

Constitution and By-Laws

Choral Parents Association

of the

North Hills School District

Created and Adopted: September 27, 2011



Article I – NAME

The organization shall be known as the “North Hills Choral Parents Association,” hereafter referred to as “CPA.”

ARTICLE II – PURPOSE

The purpose of the CPA shall be to aid and support all choral and drama ensembles in the North Hills School District in cooperation with the music faculty, school administrators, and the School Board of Directors. These ensembles include, but may not be limited to, 7th Grade Chorus, 8th Grade Chorus, Junior High Concert Choir, Symphonic Choir, NH Singers, Madrigal Choir, Junior High Drama Club, and Senior High Drama Club.

ARTICLE III – MEMBERSHIP

Section 1. The membership shall be open to parents and/or guardians of students participating in one of the choral or dramatic ensembles sponsored by the North Hills School District. Membership shall be established upon payment of the annual dues.

Section 2. Annual membership dues shall be ten dollars (\$10.00) per family. Dues may be increased for any fiscal year upon recommendation of the Executive Board and approval of the general membership.

Section 3. Music faculty, school administrators and members of the Board of School Directors of the North Hills School District shall be honorary members of the CPA.

ARTICLE IV – FISCAL YEAR

The fiscal year of the CPA shall be from July 1 to June 30, inclusive.

ARTICLE V – MEETINGS

Section 1. The Executive Board shall meet monthly from August through May pursuant to a Board action.

Section 2. The October meeting shall include the nomination and election of officers for the year.

Section 3. Special meetings shall be called by the President upon request of the Executive Board or as the interests of the CPA may require.

Section 4. A simple majority of those members present and voting shall be required to carry proposed resolutions.

Section 5. *Roberts Rules of Order* shall govern the proceedings at the meetings of the CPA, insofar as they are not inconsistent with these By-Laws.

ARTICLE VI – OFFICERS

Elected officers shall be President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer.

ARTICLE VII – NOMINATION OF OFFICERS

Section 1. Nomination of officers shall take place at the general membership meeting of the CPA in October.

Section 2. The Chairperson of the Nominating Committee shall announce the slate of prospective candidates. Nominations may also be made from the floor, provided the individual has been contacted ahead of time and has given their consent.

Section 3. No one shall be nominated for any office without his or her consent.

Section 4. To be eligible for an office, each candidate must be an active member of the CPA and must have a child in the North Hills School District.

Section 5. In the event that there is no qualified nominee for any office, the Executive Board may, by majority vote, waive the eligibility requirements and submit a nominee for election.

ARTICLE VIII – ELECTION OF OFFICERS

Section 1. The annual election of officers shall be held at the general membership meeting of the CPA in October.

Section 2. All officers shall be elected by secret ballot except those unopposed candidates who may be confirmed as elected by motions duly made and seconded.

Section 3. The Chairperson of the Nominating Committee shall appoint tellers and judges of election as deemed appropriate.

Section 4. All officers shall serve for a term of one (1) fiscal year.

Section 5. In the event that there is a vacancy in any office during a fiscal year, the Executive Board retains the authority to fill that office.

ARTICLE IX – DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the CPA, appoint all committee chairpersons, and enforce observance of the Constitution and By-Laws.

Section 2. The Vice President, in the absence of the President, shall assume all the duties of the President. He or she shall be responsible for arranging any programs to be presented after the business portion of any general membership meeting. The Vice President shall be responsible for disseminating information to the members of the CPA.

Section 3. The Recording Secretary shall record the minutes during each meeting including a roster of attendees. The Recording Secretary shall keep a permanent typed record of these minutes and shall deliver a copy of the minutes of every meeting to the President. In the absence of the President and Vice President, the Recording Secretary shall assume the duties of the President.

Section 4. The Treasurer shall receive and disburse all funds, shall be responsible for all banking transactions and shall keep a permanent and complete record of the same. A written report shall be delivered to the Executive Board, choral music faculty and general membership at the monthly meetings. This report should clearly summarize the

activity transacted through each allocation account during the month, the ending balance for each allocation account and the total funds available by bank account.

Section 5. The Corresponding Secretary shall be responsible for all correspondence of the CPA and shall maintain a permanent record of such correspondence. The Corresponding Secretary shall also be responsible for keeping a historical record of all events during the fiscal year, which may include an electronic or pictorial history.

ARTICLE X – EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the officers and standing committee chairpersons.

Section 2. Special meetings of the Executive Board shall be called as deemed necessary by the President.

