

# COMMUNITY HIGH SCHOOL DISTRICT 99 SOUTH HIGH SCHOOL

## DOWNERS GROVE SOUTH HIGH SCHOOL CHORAL BOOSTERS

### BYLAWS



**Adopted May 31, 2008**

**As Amended through July 15, 2013**

### ARTICLE I

#### NAME AND MISSION

**1.1 Name.** The official name of this Organization is “Downers Grove South High School Choral Boosters.” The Organization may also be known as the “DGS Choral Boosters.”

**1.2 Mission.** The Organization was formed and exists to serve the needs of students in the Choir Program (the “**Choir Program**”) of Community High School District 99 South High School (the “**School**”) in Downers Grove, Illinois (the “**District**”). This Organization coordinates with the School’s Director of Student Activities and the School’s Department of Fine Arts Chairperson (collectively, the “**School Administration**”). The mission and purpose of this Organization is:

- (a) To promote the vocal component of the Fine Arts Department of the School through the interaction and cooperation of students, Directors of the Choir Program, School Administration, parents and the community;
- (b) To provide supplemental materials, financial assistance and moral support to the Choir Program;
- (c) To encourage parental involvement in and attendance at all Choir Program activities and performances, and to arrange for volunteers to assist with Choir Program events;
- (d) To enlist community resources in support of the Choir Program; and
- (e) To enhance the reputation and public recognition of the Choir Program in the School, the District and the community, as well as with colleges, universities and other institutions of higher education and state associations of music educators.

**1.3 Supervision.** This Organization is under the supervision of the School's Department of Fine Arts Chairperson. Additional support is provided by the School's Director of Student Activities.

## **ARTICLE II**

### **MEMBERSHIP**

**2.1 Members.** Each parent or legal guardian of a student enrolled in the Choir Program shall be considered a member of this Organization for the current membership year.

**2.2 Membership Year.** The membership year of this Organization shall begin on July 1st and end on the following June 30th.

**2.3 Contributing Members.** The parents or legal guardians of a student enrolled in the Choir Program shall be asked to make an annual contribution to this Organization. The contribution will be made by family unit and not by student or member. Each officer of this Organization shall be required to be a contributing member for the membership year that an office is held. At its regularly scheduled meeting in May, the Executive Board shall set the amount of the contribution for the upcoming membership year. Members who make the contribution shall be referred to as contributing members. A parent or legal guardian who does not make a contribution shall still be a member of this Organization.

**2.4 Inspection.** Upon request, the School Administration, any Director of the Choir Program and any contributing member may inspect the books and records of this Organization, including any minutes of meetings of the Executive Board, committee reports, financial reports and budgets.

## **ARTICLE III**

### **EXECUTIVE BOARD**

**3.1 General Powers.** The activities and affairs of this Organization shall be managed by or under the direction of the Executive Board. The Executive Board shall consist of one of the Directors of the Choir Program and the elected officers of this Organization. All Directors of the Choir Program may attend meetings of the Executive Board. However, only one of the Directors of the Choir Program may vote at the meeting.

**3.2 Meetings.** Regular meetings of the Executive Board of this Organization shall be held on the first Monday of each month at the School. Special meetings of the Executive Board may be called by the President, any two Directors of the Choir Program, any two (2) officers of the Executive Board or by the written request of not less than ten (10) Contributing Members of this Organization. Special meetings may be held following two (2) days advance notice to the members of the Executive Board. Meetings shall be open to all members of the Organization. Directors of the Choir Program may designate up to two (2) students to attend meetings of the Executive Board as non-voting Student Representatives. General membership meetings may be called by the Executive Board for the purpose of sharing information or education.

**3.3 Quorum.** A quorum for the transaction of the business at all meetings of the Executive Board shall consist of a minimum of three (3) officers.

