

BY-LAWS
OF
Berlin Choral Boosters, Inc.

Article I—Name & Address

- 1.1** The name of the organization shall be **Berlin Choral Boosters, Inc.**
1.2 The mailing address of this organization shall be: 1305 Stadium Street, Berlin, PA 15530.

Article II—Purpose

- 2.1** The purposes of the organization are:
(a) to promote parental understanding of the students' activities, opportunities, and objectives in the choral program;
(b) to secure closer contact and communication between parents, students and the choral staff;
(e) to promote music culture in the community and public support of choral activities; and,
(f) to render financial aid in areas necessary for realizing the objectives of the Berlin choral program.

Article III—Restrictions

- 3.1** No part of the net earnings of the organization shall be used for the benefit of or be distributed to its members, directors, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in the furtherance of the purposes set forth in Article Two.
3.2 A substantial part of the activities of the organization shall not be the carrying on of propaganda. The organization shall not participate nor intervene in any political campaign on behalf of any candidate for public office, including the publishing or distribution of statements.
3.3 The booster club has no authority to direct the choir director in any of his/her duties.

Article IV—Membership and Meetings

- 4.1** Parents of the members of the Berlin choral programs/extra-curricular choral programs may become members of the organization upon their child's enrollment in the program.
4.2 Any other person with a special interest in the Berlin choral program may become a member of the organization upon written request and approval by the Executive Board.
4.3 A minimum of four general membership meetings shall be held annually at a time and place designated by the Executive Board.
4.4 A quorum for all general meetings of the organization shall consist of the members in attendance. A quorum for the Executive Board meetings shall consist of one over half of the members of the Executive Board.

Article V—Officers

5.1 The officers of the organization shall consist of a president, a treasurer, and a secretary.

5.2 Officers shall serve a one year term. Election of officers shall be conducted at a special meeting in May. Nominations from members must be allowed. If there is more than one candidate for the same office a simple majority, by a paper or electronic ballot vote, shall decide the election.

5.3 New officers shall take office at the conclusion of the school year. If a vacancy occurs in any office, it shall be filled by election of the Executive Board.

5.4 The president shall preside at all meetings of the Executive Board and the general membership with full voting privileges. The president shall be an ex-officio member of all committees except the nominating committee and shall assist in appointing committee chairmen to all committees not otherwise provided by these by-laws. The president shall communicate important information including advanced notice of all meetings of the membership by telephone and/or email to membership. The president shall perform all other duties usually assigned to the office.

5.5 The treasurer shall have the care and custody of and be responsible for all funds, securities, valuable papers, and the financial records of the organization. The treasurer shall maintain the appropriate books and records of the organization. The treasurer shall make a financial report available at monthly meetings and an end of the year full financial report. The treasurer shall also maintain full compliance with all 501 (c)(3) federal, local, and state regulations, which includes submitting tax forms on time and mailing contribution receipts by the January 31st deadline.

5.6 The secretary shall prepare and maintain minutes of all meetings of the membership and the Executive Board, conduct the correspondence of the organization, and maintain files therein.

Article VI—Executive Board

6.1 The Executive Board shall consist of the president, secretary, and treasurer. The Executive Board shall be governed by a majority rule. In the event of a tie vote, the music director will cast the deciding vote.

6.2 The Executive Board shall have the power to transact all business of the organization between regular meetings of the membership and any other business not otherwise provided for in these by-laws or delegated to a special committee.

6.3 The Executive Board shall meet as deemed necessary by the president.

6.4 The Executive Board shall be empowered to expend funds in the interim if deemed necessary for the furtherance of the purposes of the organization.

Article VII—Rules of Order

7.1 The most current issue of Robert's Rules of Order shall be the authority on all questions of procedure not specifically stated in these by-laws.

Article VIII—Finances

8.1 All income of the organization shall be placed in the organization's bank account.

8.2 Expenditures shall be based on the activities and needs of the choral program that are approved by the Executive Board and/or the general membership. Any surplus funds may be spent by the Executive Board at their discretion to meet the purposes of the organization; however the carry-over should remain in the organization's account from year to year.

8.3 The treasurer's accounts shall be audited annually. The examining auditor of the records shall sign a statement at the end of the report that the treasurer's annual report is correct. The auditor shall be appointed by the president. The signed statement by the auditor shall be completed and submitted to the president by April 1st.

Article IX—Fundraisers

9.1 Students are only to participate in approved fundraisers.

9.2 Contributions to the boosters (which may be tax-deductible) may not be earmarked and credited to a specific student.

9.3 Checks returned for non-sufficient funds will be charged an amount equal to the bank's returned item fee plus amount of original check.

9.4 Money raised through a fundraiser is the property of the tax exempt organization and will be used for tax exempt purposes of the boosters.

9.5 The boosters, and not the students, must determine how the funds are used according to nonprofit laws.

9.6 Students and parents may not withdraw funds to use as they wish and students may not transfer such credits to friends.

9.7 No earned credits can be transferred from one member's account to another except for transfers between existing accounts of siblings who live in the same household. Transfers will also be permitted between existing accounts of siblings who are graduating and new accounts of siblings from the same household who are entering the organization the following year. Upon graduation, unused credits will remain in the booster account.

9.8 According to IRS 501(c)(3) regulations, Individual Fundraising Accounts must make up an insubstantial portion of the overall activities of the organization; and participation in IFA fundraising must be voluntary.

9.9 Students and parents are not required to participate in fundraising.

Article X—Amendments

10.1 The by-laws may be amended by a two-thirds vote at any regular or specially called meeting of the membership, provided that notice of the proposed amendment shall have been filed with the secretary or the organization and a copy presented at the meeting preceding the one at which it is to be considered for adoption, or a copy of the proposed amendment has been sent to the general membership prior to the meeting at which it is to be considered for adoption.

Article XI—Dissolution

11.1 The Choir Director has absolute and complete authority to dissolve the Berlin Choral Boosters. Upon dissolution of the organization, the Executive Board, after paying or making provision for the payment of the liabilities of the organization shall distribute all of the assets of the organization to the Berlin choral program, with the intent that the assets be used to further the purposes of the organization to benefit the chorus students.

Article XII—Legalities

12.1 As an incorporated organization, no member of the Executive Board can be held legally responsible for the organizations actions, events, or events resulting from such.

12.2 The officers of the Berlin Choral Boosters, an organization that will maintain a 501(c) (3) structure, will coordinate with and carry out the decisions made by the organization's Executive Board. The Berlin Choral Boosters will remain in full compliance with all federal, local and state legal regulations.

12.3 We the undersigned officers of the Executive Board, do hereby certify that the foregoing is the true and legal by-laws of the Berlin Choral Boosters, Inc. and that the same were amended on the 8th day of July, 2015.

_____	President
_____	Secretary
_____	Treasurer