

By Laws

Approved April, 2016

ARTICLE I

Name

The name of this association shall be the Godwin High Choral Boosters, hereafter "association". "Choirs" shall include any organized choir under the direction of the Godwin High School Choral Director.

ARTICLE II

Objectives

The objectives of the association shall be to promote the success of the school choral programs; to assist the Choral Director in the implementation of the musical programs; and to work with parents, students, and the school administration in carrying out the choir programs.

ARTICLE III

Policies

The program of this association shall relate to the activities of the school choral groups and shall be developed through meetings of officers and members in cooperation with the Choral Director.

Section 1: Document Retention:

Document retention shall be as follows:

1. Tax Returns/Records: All tax returns, tax preparation documents and all correspondence related to the tax account of the organization shall be kept by the then current treasurer for an indefinite period of time.
2. Financial Records/Documents: All records and documents related to the financial health and stability of the organization shall be kept for a period of five to seven years (per US Tax Code) from the date of documentation. This includes all meeting minutes related to any aspects of the financial accounts of the organization.
3. Other Non-Financial Records/Documents: All other documents not related to matters of finance and/or Tax Returns or Tax Records shall be kept for a period of three years. This may include but is not limited to membership rosters, general correspondence, etc.

ARTICLE IV

Membership and Dues

Section 1: Any person interested in the objectives aforementioned in Article II who is willing to uphold the policies and subscribe to the bylaws of the association may become a member upon payment of dues as provided hereafter. Members need not have students in the choral program.

Section 2: Dues shall be established annually by the Executive Committee.

Section 3: An annual drive for membership shall be conducted in the fall of each school year. Additional members shall be accepted at any time.

ARTICLE V

Officers and Their Election

Section 1: Officers

- A. The Executive Officers of this association shall be as follows:
 - 1. President
 - 2. First Vice President–Membership
 - 3. Second Vice President–Ways and Means
 - 4. Third Vice–President– Communications
 - 5. Secretary
 - 6. Treasurer
- B. Officers are nominated at the April meeting and shall be elected by voice or show of hands at the May business meeting. They are officially presented at the June meeting. Late nominations of officers can be accepted, but this will require a 30–day waiting period prior to a late nominee being voted in.
- C. Officers shall assume their official duties in July and serve for a term of one year.

- D. The offices of President, Treasurer, and Second Vice President–Ways and Means are restricted to no more than two consecutive terms. General Board offices are restricted to no more than five consecutive terms.

Section 2: Nominating Committee to select Executive Officers and General Board

- A. There shall be a Nominating Committee consisting of three members, one of whom shall be elected by the Executive Committee from its body and two selected by the association at the March meeting.
- B. The Nominating Committee shall select one nominee for each office and report the slate at the April meeting.
- C. Following the report of the Nominating Committee, an opportunity shall be given for nominations from the floor. Those nominated shall have given their consent to serve.
- D. Once nominations are presented and approved by Booster members at the April meeting, there must be 30 days of public notice (website and e-blasts) before nominations are voted into office at the May meeting. Executive Officers and General Board will be officially presented at the June meeting.

ARTICLE VI

Duties of Officers

Section 1. The President shall preside at all meetings of the association and of the Executive Committee; shall perform such other duties as may be prescribed in the bylaws or assigned by the association or the Executive Committee; and

shall coordinate the work of the officers and committees in order that the objectives may be promoted.

Section 2. The First Vice President–Membership shall assist the President and serve in his absence; be responsible for soliciting members, collecting member information and fees, and maintaining the membership roster and a communication tree; and may form a committee and may appoint a Co–Chair to assist with these responsibilities.

Section 3. The Second Vice President–Ways And Means shall chair the Ways And Means Committee which shall be responsible for overseeing the fundraising activities of the association.

Section 4. The Third Vice President–Communications shall be in charge of all communications for the organization, including but not limited to the association website and e–communications.

