

PAUL VI CATHOLIC HIGH SCHOOL
MUSIC BOOSTERS
CONSTITUTION AND BY-LAWS
Draft until approved by membership

CONSTITUTION

ARTICLE I. NAME

The name of this organization shall be the Paul VI Catholic High School Music Boosters (PVI MB).

ARTICLE II. PURPOSE AND OBJECTIVES

The purpose of the PVI MB is to provide a structure in which music students, parents, faculty, staff, Music Director, Choir Director, Principal and other members of the Paul VI Catholic High School (PVI CHS) can work together to support the mission and philosophy of the PVI CHS Music Program. The PVI MB shall be a vehicle through which members are organized to support fundraising, extracurricular programs, special activities and any other events that foster the growth and development of the PVI CHS student-musician/singer and provide support to the PVI CHS Music Department and school community.

ARTICLE III. AUTHORITY

The PVI MB operates within and in accordance with the policies and procedures of PVI CHS under the direction of the school Principal and under the directives of the Diocese of Arlington. The PVI MB shall act as a forum where matters relating to the music program and activities may be discussed and acted upon as necessary and appropriate.

ARTICLE IV. MEMBERSHIP

All parents (or guardians) of students of PVI CHS become Voting Members of the PVI MB by attending a monthly meeting. The Principal, Music Director and Choir Director shall automatically be considered Voting Members of the PVI MB. Students, faculty, and staff may become non-voting members by attending meetings. Only Voting Members are entitled to vote at general membership meetings and the election meeting. A \$10 donation to the PVI MB confers Donor status. A \$50 donation to the PVI MB confers Sponsor status, allowing free admission to the concerts and acknowledgement in the programs.

ARTICLE V. OFFICERS

The officers of the PVI MB shall be President, Vice President, Secretary, and Treasurer. Officers shall be elected annually by the Voting Members. The term of office shall be for one year. No person shall be eligible to hold the same office for more than two consecutive terms. No person shall be an officer for more than four consecutive terms. All officers must be Voting Members in good standing.

ARTICLE VI. EXECUTIVE BOARD

Section 1.

The administrative body of the PVI MB shall be known as the Executive Board. The Executive Board shall consist of the following Voting Members: Music Director (or representative) of PVI CHS, Choir Director (or representative) of PVI CHS, and the four elected officers of the PVI MB. The Executive Board acts for the membership between general membership meetings.

Section 2.

All matters of PVI MB policy and administration shall be vested in the Executive Board.

Section 3.

A quorum of the Executive Board shall consist of three Voting Members.

Section 4.

Meetings of the Executive Board shall be held at the call of the President or any three members of the Executive Board.

Section 5.

The Executive Board is authorized to expend a total of not more than \$1000.00 per fiscal year without prior approval of the general membership. General membership approval shall be required for non-reimbursable expenditures totaling in excess of \$1000.00 per fiscal year.

Section 6.

The Executive Board shall have the right to fill any vacancies among the officers of the organization, subject to the subsequent approval of the general membership.

Section 7.

The Executive Board shall have the right to add or delete special standing committees, and appoint volunteer chairpersons of said committees.

ARTICLE VII. ELECTIONS

Section 1.

The officers of the PVI MB shall be elected from and by Voting Members of the PVI MB in good standing.

Section 2.

Nominations of officers shall be solicited by a nominating committee. The nominating committee shall be composed of at least three volunteers from the Voting Membership appointed by the Executive Board at least two months prior to the election meeting. The nominating committee shall report the names of the candidates for each office at the nominations meeting, which meeting shall be held at least one month prior to the election meeting. Additional nominations may be made from the floor at the nominations meeting. The consent of all nominees must be obtained.

Section 3.

If at the close of nominations in Section 2 of this article (Article VII. Elections) it is determined that there is one or less nominee for each Executive Board position, Section 4 through 6 of this article may, at the discretion of the current Executive Board and the Nominating Committee, be replaced by a Majority vote taken at the election meeting.

Section 4.

Each Voting Member in good standing shall be entitled to one vote. Voting shall be by Majority vote if all offices are uncontested, and by secret ballot if there is more than one nominee for any position. Members shall vote in person at the election meeting.

Section 5.

The nominating committee shall establish procedures for conducting the election and shall give notice of the final slate of candidates for office to the general membership one week prior to the election. This notice shall be disseminated through normal school channels.

Section 6.

Election results shall be tabulated by the nominating committee at the election meeting and results announced before the close of business. Plurality of votes cast shall be sufficient to elect candidates to office.

ARTICLE VIII. EXECUTIVE BOARD AND GENERAL MEMBERSHIP MEETINGS

Section 1.

The election meeting shall take place at the last business meeting of the organizational year. The organizational year shall run from July 1 to June 30.

Section 2.

The PVI MB shall hold an executive board and general membership meeting every month during the school year except January and June, with the first meeting of the year held no later than the last day of September.

Section 3.

There may also be meetings during the year at such times as the President and or the Executive Board shall decide.

Section 4.

At any regularly called meeting of the general membership, those present shall constitute a quorum.

ARTICLE IX. AMENDMENTS

This constitution may be amended or suspended by a Majority of a quorum of Voting Members present at general membership meeting provided written notice has been given to the general membership at least 21 days prior to the meeting and a quorum is present. Notice published through normal school channels shall constitute sufficient notice for purposes of this article. A quorum for the purpose of this article shall be those Voting Members present.

BY-LAWS

ARTICLE I. DUTIES OF OFFICERS

Section 1.

The President shall preside at all meetings of the Executive Board and the general membership, compile an agenda for all meetings, act on behalf of the PVI MB in urgent matters arising between Executive Board meetings, fill vacancies on the Board with the approval of the Executive Board members between elections, appoint committees with

the approval of the Executive Board, be an ex-officio member of all committees, receive notices of committee meetings, as well as review of all communications before disbursement by the committees, and represent the PVI MB to all school organizations as well as represent PVI CHS as requested by the Principal, Music or Choir Director.

Section 2.

The Vice President shall act as President in the absence or incapacity of the President and shall assume the duties of the office until the next annual election if the office of the President becomes vacant. In the event that the Vice President must assume the duties of the President, the Board shall fill the vacancy of the Vice President subject to subsequent approval of the membership. The Vice President shall chair any ad hoc committees at the discretion of the President and be ex-officio members of any of the committees formed under their direction. The Vice President shall preside over Fund Raising activities. The Vice President shall perform other duties as the President or the Executive Board shall designate.

Section 3.

The Secretary shall keep a minute book showing a true and accurate record of all meetings of the PVI MB and the Executive Board. The Secretary shall record, post, and report, the minutes of all PVI MB meetings and place one copy in the minute book. In addition, one copy or email should be given to the Principal, Music Director, Choir Director, and each member of the Executive Board as soon as possible after each meeting. The Secretary shall perform such other duties as the President or the Executive Board shall designate.

Section 4.

The Treasurer, in accordance with the guidelines set forth by the Diocese of Arlington, shall prepare and present a written financial report and an audit report to the general membership at the September meeting, update the Executive Board and the general membership on the PVI MB's financial status at Executive Board and general membership meetings, keep a full and accurate account of all receipts and disbursements of the PVI MB, receive all monies, make disbursements that come due in the ordinary course of PVI MB business subject to the guidance and direction of the Executive Board, and perform other duties as the President or the Executive Board shall designate.

ARTICLE II. DUTIES OF OTHER BOARD MEMBERS

Section 1.

The Music and Choir Directors will represent the PVI CHS administration at Executive Board and general membership meetings by bringing matters of concern before the

Executive Board, and then reporting back to the administration the details and results of these meetings. The Music and Choir Directors will coordinate with and support the efforts of the PVI MB. The Music and Choir Directors will facilitate communication between the PVI CHS Music Department and the PVI MB.

ARTICLE III. EXECUTIVE BOARD

Section 1.

The Executive Board shall carry out the objectives and policies of the PVI MB and propose new objectives and policies when necessary.

Section 2.

In accord with the provisions of the Constitution and By-Laws, the Executive Board shall manage the affairs of this organization.

Section 3.

The Executive Board shall approve the plans, programs and actions of the committees. All matters of the committees requiring a vote of the Executive Board shall be submitted in writing or email to the President one week prior to the Executive Board and general membership meeting.

Section 4.

Any issues from the general membership requiring the Executive Board's vote must be submitted in writing or email to the President one week prior to the Executive Board and general membership meeting.

Section 5.

Executive Board meetings are open to all members of the PVI MB unless an Executive Session is called. The Principal or the PVI MB President may call an Executive Session and at the Executive session only Voting Members of the Executive Board shall attend.

ARTICLE IV. COMMITTEES

Section 1.

Committees shall be appointed by the President with the approval of the Executive Board and these committees shall report to the President except as delegated to the Vice President.

Section 2.

Each committee chairperson shall be responsible for organizing their committee, appointing such deputies and establishing such subcommittees as they may deem necessary or desirable. The President shall be informed of the membership of each committee by the chairperson. Each committee shall follow the guidelines set forth by the President as it relates to the activities and communications of committees.

Section 3.

All committee chairs must work with the Treasurer to insure proper collection of and disbursement of any monies, as deemed appropriate by the Executive Board.

ARTICLE V. PROCEDURE

All meetings of the PVI MB and the Executive Board shall be conducted according to "Robert's Rules of Order, Revised" , when not inconsistent with this Constitution and By-Laws.

ARTICLE VI. AMENDMENTS

These By-Laws may be amended or suspended by a Majority of a quorum of Voting Members present at any PVI MB Executive Board and general membership meeting, provided written notice has been provided to the general membership at least 21 days prior to the meeting. Notice published through normal school channels shall be sufficient notice for purposes of this article. A quorum shall be those Voting Members present in person.

Ratified:

Principal PVI CHS:

_____ Date: _____

Music Director PVI CHS:

_____ Date: _____

Choir Director PVI CHS:

_____ Date: _____

President of the PVI MB:

_____ Date: _____