

North Ridgeville City Schools Choir Booster Club Bylaws

Article I: Name

The name of this organization is the North Ridgeville City Schools Choir Booster Club. NRCS Choir Booster is the abbreviation that can be used.

Article II: Objectives

- A. To support the students and the choral directors of all North Ridgeville City School's Choir.
- B. To give financial support to the vocal music groups.
- C. To promote a sense of community that extends outside the choral classroom.
- D. To involve families and community members in the efforts of the choral program at North Ridgeville City Schools.

Article III: Policies

- A. The North Ridgeville City Schools Choir Boosters shall be noncommercial, nonsectarian, and nonpolitical. It shall not endorse any commercial enterprises. Neither the name of the NRCS Choir Boosters nor the names of its officers in their official capacities shall be used in connection with any commercial, sectarian, or political concern or for any purpose other than the regular work of the NRCS Choir Boosters.
- B. The members of the NRCS Choir Boosters shall work together to provide a quality environment for all NRCS students grades 5th-12th, but shall not establish school policy.
- C. The NRCS Choir Boosters is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future federal tax code.
- D. Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed into the school choir activity funds, not just a nonprofit fund, foundation or organization which have established their tax-exempt status under section 501(c)(3) of the Internal Revenue Code.
- E. Two (2) signatures shall be required on all checks. These signatures shall be of that of the President, Vice President, and/or Treasurer.
- F. No "non-unit" monies shall be processed through the NRCS Choir Boosters.
- G. Bank Statements shall be reviewed in conjunction with the Treasurer's report annually by two members that are NOT signers on the bank account.
- H. Liability Insurance shall be carried at all times.
- I. Important documents such as anything pertaining to financials, meeting minutes, and Board and Committee lists must be kept for seven (7) years.
- J. As of August 23, 2026, the board members present voted to change the bylaws and add that teachers must submit requests of \$50 or more at least 48 hours before it is needed.

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Article IV: Membership and Dues

- A. Any Parent/Guardian or otherwise approved person of a currently enrolled student in the school and only currently employed school staff or faculty willing to promote the objectives and to subscribe to the by-laws of the NRCS Choir Boosters may become a member.
- B. The \$10.00 annual family dues for membership in the NRCS Choir Boosters shall be paid on or before January 31st of 2026 for the 2025-2026 school year and November 1st for subsequent school years.
- C. Each member in attendance at the NRCS Choir Boosters meeting is eligible to vote on non-financial issues. One vote per family. Current employees of the North Ridgeville City Schools District will not be allowed to vote on issues that may influence the finances of the Boosters. Section VIII.G.1-2
- D. You must be a member in good standing for thirty (30) days. A member in good standing means those that have paid all membership dues. Absentee or proxy votes are NOT allowed.

Article V: Officers and Their Elections

- A. The Officers of the NRCS Choir Boosters (the "Officers") shall be a president, vice president, a secretary, and a treasurer. Starting in the 2026-2027 calendar school year these Officers shall be elected annually at the regular NRCS Choir Boosters meeting in March. However, if there is only one candidate for any office, upon adoption of a motion from the floor, the election for that office (or offices) may be by voice, after prior notice to the Voting Body (see Article IV). Officers, other than the treasurer, shall assume their official duties immediately following the close of the regular meeting in May; the treasurer shall assume official duties during the summer upon the closing of the books from the prior fiscal year.
- B. Officers shall serve for a term of one (1) year or until their successors are elected. An officer shall not serve more than two (2) consecutive years unless a motion is made and passed allowing so.
- C. Only members of NRCS Choir Boosters whose dues are paid shall be eligible to hold office, to serve on a NRCS Choir Boosters Committee, or to serve as a delegate to the NRCS Choir Boosters. A person shall not be eligible to serve more than two (2) consecutive terms in the same office. Anyone who services more than one-half of a term shall be credited with serving that term.
- D. Nominations for Officers shall be made by a 3-member nominating committee. The Nominating Committee shall choose its own chairman at the beginning of its first meeting.
- E. The Nominating Committee shall select one nominee for each office to be filled and the chairman shall send the list of nominees to the current Officers and selected Officers at

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least ten (10) days before the March Voting Body meeting (See Article IV). The consent of each candidate must be obtained before his or her name is placed in nomination.