Section 5. The Secretary shall record the minutes of all meetings and shall carry on all correspondence for the association.

Section 6. The Treasurer shall be responsible for accurate records of receipts and expenditures and for allocation of funds in accordance with the approved budget as authorized by the association. The General Account Fund shall include the Spring Trip records, receipts and expenditures. The Treasurer shall present a financial statement at every business meeting of the association. The Treasurer shall be responsible for the timely submission of tax returns or the timely submission of records to an accountant or other professional tax preparation service to assure the preparation and submission of required income tax returns by the deadline date. The Treasurer shall also be responsible for the timely submission of records to a professional auditor or an audit committee for purposes of

conducting an audit as required by and in accordance with standards set forth by Henrico County Public Schools.

ARTICLE VII

Meetings

Regular meetings of this association shall be held monthly September through June. Special meetings may be called by the Executive Committee provided seven days' notice is given to the membership.

ARTICLE VIII

Executive Committee

Section 1. The Executive Committee shall include the following members:

- A. All elected officers
- B. The Choral Director

Section 2. The duties of the Executive Committee shall be as follows:

- A. To transact necessary business in the intervals between the association meetings.
- B. To create standing and special committees as may be necessary to promote and carry out the work of the association.
- C. To create a budget with input from the Board for review, possible amendment, and approval by the general membership at the September meeting.

- D. To monitor routine disbursements and approve unusual or unexpected expenditures between meetings.

ARTICLE IX

Board and Committees

Section 1. The Board

- A. The Board consists of the Executive Committee and the chairs of the following standing committees:

Winter Raffle	Restaurant/Corporate Sponsor
Historian	Banquet
Chaperones	Programs
Singing Valentines	Program Ads
Kroger Cares	Virginia Diner
Hospitality	

The Board is responsible for assisting the Executive Committee in the annual and ongoing strategic planning and implementation of the work of the Choral Boosters. Additional standing committees may be added upon recommendation and approval of the Executive Committee.

Section 2. Committees

- A. Standing and special committees of the association shall include all committees listed in Section 1. A. of this article and the following:
 - 1. Ways and Means, which shall be chaired by the Second Vice President.
 - 2. Nominating, as set forth in Article V, Section 2.

3. Bylaws, appointed by the Executive Committee as needed to review and suggest needed revisions to the bylaws.
 4. Audit, elected by the association at the June meeting unless a professional auditor is retained by the Executive Committee to conduct the annual audit required by Henrico County Public Schools.
 5. Other as appointed by the Executive Committee.
- B. The chair of each committee shall work closely with the Choral Director or the Executive Committee.
- C. The President shall be an ex officio member of all committees except the Nominating Committee and the Audit Committee.

ARTICLE X

Voting and Quorum, Amendments to the Bylaws

- Section 1. For the transaction of business at any meeting of the association, five (5) members shall constitute a quorum.
- Section 2. A majority vote by all members present and voting shall decide any question before the association, in accordance with these bylaws.
- Section 3. A quorum of the Executive Committee shall consist of a majority of its members.
- Section 4. Bylaws may be amended by a majority vote of all members present and voting at a meeting, provided the proposed

amendments are posted on the website for review at least 10 days prior to the meeting where such voting will occur.

Section 5. A budget shall be adopted by vote of a majority of members present and voting at the September meeting. The budget may be amended at any meeting by a majority of members present and voting.

ARTICLE XI

Authorization to Disburse Monies

Approval of the budget by the members of the association confers authority to the Executive Committee to disburse monies. Funds collected or raised will be used in accordance with the purpose for which the association was formed. No personal fees outside of the association's activities will be paid from these funds.

ARTICLE XII

Accounts

All income to the association shall be placed in a checking account in the name of Godwin High Choral Boosters and maintained by the Executive Committee with 2 signatures required for disbursement of monies. The checking account will reflect the transactions for the general fund, including but not limited to funds for the Spring Trip.