

# **BY-LAWS**

## **Of**

### **Tift County Schools Choral Parents' Association**

#### **Article I**

##### **Name and Purpose**

Section 1. Name. The name of this organization shall be "Tift County Choral Parents Association."

Section 2. Purpose: The purpose of this organization shall be for the promotion and support of choral music education in Tift County Public Schools.

#### **Article II**

##### **Membership**

Section 1. Membership. The membership shall be open but not limited to the parents or guardians of students engaged in the choral programs of Tift County Schools.

#### **Article III**

##### **Dues**

Section 1. The Executive Committee on an annual basis shall determine the amount of the dues for this organization

#### **Article IV**

##### **Executive Committee**

Section 1. Nature. The executive committee shall be composed of the president, vice-president, secretary, treasurer and choral director.

Section 2. The vice-president shall be president-elect.

Section 3. The vice-president, secretary, treasurer shall be elected in April.

Section 4. A nominating committee of three shall be appointed in February by the president.

Section 5. When there are no nominations from the floor and only one candidate for each office, the election may be by acclamation. When more than one candidate is offered for the same office, election shall be by written ballot. In either case election shall be by simple majority vote of those present at the April regular meeting.

Section 6. The newly elected officers are elected for a term of one year and shall assume office at the close of the school year. (May )

Section 7. A quorum for executive action shall require the presence of three (3) of the five (5) executive members.

## **Article V**

### **Meeting of membership**

Section 1. Time. The membership shall meet no less than five (5) times per school year as calendared by the executive committee.

Section 2. Executive Board. The executive board shall meet prior to each regular meeting and as needed to conduct the business of the organization.

## **Article VI**

### **Finance**

Section 1. Ways and Means. The fund of the Tift County Choral Parents Association shall be derived from sources recommended and approved by the executive committee.

Section 2. All funds from moneymaking projects sponsored by this organization shall be deposited in a checking account in the name of Tift County Choral Parents' Association.

Section 3. Expenditures of funds shall be kept within the amount of the treasury.

Section 4. Expenditures from the checking account shall require two signatures consisting of the treasurer, vice-president or president.

Section 5. Should the Association disband, the remaining funds will be placed in the Tift County High School account for disbursement equally between the elementary, junior and high school choral programs after all outstanding debts have cleared.

## **Article VII**

### **Duties of Officers**

Section 1. President. It shall be the duty of the president to preside at all meetings, represent the association when called upon, shall be an ex-officio member of all committees except the nominating committee, and shall have power to fill vacancies and appoint committees.

Section 2. Vice-President. The vice president shall preside and perform all duties of the office in the absence of the president.

Section 3. Secretary. The secretary shall keep the minutes of all meeting and manage correspondence.

Section 4. Treasurer. Treasurer. The treasurer shall receive funds and prepare and transmit vouchers for expenditures approved by the executive committee.

## Article VIII

### Committees

Section 1. Committees. There shall be standing committees whose chairperson shall be appointed by the executive board and announced to the membership. These committees shall be:

- (a) Membership. The membership committee shall be responsible for collecting dues and keeping accurate lists of membership. The vice-president serves as the chairperson of this committee.
- (b) Program. The program committee shall be responsible for securing ads, compiling and printing of the program and the distribution of the programs at the spring concert and show.
- (c) Publicity. The publicity committee shall be responsible for notification to all local news media, and shall be responsible otherwise for generally keeping the public informed of organizational activities.
- (d) Chaperone. The chaperone committee shall render assistance to choral directors when asked to supply chaperones for chorus activities.
- (e) Show. The show committee shall assist with sets, costumes, decorations, ushers and other aspects of production.

## Article IX

### Amendments to By-Laws

Section 1. Amendments to By-Laws. These By-Laws may be amended by a two-thirds vote of the membership present at the regular meeting or at special called meetings, if written notice of the proposed change has been submitted to the members present at the preceding regular meeting or mailed to the membership no less than fourteen days prior to the date of the meeting on which a vote is to take place.

Adopted and Approved by the Membership

This 17<sup>th</sup> day of August, 2004.

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Peggy Crumley, Co-President

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Marla Moore, Co-President

Reviewed:  
Revised: