

Kennedy Choir Boosters Inc.
By-laws
Adopted at the full membership meeting on
November 12, 2012
Amended on March 14, 2016

1. Name & Purpose

The name of this organization shall be Kennedy Choir Boosters, Inc. (KCBI). It is organized and operated for the charitable purpose of supporting all aspects of the choir program at John F. Kennedy High School, in Bloomington, MN by:

- promoting and publicizing choir events;
- providing volunteers for choir related activities, fundraisers and events;
- organizing and implementing fundraising initiatives; and
- providing financial support to the Kennedy Choir program and its students.

2. Membership

- 2.1 **Qualifications:** All parents or guardians of students in the Kennedy choir program, including the bands and crews that support the show choirs, will be voting members of KCBI. Any director(s) of a choir at Kennedy may not be a member of the KCBI but will be welcome to attend meetings and provide input as to the needs and direction of the choirs. Other interested parties (e.g. choir alumni, parents of choir alumni, etc.) may be non-voting members of the KCBI.
- 2.2 **Rights & Responsibilities:** The members shall have the right and responsibility to attend meetings and events sponsored by the organization, serve on committees and be nominated and elected to office. Members shall have the right to vote for the officers and approve amendments to these bylaws. The members shall have the power to organize, plan and implement activities or programs for the purpose of producing revenues to perpetuate the club.
- 2.3 **Personal Liability:** No member, officer, or director of this corporation shall be personally liable for the debts or obligations of this corporation of any nature whatsoever, nor shall any of the property of the members, officers, or directors be subject to the payment of the debts or obligations of this corporation.
- 2.4 **Meetings:** KCBI will normally meet monthly from August through May at a time and place agreed designated by the President of the Executive Board. The annual meeting of the membership will be held in May. Special meetings may be called by any member of the Board. Meetings shall be publicized via notification of students in class, and/or email to members, and/or postings on the Kennedy Choirs website.

- 2.5 Dues: Dues shall be fixed annually by the Executive Board.
- 2.6 Quorum: The members present at any meeting of the organization, provided at least ten (10) members are present, shall constitute quorum for the transaction of business. Actions shall be approved by a simple majority of those present.

3. Executive Board

- 3.1 Membership: The Executive Board (Board) will consist of, at minimum, the elected President, Vice President, Secretary, Treasurer and Fundraising Coordinator. The Board may appoint additional board members when appropriate and necessary, ensuring that there is at least one parent representative from each show choir (e.g., Rhythm In Gold and East Side Swingers).
- 3.2 Authority: The Board will manage the activities and operations of KCBI and transact business during the intervals between the general membership meetings. The Board may create committees as needed to fulfill the purposes and objectives of the club.
- 3.3 Meetings: The Board will meet as needed to prepare for general membership meetings and to conduct the business of the club. Board meetings shall be open to any member who wishes to address the Board however they will not have a vote on the Board.
- 3.4 Quorum: A quorum of the Board shall consist of at least three (3) officers in attendance. Actions are approved by a simple majority vote.

4. Officers & Elections

- 4.1 Officers of KCBI shall be the President, Vice President, Secretary, Treasurer and Fundraising Coordinator.
- 4.2 Elections Process:
- The Vice President will chair the Nominating Committee. At least one other current Board member shall serve on the committee as well as one person from the general membership
 - Nominations for the upcoming year will be solicited (normally in April) from the membership for the upcoming year
 - This committee will determine a slate of candidates for KCBI Officers to be presented at the annual elections meeting. The slate should be communicated to the general membership at least one week prior to the elections
 - Nominations can be taken by any Board member during the month prior to the elections but no later than one week prior to the elections

- Voting shall be by ballot except in the case of a single candidate, or a slate of single candidates, when voting shall be by show of hands or voice vote

4.3 The term of office is for one year, running from July 1 through June 30. Officers can serve consecutive terms in the same position. The officers for the upcoming year will be elected at the annual meeting. Should a vacancy occur in any office prior to the end of the term, the Board shall recommend a successor. The successor shall take office for the remainder of the term following a majority of the quorum at the next membership meeting.

5. Duties of Board members

5.1 Duties of the President

- Be the Chair of the Board
- Preside at all general membership meetings
- Take direct charge and assume responsibility for the supervision of the business and direction of the booster club
- Have the power to form new committees as they become necessary
- Appoint all committee coordinators and name replacements for vacancies occurring in elected offices until such appointments and replacements can be confirmed at the next general KCBI meeting
- Be the primary liaison with the Kennedy Choir Director(s)
- Be a member of the Student Financial Need committee
- Be an ex-officio member of all standing committees
- May be an alternate signer on the bank accounts

5.2 Duties of the Vice President

- Be a member of the Board
- Assist the President in carrying out the purposes of the KCBI
- Coordinate the writing of the Booster Newsletter to be sent to the membership periodically during the year.
- Convene and chair the Nominating Committee
- Assume the duties of the President if (s)he is unable to attend a meeting or activity
- Automatically fill the unexpired term of the President if the President is unable to complete their term of office
- Provide regular oversight of the Treasurer
- Review the supporting documentation of the clubs finances annually

5.3 Duties of the Secretary:

- Be a member of the Board
- Keep an accurate record of the proceedings of the meetings

- Handle all correspondence relevant to the club
- Maintain contact lists of current members and participants
- Maintain the corporate record book
- May be an alternate signer on bank accounts

5.4 Duties of the Treasurer:

- Be a member of the Board
- Create and submit to the Board a budget for the upcoming year
- Be the primary signer on bank accounts. Recommend any changes needed in the banking relationship or services to the Board for approval
- Endorse all checks received for deposit, deposit all moneys and checks received in the name of and to the credit of the booster club in the club's account
- Prepare and sign all checks for the payment of expenses incurred by the club and authorized for payment within the annual budget
- Present financial update at the Board and membership meetings
- At the end of each season, provide the board a final accounting of the season
- File reports with the Secretary of State of Minnesota and Internal Revenue Service as needed to maintain good standing

5.5 Duties of the Fundraising Coordinator:

- Locate, review and present to the Board opportunities for fundraisers
- Plan, implement & supervise fund raising events
- Assess events and recommend for/against future consideration

5.6 Duties of other coordinators:

- Other committees may include, but are not limited to:
 - Concessions
 - Fireman's Tournament
 - Pasta Dinner
 - Pasta Dinner Silent Auction
 - Set Design & Construction
 - Concerts (Ushering & Ticket Sales)
 - Bloomington Gold Show Choir Competition
 - Costumes
- Appointed coordinators will report results to the President and/or the Board as requested
- Appointed coordinators should document their committee work and pass those notes onto the succeeding coordinators.

6. Finances

- 6.1 Budget: The Treasurer will present the annual budget of revenue and expense to the membership at the first meeting of the year. The approval of the budget will serve as approval

of payment of expenses included therein. Any substantial deviation from those expenses must be approved by a majority of the quorum at a membership meeting.

6.2 Obligations: The Board may authorize any officer to enter into contracts or agreements for the purchase of materials or services for KCBI. In no case will the club make any loans to its officers or members.

6.3 Fiscal year: The club's fiscal year shall be from May 1st through April 30th.

7. By-law Amendments

Any changes or amendments to these by-laws may occur at a regularly scheduled general membership meeting or at a special meeting called for that purpose. To change these by-laws, a majority of the quorum is needed.

8. Money & Property

8.1 Upon dissolution of the KCBI, all assets shall be distributed to an IRS qualified non-profit corporation which shall have been chosen with by majority of the quorum at a membership meeting. No assets may be distributed to individual members.

Revisions:

Section 8, Money & Property, items 2 and 3 were adopted by the Kennedy Choir Boosters, Inc. on March 14, 2016:

8.2 Each year, a portion of the fees for show choir and band members will be designated as non-refundable because those monies pay for non-returnable items such as costumes. Students who discontinue their involvement, either voluntarily or involuntarily, after making initial payments may be refunded only the monies paid into the account that have not already been used to purchase costumes and other non-returnable items.

8.3 In the event that a student discontinues his or her involvement, either voluntarily, involuntarily, or through graduation, from the Kennedy Choir program he or she may request a refund only of the refundable monies (monies not earned through fundraising or deemed non-refundable per section 8.2 above) paid into his or her personal account during the program year. Any monies earned through fundraising are not available for refund, but will be transferred to the Kennedy Choir program general fund. The only exception is that monies earned through fundraising can be transferred into a sibling's account as long as that sibling is either currently in the choir program or will be in the program in the following year. Requests for a refund or transfer must be received no later than 60 days after the end of the Kennedy Choir program fiscal year.