

BY-LAWS
OF THE
HARRISON HIGH SCHOOL CHORAL ASSOCIATION, INC.

ARTICLE I: INCORPORATION

SECTION 1. The corporate name of the organization is HARRISON HIGH SCHOOL CHORAL ASSOCIATION, INC. For purposes of these By-Laws, HARRISON HIGH SCHOOL CHORAL ASSOCIATION, Inc. may be referred to as the “HHCB”, or the Association.

SECTION 2. The principal office and place of business of said corporation shall be 4500 Due West Road, Kennesaw, GA, 30152. The corporation may establish and maintain an office or offices at such other places, either within or outside the State of Georgia, as the Board of Directors may from time to time determine.

SECTION 3. The fiscal year shall begin at 12:01 A.M. on the first day of June and ends at midnight on the 31st of May.

SECTION 4. The seal of the incorporation shall be circular in form and shall be as follows:

ARTICLE II: OBJECT AND PURPOSE

SECTION 1. The object and purpose of the Association shall be:

- a) As a parent-teacher organization, to promote ways and means of providing for the needs of the Harrison High School Choral Program, above those supplied by the Cobb County School System. The association is organized exclusively for the purpose of enrichment and support of the Harrison High School Choral program. The booster support includes, but is not limited to, providing financial assistance, organization, and implementation of fundraising events and activities such as choir trips, choir competitions, collaboration with professional artists, equipment purchase and replacement, and transportation subsidization. The Choral booster association at the Harrison High School will provide the cornerstone making it possible for Choir students to thrive, achieve their dreams, and pursue their talents in vocal music. The Association shall seek neither to direct the administrative activities of the choral program, nor control its policies. Rather, the Association shall support and implement the programs and policies recommended by the Director of Chorus.
- b) To have but not limited to, all the rights, powers, privileges, and immunities now or hereafter enumerated in Title 14 of the Code of Georgia as it may be hereafter given by law, or as now or hereafter may be enjoyed by a like non-profit organization, as those enumerated above, and said powers are made a part hereof to the extent as if they were quoted herein.
- c) The activities of the association shall be consistent with the Guidelines and Procedures established by the Cobb County School District Administrative Rules, Section J, Student Activities.

SECTION 2. This association shall not contemplate gain or profit or distribution of profits or dividends to the members thereof. No Officer or Director shall receive any financial remuneration from acting in such capacity. Notwithstanding this limitation, Officers and Directors may be reimbursed for all reasonable and appropriate expenses incurred on behalf of the Association.

SECTION 3. No member of this Association shall be liable for any of the debts of the Association, except as such a member may personally endorse or guarantee, either written or implied, such debt of the Association.

ARTICLE III: QUOROM

SECTION 1: The quorum required in order to conduct the business of the Harrison High School Chorus Boosters is defined as follows:

- Executive Board – fifty percent of the members of the board.
- General Membership – Executive Board’s quorum plus those members present at a scheduled or called meeting.

ARTICLE IV: MEETINGS

SECTION 1: Meetings shall be conducted at Harrison High School

SECTION 2: Membership meetings are open to all dues-paying members and those members in attendance are entitled to vote on any issue, which the Board presents to them. No proxy votes shall be entertained.

SECTION 3: All decisions submitted to the general membership for approval shall be decided by a simple majority vote of those members present, provided no other requirements exist.

SECTION 4: Membership meetings shall be held monthly each year. Special meetings may be called by the President with a one week notification of the membership. The Executive Board meetings shall be held prior to, or subsequent to, or concurrent with general membership meetings. Special meetings may be called by the President, or at the request of the Director or principal’s designee.

ARTICLE V: EXECUTIVE BOARD AND OFFICERS

SECTION 1: The Executive Officers of this Association shall be

- 1) President
- 2) Vice President
- 3) Treasurer
- 4) Secretary

The immediate past-President and Treasurer will be non-voting ex officio members of the Board of Directors if past President agrees. The Board of Directors shall consist of not less than five (5) members. The Executive Officers shall be elected as described in these by-laws.

SECTION 2: They may be elected to a maximum of four (4) consecutive terms to the same office. Elected Executive Officers must be a legal guardian of a chorus student for the fiscal year in which they serve and may not be a Cobb County District Administrative Employee or an Administrator of Harrison High School

SECTION 3: The Executive Board shall be composed of

- 1) Executive Officers
- 2) Director(s)
- 3) Chairperson of each standing committee
- 4) Student representative selected by the Director
- 5) School Representative

SECTION 4: Ad Hoc committee Chairpersons may be included on the Executive Board for their term of service in said capacity with the approval of the Executive Officers.

SECTION 5: Executive Officers of the Association shall be elected by a plurality of the members of the Association present at the May meeting. Executive Officers shall hold office for one (1) year, commencing June 1, and ending on May 31 of the following year.

SECTION 6: Each voting member of the Board of Directors shall have one vote. Voting members of the Board of Directors shall include the Executive Officers, Director of Chorus, and Chairperson(s) of Standing Committees.

SECTION 7: The Board of Directors shall make recommendations to the membership for the establishment of policy and control of the operation of the Association.

ARTICLE VI: DUTIES OF OFFICERS

SECTION 1: The President is accountable to the membership of the Association for the actions of the Board of Directors and Executive Board. The actions of the Vice President, Secretary, and Treasurer in the execution of their respective duties must therefore be accountable to the President.

SECTION 2: The President should have demonstrated and be involved in chorus activities so as to be knowledgeable of the operations of the association. The Vice President should be involved in chorus activities, and ready to assume the duties of the President. The Secretary should have the capability of recording and maintaining accurate records of all meetings and maintaining accurate membership records. The Treasurer should have a working knowledge of basic bookkeeping or generally-accepted accounting procedures.

