by the majority of members present.
2. Notice shall be given to the Membership through the Internet at least twenty-four hours prior to the meeting.

Section 4

The Executive Committee shall meet when called by the Choral Director or the President.

1. Business shall be transacted with no less than three members of the Executive Committee present.

Section 5

The Executive Committee shall have regular monthly meetings.

ARTICLE VII - GENERAL BOARD

Section 1

There shall be a General Board consisting of the elected officers, the chairman of the standing committees, the Choral Director and the Principal of Niceville High School or his/her representative.

Section 2

The General Board shall meet when called by the President or the Choral Director.

Section 3

The General Board shall act as an advisory board to the Executive Committee and shall have the authority to present resolutions to the Executive Committee for its consideration.

ARTICLE VIII - STANDING COMMITTEES

Section 1

The Standing Committees of the Association shall be:

- | | |
|--------------------|--------------------|
| (a) Budget | (e) Communications |
| (b) Chaperone | (f) Ticket |
| (c) Special Events | (g) Uniform |
| (d) Publicity | (h) Ways and Means |

Section 2

It shall be the responsibility of the Chairpersons of the Standing Committees to recommend to the Executive Committee members for their committees for approval.

Section 3

It shall be the responsibility of the Chairpersons of the Standing Committees to keep accurate minutes of their meetings and make a report at each meeting of the General Membership.

Section 4

The Executive Committee shall create such other standing committees as they shall deem necessary to properly conduct the business and carry out the Purpose of the Association.

ARTICLE IX - DUTIES AND RESPONSIBILITIES

Section 1

The President shall administer the affairs of the Association and preside over all General Membership meetings of the Association, Executive Committee and General Board.

1. The President shall serve as a liaison between the Choral Director and the Association membership.
2. The President shall also serve as an ex officio member of all Chorus Booster committees.
3. It shall be the duty of the President to represent the interest of the Chorus Boosters to all parties.
4. The President will appoint all Committee Chairpersons, except for the chair of the Ways and Means Committee and the Budget Committee, after consulting with the other members of Executive Committee and the Choral Director.
 - a. The length of the terms of Committee Chairpersons shall be determined by the President of the Association but must be re-appointed with the election of a new President.
 - b. Committee Chairpersons may be relieved of their duties and removed from office at anytime after a majority vote of the Executive Committee.

Section 2

The Vice President shall assist the President in administering the affairs of the Association and preside over meetings of the membership in his/her absence.

The Vice President shall also serve as the Chairperson of the Ways and Means Committee.

Section 3

The Secretary or his/her designee shall take the minutes of all meetings of the Association, Executive Committee, and General Board and maintain all records in a permanent file in a place designated by the Director in the Chorus Building.

1. The Secretary shall present to the Membership a summary of the minutes for which he/she is responsible at the first meeting of the Membership after a meeting has occurred.
2. The Secretary shall preside over any meeting in the absence of the President and Vice President.

Section 4

The Treasurer shall keep an accurate record of all receipts and disbursements of the Association.

1. The Treasurer shall deposit all Booster funds with the bookkeeper at Niceville High School and shall those funds shall be maintained in the internal accounts of the school.
2. Receipts for the deposits and copies of all check requisitions shall be obtained from the school bookkeeper and maintained by the Treasurer for his/her records.
3. All check requisitions must be signed by the Treasurer, Choral Director or his/her designated representative.
4. All financial books of the Association shall be closed at the end of the school year and audited in July by a committee appointed by the Treasurer consisting of at least three members the incoming and outgoing Executive Committees.
5. The Treasurer shall chair the Budget Committee.

Section 5

The Executive Committee shall meet, as set forth in Article VI, Section 3 and Section 4, and shall approve and submit a budget each year to the Association for the approval of the Membership.

1. The proposed budget shall be submitted to the Executive Committee by the Budget Committee for its approval by the first Thursday in September to give time for the Executive Board to send the budget back to the Budget Committee for revisions and/or corrections when necessary.
2. After approval by the Executive Committee the budget shall be presented at the September meeting of the Association each school year.
3. The Executive Board shall have the power to approve expenditures of funds, within the limits of the budget, as approved by the Membership.
4. The Executive Board shall be authorized to expend unbudgeted reserve chorus treasury funds with the approval of the majority of the members present at a meeting of the Association.
5. Minutes of each Executive Committee meeting shall be submitted for approval to the membership at the first meeting of the association following the Executive Committee meeting.

Section 6

The Choral Director shall serve in an advisory capacity as an ex officio member of all boards and committees.

1. In the case where the Director determines that the Association is in violation of the Purpose and Policy of the Association, he/she will inform the Executive Committee of his/her concerns and request that the Principal temporarily suspend the high school's association with the Niceville Chorus Boosters Association. The Director shall also request that the Principal appoint a person to act as a liaison between the Membership and the high school and to oversee all financial aspects of the Association until the Principal is satisfied that the Association is in compliance with its Purpose and Policy of its constitution.

BUDGET CHAIR

The Treasurer shall chair the Budget Committee.

1. The Budget Chair shall assist the Choral Director in the development of a budget for the Niceville High School Choral Music Program.

CHAPERONE CHAIR

The Chaperone Chair shall be appointed by the Director. The Chaperone Chair shall also be known as the Head

Chaperone.

