

Grove City High School Choir Booster

Constitution and ByLaws



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Grove City High School Choir Boosters

CONSTITUTION

AND BYLAWS

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Article I - Name

Section 1 - The name of this corporation shall be "Grove City High School Choir Boosters", or GCHS Choir Boosters.

Article II - Purpose

Section 1 - To promote the interests and activities of the Grove City High School Choral Department, or GCHS Choral Department/Program.

Section 2 - The Grove City High School Choir Boosters is a 501c3 qualified non-profit organization. All monies and activities are solely for the use, benefit and promotion of the GCHS Choral Program. Leadership of the organization is composed of an Executive Board with elected Executive Officers (see Article V).

Section 3 - To communicate and organize the activities of the GCHS Choir Booster members, by encouraging teamwork, and cooperation with the GCHS Choir Director(s), for the sole purpose of serving and supporting the students of the GCHS Choral Program, and to provide moral, financial, logistical and personnel support to all events and activities of the GCHS Choral Department.

Section 4 - To organize and conduct fundraising opportunities and events for the purpose of financing curricular or co-curricular activities of the GCHS Choral Department, including but not restricted to the purchases of performance garments, adjudicated event fees, service contracted fees, equipment, and other items included in the program's budget.

Section 5 - The contribution by the GCHS Choir Boosters of time, goods, services, and finances to the GCHS Choral Program is intended to augment the GCHS Choral Program and not to serve as a substitute for the legal financial obligations of the State of Ohio, the County of Franklin, or the South-Western City Schools District to provide for the basic needs of the GCHS Choral Program. In pursuit of these objectives, the GCHS Choir Boosters will neither seek to direct the administrative activities of the GCHS Choral Program or control its policies.

Article III - Membership

Section 1 - Membership in the GCHS Choir Boosters is open to all parents or legal guardians of students in the GCHS Choral Department, as well as anyone interested in benefiting and furthering the purpose and vocal music education at Grove City High School. Membership in the organization will have a fee as designated by the Executive Board, and is to run from ** July 1st to June 30th ** each school year.

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Section 2 - All active members in good standing shall have voting rights at general meetings, and are eligible to hold chair positions. Active members in good standing, that are also parents or legal guardians of a student member of the GCHS Choir Program, are eligible to hold executive and trustee elected offices. (See By-Law Article I-Section 1&2, for definition of active member and good standing; and By-Law Article I-Section 3, for officer and trustee eligibility)

Section 3 - Responsibilities include but are not limited to: participation of general member meetings, help organize and run events, chaperoning, and endeavoring to fulfill any volunteer or material needs for the GCHS Choral Program; as they are indicated by the Choir Director, Executive Board or Committee Chairs.

Article IV - Meetings

Section 1 - GCHS Choir Booster General membership meetings will be held the third Tuesday of every month in the Grove City High School choir room at 6:30 pm for the duration of the academic school year. Meetings may be cancelled or rescheduled due to school or departmental scheduling conflicts, or where necessitated by weather events, public health issues, or other circumstances beyond the control of the Executive Board. Whenever possible at least two week notice will be given of any scheduling changes.

Section 2 - The Executive Board shall meet separately from the general membership when needed. It is suggested that the Executive Board meeting be held within ten days prior to the general membership meeting, usually falling on the second Tuesday of the month.

Section 3 - In the absence of the President, the Vice-President shall preside at all Executive meetings and general membership meetings.

Section 4 - At the meetings of the organization, those members who are present shall constitute a quorum, provided at least two (2) executive officers are also present.

Section 5 - All general membership business meetings of the GCHS Choir Boosters shall be subject to Robert's Rule of Order.

Article V - Executive Organization

Section 1 - The Executive Officers shall be the President, Vice President, Treasurer, and Secretary. The Executive Officers are elected positions and will serve a one-year term. Officers may serve for more than one term, but are limited to two years. (See By-Laws Article II, for duties of executive officers.)

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Section 2 - The Executive Board of this organization shall be the President, Vice-President, Secretary, Treasurer, Past President, Senior Trustee, Junior Trustee, Sophomore Trustee, Freshman Trustee and Trustee At-Large. The Statutory Agent, Assistant Treasurer, and Choir Director(s) shall be ex-officio (non-voting) members of the Executive Board. The President will not vote on board decisions, except in the cases of a tied vote. The Choir Director(s) is suggested to attend Executive Board meetings whenever possible, to help inform the actions and decisions of the Executive Board.

