

ACCENTS BYLAWS

ARTICLE I: PURPOSE

ACCENTS is a parent organization and booster program for the students and teachers participating in the choral program at Horizon High School - 5601 E. Greenway Rd | Scottsdale, AZ 85254.

The mission of ACCENTS is: To support Horizon High School Choral Program through fundraising and donations of money, time and talent.

The name "ACCENTS" stands for:

A Choral **C**ommunity **E**ncouraging and **N**urturing **T**eachers and **S**tudents

ARTICLE II: MEMBERS

SECTION 1: Any parent of a choir member, or potential choir member, or any member of the community interested in supporting the choral program may be a member of ACCENTS. Each member shall be entitled to one vote on each matter submitted to a vote of the members.

SECTION 2: General meetings of members shall be held at 7pm on the first Tuesday of each month, or at such other date or time as set by the Board.

ARTICLE III: ACCENTS OFFICERS

PRESIDENT(S):

The President(s) shall be responsible for overseeing all meetings and calling any Board meetings or executive committee meetings on an as needed basis.

The President shall work with the VP/Volunteer Coordinator to oversee all standing and special committees.

The President(s) will create electronic communication to all choir families to keep families informed of all things choir

The President(s) may sign checks upon consultation with the Treasurer(s).

The President(s) also shall sit on the budget committee and executive board committee.

The President(s) will serve as the email liaison in charge of electronic communications and announcements for all HHS Choir matters or ACCENTS business.

The term of office shall consist of two years.

VICE PRESIDENT(S)

1ST VICE PRESIDENT: TREASURER(S)

The Treasurer(s) shall maintain the ACCENTS bank account(s) and prepare both monthly and year to date reports.

The Treasurer(s) will present them at the monthly general meetings and provide members with paper copies.

The Treasurer(s) must comply with **PAWS** accounting practices.

The Treasurer(s) must obtain a co-signer on checks in excess of **\$1,000**

The treasurer and co-treasurer will reconcile the ACCENTS bank accounts monthly.

The treasurer(s) will sit on the executive committee and budget committees.

The term of office shall consist of two years.

2nd VICE PRESIDENT: PAST PRESIDENT

The Past President shall be an advisory board member to pass on history of ACCENTS.

- This person shall sit on the executive committee and budget committee.

The term of office shall consist of one year.

3rd VICE PRESIDENT - ADMIN

Admin shall assist with any type of administrative duties to include:

- Creation of forms to request payments
- Create and maintain the Managed Missions database (payment/trip tasker)
- Mail merges
- Creation/evaluation of communication flyers
- Maintain website, @horizonchoirs emails and licensing for website
- This person shall sit on the executive committee and budget committee
- Honors Concert Scholarships

Term shall consist of one year

COSTUME COORDINATOR(S): The costume coordinator shall work with the choir director(s) on purchasing and coordinating rentals on various costumes needed by the various choirs during the current school year. The costume coordinator(s) will also sit on the budget committee. The term of office shall consist of one year. ****NEED TO ADD VERBIAGE FOR COSTUME ACCOUNTANT**

VOLUNTEER COORDINATOR The Volunteer Coordinator shall contact committee chairs and find out volunteer and custodial needs, request additional volunteers on an as needed basis, maintain and provide complete volunteer lists to various committee chairs, oversee volunteers for Broadway Under the Stars and all other concerts. The term of office shall consist of one year.

SECRETARY: The Secretary shall take and keep the minutes of every General Meeting and Board Meetings and make them available via e-mail or posted on the choir website. She/he shall conduct all necessary correspondence for **ACCENTS**. An attendance sheet is circulated at the meetings to record the attendance of the members on a monthly basis. The attendance sheet is attached to the monthly meeting minutes. The secretary will sit upon the executive board committee. The Secretary may be asked to perform additional tasks throughout the school year as needed. The term of office shall consist of one year.

FUNDRAISING COORDINATOR: The fundraising coordinator shall arrange fundraising opportunities throughout the school year (ie. Choir Nights at local restaurants, singing engagements at etc.) Assist in fundraising efforts with vendors (ie. Candles, Harkins Cups, etc.). The term of office shall consist of one year.

TICKETS: This person shall coordinate with the bookstore to implement ticketing software to assist selling tickets for choral concerts. This person must be an employee of the Paradise Valley School District. The term of office shall consist of one year.

PUBLICITY: The publicity person shall coordinate publicity for Broadway Under the Stars with various middle schools, newspapers, and TV stations. He/she shall also utilize social media to advertise concerts. The term of office shall consist of one year.

CHOIR ADVISOR(S): The Horizon High School Choir director(s) shall attend monthly ACCENTS meetings. If there is more than one choir teacher, at least one will attend and will represent the choir department by reporting on activities, concert information, tour information, and various choir events.

ARTICLE IV- NOMINATIONS AND ELECTIONS

SECTION 1:

The ACCENTS board oversees the following standing committees:

A four person nominating committee consisting of the choir director, president and two members not interested in serving as a board member will recruit potential board candidates for open board positions in March of the current school year. The candidates must be a member of **ACCENTS**.

SECTION 2:

If there is but one candidate for an office, such candidate shall be the new officer by acclamation and no vote need be taken. If there are two or more candidates for an office, election shall be taken by written ballot at the April meeting. Ballots will be sent out 1 week prior to the April meeting. Any **ACCENTS** member can submit their ballot to the Communication VP or attend in person with their ballot to allow their voice (one vote) to be heard.

ARTICLE V- FINANCE

SECTION 1:

A budget for the coming year shall be presented to all ACCENTS members at the June ACCENTS meeting. The expenses will be disbursed in the actual month that the expense is incurred and revenue will be reported in the month that the income is received. Carryover funds will be defined as those funds that are remaining at the end of the school year and will be included as a part of the general budget. The budget will be an academic year budget beginning August 1st and ending July 31st of each year.

SECTION 2:

ACCENTS will provide scholarships to students who participate in the choir program. The scholarships consist of honor scholarships and senior scholarships. Student assistance funds will be provided on an as needed basis.

ARTICLE VI- MISCELLANEOUS

SECTION 1:

Bylaws may be amended at any regular meeting by a two-thirds vote of the members present, provided the amendment has been presented in writing at the previous meeting.

SECTION 2:

In the event that ACCENTS disbands, all remaining funds will be donated to the Horizon High School Choir Program and dispersed at the discretion of the Choir Advisors.