

LONG BEACH HIGH SCHOOL
300 East Old Pass Road
Long Beach, MS 39560

Long Beach Concert Choir Association, Inc.
P.O. Box 518
Long Beach, MS 39560

*Long Beach Concert Choir Association
Constitution and Bylaws*

Revised August 18, 2016

Mr. Terry Walker
Director of Choral Activities

Long Beach Concert Choir Association Constitution and Bylaws

CONSTITUTION

ARTICLE I: NAME

The name of the organization, association, or corporation shall be Long Beach Concert Choir Association, or LBCCA, hereafter referred to as the "Association".

ARTICLE II: STRUCTURE

Under the provisions specified in the Bylaws, this Association shall be governed by the elected officers/Executive committee and the membership, with the cooperation of the Choral Director for the Long Beach High School, Long Beach, Mississippi.

ARTICLE III: PURPOSE

1. To promote and encourage community/area support of the choral music program with the following objectives:
 - a. To involve the community in supporting the choral music program.
 - b. To supplement school board support of the choral music program
 - c. To provide financial support for school and non-school activities
 - d. To encourage student participation in the choral music program
2. To actively support all performances of the school Choral Program.
3. To lend all possible support, both moral and financial, to the Choral Music activities.
4. To serve as a means of communication to keep parents of choral music students informed of on-going activities and projects.
5. To provide for choral music students those things over and above that which is provided by the school board, such as:
 - a. Music equipment
 - b. Refreshments
 - c. Banquet
 - d. Awards, in keeping with school policy and approved by the executive board and choral director.
6. To make plans and carry out fund-raising for support of activities, projects and trips.
7. To assume responsibility for publicity covering any activity or project sponsored by the association.
8. To maintain enthusiastic interest and support in cooperation with the choral director and administration.
9. To aid in the improvement of the choral music program through a better understanding of the goals and to give moral and financial assistance whenever possible.

ARTICLE IV: MEMBERSHIP

1. Members shall be parents, grandparents, or legal guardians of students participating in the association's activities. A member may also be an alumni or parent alumni.
2. Students are not eligible for membership.
3. Choral music students may attend meetings as requested by the Executive Committee.
4. Each member shall have one vote on any matter under consideration by the membership. Each family represented shall have no more than two votes.
5. Membership shall be for a one-year period.
6. Members shall not be required to pay a membership fee.

ARTICLE V: EXECUTIVE BOARD

1. The officers of this organization shall be President, Vice President, Secretary, and Treasurer. These officers shall make up the Executive Board. Any member of the organization in good standing may be eligible to serve as an officer.
2. Additional members of the Executive Board shall be Members at Large. A Member at Large shall represent each class grade. Any member of the organization in good standing may be eligible to serve as a member at large.
3. The Choral Director may participate in any advisory capacity. The Choral Director shall be an ex-officio, non-voting member of the association.
4. The officers shall serve without compensation.
5. The Vice President will automatically become President until a special election can be called if the presidency is vacated.
6. Only one person of any family may hold an elected office during any one school year.
7. To hold an office, a member must have a child who is currently involved in the choral music program in good standing.
8. A member shall hold only one office at a time.
9. Officers of this Association shall serve for a term of one year, but may be reelected.
10. All officers shall meet with and deliver to their successors all official materials within 30 days following the election.
11. Officers for the next school year shall be elected at a general meeting toward the end of the current school year. The Vice President shall be responsible for securing a slate of officers to be presented to the general membership. The members at large shall also be elected at this time.
12. In addition to the slate officers to be presented by the Vice President, nominations will also be accepted from the floor. All persons nominated for any office must be present and consent to the nomination.
13. Voting will be conducted by ballot.

SECTION 2: DUTIES OF OFFICERS

THE PRESIDENT:

1. The President shall be in communication with the Choral Director and all other officers of the Association.
2. The President shall have supervision over the business affairs of the Association and shall be a signer on the checking account, along with the Vice-President and Treasurer.
3. The President shall act as judge of all elections and declare results.
4. The President shall cast the deciding vote in case of a tie.

5. The President shall be chairman of the Executive Committee, and shall preside at executive and general meetings and maintain order.
6. The President shall enforce a strict observance of the Constitution and By Laws.
7. The President shall appoint committee chairs deemed necessary to fulfill the business and activities of the Organization. The President should be available for advice and counsel during the year following his/her term of office.