Section 3 - Trustees - Class Trustees are elected board representatives of the students and parents of their choir student's current class. Class Trustees may serve all four years representing their student's class successively, or during any year(s) that their student is a member of the GCHS Choral Program, subject to election approval. Trustee At-Large serves as an additional parent/guardian representative on the board. (See By-Laws Article II-Section 7, for duties of Trustees)

Section 4 - Committee Chairs, Co-Chairs, and Director Appointed Chairs - serve the GCHS Choral Program by organizing multiple facets of the department's needs for programs and events. (See By-Laws Article IV, for duties of Chairpersons.)

Section 5 - Statutory Agent and Committee Chairs are not elected positions, but are recruited and coordinated to serve by the Volunteer Coordinator and Nominating Chair, the Choir Director and the Executive Board. (See By-Laws Article II-Section 6, for duties of Statutory Agent.)

Article VI - Finances

Section 1 - The President and Treasurer, in consultation with the Choir Director, shall present the Executive Board with a preliminary program budget for the coming year, by start of the booster fiscal year; July 1st-June 30. The budget will be voted in by the Executive Board, and any additional spending needs above the approved budget must be submitted to and approved by the Executive Board. The budget, along with any necessary revisions, shall be presented to the general booster membership at the first general booster meeting of the academic year in August.

Section 2 - No part of the net earnings of the GCHS Choir Boosters shall be used for the benefit of or distribution to its members, officers or other private persons; except that the Executive Board has approved reasonable compensation for services rendered. All authorization of payments and distributions, including the annual budget, will be board approved and following the purposes set in Article I.

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Section 3 - In the event of the dissolution of the Grove City High School Choir Boosters, all remaining funds belonging to the organization will first be used to cover any outstanding bills and then be transferred to the Grove City High School Choral Department.

Article VII - Emergency Procedures & Powers of Executive Board

Section 1 - In the event immediate action is required regarding the organization, the agreement of two thirds of the Executive Board (as named in Article V, Section 2) shall be sufficient to approve this action. Funds up to the amount of \$500 can be committed by such action. A full written report shall be read and included into the minutes at the next general Booster meeting.

Article VIII - Amendments to the Constitution

Section 1 - Following a favorable recommendation of the Executive Board, the constitution may be amended at any regular meeting by a two-thirds vote of the active members present; providing the proposed amendment has been read at the preceding meeting and is not in conflict with the Articles of Incorporation.

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Article I - Definitions

Section 1 - Active Member - a GCHS Choir Booster member will be considered “active” provided the member is the parent or legal guardian of a GCHS choir student, or an active supporter of the GCHS Choral Program and events; and has paid the Choir Boosters membership fee. Members must be physically present at meeting(s) in order to vote.

Section 2 - Good Standing - Good standing status for members include: an “active” member with volunteer participation and attendance of meetings when possible, and up-to-date paid dues and fees.

Section 3 - Officer Eligibility - a GCHS Choir Booster member must be an active member in good standing, as well as the member must also be a parent or legal guardian of a current GCHS choir student to hold executive or trustee elected positions. Members will become ineligible for holding elected positions if their student is no longer a member of the Choral Program for any reason. A student leaving the Choral Program does not affect the parent or guardian membership, only their officer and trustee eligibility.

Section 4 - Events - an event is a scheduled program, performance or activity that supports the educational goals, objectives and fundraising efforts of the GCHS Choral Program; that requires the organizational support of GCHS booster members.

Article II - Executive Board

Section 1 - President - The duties of the President shall be those customarily related to chief executive, excepting those allocated specifically to other officers. The President shall sit as chairperson of all organizational meetings, and is a de facto member of each sub-committee, except the nomination committee. Only the President can enter into agreements or contracts on behalf of the Booster organization. They shall have the power in an emergency to make temporary rulings until a meeting of the Executive Board can be called. They will also be responsible for communicating with and between the director, officers and committee heads. The President will acquaint the president-elect with the activities and responsibilities of the office of president.

Section 2 - Vice-President - The Vice-President shall chair any booster meetings in the absence of the President, and will also serve as the chair of the scholarship committee. The Vice-President is expected, but not required to, serve as President in the next consecutive year; subject to election approval. They will carry out other duties or requests from the Choir Director or Executive Board.

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Section 3 - Secretary - The Choir Booster Secretary will be responsible to keep full and accurate minutes of all proceedings for executive and general member meetings; will submit a copy of the minutes within one week's time to the President, and maintain minutes file records. They will also work with the Membership Chair to maintain an up-to-date list of Booster members and contact information. The Secretary shall conduct all official correspondence concerning Choir Booster, including all meeting reminder emails. The Secretary will also help aid the Volunteer and Nomination Chair to maintain online procedure manuals for leadership roles. They will carry out other duties or requests from the Choir Director or Executive Board.

Section 4 - Treasurer - The Choir Booster Treasurer will be responsible for recording and maintaining accurate and complete records of all income received and all funds disbursed during the fiscal year of the Choir Boosters. They will maintain a Budget to Actual report and prepare said report to be distributed at each Executive Board and general meeting along with the Check Register. They will also be responsible for and the maintenance of student accounts with the Choir Boosters; detailing all fees, fundraising activities and all payments towards student accounts. The Treasurer shall keep accounts open for inspection at all times and shall present accounts for an audit following the close of the school year, before the end fiscal year. The audit shall be conducted by a qualified person(s) designated by the Executive Board; independent of the outgoing and incoming Treasurer. The current fiscal year treasurer is required for preparation of tax paperwork and must file all necessary and accurate IRS forms by November 15th. The past-Treasurer will also make themselves available to advise the current Treasurer.

Section 5 - Assistant Treasurer - The Assistant Treasurer shall learn and take lead to maintain the student online accounts, and assist the current treasurer in all their other duties. In the event the current treasurer is unable to continue, the assistant will assume all duties on an interim basis, until a new Treasurer can be appointed or elected. It is anticipated, but not required, that this person shall succeed the current Treasurer, pending election approval. It is strongly suggested that the Treasury Leadership be considered in such a way that leaves the past-Treasurer a parent of (at least) a Senior choir student, for the purpose of advising the current Treasury Leadership.

Section 6 - The Statutory Agent - The Statutory Agent is responsible for maintaining, updating and filing paperwork with the Secretary of the State of Ohio, concerning the GCHS Choir Boosters as a 501c3 qualified non-profit organization. This person, by law, must be registered with the Secretary of the State of Ohio. The Statutory Agent is a non-voting

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member of the Executive Board member, specifically for the state of overseeing board procedural affairs and adherences to ByLaws, and provides any legal counsel concerning the booster organization. This person is also responsible to physically hold and maintain legal documentation as pertaining to the operation of the organization. It is recommended that the Statutory Agent be nominated and selected for a four (4) year term from the parents of ninth (9th) graders, or as designated by the Executive Board.

Section 7 - Class Trustees (Freshman, Sophomore, Junior and Senior) and the Trustee-At-Large are student and parent representatives on the Board, and are expected to attend Executive and general member meetings. All trustees are encouraged to be leaders in participation, offer help and guidance to other parents, assist in parent-leadership communications, and help connect parents with event volunteer needs and opportunities. Trustees are also strongly encouraged to volunteer to be appointed to serve for Committee Chair position(s) that are well suited to their abilities and resources, as approved by the Executive Board.

Section 8 - Past President - The Past President serves to advise the current Executive Board on past procedures and issues. This person is also, but not necessarily, the individual responsible for memberships, and would serve as Membership Chair. It is strongly recommended that Presidential Leadership be considered in such a way that leaves the Past-President a parent of (at least) a Senior choir program student.

Section 9 - All Executive Board Officers shall keep records or notes of their activities in a "procedure manual" for on-line files (such as Google Drive or a like program) to be handed down each year to their successor. Each Officer shall deliver all official documentation and any materials or supplies to their successor no later than June 1st, and should make themselves available for questions from their respective successor when needed.

Section 10 - Quorum - In order for Executive Board meetings to hold official votes, $\frac{2}{3}$ rds of the Executive members must be present. This number will denote a quorum. Video or phone-in members are counted as present.

Article III - Election of Officers

Section 1 - The president shall appoint a nominating committee of two (2) members, which will be headed by a third member, the Volunteer Coordinator and Nominations Chair, to nominate Executive Officers for the coming year. The nominating committee shall be appointed in March. Nominees for the committee to consider must be active members in good standing. The slate of nominees will be ready to present at the April meeting. (See

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Article I-Section 2, for definition of active member and good standing, and Article I-Section 3, for officer eligibility)

Section 2 - The slate of officers shall be announced at the April meeting. At the May meeting a vote on this slate of officers shall occur. At that time any nominations from the floor shall be accepted and added to the slate. The Elected Officers shall assume their duties as of July 1st.

Section 3 - Officers elected will serve a one-year term. Officers may serve for more than one term, but no officer shall hold the same office for more than two (2) years, or two consecutive terms.

Section 4 - Freshman Trustee - In the common event that a Freshman Trustee is not nominated and voted on in the spring, but instead the following fall of the new board's tenure, the procedure may go as follows: The candidate(s) name shall be announced at the first available general meeting for the school year. At that time any nominations from the floor shall be accepted and added to the slate. A vote will then be taken at the same meeting, and the Elected Freshman Trustee shall assume their duties at the following Executive meeting.

Article IV - Committee Chairs, Chaperones and Standing Committees

Section 1 - Committee Chairs are not elected positions, but are recruited to serve by the Volunteer Coordinator and Nominating Chair, in coordination with the Choir Director when requested by the Director, and then appointed by the Executive Board. An active member in good standing is eligible to serve for Committee Chair(s), and may serve for more than one Chair; providing they are able to do so effectively.

Section 2 - Committee Chairs, Co-Chairs, and Director Appointed Chairs serve the GCHS Choral Department by organizing multiple facets of the GCHS Choral Program's needs during events, including but not limited to: coordinating needs for parent volunteers, fundraising opportunities, resources and donations, budgetary allocations, technical direction and support, as well as any other other needs indicated by the Choir Director and Executive Board. All Chairpersons are required to provide reports at the general meetings as needed and requested by the Executive Board. A list of current Committees, Committee Chairs and specific duties of each will be outlined and kept up-to-date in the GGHS Choir Booster Handbook.

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Section 3 - Co-Chairs are established with the understanding of a lead Chair and an assistant Chair who is being trained to take over serving as lead Chair at some point in the future. Together they constitute a Committee Leadership. Strong communication, cooperation, training, and documentation are encouraged to ensure future success and growth for the committees and the GCHS Choir Booster organization as a whole.

Section 4 - Director Appointed Chairs are appointed directly by the Choir Director. These are the Volunteer Coordinator and Nominating Chair and the Chaperone Chair.

Section 5 - The Volunteer Coordinator and Nominating Chair may not be filled by a member of the executive board, specifically for the purpose of working directly with the Choir Director and Executive Board in finding and recruiting Trustee, Committee Chairs and elected Officer position nominees. They will also head the nomination committee, appointed by the President in March, to bring elected officer nominations for the April vote. They will also be expected to assist in coordinating parents with volunteer opportunities. This Chair in cooperation with the Secretary will also help leadership persons update and maintain the Booster's online notes and "procedure manuals".

Section 6 - Each appointed Chairperson/leader shall keep records or notes of their activities in a "procedure manual" for on-line files (such as Google Drive or a like program thereof) to be handed down each year to their successor. Each leadership shall deliver all official documentation and any materials or supplies to their successor during the May "transition meeting" or no later than June 1st.

Section 7 - The Chaperone Chair will serve as Lead Chaperone and will work with the Choir Director in finding and recruiting chaperones. They will fulfill all necessary communications, training, scheduling and paperwork for the GCHS Choir Program chaperone committee.

Section 8 - Chaperone duties are open to all active members in good standing, who are also a parent or legal guardian of a current choral student, and have completed the Chaperone Application process. These applications must be approved first by the Chaperone Chair per guidelines provided to them by the Choir Director, and then forwarded to the Director for approval, and finally on to the Executive Board. The Chaperone Committee will be subject to background checks and will be responsible to render First Aid to students when necessary.

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Section 9 - Standing Committees The Executive Board may create such standing committees as it deems necessary to accomplish the goals and carry on the work of the Booster Club. The Chairs and/or membership of committees are selected from general membership. The standing committees and their duties shall be determined by the Executive Board of the Booster Club. They may include but are not limited to: Concessions, Fundraising, Membership, Bylaw-Review, Scholarships.

Article V - Ineligibility or Removal of Leadership

Section 1 - Ineligibility - Any member who is not the parent or guardian of a current student in the GCHS Choral Program may not hold elected executive office or a trustee position. Relinquishment of duties will be required of all executive and trustee officials if their child is no longer a member of GCHS Choral Program for any reason.

Section 2 - Removal causes for an executive officer, trustee, chair or committee persons shall be: nonperformance and dereliction of their duties as outlined in the Bylaws - in such a manner or to a degree found unacceptable to the Executive Board or the Choral Director(s), failure to attend two consecutive meetings of obligation without prior notice and just cause, or anyone whose behavior is inappropriate in any way and to such a degree that the best interest of the GCHS Choir Program would be served by their removal.

Section 3 - Any Executive Board member may make a motion for the removal of an officer, trustee or chair leadership. The issue will be reviewed by the (remaining) members of the Executive Board, the officer/leader will be informed of the motion and addressed at the next Executive Board meeting. Said officer/leader will be able to speak on their behalf, and the motion will be voted on, passing by a $\frac{2}{3}$ majority vote during said Executive meeting.

Section 4 - Pending the severity of the issue, taking immediacy into consideration as well as the best interests of the GCHS Choral Department students, the Executive Board may call an emergency Board meeting for the motion and vote, and a $\frac{2}{3}$ majority of the (remaining) Executive Board may then remove an officer/leader; providing accurate documentation and supporting information at the next Executive Board meeting. (See Constitution Article IX-Section 1, for Executive emergency powers.)

Section 5 - In the event an officer becomes ineligible to serve or steps down, the President, with the concurrence of the Executive Board, shall appoint a replacement to complete the remainder of the term. This action shall come before the membership at the next general meeting where a vote confirming this appointment will be taken. If the appointment is not

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confirmed by $\frac{2}{3}$ quorum vote, there will be another appointee brought for election to the following meeting, until the position is filled with an elected officer.

Section 6 - For a trustee or chair leadership position replacements, a nomination or consideration will be made by the Volunteer Coordinator Chair, and they will be appointed by the Executive Board. In a replacement that involves a current Co-Chair, the Co-Chair will assume full leadership of the committee until another assistant Co-Chair is recruited and appointed.

Article VI - Finances

Student Fees, Fundraising and Distribution

Section 1 - All choir students must pay a general choir fee. This fee will be specifically used for care/replacement of garments and/or music materials and folders, and for entrance fees to OMEA large group adjudicated events. The choir fee will be set annually, and may be adjusted by the Board and a subsequent vote by two-thirds of the membership confirming the amount. The fee amount and due date will be listed at the start of the school year in the Choir Handbook provided by the Choir Director to each choir student.

Section 2 - Fundraising opportunities will be offered to all choir students. ****Parents MUST be a paid Booster member in order for students to participate in fundraising.**** Students will be assigned an online account that is accessible by the parent/guardian for records and online payment options. It is suggested that a preliminary Fundraising calendar be presented for the next fiscal and academic year, at the May Booster Meeting by the Fundraising Leadership. This calendar should include any individual sales opportunities, group sales events, music dinner events, concert program ads sales, and other opportunities when they are made available. This calendar is subject to change during the year, and will be communicated regularly to the students and parents of the GCHS Choral Program.

Section 3 - Voices in the Grove Show Choir Competition will also be held annually on a date determined by the Choir Director. All monies raised through Voice in the Grove Show Choir Competition will be deposited into the GCHS Choir Booster general fund and dispersed in payment of Voices in the Grove expenses, and the remaining amount to approved and budgeted operating expenses.

Section 4 - Funds raised will go into the general account of Grove City High School Choir Boosters unless otherwise noted per fundraiser. Funds raised and designated for individual students accounts will be deposited in said student's account as follows: 90% into student

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account, 10% into general fund unless otherwise determined by the Executive Board prior to the fundraising event.

Section 5 - Distribution of General Funds - General funds will be used for, but not limited to, paying for show choir competition and OMEA large group adjudicated event fees; purchases of uniforms, musical instruments, risers and other material purchases for use by the choral program, choreographer and accompanist(s) fees; hospitality; receptions; music arrangements; travel expenses associated with contests or concerts; and other operating expenses.

Section 6 - Distribution of Student Funds - Money in student accounts may be used to pay for student choir fees, show choir fees, performance fees, choir sponsored trips (after other yearly fees are met), or as designated by the Executive Board. Parents may also pay fees through the student online account. All questions regarding Charms can be emailed to the Treasury leadership, and is to be sent to both the Treasurer and Assistant Treasurer. (See Article VII - Section 2, for communications with Treasury Leadership)

Section 7 - Regarding current students who withdraw, or are removed from the program for any reason, all remaining account balances not earned through fundraising, may be requested for refund by parent request to the Treasury Leadership, or can be transferred to another program family, or left for a scholarship fund at the discretion of the Choral Director, in consultation with the Executive Board. Any remaining balance earned through fundraising, or left unclaimed or non-transferred by the next fiscal year, will be rolled into the general fund.

Section 8 - Regarding graduating students, all remaining account balances not earned through fundraising, may be requested for refund by parent request to the Treasury Leadership by May 1st of graduating year; or can be transferred to a younger sibling in the program, or given to another program family, or left for a scholarship fund at the discretion of the Choral Director, in consultation with the Executive Board. Any remaining balance earned through fundraising, may also be transferred to a younger sibling by approval of the Director. Any remaining balance earned through fundraising that is not transferred by the next fiscal year, will be rolled into the general fund.

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Article VII - Finances

Booster Fees and Distribution

Section 1 - Dues for active membership shall be determined by the Executive Board. The fiscal year on which membership is based, shall begin July 1. Payment of dues shall entitle the member to full, active membership in the Grove City High School Choir Boosters.

Section 2 - All communications with Treasury Leadership is to be sent to both the Treasurer and Assistant Treasurer's booster email accounts, for financial records and efficiency.

Section 3 - All proposed disbursements of funds over \$500 from the Choir Booster banking accounts, outside of the budgeted and approved operating expenses, must be presented to the Executive Board for approval.

Section 4 - The Treasurer, Assistant Treasurer and President are authorized to write checks for the GCHS Choir Booster organization. Any checks over \$500 will require two signatures. The Treasurer, Assistant Treasurer and President are to have their signature cards on file at the Booster's banking institution, and two of the three must sign the board-approved check.

Section 5 - All Booster debit card expenditures are to have a submitted email or digital photo copy of the receipt within 48 hours of purchase, or physically provide an original or hard copy of receipt to the Treasury Leadership. All online orders (i.e. Amazon) made on the Booster debit card are to submit the confirmation email received for the purchase, within 48 hours of purchase to the Treasury Leadership. Use of the Booster debit card is limited to persons approved by the Treasury and Executive Board.

Section 6 - Purchases for previously approved budgets that exceed the budget, or were not previously budgeted for, must receive prior approval from the Executive Board. Amounts of \$100-\$500 must be discussed, and amounts over \$500 must be approved by $\frac{2}{3}$ Executive vote. The purchaser then must submit the proof of purchase for reimbursement, with a physical or digital original or copy of the receipt.

Section 7 - The Choir Director shall present the Choir Boosters organization with a program budget for the coming year at the first meeting of the new officers in August. before the booster change of leadership in June/July, due to immediate need of the next year's funds being used during summer months. The budget will be voted upon by the booster membership in attendance at the first general meeting of the academic year. after the

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budget is completed. The Executive Board is then responsible for and oversees the distribution of funds for the duration of the year. Any additional spending not previously budgeted for, or for amounts that exceed above the approved budget must be submitted to and approved by the Executive Board. Amounts of \$100-\$500 must be discussed, and amounts over \$500 must be approved by $\frac{2}{3}$ Executive vote.

Section 8 - The Choir Director will also provide copies of any contracts made for choreography, music arrangement, judging, or any other payment-for-services-rendered contracts, for the purpose of the Treasurer's budget and records. A Director's discretionary fund will also be approved and made available, pending the availability of unbudgeted funds.

Article VIII - Amendments

Section 1 - The By-Laws may be amended following a favorable recommendation of the Executive Board, at any regular meeting by a two-thirds vote of the active members present, providing the proposed amendment has been read at the preceding meeting and is not in conflict with the Articles of Incorporation.

Article X - Dissolution

Upon the dissolution of the organization, a 501(c)(3) organization must file for dissolution first with its state and then send the approved dissolution documentation to the IRS. As required by law, a nonprofit organization that is ceasing existence is required to transfer all remaining assets to another tax-exempt organization or to the government. The Executive Board must approve with a $\frac{2}{3}$ rds vote a 501(c)(3) recipient(s) or forfeit all assets to the government.