

Thomas Jefferson Choral Booster Bylaws

ARTICLE I - PURPOSE

Section 1. This organization has formed and shall exist for the purpose of promoting good fellowship and encouraging sponsorship and support of the Thomas Jefferson High School Choir Programs.

a. Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) 3 of the Internal Revenue Code, or corresponding section of any future federal tax code.

b. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE II – GENERAL

Section 1. The name of this organization shall be The Thomas Jefferson High School Choir Booster Club (T.J. Choral Boosters).

Section 2. The TJHS Choir Booster Club acknowledges, accepts and submits to the guidelines of the Council Bluffs Community School District in compliance with the UIL guidelines.

Section 3. The TJHS Choir Booster Club shall consist of two voting authorities, the membership and the Executive Committee.

Section 4. The TJHS Choir Booster Club membership shall be a non-profit organization and shall also be non-shareholding, non-commercial, and non-bargaining.

Section 5. The TJHS Choir Booster Club membership shall consider a majority vote to be satisfied by one vote to be satisfied by one vote over the minority vote received.

Section 6. The President shall authorize all meetings of The TJHS Choir Booster Club's regular meetings and the Executive Committee meetings and shall be informed by all sub-committee's chairpersons of their meetings.

ARTICLE III- MEMBERSHIP

Section 1. The membership of this organization shall be limited to families that support The TJHS Choir and The TJHS Choir Booster Club by-laws. The membership year shall be September 1 through August 31 of the following year.

Section 2. Membership shall be awarded annually during the enrollment period as cited in Section 4 and may be obtained by having a child in The TJHS Choir Program, **or** supporting the TJHS Choir.

Section 3. All members shall be entitled to vote, hold office and participate in all activities. Membership may have the following designated vote based upon the type of membership obtained:

- Family – 1 vote per adult member (maximum of two)
- Voting by proxy is unacceptable
- Members must be present to vote

Section 4. Membership enrollment period shall begin September 1 and close October 31.

Section 5. The membership shall elect six officers at the April meeting and begin serving their term the end of the current school year June 1st until the following May 31st as designated: The President, Vice-President, the Vice President -Hospitality, Vice-President-Publicity, Secretary and Treasurer. These elected officers will be positioned the same on the Executive Committee as cited in Article V – Section 1.

Section 6. A majority vote of the membership shall be satisfied by compliance with Article II – Section 5.

ARTICLE IV – OFFICERS

Section 1. The elected officers of The TJHS choir Booster Club shall be a President, Vice-President, Vice-President -Hospitality, Vice-President -Publicity, Secretary, and Treasurer.

Section 2. The President shall identify all sub-committees needed and obtain approval of the membership to establish such sub-committees on an annual basis. The President shall authorize all meetings of The TJHS Choir Booster Club regular meetings and the Executive Committee meetings and shall be informed by all its sub-committee's chairperson of their meetings. The President shall have authority to approve expenditures up to \$500 per semester without prior approval of Executive Committee vote, above and beyond those expenditures set forth in the annual budget. Written approval can be submitted via e-mail or fax. This approval shall be printed and maintained as an authentic document to support the validity of the expenditure. Emergency expenditures exceeding \$500 shall be submitted for approval of the majority of the Executive Committee vote in accordance with Article V-Section 2. The President shall assure that such expenditures are adequately presented for ratification of the membership at the next meeting.

Section 3. The Vice-President shall have the duties of the President in his/her absence or in the event of a vacancy of the President's office, the Vice-President shall assume the Presidency for the remainder of the previous President's term. The Vice-President shall have authority to approve expenditures up to \$500 per semester, without prior approval of the Executive Committee vote, over and above those items set forth in the annual budget. Written approval can be submitted via e-mail or fax. This approval shall be printed and maintained as an authentic document to support the validity of the expenditure. The Vice-President shall also oversee all fundraising activities of the TJHS Choir Booster Club.

Section 4. The Secretary shall keep records of the minutes of the organization and further perform such other duties as may be prescribed by the President. The Secretary shall keep a complete membership roster, maintain an up-to-date report, and provide such report at each regular meeting to determine voting rights if necessary.

Section 5. . The depository selected by the Club shall be approved by the membership. The treasurer shall have custody of the funds of the club. The treasurer shall keep accurate books of account and records, including bank statements, receipts, budgets, invoices, paid receipts, and canceled checks. The

treasurer shall file all 990 tax returns in accordance with federal revenue tax code. The treasurer shall keep a copy of all 501c documentation and tax records. The treasurer shall be the chairman of the budget committee. The treasurer shall submit a financial report at each meeting and an annual report at the May meeting. The treasurer is authorized to sign on the bank account. The signatures of the president, treasurer, or vice-president shall be required on checks written on the account. Two signatures are required on all checks.

- A. No blank checks will be issued by signers on the bank account.
- B. No cash advances allowed; *except in the case of F & G below*
- C. No officer shall approve or sign a check issued to him/herself.
- D. Two signatures are required on receipt when handling cash for a deposit.
- E. Any invoice or request for reimbursement must be submitted with receipts within **30** days of completion of the event to be considered for reimbursement.
- F. Start-up cash of \$100 or less can be approved by the Executive Board via e-mail. Adequate check signature approvals are still required.
- G. Emergency cash to be utilized on choir field trips is not to exceed \$500 per choir trip. Initial cash retrieval shall be approved by a majority Executive Board vote prior to the trip. All expenditures of this cash shall be presented at the next post trip Executive Board meeting. Adequate check signature approvals are still required.

The records of the organization's funds shall be audited at the end of the school year by an audit committee. The audit committee members shall not be signers on the booster club bank account. The audit must be completed by July 31 of the current year.

ARTICLE V – EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of and is limited to the six elected officers of Article V– and the choir director (directors)

Section 2. A majority vote of the Executive Committee shall be satisfied by five of the six member's vote.

Section 3. The President may convene the Executive Committee on an emergency basis as deemed necessary. The Executive Committee shall have authority to make emergency decisions on behalf of The TJHS Choir Booster Club. Emergency approval of these decisions shall be attained in compliance with Article V – Section 2. Minutes shall be taken by the secretary and presented for ratification by The TJHS Choir Booster Club's membership at the next regular meeting. Emergency actions of the Executive committee shall be ratified or overturned by a majority vote of the membership in compliance with Article II – Section 5.

ARTICLE VI – AMENDMENTS

Section 1. The Executive Committee and/or membership may deem proposals for amendments and/or revision The TJHS Choir Booster Club by-laws as necessary. All proposals of amendments and/or revisions must be reviewed and approved by the Executive Committee before presenting the amendments and/or revisions to the membership. The Executive Committee in compliance with Article V – Section 2 must approve the proposed amendments and/or revisions. The approved amendment and/or revision shall be presented to the membership for final approval in compliance with Article III – Section 6, to become a part of the official TJHS choir booster club by-laws.

Section 2. Subsequent amendments and/or revisions which become a part of the official TJHS Choir by-laws shall supersede all previous by-laws and shall be referenced in Article VI-Section 3.

ARTICLE VII – DISSOLUTION

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purpose or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.