THE VICE PRESIDENT:

1. The Vice President shall become President if the presidency is vacated.
2. Upon resignation of the President, the Vice President shall fill the office of President until a special election can be held.
3. The Vice President shall perform the duties of the President in the event of his/her absence.
4. The Vice President shall be in charge of parliamentary procedure and shall chair the nominating committee.
5. The Vice President shall act as fund-raiser coordinator for the Organization. These duties shall include securing necessary permits for such activities, coordinating with the administration and school calendar, and monitoring the progress of fund-raisers.
6. The Vice President shall be available to cosign checks, along with the President and Treasurer.

THE TREASURER

1. The Treasurer shall be chair of the budget committee and be responsible for presenting the budget to the Executive Committee for review and for presenting the budget for adoption at the first general meeting of the school year.
2. The Treasurer shall receive all funds due the Association, shall issue appropriate receipts, shall assume responsibility for deposit of funds in a designated depository determined by the Committee, and shall pay all bills upon authorization of the Committee.
3. The Treasurer shall be the custodian of all monies and dues of the Organization, shall be accountable for said monies and dues to the Organization.
4. The Treasurer shall pay all bills when presented to him/her and approved by the majority of the Executive Board of this Association. All checks written shall have two signatures. Legal signers shall include Treasurer, President, and Vice-President.
5. The Treasurer shall maintain correct amounts of all monies and shall make deposits and payments designated by the Executive Committee.
6. The Treasurer shall keep account of funds held by individual students and carry said accounts over from year to year.
7. At the beginning of each month, the Treasurer shall present to the Executive Board and Choral Director a complete financial report for the prior month. Included in this report shall be the beginning and ending balance of accounts, itemized income, and itemized expenses. A copy of this report shall be filed with the Association permanent record.
8. At the beginning of each fiscal year, the Treasurer shall present to the Executive Board and Choral Director a complete financial report for the prior fiscal year. Included in this report shall be the beginning and ending balance of accounts, itemized income, and itemized expenses. Also included in this report shall be an itemization of income and expenses for each fund-raising activity. Also included in this report shall be a copy of the bank statements for the first and last months of the fiscal year. A copy of this report shall be filed with the Association permanent record.

9. One month prior to the IRS submission deadline, the Treasurer shall present a completed tax return to the Executive Board and Choral Director. A copy of the tax return shall be filed with the Association permanent record.
10. All disbursements will be made by check and all deposits will be in the name of Long Beach Concert Choir Association, or LBCCA.
11. A balance of no less than \$1,500.00 shall be maintained in the account to be carried over to the following year.
12. The position of Treasurer shall be a Board Appointed position. Eligibility for appointment shall be recommendation from the choir director or nomination from association members. Person being nominated must consent to the nomination. Appointment must be approved by a board majority vote.

THE SECRETARY

1. The Secretary shall be responsible for recording minutes at each of the Long Beach Concert Choir Association meetings. These minutes shall be available for review by the general membership.
2. The Secretary shall be responsible for recording minutes at each Executive Board meeting. These minutes shall be made available for each board member for review within seven (7) days.
3. The Secretary shall be responsible for notifying members of meetings.
4. The Secretary shall be responsible for all correspondence relating to the business of the Association.
5. The Secretary shall assist with fund-raising efforts.
6. The Secretary shall serve as the public relations chairman.

MEMBERS AT LARGE

1. The Members at Large shall maintain and utilize a telephone tree as necessary. The Members at Large may assemble a committee to assist them.
2. The Members at Large shall assist the Vice President with coordination of fund-raising activities, and work closely with the chairperson of said fund-raising activity.
3. The Members at Large shall be responsible for overseeing the ordering of uniforms, costumes, jewelry, and any other items needed for the choirs.
4. The Members at Large shall assist the Secretary with public relations as needed.

ARTICLE VI: MEETINGS

1. General meetings of the organization shall be held as deemed necessary by the Executive Board.
2. Public notices shall be made of all meetings.
3. Special meetings may be called at the discretion of the Executive Committee or the Choral Director. All members shall receive notification for such meetings stating the purpose of the meeting.
4. Four members of the Executive Board assembled at the time and place of the meeting shall constitute a quorum. A simple majority of the members present and voting shall be sufficient to carry a motion.
5. Executive Board meetings shall take place each month.
6. Any officer of the Executive Board may call additional meetings as needed.
7. Sub-committees may meet separately with the knowledge of the President.