- F. A vacancy occurring in the term of any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining Officers, notice of such election having been given by the terms of Article IX.

Article VI: Voting Body

- A. Each person/family present to vote shall be entitled to one vote, even though they may serve in more than one position. Exceptions are held in the event that a person is a North Ridgeville City School District employee, they will not be allowed a vote on issues pertaining to finances. Section VIII.G.1-2.
- B. The Voting Body will be convened in the months of October and March for the purposes of approving the budget and approving the slate of officers, respectively.

Article VII: Duties of Officers

A. The President shall:

1. Preside at all meetings of the NRCS Choir Boosters.
2. Be a member ex-officio of all Committees except the Nominating Committee and the Audit Committee.
3. Appoint members to Special Committees.
4. Delegate the work of the NRCS Choir Boosters to Officers or Chairman as may be appropriate.
5. Coordinate the work of the Officers and Committees in an effort to promote the objectives of the NRCS Choir Boosters.
6. Conduct correspondence with the Voting Body notifying them of the budget or the slate of officers and reminding them of the date and time prior to each voting body meeting.
7. Be authorized to sign checks.

B. The Vice President shall:

1. Act as an aide to the President and perform the duties of the President in the absence or inability of the President to serve.
2. Be authorized to sign checks.
3. Serve as chairperson of the programs committee.
4. Perform such other duties as may be delegated by the President.

C. The Secretary shall:

1. Record the minutes of all NRCS Choir Boosters meetings.
2. Be responsible for distributing the minutes following each NRCS Choir Boosters meeting.
3. Maintain a permanent copy of the minutes.

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4. Maintain an accurate membership list.
5. Have a copy of the current bylaws.
6. Conduct official correspondence of the organization as directed by the President.
7. Keep a record of all correspondence of the organization as directed by the President.
8. Keep a record of all correspondence of gift purchases.
9. Be responsible for special gifts, cards, or flowers.
10. Perform such other duties as may be delegated by the President.

D. The Treasurer shall:

1. Receive all monies of the NRCS Choir Boosters and keep an accurate record of receipts and expenditures.
2. Place all monies in a depository approved by the President.
3. Pay our expenses in accordance with the budget as approved by the NRCS Choir Boosters.
4. Present a written financial statement at every meeting of the NRCS Choir Boosters and at other times as requested by the Officers. A complete written report following the audit shall be given to the President before July 31st.
5. Provide all financial records to the audit committee.
6. Be authorized to sign checks.
7. Be responsible for completion and filing of appropriate forms as may be required by Internal Revenue Service regulations, no later than the date established by the regulations.
8. Perform such other duties as may be delegated by the President.

E. All Officers shall:

1. Perform the duties prescribed in the parliamentary authority as defined in the current edition of Robert's Rules of Order Newly Revised in addition to those outlined in these bylaws and those assigned from time to time.
2. Deliver to their successor all official material within thirty (30) days following the end of their terms as described in Article VI, section A.
3. Not seek after or demand special gifts or position for self or any family member that is enrolled at the North Ridgeville City Schools.
4. Seek input from directors on specific program needs or projections prior to decision making.

F. All Grade Representatives shall:

1. Act as a liaison between the NRCS Choir Boosters and the student grouping assigned-two for 5/6 (one from NRAC, one from RHTA), two for 7/8 (one from NRAC, one from RHTA), one from Concert Choir, one from Treble Choir, one from Acapella Choir, one from Spectrum Choir.
2. Perform the duties as may be delegated by the Officers.
3. Not seek after or demand special gifts or position for self or any family member that is enrolled at the North Ridgeville City Schools.

