

RIVERDALE CHORUS BOOSTER CLUB BYLAWS

ARTICLE I: Name and Description

The name of this organization shall be known as the “Riverdale Chorus Booster Club.” Riverdale Choir Booster Club (hereafter, “The Club”) is an organization established to provide support and assist in leadership activities for the choral program at Riverdale Elementary/Middle School located at 7391 Neshoba Road, Germantown, Tennessee 38138.

ARTICLE II: Objectives

Club objectives are as follows:

1. To provide and maintain an enthusiastic interest in the various activities and needs of the choral music program at Riverdale Middle School.
2. To play a major role in supporting the choral music program at Riverdale Middle School. Support consists of the following: financial support, moral support, and any other type of support that will assist the choir director as he/she develops and maintains a quality music program.

ARTICLE III: Membership

Membership of the club will consist primarily of parents and/or guardians of students participating in the chorus at Riverdale Middle School. However, membership may also include other interested persons such as teachers at Riverdale, grandparents or other relatives of chorus members, and local patrons who have an interest in and a desire to support the chorus program at Riverdale Middle School.

Students participating in chorus activities are beneficiaries of musical instruction and training that other students do not receive. Because chorus activities require funding not provided by the school, parents of students in the chorus are expected to contribute to the fund raising efforts of the Club.

ARTICLE IV: Officers and Duties

Section I: The officers of the Club shall consist of a President, Vice President, Secretary, Treasurer, and Fundraising Chair.

Section II: The officers and the chorus director at Riverdale Middle School will constitute an Executive Board, and each member of the Board will be entitled to voting privileges at Board meetings.

Section III: Officers shall be appointed at the end of the academic year by recommendations from the general membership, the officers of the Club, and the chorus director.

Section IV: The President shall preside at all meetings of the Executive Board as well as all meetings of the general membership. The President shall provide leadership for the Club and the Board and assist the chorus director in maintaining the Club's objectives through this leadership.

Section V: The Vice President shall assist the President in maintaining and fulfilling all duties and activities whenever necessary. The Vice President shall also be responsible for publicity for the Club and the chorus by writing articles and taking pictures of activities and events and submitting these to local newspapers and any other interested parties.

Section VI: The Secretary shall record the minutes of all meetings and maintain records of the organization. The Secretary shall also keep a record of all activities and carry on any correspondence necessary.

Section VII: The Treasurer shall be in charge of the financial business of the Club and keep an accurate account of all funds belonging to the organization. More specifically, the treasurer will assure that the following procedures are closely adhered to:

1. All funds will be deposited in an approved chorus account and shall only be disbursed as authorized by the budget or the Executive Board.
2. All Club expenses and purchases will be paid by checks bearing the Club name and signed by the Treasurer, the President, or one other selected officer. All purchases over \$1,000 must have 2 signatures.
3. Purchases requiring reimbursement must have a receipt that bears the date and item(s) purchased.
4. The Treasurer shall prepare a written budget report for the Executive Board at each Board meeting. This report shall indicate the status of funds raised, by category, for the year to date. The purpose of such a report is to update the Board on budget activities and the progress being made toward achieving the goals of the overall budget. This information shall also be presented at general membership meetings.
5. Any funds provided to the Booster Club shall be deposited into the Club's checking account at the earliest possible time. Under normal circumstances any funds received should be deposited either the day of the receipt or the following day.

Section VIII: The Fundraising Chair shall be responsible for coordination and supervision of the largest fund raising activities undertaken by the Club. These activities require substantial record keeping and filing. They also require coordination with vendors who are contracted to assist in these sales.

ARTICLE V: The Executive Board

The Executive Board of the Riverdale Chorus Booster Club shall consist of all officers and the chorus director at Riverdale Middle School and shall function as the controlling authority for the Club. The Board shall make recommendations regarding Club activities and policies that are consistent with the Club's objectives as specified in Article II and such recommendations will be submitted to the general membership. Unless otherwise specified in these bylaws, recommendations for general Club activities and policies shall be considered approved by the general membership with a simple majority vote of the voting members present at the first general membership meeting of the school year.

The Executive Board shall also propose an annual budget to the membership for approval at the first scheduled meeting of the general membership each school year. Such proposed budget shall indicate by major category the sources and amounts of anticipated revenue for the proposed budget as well as the major categories of anticipated expenditures of Club funds.

The Executive Board shall meet as often as necessary to effectively conduct the business in its charge. Meetings are generally held in August, September, October, November, January, February, and April. Members of the Board are expected to attend all meetings of the Board and the general membership. Any officer having three (3) unexcused absences from scheduled meetings can be dismissed from office by the remainder of the Executive Board. The Executive Board shall appoint a replacement of any dismissed officer to complete the fiscal year.

The Board may act in the best interest of the Club in regard to changes, additions, or alterations in activities. They may also approve non-budgeted expenditure of funds under emergency conditions. The Board shall report on these actions to the general membership at the next general membership meeting.

Actions at Board meetings may only proceed when a quorum is present—such quorum being defined as no less than four of the six Executive Board members.

ARTICLE VI: Meetings and Voting

Meetings: General membership meetings of the Club shall be held two (2) times per academic year. These meetings are held in September and May. Special meetings of the general membership may be called by the President of the Club upon concurrence of the Executive Board. Meetings of the Executive Board shall be held monthly.

Voting: The Club membership shall be divided into voting and non-voting members. To be a voting member one must be the parent or guardian of a chorus member at Riverdale Middle School.

ARTICLE VII: Fiscal Year and Budgets

The fiscal year of the Club shall begin on July 1 and end on the following June 30 of each year. The budget shall be developed and approved by the Executive Board for approval of the general membership at the first scheduled meeting of each fiscal year.

An annual review of the Club's financial records will be held before the end of the school year. The Vice President, Treasurer, and one member of the general membership shall participate in this review. The results of this review will be presented to the Executive Board for their consideration and approval. This review shall be accompanied by an annual report to the general membership before the end of the school year. Any expenditures and amendments to this report, which may occur before the first meeting of the following school year, shall be added to this report and reviewed by the Board prior to the first general membership meeting of the school year.

An audit of the Club's financial records will be held every three (3) years by a Certified Public Accountant. The results of this audit will be presented to the Executive Board, the general membership, and the Principal of Riverdale Middle School.

ARTICLE VIII: Amendments to these Bylaws

The Executive Board may propose amendments to these bylaws for approval by the membership at the next general membership meeting. Approval of proposed amendments shall require a two-thirds (2/3) majority vote of the members present.