SECTION 3: Specific duties assigned to the Officers of the Association include

1) *President* shall have general supervision and management of all current affairs of this corporation. He/She may open a bank account and sign checks on behalf of this corporation. He/She shall preside at all meetings of this corporation. He/She shall report on any matters that may be of importance to this corporation. He/She shall endorse, on behalf of the corporation, all negotiable instruments received and deposit in accounts designated by the Executive Board if treasurer is absent or treasurer's office is vacant. He/She shall carry out the decisions of the Executive Board and shall appoint any special committee not otherwise provided for herein. He/She shall serve as an ex-officio member for all committees. If co-presidents are elected, they will fulfill the role in a joint manner.

2) *Vice-president* shall perform duties of the president in his/her absence. He/She shall undertake any duties assigned by the President, or Executive Board.

3) *Treasurer* may open a bank account, receive and deposit all funds, and may sign checks on behalf of this corporation. He/She shall keep a detailed account of all income and expenditures. He/She shall endorse, on behalf of the corporation, all negotiable instruments received and deposit in accounts designated by the Executive

Board. He/She shall make disbursements as approved by the president or the corporation when requested at meetings of the general membership, or Executive Board. He/She shall compile and execute any tax application or returns as required by federal or state law. He/She shall commit all accounts and other records to the succeeding treasurer. He/She shall perform other related duties as directed by the president. If co-treasurers are elected, they will fulfill the role in a joint manner.

4) *Secretary* shall record, report, and maintain minutes of all meetings of the general membership and Executive Board. He/She is authorized to sign checks in the event the president and/or treasurer are not available to sign them in an emergency situation. He/she shall coordinate all correspondence and provide direction to standing or special committees.

ARTICLE VII: COMMITTEES

SECTION 1: As deemed necessary on an annual basis by the President with Approval of the Executive Board, there shall be standing committees with chairpersons appointed and duties designated by the President.

SECTION 2: For definitive purposes, each committee Chairperson shall represent one (1) member on the Executive Board.

SECTION 3: Each committee consisting of more than one person shall have the option of appointing a secretary for that committee to keep meeting notes or minutes, and provide copies of same to the Secretary of the Board of Directors on a monthly basis.

SECTION 4: Each committee chairperson shall be responsible for exercising fiscal responsibility for expenditures made on behalf of their committee. Expenditures in excess of line-item budget amount or a maximum of five hundred dollars (\$500) require approval of the Executive Board.

SECTION 5: The term of office for committee chairperson(s) will be June 1st and will end on May 31st of the following year. Chairpersons may serve consecutive terms but must be approved by a majority vote of the Executive Officers.

SECTION 6: Committee members shall be selected by the committee chairperson.

ARTICLE VIII: BUDGET AND LOANS

SECTION 1: The president and treasurer shall jointly negotiate contracts on behalf of the corporation. Approval of said contracts requires a minimum of two thirds vote of the Board of Directors.

SECTION 2: No loan shall be contracted on behalf of the corporation unless duly authorized by the general membership.

SECTION 3: The treasurer shall maintain only one checking account for the corporation and all its committees.

SECTION 4: The chorus director shall prepare an annual budget for the operation of the organization. This budget will be presented to the executive board and membership in March of each year. The budget shall be voted on at the April meeting.

ARTICLE IX: SPHERE OF ACTIVITY

SECTION 1: For the purpose of definition, "Harrison High School" shall be defined as "that institution of secondary education designed and designated by the Cobb County Board of Education."

SECTION 2: In the event that the school should be closed or changed from an academic curriculum, the Association shall be dissolved.

ARTICLE X: ELECTION OF BOARD OF DIRECTORS AND EXECUTIVE OFFICERS

SECTION 1: A slate of Officers will be obtained by request for volunteers from the club. The chorus director shall serve on the committee in an advisory role, and approve the slate of officers before it is presented to the membership. Two alternates may be selected.

SECTION 2: The executive board will present a slate of qualified officer candidates as outlined in Article VI, herein by posting the slate on the organization 30 days prior to the May election.

SECTION 3: Any officer may resign at any time in writing to the Director or President. Unless otherwise indicated in writing, the resignation shall be effective when tendered. A replacement shall be selected by a majority vote of the Executive Board.

SECTION 4: The Executive Board may remove any officer at any time with or without cause, by motion and majority vote, at any meeting of the Executive Board.

SECTION 5: The Executive Board shall appoint all replacement officers of the organization. The nominees will be presented for appointment to the Executive Board and the individuals will complete unexpired terms of office. In the case of the resignation or removal of the President, the Vice President shall assume the Office of President and the Executive Board shall appoint a replacement to the Office of Vice President.

SECTION 6: In the event of Recall of the entire slate of officers, The Chorus Director(s), as ex-officio members of the Executive Board, shall preside over the selection of the new slate of officers at the same meeting.

ARTICLE XI: AMENDMENTS

SECTION 1: Amendments to these By-laws may be voted upon at any general membership meeting, providing the membership is notified of the proposed amendment(s) at least 10 calendar days prior to the meeting at which they are to be voted upon.

SECTION 2: All amendment proposals must be presented in written form with copies made available to any member who requests them.

SECTION 3: Amendment proposals must receive at a two-thirds (2/3) majority to pass. All amendments shall take effect immediately upon approval, unless otherwise specified at the time the vote is taken.

End of By-Laws

These By-Laws were approved on January 16, 2014 by the Harrison High School Choral Booster Association, Inc. (HHCB) Executive Board.

These By-Laws were adopted on January 16, 2014 by the Harrison High School Choral Booster Association, Inc. Membership.

Officer Signature

President:

Vice President:

Secretary:

Treasurer:

Director of Chorus: