

By-Laws

Mountain View Chorus Boosters

Article I – Meetings

- Section 1. Regular monthly meetings of the organization shall be held at a place & time designated by the organization at its 1st meeting in September.
- Section 2. Special meetings may be called by a majority of active members, by the Liaison, or by the majority of the Executive Committee.
- Section 3. The Executive Committee shall meet at least once a month.

Article II – Membership Dues

- Section 1. Dues shall be ten dollars (\$10.00) per family per school year.

Article III – Election of Officers

- Section 1. The officers of this organization shall be a Liaison, Secretary and a Treasurer, Fund Raising Chair and Uniform Coordinator.
- Section 2. Nominations of these officers shall be made by a nominating committee by the Liaison at least two meetings prior to the election. This committee shall consist of three active members. This committee shall present its report immediately preceding the meetings at which the election is to take place. Further nominations may be made from the floor at the time of the election by any active member. Only the names of the members who have consented to serve, if elected, will be accepted into nomination. All elections shall be by secret ballot, and a plurality vote of all active members present is sufficient for election.
- Section 3. Election of officers shall be held at the first meeting in June. New officers will take office at the first meeting of the following school year (September) and shall serve for a term of one year.

Section 4. Any vacancy of an office shall be filled by a special election held at the next organization meeting following the announcement of the vacancy.

Article IV – Duties of Officers

Section 1. The Liaison shall preside at all meetings of the organization and of the Executive Committee. She shall appoint all committees and have general supervision of the work of the organization. She shall be, ex-officio, a member of all committees of the organization except the nominating committee.

Section 2. The Secretary shall preside in the absence of the Liaison and shall assist the Liaison when called upon and shall perform such other duties as the Liaison may direct.

Section 3. The Secretary shall have custody of the organization's Constitution and By-Laws and all other records and documents of the organization. She shall keep an accurate record of the meetings and activities of the organization and of the Executive Committee and shall transmit same to her successor. This record will be kept in a permanent book of ledger form which shall be the property of the organization and available for inspection by the members upon request. The Secretary shall have charge of all correspondence.

Section 4. The Treasurer shall receive and disburse, with the approval of the organization or Executive Committee, all organizational funds and shall keep an accurate account of the same. She shall make a financial report to the organization or Executive Committee upon request, and transmit the accounts and all undistributed funds to her successor. All checks must be signed by the Treasurer and one other officer. She shall keep full and accurate books of account which shall be the property of the organization and available for inspection by members upon request.

Article V – Committees

- Section 1. The standing committee of this organization shall be the Executive, Membership, Fund Raising and Refreshment Stand committee.
- Section 2. Ad hoc and special committees, other than those listed herein, may be designated as the need arises.
- Section 3. Committees may be required to promote certain specific and stated objects and interests of the organization in addition to the duties implied by the name of the committee.
- Section 4. Committee chairmen shall be appointed by the Liaison. Each committee chairman shall coordinate with the appropriate Executive Committee member, as needed, in the execution of her duties.
- Section 5. The Executive Committee shall consist of the Liaison, Secretary, Treasurer, Chorus Director, Fund Raising Chair, Uniform Coordinator along with an elected representative of the music students. This Committee, of which the Liaison is chairman, shall have charge of all business affairs of the organization and shall consider all matters concerning the welfare of the organization, and may present all recommendations to the organization for action.
- Section 6. The Membership Committee shall be responsible for maintaining organization membership and attendance.
- Section 7. The Publicity Committee shall have charge of all organizations publicity and public relations.
- Section 8. The Fund Raising Committee shall have charge of all fund raising activities of the organization. All funds collected and bills received by this Committee shall be immediately submitted to the Treasurer for deposit or payment.
- Section 9. The Refreshment Stand Committee shall be responsible for the operations of any and all refreshment stands operated by this organization. All funds collected and all bills received by this Committee shall be immediately submitted to the Treasurer for deposit or payment.

Article VI – Parliamentary Authority

Section 1. The most recent edition of Robert’s Rule of Order Revised shall be the final authority as to parliamentary procedure, in so far as they do not conflict with any provisions of this organization’s Constitution and By-Laws.

Article VII – Amendments

Section 1. These By-Laws may be amended at any regular meeting of this organization by two-thirds vote of the members present. Such amendment must be proposed in writing by an active member at the meeting immediately preceding that at which the amendment is to be voted upon. Upon its adoption, a copy of the amendment, (numbered and dated), shall become a permanent record to be attached to the Secretary’s original file copy, and also distributed to those with copies of these By-Laws.

This Constitution and By-Laws are hereby adopted by the Mountain View Chorus Boosters the 14th day of October 2005.