**3.4 Rules of Order.** The President shall preside at all meetings or shall designate a representative from the Executive Board to do so. The rules of order for all meetings of the Executive Board of this Organization shall include, but are not limited to, the following:

- (a) The President shall set and regulate the agenda and establish the order of business for each meeting;
- (b) The President shall acknowledge a member's or officer's request for agenda items submitted up to one (1) week in advance of each meeting;
- (c) The President or Secretary shall communicate the agenda to all Executive Board members prior to each meeting;
- (d) All members, Directors of the Choir Program, the Student Representatives, and officers present at a meeting of the Executive Board may address the group only during their allotted agenda time, unfinished business, new business, or when recognized by the President or other officer conducting the meeting; and
- (e) The officer conducting the meeting may limit the time allotted for discussions, questions or comments by participants.

**3.5 Voting.** When a quorum is present at any meeting of the Executive Board, the vote of a majority of the members of the Executive Board present shall decide any question before the meeting. The elected officers shall be entitled to one (1) vote each and the Directors of the Choir Program shall be entitled to one (1) vote among all of them. Members, who are not officers, and the Student Representatives shall not be entitled to vote.

**3.6 Contracts and Payments.** The Executive Board must authorize an officer to enter into any contract or execute and deliver any instrument in the name of and on behalf of this Organization. Such authority shall be limited to specific instances. The Treasurer, President, or Director of the Choir Program shall approve all payment requests and submit the request to the School Administration for processing consistent with the approved budget. The Treasurer, President, or Director of the Choir Program shall sign all approvals for disbursements or reimbursement of expenses. All payment requests exceeding \$500 shall require the written approval of 2 of the 3 individuals indicated above.

**3.7 Directors of the Choir Program.** The “**Directors of the Choir Program**” shall be designated by the School. The Directors of the Choir Program shall fulfill the following duties with respect to the Organization:

- (a) At least one Director of the Choir Program shall attend each meeting of the Executive Board;
- (b) Develop and maintain a calendar of events of this Organization and the Choir Program with the approval of the School Administration, the School's Director of Student Activities and Fine Arts Department Chairperson;
- (c) Assist in the development of the annual budget of this Organization;
- (d) Confer with the President and Treasurer concerning use of funds and student accounts;

- (e) Review and approve each student's request for reimbursement from a student account before submitting them for payment;
- (f) Communicate or interpret information to and from the District, the School Administration and the Fine Arts Department that is pertinent to this Organization and the Choir Program;
- (g) Assist the President with communication and interaction with the "Friends of Fine Arts" (FOFA) booster organization, Marching Band booster organization, and the Chairperson of the Fine Arts Department;
- (h) Assist with developing and maintaining a website, a newsletter and other forms of communication to students and parents;
- (i) Assist the Organization in complying with District policies and School regulations; and
- (j) Assist the Vice President of Fundraising with sponsorship planning and fundraisers, including submitting to the School Administration any applications, forms or other fundraising requests for permission to hold fundraisers.

## **ARTICLE IV**

### **OFFICERS**

**4.1 Officers.** The officers of this Organization shall be a President, Vice President of Fundraising, Vice President of Membership, Vice President-Volunteer Coordinator, Vice President of Hospitality, Vice President of Communications, FOFA Representative, a Treasurer and a Secretary. Each officer of this Organization shall be a contributing member of this Organization during the membership year that said office is held. Officers shall serve without compensation for their services.

**4.2 Nominations.** More than one (1) person may be nominated for each office, in which case, the Nominating Committee shall place multiple names on the election ballot. During the regular meeting of the Executive Board in April, an opportunity shall be given for nominations from the floor. Only those who have consented to serve if elected shall be eligible for nomination either by the Nominating Committee or from the floor.

**4.3 Election.** Officers shall be elected annually at the regular meeting of the Executive Board in May. In order to be elected to an office, a nominee must be approved by a vote of the majority of the entire Executive Board. Absentee votes shall be allowed, if requested by the President. The President shall abstain from voting, unless a tie-breaking vote is required to elect a nominee, other than President, to a specific office.