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Article VIII: Executive Board

- A. The Executive Board shall consist of the Officers of the NRCS Choir Boosters: President, Vice President, Secretary and Treasurer.
- B. The duties of the Executive Board may include:
 - a. Transact business as may be referred to it by the NRCS Choir Boosters
 - b. Act in emergencies between meetings and the NRCS Choir Boosters
 - c. Fill vacancies on the Executive Board
 - d. Create Committees
 - e. Approve plans submitted by Committees
 - f. Approve tentative budget to be presented to the Voting Body for adoption
- C. Special meetings of the Executive Board may be called by the President or upon the request of the Executive Board, three (3) business days' notice having been given to all Executive Board members.
- D. A quorum for the transaction of business in any meeting of the Executive Board shall consist of at least three(3) Executive members and at least one (1) Committee Representative.
- E. Any Executive Board member absent for three (3) consecutive meetings without prior notice may be required to forfeit his/her place on the Executive Boards and be so notified.
- F. The Executive Board shall consider the removal of any Officer not performing duties as outlined in the bylaws. An affirmative vote of two-thirds (2/3) of the Executive Board members present and voting shall be necessary for removal of an officer, seven (7) days prior notice having been given to all Executive Board members.
- G. School employees and board approved school volunteers may not be directly compensated in any matter by district support organizations.
 - 1. School employees will not manage or have access to district support organization funds or serve as a voting member or officer of the organization.
 - 2. School employees who are board-approved will not manage or have access to district support organization funds or serve as a voting member (on issues related to financial matters) or serve as an officer of the organization.

Articles IX: Meetings

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- A. Regular meetings of the NRCS Choir Boosters shall be held monthly unless otherwise provided for by the NRCS Choir Boosters. Seven (7) days notice shall be given of change of date or additional regular meetings.
- B. Special meetings of the NRCS Choir Boosters may be called by the President or at the request of a majority of the Officers or a majority of the boosters. At least three (3) business days notice of such a special meeting shall be given to the NRCS Choir Boosters.
- C. Meetings of the NRCS Choir Boosters shall be open to all members, but the privilege of introducing motions and voting shall be limited to the Voting Body. A quorum for the transaction of business in any meeting of the NRCS Choir Boosters shall consist of five (5) Executive Board Members.

Articles X: Committees

- A. The President shall create committees as may be deemed necessary to promote the objectives of the NRCS Choir Boosters and carry out the work of this organization.
- B. The chairman of each Committee shall:
 - a. Be appointed by the President for a term of one (1) year.
 - b. Present a plan of work to the Executive Board for approval
 - c. Deliver to their successor all materials within ten (10) days following the meeting at which their successor assumes his or her duties
- C. Chairmen of all committees shall be members in good standing.
- D. A nominating committee shall consist of three (3) members: two shall be elected from the membership at large, and the president shall appoint one (1) at the April meeting. The consent of each nominee must be obtained before his or her name is placed in nomination. The choral directors should serve on this committee in an advisory capacity. The nominating committee shall submit names at the May meeting.
- E. An audit committee of at least three (3) members of the NRCS Choir Booster and one (1) alternate shall be selected annually by the Executive Board at the May meeting. The audit committee shall examine the financial records between July 1 and July 31 and report its findings to the Executive Board. Following this meeting, the Treasurer shall provide the President with a final written report on or before August 15. By decision of the Executive Board, a professional auditor may be used. Anyone authorized to sign checks is not eligible to audit the financial records.
- F. The quorum of any committee shall be a majority of its members.
- G. The President shall be a member ex-officio of all committees except the nominating committee and the audit committee.

Article XI: Fiscal Year

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The fiscal year of this Council shall begin on July 1 and end twelve (12) months later on the following June 30.

Article XII: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this NRCS Choir Boosters and its constituent organizations in all cases in which they are applicable and in which they are not in conflict with these bylaws or the articles of incorporation.

Article XIII: Amendments

- A. These bylaws may be amended at any regular meeting of the NRCS Choir Boosters by a two-thirds (2/3) vote of the members present and voting, providing written notice of the proposed amendment shall have been published and given to each Local Unit and member of the Executive Board at least ten (10) days prior to the date of the meeting at which action is taken.
- B. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the NRCS Choir Boosters, or by a two-thirds (2/3) vote of the Executive Board. The procedure for action on amendments described in Section A above should then be followed.

Failure to abide by these bylaws may result in revoking of membership and/or position.

Last amended

Approved: _____

Signed: _____

Date: _____