

BYLAWS
of
The
Choir Boosters of John Jay High School
San Antonio Texas

ARTICLE I - NAME AND LOCATION

SECTION 1 - Choir Boosters of John Jay High School - 7611 Marbach Road - San Antonio - Texas - 78227

ARTICLE II - BOARD OF DIRECTORS

SECTION 1 - board of directors shall consist of: President, Vice President, Secretary, Treasurer. all outstanding committees, and division directors.

SECTION 2 - election of officers: an individual acquiring a position on the Board of Directors shall comply with all NISD policy. including but not limited to back ground check's prior to appointment or elections.

SECTION 3 - the term of office for all officers shall be one year

SECTION 4 - all officers shall be eligible for re-election.

SECTION 5 - in the event of the death, resignation, or inability to perform the duties of office for any reason, of any officer, the board of directors, by majority vote of the entire board, shall be empowered to select a replacement for such officer who shall serve until the following year.

SECTION 6 - the board of directors shall meet on a monthly basis at such time and place determined by the President. Special meetings of the board may be called by the President, or by the Secretary, upon receipt of the written request of at least three members of the board of directors.

ARTICLE III - MISCONDUCT

SECTION 1 - the board of directors shall have the authority to suspend, discharge or otherwise discipline any member, whose conduct is considered detrimental to the best interests of the choir boosters.

SECTION 2 - any adult (persons 18 years of age or older) who is suspended, removed or otherwise disciplined by the board of directors shall have the right to appeal such action before a majority of the members of the board of directors at a regular or special meeting called for that purpose.

SECTION 3 - the President shall, upon evidence of misconduct of any booster member, notify the board of directors. The booster member shall appear before the board of directors, and at least three other members of the choir boosters, for consideration of appropriate action.

ARTICLE IV - FINANCIAL POLICY

SECTION 1 - the board of directors shall decide all matters pertaining to the finances of the choir boosters, bearing the responsibility to conduct the financial affairs of the choir booster in a sound business-like manner and in accordance with the NISD board policy GE (Local).

SECTION 2 - the board of directors shall institute policy relative to the preparation and acceptance of an annual budget, and periodic and annual presentation of financial reports, and an annual audit of the books of the choir booster.

ARTICLE V - DUTIES OF OFFICERS

SECTION 1 - the president shall preside at all meetings of the boosters membership and at all meetings of the board of director; shall serve as the chief executive officer of the choir booster; shall be an ex-officio member of all standing and special committees and shall perform such other duties as are normally associated with the office of President.

SECTION 2 - the secretary shall have custody of the Constitution and Bylaws, and all other records of the choir boosters; shall keep an accurate record of the meetings and other activities of the choir boosters and of the board of directors; shall be responsible for all correspondence on behalf of the choir booster and shall transmit all records and correspondence to any person elected to succeed him or her in that office.

SECTION 3 - the treasurer shall receive and disburse all funds with the approval of the board of directors; shall keep an accurate account of all funds received and disbursed for the choir boosters; shall submit a financial report at all regular meetings and at such other times as may be requested by the President; shall compile an annual report of choir booster finances; shall provide the books of the choir booster and such other documentation as requested for the annual audit and shall transmit all financial records to any person elected to succeed him or her in that office.

SECTION 4 - the vice president shall report directly to the president, assist and fills in for the president when needed.

ARTICLE VI - SPECIAL COMMITTEES

SECTION 1 - special committees may be appointed by the President for such special purposes as deemed necessary. Committee duties and responsibilities are to be outlined at the time of the appointment and such committees shall be dissolved at the end of the school year, but may be reappointed at any time following the beginning of the following school year.

ARTICLE VII - REGISTRATION DATES

SECTION 1 - registration will begin on the date authorized by choir boosters and continue until the cut-off date set by the board of directors.

ARTICLE VIII - ROBERTS RULES

SECTION 1 - the rules contained in the most current edition of "Roberts Rules Of Order" shall govern booster meetings and meetings of the board of directors and choir booster Committees in all cases in which they are applicable and not inconsistent with these Bylaws and any special rules of order the choir boosters shall adopt.

ARTICLE IV - AMENDMENTS

SECTION 1 - these Bylaws may be amended by majority vote of the choir booster/board of directors at the first meeting or prior to the beginning of the next school year.

ARTICLE X - APPROVAL SIGNATURES

SECTION 1 -Choir Director _____	Date: _____
Booster member _____	Date _____
Booster member _____	Date _____
Booster member _____	Date _____