**4.4 Term.** Officers shall assume their official duties at the close of the regular meeting in June and shall serve for a term of one (1) year. The time between the close of the regular meeting in April and the regular meeting in June shall serve as a transition time during which the outgoing officer shall work with the incoming officer to fulfill the duties of that office. Incoming officers shall not have a vote on the Executive Board until the close of the regular meeting in June. Any officer may be removed at any time, with or without cause, by a vote of the majority of the entire Executive Board.

**4.5 Eligibility.** Two (2) persons may hold any office of this Organization. However, they will share one (1) Executive Board vote. Two (2) members of the same family may not hold the offices of President and Treasurer concurrently. A person shall not be eligible to serve more than two (2) consecutive terms in the same office. The exception would be that, if no other person desires an office, the current officer may continue to serve with an affirmative vote of a majority of the remaining members of the Executive Board.

**4.6 Absences.** If any officer is absent for three (3) consecutive meetings of the Executive Board without prior notice having been given to the President, he/she shall automatically forfeit his/her place on the Executive Board and shall be so notified.

**4.7 Vacancy.** If a vacancy occurs in an office, it shall be filled for the remaining term by appointment and approved by an affirmative vote of a majority of the Executive Board acting at a meeting at which a quorum is present.

**4.8 President.** The President shall be the chief executive officer of this Organization. The President shall have executive authority to see that all orders and resolutions of the Executive Board are carried into effect and, subject to the control vested in the Executive Board by these Bylaws, shall administer and be responsible for the overall management of the business and affairs of this Organization. The President shall preside at all meetings of the members and of the Executive Board. The President shall perform all duties and have all powers which are commonly incident to the office of the chief executive, including general supervision and direction of all of the other officers, agents and representatives of this Organization. The President shall perform such other duties as from time to time may be delegated or assigned by the Executive Board. The President shall also fulfill the following duties:

- (a) Preside at all meetings of members of this Organization or the Executive Board, but the President may designate another member of the Executive Board to preside at any such meeting;
- (b) Oversee and delegate the business and activities of this Organization;
- (c) Maintain an annual master calendar of events of this Organization and the Choir Program with the assistance of the Directors of the Choir Program;
- (d) Assist in the development of the annual budget;
- (e) Appoint members to special committees and serve as ex officio member of all committees, except the Nominating Committee and the Audit Committee;
- (f) Create additional positions and delegate duties as needed to promote the purposes of this Organization and to carry on the work of this Organization;
- (g) Assist the Vice President of Communications with the website, newsletter and other forms of communication;
- (h) Maintain communication and interaction with the “Friends of Fine Arts” (FOFA) booster organization, Marching Band booster organization, and the Fine Arts Department chair with the assistance of the Directors of the Choir Program;

- (i) Assist the Directors of the Choir Program, the Vice President of Fundraising and the Treasurer with communication and interaction with the students regarding the maintenance and accountability of their student accounts; and
- (j) Collect descriptions, materials and reports to pass on to future Presidents.

**4.9 Vice President – Membership** The Vice President of Membership shall encourage members to become active contributing members of this Organization. The Vice President of Membership shall also fulfill the following duties:

- (a) Maintain accurate records and collect all membership contributions and pertinent forms from all contributing members of this Organization;
- (b) Provide updated paid membership contribution information to the School's Department of Fine Arts for publication in each concert program;
- (c) Initiate communication with families who have not paid the membership contribution and/or returned pertinent forms;
- (d) Submit all monies collected from members, if any, to the Treasurer in a timely fashion;
- (e) Work with the President and Vice President of Communications to maintain current contact information on all contributing members; and
- (f) Collect descriptions, materials and reports to pass on to future Vice Presidents of Membership.

**4.10 Vice President-Volunteer Coordinator.** The Vice President-Volunteer Coordinator shall be responsible for contacting members to provide refreshments and services as needed by the Choir Program. The Vice President-Volunteer Coordinator shall also fulfill the followings duties:

- (a) Work with the Vice President of Membership to maintain current contact information on members;
- (b) Obtain volunteers for providing baked goods and other refreshments, as well as staffing for social activities, competitions and Choir Program events;
- (c) Work with the Choir Directors and Vice President of Hospitality to coordinate staffing needs;
- (d) Compile volunteer sheets and distribute categorized volunteer information to the Executive Board; and
- (e) Collect descriptions, materials and reports to pass on to future Vice President-Volunteer Coordinators.

