**Constitution and By-Laws of Danville High School Choral Music Boosters**

**CONSTITUTION**

**Article I. Name and Objectives**

**Section 1. Name:** The name of this organization shall be: DANVILLE HIGH SCHOOL CHORAL MUSIC BOOSTERS, which hereafter shall be referred to as DHSCMB.

**Section 2. Objectives:**

1. To promote interest in the school choral music progam.
2. To further the interests of the choral music students.
3. To aid in providing funds for equipment and expenses not usually met by the Board of Education.
4. To assist the teachers in the activities and advancement of the choral music department.
5. To cooperate with the Illinois School District 118 Board of Education and Administration.

**Article II. Membership**

**Section 1. General Membership.** The parents and legal guardians of students enrolled in the choral music department in the school are members of this association. Any other individuals committed to the above objectives may become a member subject to the approval of the Executive Board. The choral music instructors of Danville High School shall be members of the DHSCMB.

**Article III. Election of Officers**

**Section 1. Officers.** The officers shall consist of a President, Vice-President, Financial Secretary, Corresponding Secretary, and a Treasurer. The term of the office shall be one (1) year. No person shall serve more than two consecutive years in the same office.

**Section 2. Election.** The officers shall be elected at the General meeting in May from a slate presented by the nominating committee or from nominations made from the floor. No name shall be placed in nomination without the consent of the nominee. The election shall be conducted by oral ballot. The newly elected officers shall take office in June at the completion of all current year choral student activities.

**Section 3. Nominating Committee.** The Nominating Committee shall be appointed by the President at the April general meeting and shall consist of five members; one (1) choral music teacher, two (2) members from the Executive Board, and two (2) members shall be appointed by the President from the general membership. One of the members from the Executive Board shall act as Chairman of this committee. The slate of officer candidates shall be presented to the Executive Board, for approval, at least ten (10) days before the election.

**Section 4. Vacancies.** A vacancy occurring in any elective office may be filled by a majority vote of the Executive Board at its next meeting. These appointees shall serve for the remainder of the year. All officers and representatives shall serve without compensation.

**Article IV. General Meetings**

**Section 1. General Meetings.** At least three general meetings shall be held during the school year, the meeting dates being set by the Executive Board.

**Section 2. Special Meetings.** Special meetings may be called by the President by giving notice to all members.

**Section 3. Quorum.** A quorum shall consist of 10 members, but must include the President or Vice-President.

**Article V. Parliamentary Authority**

**Section 1. Authority**. Robert’s Rules of Order will be followed in all matters not specified in the Constitution and By-Laws of the DHSCMB.

**Article VI. Purpose.** The DHSCMB is organized exclusively for educational purposes with the meaning of Section 501 (c) (7-) of the Internal Revenue Code.

**Article VII. Inurement of Income.** No part of the new earnings of the DHSCMB shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons except that the DHSCMB shall be authorized and empowered to pay reasonable compensation for services rendered.

**Article VIII. Legislative or Political Activities.** No substantial part of the activities of the DHSCMB shall be carrying on of propaganda or otherwise attempting to influence legislation and the DHSCMB shall not participate in or intervene (including the publishing and distribution of statements) any political campaign on behalf of any candidate for public office.

**Article IX. Operational Limitations.** Notwithstanding any other provisions of these articles, the DHSCMB shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions, to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

**Article X. Dissolution Clause:** Upon the dissolution of the DHSCMB, the Board of Trustees shall, after paying or making provision of the payment – of all the liabilities of the DHSCMB, dispose of all the assets of the DHSCMB exclusively for the purposes of the DHSCMB in such a manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Trustees shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principle office of the DHSCMB is then located, exclusively for such purposes or to such organizations as said Court shall determine, which are organized and operated exclusively for such purposes.

**Article XI. Amendments**

**Section I. Amendments.** This Constitution and Bylaws may be amended at any general meeting of the DHSCMB by a majority vote.

**BY-LAWS**

**Article I. Executive Board**

**Section 1. Executive Board Members.** The Executive Board shall consist of the officers of the DHSCMB, the choral music instructor, chairpersons of the standing committees, and members-at-large to bring the total number of members to no more than twenty (20).

