

La Cueva High School Choral Boosters Bylaws

Adopted October 13, 2014, Amended June 7, 2022

Article I – Name

The intention is to form the organization named the La Cueva High School Choral Boosters (the “Organization”).

Article II – Purpose Statement

The Organization is organized exclusively for supporting the advancement of the educational purposes of the La Cueva High School Choir Program (the “Choir Program”) under section 501(c)(3) of the Internal Revenue Code.

The Organization will support the Choir Director and students of the Choir Program. The Choir Program includes all choral music classes offered by La Cueva High School. The Organization recognizes the importance of choral music in public education and will work to provide choral music education opportunities to any La Cueva student that desires it. The Organization recognizes that not all La Cueva students who are interested in choral music may be able to enroll in a class during the scholastic day. Therefore, the Organization will also support any extra-curricular, but educationally-based choral music program taught by the La Cueva Choir Director, and will include such programs as part of the “Choir Program”.

This Organization will abide by all Choir Director Choir Program decisions, all Albuquerque Public Schools School Board policies and procedures and all La Cueva High School Administrative policies and procedures.

The Organization exists for the purpose of supporting the Choir Director and students of the La Cueva School Choir Program (the “Choir Program”). The Organization recognizes the importance of choral music in furnishing opportunities for personal growth and development outside the scholastic arena.

Article III – Members

Section 1: Qualification: Membership is free and open to all parents, legal guardians, and custodians of a current student enrolled in or otherwise participating in the La Cueva Choir Program.

Section 2: Membership Classes: There shall be two classes of membership:

- (a) Voting Members: The Organization shall have Voting Members who shall have all the rights and privileges of Members of the Organization. Voting Members are the Board of Directors, (the “Board”): the elected “Executive Officers”, any appointed General Board Member, and the Director of the Choir Program at La Cueva High School. The Director of the Choir Program may not vote on financial decisions.
- (b) Non-voting Members: The Organization shall have Non-voting Members. A Non-voting member is any member that is not an elected or appointed Board of Directors member or the Director of the Choir Program at La Cueva High School. Unless otherwise specifically stated in these bylaws to the contrary, all references to “Members” relate to voting Members and not to Non-voting members.

Section 3: Meetings:

- (a) There shall be regular Board meetings during the school year, and as needed during non-school year periods, to plan for upcoming choir events and/or business as may come before the Members.
- (b) There shall be regular Parent/Guardian meetings to inform about upcoming events and/or business, and to solicit volunteers.
- (c) Mandatory Parent/Guardian meetings will be held during the first ten (10) days of each school year.

- (d) There shall be an End of Year Board Meeting held in May/June: The purpose of the end of year meeting will be to report on year-end status of the Organization, to elect the Executive Officers for the following year, and to plan for end of year events. However, failure to hold the end of year meeting shall in no way affect the terms of Officers/Board of the Organization or the validity of action of the Organization.
- (e) There shall be an incoming Board of Directors Budget and Planning meeting held in May/June to establish the budget for the following school year and to transact such other matters as may properly come before the Members.
- (f) There may also be a Parent/Guardian meeting held in July to inform about Choir policies, introduce new Board Members and to begin plans for the upcoming choir school year.
- (g) All meetings of the Members shall be held at a time and place designated by the Choir Director, Board or the President to the Organization.

Section 4: Voting Record: The Organization shall keep records of all votes and such record should be made available to the general membership via the choir website or upon any member's request.

Section 5: Member Quorum and voting: Unless otherwise required in the Organization, a majority of the Board and Choir Director appearing in person shall constitute a quorum at a Board Meeting. Each voting Member shall be entitled to one vote on each matter by voice, and may be facilitated through validated texts and emails. Voting may not be done by proxy.

Article IV – Board of Directors

Section 1: General Powers: These powers shall be exercised by, or under the authority of, the Board of Directors, and the management affairs of the Organization shall be controlled by the Board of Directors, hereafter called the "Board".

Section 2: Number, Tenure: The number of Directors shall be the number of Directors elected, or appointed, from time to time in accordance with these Bylaws, but shall never be less than five (5). Members of the Board will consist of elected Executive Officers of the Organization, appointed General Board Members and the Choir Director/Administrator. The number of Directors may increase or decrease from time to time in accordance with these Bylaws. Each director shall serve until the succeeding annual meeting and until a successor is named.

Section 3: Regular Meetings: Meetings of the Board will be held "regularly" and as needed throughout the year, and at a time and place determined by the Board.

Section 4: Special Meetings: Special meeting(s) of the Board may be called by the President or by written request of three (3) or more Board Members when deemed in the best interest of the Organization. The person(s) authorized to call a special meeting of the Board may fix a reasonable time and place for holding them.

Article V – Officers

Section 1: Officers: The Executive Officers of the Organization shall be the Presidents(s), President-Elects(s), and/or Vice-Presidents(s), Secretary(s), Treasurer(s), Volunteer Coordinator, and Events Coordinator. All of the previously stated will be elected positions with the exception of the Treasurer(s). No person shall hold more than one office. The Choir Director at La Cueva High School shall be an ex-officio officer of the Organization and shall be present at all meetings of the Executive Officers. Additional non-Officer General Board Members may be added at the discretion of the Executive Officers with a simple majority vote. The Treasurer(s) will be appointed by the President(s) and Choir Director after a review of qualifications. The Treasurer(s) may not be related to or in the same family as any other Officer, or Board Member, of the Organization.

Section 2: Removal: Any Officer, elected or appointed, may be removed from office at any time, with or without cause, on an affirmative vote of a majority of the Board whenever, in its judgment, the best interest of the Organization will be served thereby.

Section 3: Election and Term of Office: The Executive Officers of the Organization shall be nominated and elected annually by the current Board at its end of year meeting. If the election of Officers shall not be held at such a meeting, each election shall be held as soon thereafter as conveniently may be. Additional General Board positions may be appointed by a simple majority vote by the current Board at the end of year meeting. Each Officer/Board member shall hold office-one school calendar year beginning June 1st through May 30th or until a successor shall have been duly elected and shall have qualified.

Section 4: Executive Officer Duties:

- (a) **President:** The President(s) shall preside over all meetings of the Board and of the Organization. The President(s) shall be the chief executive officer of the Organization, shall conduct the business of the Organization and be one designated signer for disbursements from the bank account. The President shall be responsible for the official contract and notification with the Administrator/ Choir Director, and Principal of La Cueva High School. The President(s) shall coordinate with the Choir Director and Executive Officers to prepare a budget for the upcoming year, which will be submitted to the General Board for Organization approval. The President(s) shall serve as a point of contact for any parent concerns or suggestions concerning the Board's activities.
- (b) **1st Vice President:** 1st Vice President shall act in place of the President(s) should the President(s) be unavailable or unable to act, and shall serve as a point of contact for any concerns or suggestions with the Board's Activities.
 - a. The 1st Vice President shall also serve as the Head of Fundraising.
- (c) **2nd Vice President:** The 2nd Vice President shall serve as the Volunteer Director and shall coordinate parent/student/stakeholder volunteers to support any activities of the Boosters where volunteer support is needed.
 - a. The 2nd Vice President/Volunteer Director shall create and edit digital and paper sign-ups as needed for various activities throughout the school year.
 - b. They shall also act in place of the President(s) or 1st Vice President should they be unavailable or unable to act, and shall serve as a point of contact for any concerns or suggestions with the Board's Activities.
- (d) **3rd Vice President:** The 3rd Vice President shall serve as the Events Director and shall oversee events including, but not limited to: the Booster side of concerts, banquet, other events as determined by the Boosters and Choir Director, and assisting the Choir Director, as needed, with any planned trips and events.
 - a. It is the intent of the Boosters that the Choir Director plan all trips, and that the 3rd Vice President/ Events Director, and delegated chairs, are in place to support the Choir Director's trip plans.
 - b. They shall also act in place of the President(s) or 1st & 2nd Vice President should they be unavailable or unable to act, and shall serve as a point of contact for any concerns or suggestions with the Board's Activities.
- (e) **Secretary/ Communications:** The Secretary shall keep and distribute the records and minutes of the Board meetings and attend to the correspondence and meeting notification of the Organization. The Secretary will maintain the content and be responsible for updating the Choir Website. The Secretary will maintain a current address, phone and email list of members. At any time, the Secretary shall serve as a point of contact for any concerns or suggestions concerning the Board's Activities.

(f) **Treasurer(s):** The Treasurer(s) shall receive and process all payments and donations, keep the financial records of the Organization and pay all bills, and shall prepare the annual budget for presentation to the Board. In addition, the Treasurer(s) shall prepare annual and year-end financial reports as required in accordance with these Bylaws as well as a written report each month. At any time, the Treasurer(s) shall serve as a point of contact for any concerns or suggestions concerning the Board's activities.

a. If desired, a co-treasurer or Treasurer-Handler may be appointed

Section 5: Suggested additional Board members and duties

(a) **Choir Representatives:** Represent the needs of the robed choirs and show choir on the board as well as be a helper to the director as needed.

a. This could be one per choir, or one for all the robed choir and one for the show choir, or a boy's rep and a girl's show choir rep. Whatever assistance is deemed necessary.

(b) **Bear Wear:** Oversee the design, purchase, and sale of all choir bear wear.

(c) **Costumes:** Oversee the purchase and fit of the show choir or other choir costumes as determined by the director and the choreographer.

(d) **Website coordinator:** Work closely with the secretary to keep the website current, add pictures, etc.

Article VI – Financial

Section 1: Fiscal Year: The fiscal year of the Organization shall be from July 1 through June 30.

Section 2: Money: All monies received by the Organization shall be held in the name of the Organization in a checking and savings account in a local financial institution.

Section 3: Budget: The annual budget shall be prepared by the President(s), President-Elect and/or Vice President(s), and Treasurer(s) in conjunct with the recommendations of the Choir Director, and be presented to and approved by the Board no later than the regular scheduled meeting each June by a simple majority vote of the Board.

Section 4: Disbursements: All disbursements for funds by the Organization shall be made by check or debit card. Checks in any amount over \$500 require the signature of two person(s) as designated by the Board, typically a Treasurer and another member of the board.

Section 5: Reports: The Treasurer(s) shall present an annual report to the general members of the Organization at the first general meeting. Year-end financial statements will be presented to the School Principal by June 30th annually. Such financial statements shall be prepared from and in accordance with the books for the Organization, in conformity with generally accepted accounting principles applied on a consistent basis.

Section 6: Inspection of Records: Any person who is a member of the Organization shall have the right, for any proper purpose and at any monthly meeting, to examine the relevant books and records of general accounts, minutes and records of the Organization.

Section 7: Upon the dissolution of this Organization, assets shall be distributed for one of 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, to La Cueva High School (currently an exempt organization). If La Cueva High School is not exempt at the time of this Organization's dissolution, the assets shall be distributed to an exempt public school for exempt purposes, or to state or local government, for a public purpose.

Section 7: Dissolution: In the vent of dissolution of the Organization, all remaining funds of the Organization, if any, shall be payable to La Cueva High School's 501(c)(3)s organization at the discretion of the Board.

Article VII – Authority

The rules contained in the latest edition of Robert's Rule of Order, Revised shall govern this Organization in all case in which they do not conflict with the rules of the Organization.

Article VII – Indemnification

In accordance with the provision of Section 53-8-26 NMSA 1078 (1955 Cum Supp.), each Officer and Director of the Organization shall be indemnified against reasonable expenses, costs, and attorney's fees actually and incurred by him or her in connection with the defense of any action, suit or proceeding, civil or criminal, in which he or she is made a party by reason of being or having been a Director or Officer. Such indemnification shall include amounts reasonably paid to satisfy a judgment or compromise or to settle a claim. The Officer or Director shall not be indemnified if she or he shall be adjudged liable on the basis that he or she has breached or failed to perform the duties of his or her office and the breach of failure to perform constitutes willful misconduct or recklessness.

Article IX – Amendments

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the Board; provided that any Bylaws or amendments thereto adopted by the Board, may be altered amended or repealed by vote of the Members, or a new Bylaw in lieu thereof may be adopted by the Members. Any Bylaw which has been altered, amended, repealed, or adopted by such a vote of the Members may be altered, amended, or repealed by a vote of the Board for a period of two (2) years after the action of the Members.

The Bylaws of the Organization may be amended by the majority vote of the Board members present at any regular meeting. The proposed amendments must have been presented, in writing, at the preceding regular Parent/Guardian meeting of the Organization.

Tracy Denton - President

Angela McBride - 1st Vice President

Date

Date