**4.11 Vice President - Fundraising.** The Vice President of Fundraising shall direct all money raising efforts conducted in the name of this Organization. The Vice President of Fundraising shall fulfill the following duties:

- (a) Coordinate and manage all fundraisers and other efforts to raise monies for this Organization;
- (b) Submit applications to the School's Student Activities Director for permission to conduct fundraising;
- (c) Obtain any approvals required to conduct fundraising activities;
- (d) Work with the Vice President of Communications to circulate current information about fundraisers using the website, newsletter or other means of communication;
- (e) Explain monetary responsibilities to those participating in fundraising activities;
- (f) Ensure funds received are accurately reported and turned in to the Treasurer promptly;
- (g) Submit individual student account profit totals to the Treasurer;
- (h) Work with the Treasurer regarding proper accounting of funds generated from fundraisers;
- (i) Assist in the development of the annual budget; and
- (j) Collect descriptions, materials and reports to pass on to future Vice Presidents of Fundraising.

**4.12 Treasurer.** The Treasurer shall monitor this Organization's revenues and expenses, shall be responsible for maintaining the Organization's accounting records and statements, shall keep full and accurate records of receipts and disbursements in books belonging to the Organization, and shall monitor the receipt of funds and their submission to the School Administration in the name and to the credit of the Organization in such depositories as may be designated by the School Administration. The Treasurer shall maintain adequate records of all assets, liabilities and transactions of the Organization. If determined necessary by the Treasurer, or requested by the President, Directors of the Choir Program, or a majority of the members of the Executive Board, the Treasurer shall coordinate with appropriate personnel assigned by the School Administration to allow for a review of all receipts, disbursements, and documentation of such to be performed by a designated Audit group. In general, the Treasurer shall perform all the duties incident to the office of treasurer and other such duties as from time to time may be delegated or assigned by the Executive Board or by the President. The Treasurer shall also fulfill the following duties:

- (a) Receive all monies of this Organization and keep an accurate record of income and expenses;
- (b) Monitor the submission and crediting of all monies to the School Administration;
- (c) Monitor the disbursement of funds in accordance with the annual budget and as authorized by properly signed vouchers and receipts;

- (d) Present a financial report, including status of funds, receipts, disbursements and balances, at every regular meeting of the Executive Board, and at other times as requested by the President or the Executive Board;
- (e) Prepare an annual budget to be presented at the regular meeting of the Executive Board and approved at the summer meeting;
- (f) Present an annual financial report for the year ended June 30 at the regular meeting of the Executive Board in September;
- (g) Assist with communication and interaction regarding the maintenance and accountability of budgets, funds and accounts;
- (h) Provide records, vouchers, invoices and receipts for all disbursements and any other work papers or financial information to the Audit Committee and the Executive Board;
- (i) Work with the Vice President of Fundraising regarding fundraising expectations and proper accounting of monies directed to student accounts in the Student Fund;
- (j) Assist with setting guidelines and regulations regarding utilization of student accounts and requests for withdrawals; and
- (k) Collect descriptions, materials and reports to pass on to future Treasurers.

In addition, Treasurer shall establish and maintain student accounts for students in the Choir Program. The Treasurer shall keep accurate records of credits to and disbursements from Student Accounts. At the Treasurer's discretion, an individual may be appointed by the Executive Board to manage the Treasurer's duties with respect to student accounts. The Treasurer shall also fulfill the followings duties related to student accounts:

- (l) Work with the Vice President of Fundraising to determine amounts to be credited to each student's student account;
- (m) Approve all requests for disbursements from the student accounts;
- (n) Assist with setting guidelines and regulations regarding utilization of student accounts, including credits made to a student's student account and requests for withdrawals;
- (o) Keep records of student account balances and activity from the prior four membership years on file;
- (p) Post current student account balances in a prominent location for students;
- (q) Report on the status of student accounts and all requests from students for monies to be taken from student accounts at regular meetings of the Executive Board;



- (r) Submit requests approved by Choir Directors for student account disbursements on a monthly basis;
- (s) Create an annual report of activity in each student account, including receipts, disbursements, and balances; and
- (t) Collect descriptions, materials and reports to pass on to future Treasurers with respect to student accounts.

**4.13 Vice President – Hospitality.** The Vice President of Hospitality shall coordinate the social activities of this Organization and Choir Program. The Vice President of Hospitality shall also fulfill the following duties:

- (a) Work with the Vice President – Volunteer Coordinator to obtain and coordinate volunteers to provide staffing, food and supplies for social activities, competitions and other Choir Program events, and as necessary compile volunteer sheets and distribute volunteer information to the Executive Board;
- (b) Present contracts for banquet halls, food preparation and other services related to Choir Program events to the Executive Board for approval;
- (c) Report to the Executive Board on donations and purchases of refreshments and supplies for Choir Program events, including an inventory of supplies on hand;
- (d) Work with School staff and Directors of the Choir Program to assure availability of facilities and equipment for Choir Program events;
- (e) Manage the setup, serving and clean up related to hospitality activities at each Choir Program event; and
- (f) Collect descriptions, materials and reports to pass on to future Vice Presidents of Hospitality.

**4.14 Secretary.** In general, the Secretary shall perform all duties incident to the office of Secretary, and such other duties as are provided by these Bylaws and as from time to time are delegated or assigned by the Executive Board or by the President. The Secretary shall also fulfill the following duties:

- (a) Record minutes of all meetings of the Executive Board, including all matters put to a vote, in a permanent book and/or data file;
- (b) Take attendance at all meetings of the Executive Board and determine the presence of a quorum;
- (c) Assist the President to maintain rules of order during all meetings of members and of the Executive Board;

- (d) Provide minutes of the most recently completed Executive Board meeting to all Executive Board members prior to the next meeting;
- (e) Maintain historical records, documents, newspaper articles, trophies, etc. of the Choir Program;
- (f) Maintain data files of current contact information on students in the Choir Program, their parents and members, including contributing members;
- (g) Maintain a copy of all correspondence, notices and other communication made to, by or in the name of this Organization;
- (h) Keep a current copy of the Bylaws of this Organization on file; and
- (i) Collect descriptions, materials and reports to pass on to future Secretaries.

**4.15 Vice President - Communications.** The Vice President of Communications shall be responsible for all internal and external correspondence, notices and other communication made by or in the name of this Organization. The duties of the Vice President – Communication may be split between two officers: a Vice President – Newsletter and a Vice President – Website, who together shall coordinate and fulfill the duties and responsibilities of the Vice President of Communications. The Vice President of Communications shall also fulfill the following duties:

- (a) Disseminate information on the Choir Program by website, newsletter or otherwise, including:
  - (1) Letters or announcements from Directors of the Choir Program and/or officers of the Organization;
  - (2) Student recognition;
  - (3) Invitation for parental involvement and requests for volunteers;
  - (4) News and reminders of upcoming events/activities/fundraisers;
  - (5) Calendar of events of this Organization and the Choir Program, including updates; and
  - (6) Policies concerning student accounts;
- (b) Shares copies of draft and final newsletters and website presentations to the Fine Arts Department Chairperson and Directors of the Choir Program;
- (c) Arrange for publication and distribution of the newsletter;
- (d) Disseminate historical and traditional information to help continue the legacy and recognize the accomplishments of the Choir Program;

- (e) Coordinate the design, graphics and production of the website, all newsletters and other printed matter to ensure a consistent presentation of the Choir Program;
- (f) Communicate and publicize activities of this Organization and the Choir Program to local media and the School in conjunction with the President;
- (g) Coordinate all communications on fundraising in conjunction with the Vice President of Fundraising and the Directors of the Choir Program; and
- (h) Collect descriptions, materials and reports and pass along to future Vice Presidents of Communications.