**Section 2. Meetings.** The Executive Board shall meet a minimum of nine (9) times during the fiscal year.

**Section 3. Quorum.** A majority of members of the Executive Board shall constitute a quorum at an Executive Board meeting. General members may participate in Executive Board meetings in a non-voting role.

**Section 4. Interest of Members.** No member of this committee who individually or whose private for-profit partnership or business has any monetary interest in any project or issue before the Executive Board shall in any way act or vote upon such issue.

**Article II. Duties of Officers**

**Section 1. President.** It shall be the duty of the President to preside at all meetings, appoint committees, be the executive head of the DHSCMB will full powers to enforce the Constitution and By-Laws, and be a member ex-officio of all committees.

**Section 2. Vice-President.** It shall be the duty of the Vice-President to preside in the absence of the President and serve as Chairperson for the Midwest Classic Show Choir Competition if a Committee Chairperson is not named.

**Section 3. Financial Secretary.** It shall be the duty of the Financial Secretary, in conjunction with the Treasurer, to receive all monies accruing to the DHSCMB and to deposit the same in an approved depository under the name of the DHSCMB, and to maintain an accurate record of individual student accounts.

**Section 4. Recording Secretary.** The Recording Secretary shall keep an accurate record, in a permanent form, of all business transacted at the meetings and to keep an accurate record of all members of the DHSCMB.

**Section 5. Treasurer.** It shall be the duty of the Treasurer to receive all monies accruing to the DHSCMB and to deposit the same in the approved depository under the name of this DHSCMB. The Treasurer shall receive and pay money from this account only after receiving approval from the President or Vice-President in the absence of the President. All DHSCMB expenditures will be paid by checks with dual signatures of any combination of the following Executive Board members: Treasurer, Financial Secretary or Choral Music Teacher. The Treasurer shall keep an accurate record of all monetary receipts and disbursements.

**Article III. Standing Committees**

**Section I. Standing Committees.** There shall be the following standing committees: Fund-Raising, Publicity, Costumes, and such others as the Executive Board shall find necessary. The chairperson of each committee shall report its activities to the Executive Board for approval.

**Article IV. Budget and Expenditure Controls**

**Section 1. Budget Approval.** The Executive Board shall prepare an annual budget, for the following year, prior to the end of their current term. No non-budgeted item may be purchased without the approval of the Executive Board.

**Section 2. Post Office Box.** The Boosters shall maintain a post office box where all invoices (not paid in cash) must be mailed by the supplier and all payments (not paid in cash) shall be mailed for individual student accounts. The Financial Secretary will check the P.O. Box weekly for invoices received or payments received for individual student accounts. All correspondence for the DHSCMB shall go to the P.O. Box and not an individual address.

**Section 4. Audit.** The Treasurer will be responsible for presenting the DHSCMB financial records for a yearly audit no later than 30 days after the close of the Fiscal Year to the Executive Board.

**Section 5. Individual Student Accounts.** Individual student accounts will be maintained by the Financial Secretary or designee for any special needs. These may include trip spending money as determined by the Board. Contract agreements for the following school year will be given to every Delegation/Contemporaires/Executives student’s parent/guardian after spring try-outs each year. The purpose of the contract agreement is to give information regarding the commitment that is involved from the student and their parents/guardians. The Commitment Agreement states that being a member of Delegation/Contemporaires/Executives is both a time commitment and financial commitment and will need to be signed by the parent/guardian and student. Any financial matters/hardships will be communicated to the Financial Secretary/Choral Music Director of the DHSCMB Board. Any funds raised over and above the cost of a special need shall be returned to the general account. Exception: individual student accounts may be transferred to a sibling, provided the sibling will be incoming the next fiscal year. Special need funds must be approved by the Executive Board.

**Section 6. Funds.** Funds created under sponsorship of the DHSCMB shall be deposited by the Treasurer or Financial Secretary in an approved depository.

**Section 7. Disbursements.** All disbursements of funds of the DHSCMB shall be drawn by the Treasurer upon approval of the President in accordance with the annual budget.

**Article V. Scholarships**

**Section 1.** The Executive Board may approve funds to be drawn from the treasury to award choral music scholarships.