Section 3. The Executive Board shall review for endorsement the budget proposed by the Budget Committee.

Section 4. When it is in the best interests of the CPA, the Executive Board retains the authority to suspend any Article or Section of these By-Laws that, in its judgment, may obstruct the normal operation of business of the CPA. Said suspension shall be deemed a temporary suspension and shall pertain only to the issue presently at hand.

ARTICLE XI – COMMITTEES

Section 1. Standing committees shall be created from time to time by a majority vote of the Board on an as needed basis.

Section 2. Each chairperson shall appoint committee members as deemed necessary to accomplish the purpose of said committee.

Section 3. Chaperones for any off-school events (concert tours, festivals, adjudications, or social activities) shall be appointed by the President from the Executive Board with the consent of the choral music faculty. The chaperones shall have the proper clearances that are required from the school district/school board.

ARTICLE XIII – ANNUAL BUDGET

Section 1. The purpose of the annual budget is to state, at the beginning of each fiscal year, the financial goals of the CPA.

Section 2. The budget prepared by the Budget Committee and endorsed by the Executive Board in November shall be presented to the membership for approval at the November general membership meeting.

Section 3. Subsequent requests to finance activities or purchases that were unforeseen when the budget was prepared shall be submitted to the President, in writing. Such requests shall then be presented to the Executive Board at its next meeting. The request will then be discussed at the next general membership meeting and appropriate approval or disapproval of said request will be delivered by the President to the requesting party.

Section 4. All requests for unbudgeted amounts are subject to the availability of funds and are subject to the approval of the Executive Board, Directors and the membership.

Section 5. The Treasurer will provide a detailed Interim Financial Report to the Executive Board on a quarterly basis, beginning in September of each year and each subsequent calendar quarter, with an Annual Income Statement and Statement of Fund Balance Report, hereinafter the Annual Report, at the end of June.

In the Interim Financial Reports, the Treasurer will detail all funds received and expended, noting receipts and disbursements in the relevant categories as he/she sees fit, with the approval of the President.

In the Annual Report, the Treasurer will detail all sums received and from who received, with the usual and customary supporting documentation evidencing by what means the funds were transmitted. Furthermore, the Treasurer will at all times be prepared to demonstrate, upon a properly authorized request, from which source(s) all funds have been derived, and to which recipients funds have been expended.

The Treasurer will submit all financial records and Reports to a properly qualified external audit every other fiscal year. The auditor must be a graduate accountant, but need not be a currently licensed, Certified Public Accountant.

The Treasurer will diligently and to the best of his/her ability see to the record-keeping and fiduciary responsibilities of the office of Treasurer. A manifest failure of diligence or attention to a fiduciary responsibility shall be a cause for removal, pursuant to a qualified action of the Executive Board.

Section 6. Cognizant of its intent to qualify for and maintain a non-for-profit status, the CPA will not, as a rule, accrue fund balance in excess of \$3,000, to be held in reserve for contingencies and unforeseen emergencies.

Upon qualified Board action, for long-term capital acquisitions, performance trips and projects, fund balances in excess of \$3,000 may be maintained, if a qualified, named sub-account, or sub-accounts, are established and maintained to demonstrate the purpose or purposes to which the funds will be applied.

Fund balances may be carried from one fiscal year to the next in the name of a student of the North Hills School District. In the event that a fund balance remains when a student graduates, leaves the district or ceases participation in a qualifying CPA activity, fund balances may be re-designated to a student's sibling, another unrelated student, or to the General Fund.

Upon such an aforementioned event, the Treasurer shall cause the student's parent(s) or guardian(s) to be notified that such a balance exists and to request the parents' or guardians' written instructions on the disposition of the fund balance.

In the event that no such written instructions are received from the parent(s) or guardian(s), the fund balance in question shall revert to the General Fund after ninety (90) days shall have elapsed from the date of the first notice to the parent(s) or guardian(s).

Section 7. No member of the CPA may expend funds outside the scope of those amounts listed in the budget. Requests for reimbursement of amounts expended within the scope of the budget must be submitted in writing, with attached receipts, to the Treasurer.

Section 8. No person may enter into a contract, oral or written, which financially obligates the CPA without the prior approval of the Executive Board and the Directors.

ARTICLE XIV – AMENDMENTS

This Constitution and By-Laws may be amended or corrected after having been read at two membership meetings. A two-thirds vote of members present and voting will be necessary and sufficient for ratification.