**4.16 FOFA Representative.** The FOFA Representative shall serve as the liaison between this Organization and the Friends of Fine Arts. In addition, the FOFA Representative shall fulfill the following duties:

- (a) Coordinate with the VP of Fundraising to reduce overlap or conflict of fundraising events.
- (b) Collect descriptions, materials and reports to pass on to future FOFA Representatives.

The duties and responsibilities of the FOFA Representatives may be assigned to another officer of the Organization.

## **ARTICLE V**

### **COMMITTEES**

**5.1 Committees.** The Executive Board may designate one or more committees, consisting of at least one individual who is a member of the Executive Board and such other individuals as may be appointed by the President and approved by a vote of the Executive Board. Any member of any committee may be removed from such committee either with or without cause, at any time, by a vote of two-thirds of the members of the entire Executive Board. Each Committee shall keep regular minutes of its proceedings, provide copies of the same to the Executive Board and shall report to the Executive Board when required or requested. The Secretary of this Organization shall record committee reports in the records of this Organization.

**5.2 Audit Committee.** The Audit Committee is a special committee, which may be formed at the discretion of the Executive Board to review any issues or concerns which may arise with respect to the financial reports, fund balances, receipts and disbursements of the Organization. The President shall appoint three (3) committee members, who are not authorized to approve disbursements of this Organization, and are approved by an affirmative vote of a majority of the members of the entire Executive Board. The Audit Committee shall choose its own chair before the close of the Executive Board Meeting at which they are appointed.

**5.3 Budget Committee.** The Budget Committee shall be formed at the regular meeting in May to develop the annual budget for the upcoming membership year. The annual budget shall be proposed at the regular meeting of the Executive Board in June and approved by the Executive Board

at the regular summer meeting. Members of the Budget Committee may include Directors of the Choir Program, incoming and outgoing Presidents, incoming and outgoing Treasurers, incoming and outgoing Vice Presidents of Fundraising, and incoming and outgoing Vice Presidents of Membership. The Budget Committee shall choose its own chair before the close of the regular meeting in March.

**5.4 Spring Musical Committee.** The Spring Musical Committee may be formed at the regular meeting of the Executive Board in November. The President shall appoint the members of the Committee, who shall be approved by a vote of the Executive Board. Committee members need not be members of the Executive Board. The Spring Musical Committee shall choose its own chair before the close of the regular meeting at which they are appointed. The Spring Musical Committee shall work with the Directors of the Choir Program to assist with the production of the spring musical. The Committee shall arrange for staffing, concession sales, ticket sales, advertising and other matters related to the production.

**5.5 Bylaws Committee.** The Bylaws Committee is a special committee, which may be formed when a need to review the current Bylaws of this Organization occurs. The President shall appoint no less than two (2) committee members who shall be approved by the Executive Board. The Bylaws Committee shall choose its own chair before the close of the regular meeting at which they are appointed. Written copies of any amendments to these Bylaws shall be provided to the Executive Board ten (10) days prior to the regular meeting at which they are to be considered.

**5.6 Nominating Committee.** The Nominating Committee shall be formed at the regular meeting in March to create a slate of officers for the next term. Members of the Nominating Committee shall include at least one Director of the Choir Program and three (3) members appointed by the President, who shall be approved by the Executive Board. The Nominating Committee shall choose its own chair before the close of the regular meeting at which they are appointed. The Nominating Committee shall present a slate of officers to the Executive Board at the regular meeting in April. The Nominating Committee shall also advise the Executive Board of members interested in serving as officers or on committees.

**5.7 Strategy Committee.** The Strategy Committee is a special committee, which may be formed when a need to determine monetary and non-monetary long-term goals occurs. It shall coordinate general procedures and fundraising efforts with projected needs as determined by the Executive Board. The President shall appoint no less than three (3) committee members, who shall be approved by the Executive Board. The Strategy Committee shall choose its own chair before the close of the regular meeting at which they are appointed.

