

PEARLAND HIGH SCHOOL CHOIR BOOSTER CLUB

BY-LAWS

Created August 19, 2010

Updated August 28, 2023

ARTICLE I

Purpose

- Section 1. This organization has formed and shall exist for the purpose of promoting good fellowship and encouraging sponsorship and support of the Pearland High School (PHS) Choir Programs. The booster club will also work collaboratively with the choir council to support active involvement of all choir members to help foster growth and comradery across the group as a whole.
- a. Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, thus making the distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
 - b. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise shall not participate in, or intervene in, (including the publishing or distribution of statements), any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization's contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE II

General

- Section 1. The name of this organization shall be, The Pearland High School (PHS) Choir Booster Club.
- Section 2. The PHS Choir Booster Club acknowledges, accepts and submits to the guidelines of the Pearland Independent School District in compliance with the UIL guidelines.
- Section 3. The PHS Choir Booster Club shall consist of two voting authorities, the Membership and the Executive Committee.
- Section 4. The PHS Choir Booster Club shall be a non-profit organization and shall also be non-shareholding, non-commercial, and non-bargaining.

PEARLAND HIGH SCHOOL CHOIR BOOSTER CLUB

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- Section 5. The PHS Choir Booster Club membership shall consider a majority vote to be satisfied by one vote over the minority votes received.
- Section 6. The President shall authorize all meetings of the PHS Choir Booster Club's regular meetings, Booster Club Board meetings, and the Executive Committee meetings and shall be informed by all sub-committee chairpersons of their meetings.

ARTICLE III

Membership

- Section 1. The membership of this organization shall be limited to families that support the PHS Choir and the PHS Choir Booster Club By-Laws. The membership year shall be September 1 through August 31 of the following year.
- Section 2. Membership shall be awarded annually, during the enrollment period, as cited in Section 4 and may be obtained by having a child in the PHS Choir Program, or supporting the PHS Choir.
- Section 3. All members shall be entitled to vote, hold office and participate in all activities. Membership may have the following designated vote based upon the type of membership obtained:
- Family – one vote per adult member (maximum of two)
 - Voting by proxy is unacceptable
 - Members must be present to vote
- Section 4. Membership enrollment period shall begin September 1 and end August 31.
- Section 5. The membership shall elect a minimum of four Executive Committee officers, at the May meeting, to begin serving their term at the end of the current school year until the end of the following school year as designated:
- | | |
|-----------------------------------|--------------|
| 1. President | 3. Secretary |
| 2. Vice President/
Fundraising | 4. Treasurer |

These elected officers will be positioned the same on the Booster Club Board. Additional co-chairs can be added to the ballot as deemed necessary by the Executive Committee.

- Section 6. A majority vote of the membership shall be satisfied by compliance with Article II, Section 5.

PEARLAND HIGH SCHOOL CHOIR BOOSTER CLUB
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ARTICLE IV
Officers and their Election

Section 1. Officers of the Booster Club Board:

- A. Executive Committee:
 - 1. President
 - 2. Vice President/Fundraising
 - 3. Secretary
 - 4. Treasurer

- B. Booster Club Board:
 - 1. President
 - 2. Vice President/Fundraising
 - 3. Secretary
 - 4. Treasurer
 - 5. Special Event Committees:
 - a. Region/UIIL
 - b. Market Days
 - c. Freshman Floats
 - d. Lock-In
 - e. Broadway Nights Dinner Theater
 - f. Banquet
 - g. Musical Liaison
 - h. Scholarships
 - i. Senior Recognition
 - j. Fan Grams
 - 6. Chair of Sponsorship and Spirit Nights
 - 7. Chair of Memberships
 - 9. Inventory Committees:
 - a. Concessions
 - b. Merchandise
 - c. Uniforms
 - 11. Chair of Publicity
 - 12. Webmaster
 - 13. Community Service Projects
 - 14. Kantorei Coordinator

Booster Member: Anyone who purchases a PHS Choir Booster Club membership.

PEARLAND HIGH SCHOOL CHOIR BOOSTER CLUB

BY-LAWS

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Section 2. Election Process

- a. To be eligible as an Officer, you must have a student currently enrolled in the PHS Choir Program and be a member of the PHS Choir Booster Club prior to taking office.
- b. The final PHS Choir Booster Club General Meeting of the year shall serve, in part, as the Election Meeting.
- c. Officers shall be elected by ballot during the Election Meeting. However, if there is but one nominee for an office, election for that office may be by voice vote.
- d. Officers shall assume their official duties following the close of the school year and shall serve a term of one year.

Section 3. Nominating Committee

- a. There shall be a Nominating Committee elected by the Booster Club Board during a regular meeting prior to the Election Meeting. Elections shall be by plurality.
- b. The committee shall be composed of three members and one alternate. The alternate may only vote in the event that one of the elected members is unable to serve. The inability of an elected member to serve must be brought before the Executive Committee for review and approval.
- c. The Nominating Committee shall nominate an eligible person for each office to be filled and report its nominees at the Election Meeting, at which time, any final nominations may be made from the floor. A published copy of the Nominating Committee selections must be publicized to the members of the PHS Choir Booster Club through regular publication channels at least seven days prior to the Election Meeting.
- d. Only those persons who have signified their consent to serve, if elected, shall be nominated for, or elected to the Booster Club Board.
- e. The President shall not serve as a member of the Nominating Committee, nor shall they appoint a member of the committee.

Section 4. Vacancies

- a. A vacancy occurring in any elected role shall be filled for the unexpired term by a person nominated by the President and elected by a majority vote of the Booster Club Board. A minimum three day notice for such an election shall be given to Booster Club Board members.
- b. In the event a vacancy occurs in the office of President, the Vice President shall assume the duties of the President and serve notice to the Booster Club Board members of the election. Open nominations for this role will be taken from the existing Booster Club Board members prior to the final vote taking place. Upon the event that a new President is not elected, then the Vice President shall assume the role of President until the end of the term.

PEARLAND HIGH SCHOOL CHOIR BOOSTER CLUB

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ARTICLE V

Duties of Officers

- Section 1. The President shall identify all sub-committees needed and obtain approval of the membership to establish such sub-committees on an annual basis. The President shall authorize all meetings of the PHS Choir Booster Club Board Executive Committee. The President shall also be informed by each sub-committee's chairperson of their meetings. The President shall have authority to approve expenditures up to \$500 per semester without prior approval of membership, the Booster Club Board, or Executive Committee vote, above and beyond those expenditures set forth in the annual budget. Written approval shall be submitted via email. This approval shall be printed and maintained as an authentic document to support the validity of the expenditure. Emergency expenditures exceeding \$500 shall be submitted for approval of the majority of the Booster Club Board vote in accordance with Article V, Section 2. The President shall assure that such expenditures are adequately presented for ratification of the membership at the next meeting.
- Section 2. The Vice President shall have the duties of the President in his/her absence and shall have authority to approve expenditures up to \$500 per semester, without prior approval of the membership, the Booster Club Board, or Executive Committee vote, over and above those items set forth in the annual budget. Written approval shall be submitted via email. This approval shall be printed and maintained as an authentic document to support the validity of the expenditure.
- Section 3. The Secretary shall keep records of the minutes of the organization and further perform such other duties as may be prescribed by the President. The Secretary shall keep a complete membership roster, with attendance, in all meeting minutes to determine voting rights, if necessary.
- Section 4. The Bank selected by the Booster Club shall be approved by the membership. The Treasurer shall have custody of the funds of the Booster Club. The Treasurer shall keep accurate books of account and records, including bank statements, receipts, budgets, invoices, paid receipts, and canceled checks. The Treasurer shall file all 990 tax returns in accordance with Federal Revenue Tax Code. The Treasurer shall keep a copy of all 501(c)(3) documentation and tax records. The Treasurer shall be the Chairman of the Budget Committee. The Treasurer shall submit a financial report at each meeting and an annual report at the final May meeting. The Treasurer is authorized to sign on the bank account. The signatures of the President, Treasurer, Vice President, or designated Board member, shall be required on checks written on the account.
- a. No blank checks will be issued by signers on the bank account.

PEARLAND HIGH SCHOOL CHOIR BOOSTER CLUB

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- b. No cash advances allowed; except in the case of G&H below.
- c. Two members of the Booster Club Board are required to count funds after each event where fundraising is conducted. These two board members may not be members of the same family.
- d. Two signatures are required on receipt when handling cash for a deposit. These two signatures may not be from Board Members from the same family.
- e. Any invoice or request for reimbursement must be submitted with receipts to be considered for reimbursement.
- f. A full budget shall be prepared and approved by the Booster Club Board prior to the first General Meeting of the PHS Choir Booster Club for each school year.
- g. Startup cash of \$200 or less can be approved by any Executive Committee Member via email.
- h. Emergency cash to be utilized on choir field trips is not to exceed \$500 per choir trip. Initial cash retrieval shall be approved by a majority Booster Club Board vote prior to the trip. All expenditures of this cash shall be presented at the next post trip Booster Club Board meeting.
- i. The records of the organization's funds shall be audited at the end of the school year by an audit committee. The audit must be completed by July 31 of the current school year.

ARTICLE VI

Booster Club Board

- Section 1. Attendance - Officers shall attend all General meetings and work to attend all Booster Board meetings. Officers shall not miss more than three consecutive Board Meetings. If three consecutive meetings are missed, the officer may be removed from his/her position at the discretion of the Executive Committee.
- Section 2. Officers shall present activity reports and committee updates during meetings of the Booster Club Board.
- Section 3. Officers shall operate within an approved budget for individual events or activities. Any exception to this must be preapproved by the provisions stated within Articles V and/or VII.
- Section 4. Meetings
 - a. A majority of the Booster Club Board members shall constitute a quorum.
 - b. Meetings of the Booster Club Board shall be called by the President, or by a majority of the board members, with at least three days of notice given.
 - c. In emergency situations, the Booster Club Board may vote by phone, email, or other electronic means, if authorized by the President. Members shall have a minimum of 24 hours to cast their votes. A two-thirds vote of the entire Booster

PEARLAND HIGH SCHOOL CHOIR BOOSTER CLUB
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Club Board is required for adoption, with the vote recorded in the minutes of the next regular Board meeting.

- Section 5. Code of Conduct - Booster Club Board members are required to sign and abide by the attached Code of Conduct. Failure to abide by said Code can, and will, result in the immediate dismissal from the Booster Club Board.

ARTICLE VII
Executive Committee

- Section 1. The Executive Committee shall consist of a minimum of four elected officers (President, Vice President, Secretary, and Treasurer. The Choir Directors shall act as non-voting members of the Executive Committee.
- Section 2. The purpose of the Executive Committee is to uphold the true intent of the PHS Booster Club, the Booster Club Board, and the consistency of activities within approved subcommittees.
- Section 3. The Executive Committee will address formal concerns that are brought forth by the President, the Choir Directors, and/or school officials.
- Section 4. A majority vote of the Executive Committee shall be satisfied by three of the five members' votes.
- Section 5. The President may convene the Executive Committee on an emergency basis, as deemed necessary. The Executive Committee shall have authority to make emergency decisions on behalf of the PHS Choir Booster Club. Emergency approval of these decisions shall be attained in compliance with Article VII, Section 2. Minutes shall be taken by the Secretary in a fashion in keeping with the sensitivity of the matters addressed. These minutes will be presented for ratification by the Booster Club Board at the next regular meeting. Emergency actions of the Executive Committee, and/or the Booster Club Board, shall be ratified or overturned by a majority vote of the membership in compliance with Article III, Section 5.

ARTICLE VIII
Amendments

- Section 1. The Booster Club Board, and/or membership, may deem proposals for amendments, and/or revision, to the PHS Choir Booster Club By-Laws as necessary. All proposals of amendments, and/or revisions, must be reviewed and approved by the Executive Committee before presenting the amendments, and/or revisions, to the membership.

PEARLAND HIGH SCHOOL CHOIR BOOSTER CLUB

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The approved amendment, and/or revision, shall be presented to the membership in compliance with Article III, Section 5, to become a part of the official PHS Choir Booster Club By-Laws.

Section 2. Subsequent amendments, and/or revisions, which become a part of the official PHS Choir By-Laws shall supersede all previous by-laws and shall be referenced in Article VI, Section 3.

ARTICLE IX

Dissolution

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purpose, or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.