1. The Head Chaperone shall be responsible for recruiting volunteers to chaperone chorus events which involve students.
 - a. The Head Chaperone shall acquire the number of volunteers designated by the Director for each event as required by the Okaloosa County School Board.
 - b. The Head Chaperone shall be responsible for ensuring that volunteers are informed of their required duties and are supervised throughout the event.
2. The Head Chaperone's duties shall also include the preparation of a report regarding the effectiveness of student supervision and offer suggestions for improvement for the next booster meeting following the chaperoned event.

SPECIAL EVENTS CHAIR

The Special Events Chair shall be the head of the Special Events Committee which shall be responsible for coordinating with the director or his/her designate events of the Chorus that require special arrangements and which, at times, require snacks or meals for students, directors, boosters, guests or other persons who are associated with the Chorus.

1. The Special Events Committee shall be appointed by the Chair and approved by the Executive Committee.
2. It shall be the duty of the Special Events Chair to report to the General Membership each month the activities of the committee.

PUBLICITY CHAIR

The Publicity Chair shall be responsible for the accuracy and timely release of all information pertaining to the Niceville High School Choruses or Booster Association.

1. It shall be the Publicity Chair's responsibility to see that media releases are approved by and coordinated through the Okaloosa School District's public relations officer after these releases have the approval by the appropriate school official or booster officer.
2. The Publicity Chair shall coordinate media events and communications with the media.
3. The Publicity Chair shall be responsible for the generation of a chorus newsletter the frequency of which will be determined by the Director and/or the Executive Committee.
4. It shall be the duty of the Publicity Chair to fulfill these and any other duties of the office as described in the By-Laws of the Niceville Chorus Booster's Association.

COMMUNICATIONS CHAIR

The Communications Chair shall be responsible for communicating with parents or students of the Chorus in instances when time or expense will not allow for the information to be mailed or when the need for emergency contact is necessitated.

1. It shall be the Communications Chair's duties to establish a plan that will allow him/her to communicate with parents or chorus members in an expedient and efficient manner and present that plan to the Executive Board for

approval before the Executive Board's September meeting.

2. It shall be the duty of the Communications Chair to present a list of all chorus student and chorus parent telephone numbers and electronic-mail addresses to the Executive Board at the September meeting.
3. The Communications Chair will restrict use of the information gathered from chorus members and their parents for official chorus business unless otherwise authorized by the Executive Committee to do so.

TICKET CHAIR

It shall be the job of the Ticket Chair to coordinate with the Choral Director the design, manufacture or procurement and distribution of all tickets for Chorus events.

1. The Ticket Chair shall also be responsible for the distribution of tickets to students and the public and for delivering tickets to any retail sales outlets.
2. The Ticket Chair will account for all tickets, turn in money for all ticket sales to the high school bookkeeper and prepare the required report for the high school and present a written report to the Executive Board and an oral report for the Membership.
3. The Ticket Chair shall be responsible for recruiting the necessary assistance in distributing tickets.
4. The Ticket Chair will be responsible for getting any unsold tickets to the concert venue and obtaining needed assistance for sales.

UNIFORM CHAIR

The Uniform Chair shall be responsible for chorus uniforms for all of the singers in the Niceville High School Choral Music Program.

1. The Uniform Chair shall coordinate with the Choral Director in appointing the Uniform Committee and serve as its Chairperson.
2. The Chairman shall report the recommendations of the Uniform Committee to the Choral Director regarding the manufacture or procurement of chorus uniforms.
3. The Chair will coordinate ordering uniforms for each student.
4. The duties of the Uniform Chair will also include:
 - (a) ordering any materials or parts needed for chorus uniforms,
 - (b) communications with any persons or companies that are associated with uniforms for the chorus,
 - (c) dealing with matters of finance, including negotiating prices, for uniforms and,
 - (d) making arrangements for students to be measured for a chorus uniform.
5. It shall be the duty of the Chair to coordinate concert inspection of the uniform which shall include enforcement of the grooming standards published in the Chorus Handbook for Students and Parents.

WAYS AND MEANS CHAIR

The Vice-President of the Chorus Boosters Association shall also serve as Chairperson of the Ways and Means Committee.

1. The Chair of the Ways and Means Committee shall be responsible for all aspects of fundraising for the Chorus.
2. It shall be the duty of the chair to coordinate with the Choral Director and Booster President appointments of persons to the Ways and Means Committee.
3. The Chair shall present a report to the Executive Board and the General Membership of the Association at each meeting that shall include what fundraiser activities are planned, when the events are planned, the estimated amount of profit from the fundraiser and how that profit is to be used.
4. The Chair will be responsible for obtaining and completing an official Okaloosa County School Board fundraising permission form from the high school bookkeeper before each fundraiser commences in accordance with school district policies.
5. It shall also be the duty of the Ways and Means Chairman to make sure all funds raised in the name of the Niceville High School Chorus are split between the individual raising the funds and the Chorus at a ratio of 50/50 unless otherwise instructed to do otherwise by the direction of the Executive Committee of the Association.
6. The Chair will coordinate with the Booster Treasurer to ensure that all funds are accurately deposited in the appropriate sub-account within the Chorus account at the high school.