## ARTICLE VI

### FUNDS AND ACCOUNTS

**6.1 Income/Expense Fund.** The income/expense fund is referred to as the annual budget. It is the fund that shall pay the day-to-day expenses of this Organization. The income/expense fund shall be used for any expense that is indicated in the annual budget or any expense that is approved at regular meetings of the Executive Board by an affirmative vote of two-thirds (2/3) of the members of the Executive Board voting at a meeting at which a quorum is present. Further, to follow good accounting practices, the Executive Board will set-aside in reserve 50% of the approved yearly budget.

All monies received by this Organization shall be deposited initially into the income/expense fund. From there, the three possible destinations are detailed below:

- (a) If the monies received are from the Friends of Fine Arts, donations or membership contributions, or are received without being designated for a particular purpose, the monies shall be deposited in the income/expense fund and used to offset expenses associated with the Choir Program as contemplated by the annual budget;
- (b) If the monies received are from a fundraiser, the appropriate portion shall be transferred to student accounts in the Student Fund and the balance shall be placed in the income/expense fund, unless other arrangements have been made; or
- (c) If the monies received are designated for a specific fund or purpose, the monies shall be transferred into the appropriate fund.

The balance in each fund shall be reported each month as separate and total amounts in the Treasurer's report.

**6.2 Student Fund.** The Student Fund shall consist of all monies credited to students from fundraisers or other events and activities approved by the Executive Board. The Student Fund shall be broken down into amounts attributable to individual students. Each student may request reimbursement for fees and expenses related to the Choir Program or other activity associated with the School's Fine Arts Department, by providing appropriate documentation to the Treasurer following review and approval by a Director of the Choir Program. The following guidelines have been established regarding student accounts:-

- (a) The monies may be used to reimburse expenses pertaining to the student's music study or Choir Program participation, including private lesson expenses, required ensemble apparel, camps and trips;
- (b) If a student will not be enrolled in the Choir Program in the upcoming membership year, and has a sibling enrolled in the Choir Program in the upcoming membership year, any monies left in his/her student account shall be transferred to the sibling's student account;
- (c) If a student will not be enrolled in the Choir Program in the upcoming membership year, does not have a sibling in the Choir Program in the upcoming membership year and has not requested his/her money by May 1st of the current membership year, any monies left in his/her student account shall be transferred to the Choir Program General Fund; and
- (d) A student shall be reimbursed only after a paid receipt has been presented, reviewed and approved by the Treasurer and a Director of the Choir Program.

**6.3 Special Fund.** Other special events and needs funds may be set up periodically for this Organization as approved by the Executive Board. These funds shall be established for accounting purposes, so that income and expenses related to a particular event or purpose may be tracked.

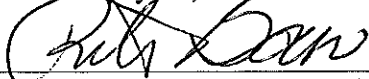
Examples include funds set up for specific trips or tours and special equipment purchases. Monies transferred to these funds shall be spent as needed and the fund shall be depleted and closed. Any monies remaining after all expenses have been paid shall be transferred to the income/expense fund or as otherwise directed by vote of the Executive Board. The total of each special fund shall be reported as an individual and a total amount in the Treasurer's report.

## ARTICLE VII

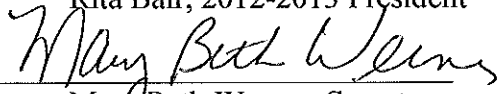
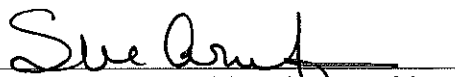
### AMENDMENTS

These Bylaws may be amended at any regular meeting of the Executive Board by the affirmative vote of two-thirds (2/3) of the members of the entire Executive Board; provided, however, that written notice of the proposed amendment, including an accurate and complete written copy thereof, shall have been given to all members of the Executive Board at least ten (10) days prior to the date of the regular meeting at which the amendment is to be considered. Amendments to these Bylaws shall become effective immediately upon adoption, unless a later date is specified at the time of adoption.

ADOPTED July 15, 2013



Rita Bair, 2012-2013 President

  
Mary Beth Werner, Secretary

Sue Armato, 2013-2014 President