ORDER OF BUSINESS:

1. Call to Order
2. Secretary's report
3. Treasurer's report
4. Committee's report, sponsors, coordinators
5. Unfinished business
6. Old business
7. New business
8. Adjournment

PARLIAMENTARY PROCEDURE:

1. The latest edition of ROBERT'S RULES OF ORDER, REVISED, shall govern the Organization in all cases to which they are applicable and not inconsistent with any provision of these By Laws.
2. Parliamentary law shall be the official guide for the Association on all matters where this Constitution and these By Laws are silent. The presiding officer shall, however, retain the authority to alter the order and procedure as he/she deems appropriate.
3. The aforementioned Constitution and By Laws shall govern the Long Beach Concert Choir Association.

ARTICLE VII: FINANCES

1. The fiscal year for the Association shall be from the beginning of July through the end of June.
2. At the beginning of each fiscal year an internal audit shall be performed on the Association's financial records and reports for the prior fiscal year. The President shall appoint 2-3 Executive Board members (not including the Treasurer) to conduct the internal audit. A report on the findings of the audit shall be presented to the Association Executive Board and a copy filed with the Association permanent record.
3. Monies or funds raised by, for, or in the name of the Long Beach Concert Choir Association under the sponsorship of the Long Beach Concert Choir Association become the property of the Long Beach Concert Choir Association. There are two types of fund raising activities:
 - a) General Fund: Activities that allow all proceeds to be deposited into general activity account.
 - b) Student Accounts: Activities in which all or part of the funds are deposited into individual student accounts.
 - c) Individual student account funds can only be used for student's own choir expenses.
4. General funds are to be used only to cover minimal operating expenses and to support approved projects, activities and programs of the Long Beach Concert Choir Association.
5. Fund raising projects that require active participation of choral music students must be approved by the Director.
6. All monies collected by this organization shall be for the use of helping with the Long Beach High School Choral Music Program.
7. Student account records will be maintained to keep a record of each student's earned contribution toward trips or other planned student activities. Funds recorded in these accounts are not the property of the individual students.
8. Refunds or fund raised money shall be considered on a case by case basis.
9. Parent or guardian contributions to support student activities will be recorded as such.

10. All purchases made by the Long Beach Concert Choir Association must be approved by the Choral Director.

ARTICLE VIII: AWARDS

1. Outstanding students may receive trophies or plaques, and have their names engraved on a school plaque.
2. Awards may be purchased by the Association.
3. The Association may provide funds to grant a scholarship to two (2) outstanding graduating seniors. Students wishing to apply for this scholarship must write an essay on the topic provided by the Choral Director.
4. The Executive Board, at its discretion, will determine the amount to be contributed to the purchase of commendations for the school year.

ARTICLE IX: STANDING RULES

1. All matters pertaining to the activities, events and projects involving the active participation of Long Beach Choral Music students for the Association must meet with the approval of the Choral Director and must be in keeping with the policy of the School District.
2. The Association shall maintain a post office box for the purpose of having an address and receiving mail. The President, Treasurer, and Secretary and any other officer deemed necessary shall be in possession of keys to said mail box.
3. Each member shall have an equal right to speak on all matters brought before the Association. Maximum speaking time will be three (3) minutes unless otherwise approved.
4. Should any grievance arise within the Association or Executive Committee, the following steps shall be taken:
 - a. The grievance shall be specific in writing and presented to the person involved and to the Executive Committee for consideration.
 - b. Any action deemed proper by the Executive Committee shall be presented to the general membership at the next regularly scheduled meeting.

ARTICLE X: AMENDMENTS

1. Any proposed changes or amendments shall be submitted in writing to the Executive Committee ten (10) days prior to a regular meeting, at which time they will be voted on.
2. All resolutions for amendment, with the names of the persons making the motion and second, must be presented in writing in correct form to the Secretary of the Executive Committee.
3. These By Laws may be read at the first meeting of each year and may be reviewed for revision at that time.
4. This Constitution may be amended at any regular meeting of the Executive Board provided that the Secretary has given five (5) days' written notice, including the full text of the proposed amendment, to the Executive Board for review.
5. All resolutions must be approved by a majority vote.