

BY-LAWS of the CEDAR RIDGE HIGH SCHOOL CHOIR BOOSTERS  
ROUND ROCK, TEXAS

ARTICLE I – NAME

1.1 The name for this organization shall be CEDAR RIDGE HIGH SCHOOL CHOIR BOOSTERS. (Hereinafter referred to as CHOIR BOOSTERS)

ARTICLE II – PURPOSE

2.1 The CHOIR BOOSTERS is organized and will be operated exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

2.2 The CHOIR BOOSTERS shall support Cedar Ridge High School and the feeder middle school choir programs in reaching choir program goals which will be determined by the Cedar Ridge High School Choir and Feeder Middle School Director(s). The term “choir” shall include all performing ensembles and subsequent choirs created by the Choir Director(s). It shall help provide financial support to the CRHS choir as approved by the membership and help provide assistance for the choir activities.

2.2.1 It shall also upon request by the feeder middle school directors and approval of the voting membership provide financial support to the feeder middle school choir programs.

2.3 The activities of this organization shall not conflict with the policies of the Round Rock Independent School District and shall be operated in compliance with the UIL guidelines for Booster Clubs.

2.4 The CEDAR RIDGE HIGH SCHOOL CHOIR BOOSTERS will provide assistance, inspiration and guidance to all choir students and staff in order to develop and sustain top performing vocal music programs at all levels. To secure closer contact between the parents/guardians, students, directors, teachers and staff, thereby ensuring clear communication and cooperation among all those involved in the choir program. To foster closer ties between the parents/guardians of younger music students and the parents/guardians of high school students, thereby strengthening the entire choir program. To promote music culture throughout the community by fostering greater concert attendance and other public support of all choir activities, thereby rendering moral support to students. To assist with the purchase of supplies and equipment which would not be available through the school budget, facilitated by fundraisers or donations.

2.4.1 This organization is organized to support the activities of the choir members. Upon the dissolution of the organization, the Executive Board with the approval of the members shall, after paying or making provision for the payment of all of the liabilities of the organization, dispose of all of the assets of the organization exclusively for the purposes of the organization in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Executive Board with the approval of the members shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes notwithstanding any or other provision.

2.4.2 Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.  
(Additional statement required by the IRS.)

2.5 The fiscal year of this organization shall be July 1 to June 30.

### ARTICLE III – MEMBERSHIP

3.1 Active membership of this organization shall consist of all parents or guardians of choir students currently enrolled in the choir program at Cedar Ridge High School and feeder middle schools. All CRHS choir directors and the directors at feeder middle schools will be ex-officio members. All choir parents will be invited to the Cedar Ridge Area High School choir boosters meetings.

3.2 Voting membership will be limited to those members who pay a membership fee to the CEDAR RIDGE HIGH SCHOOL CHOIR BOOSTERS. Each August, the CEDAR RIDGE HIGH SCHOOL CHOIR BOOSTERS executive board will determine the membership fees for the school year in effect.

3.3 "Honorary members" shall consist of persons who have contributed or wish to contribute to the objectives of the organization. Honorary membership may be granted upon recommendation of the Executive Board, and voted upon by the membership. Honorary membership may be terminated at the discretion of the Executive Board. Honorary members may pay for privileges of a voting membership.

3.4 The right to hold office shall be confined to active members of the organization, unless no active member of the organization has expressed a willingness to serve as an officer. In the event that no active member of the organization has expressed a willingness to serve as an officer, the members may elect an "honorary member", as defined in paragraph 3.3, to serve in an officer capacity.

3.5 A member's voting rights end upon the student's resignation or separation from enrollment in the choir program, effective no later than the first day of the following semester or the end of the membership year (see Article 6.5), whichever comes first.

### ARTICLE IV – MEETINGS

4.1 At the beginning of each membership year, the Executive Board will set and announce dates for at least four regular meetings during the school year. These four meetings will include but not be limited to the months of September, February and May. Additional meeting dates will be selected in August by the executive board. In the event of campus or district closures the meeting will be canceled and rescheduled for a later date.

4.2 Special meetings of the organization may be called by the President with 10 days advance notice, except in extenuating circumstances, in which case no fewer than 72 hours' notice shall be given.

4.3 Past minutes of the Executive Board meetings or regular scheduled meetings of the organization are available for any active or honorary member to review by written request to the President. General Booster meeting minutes will be available on the Cedar Ridge Choir website.

4.4 The Annual Corporate Meeting in May shall consist of the election of officers, adoption of a budget, and any other corporate business.

## ARTICLE V - EXECUTIVE BOARD

5.1 The Executive Board shall be composed of current elected officers and the choir director(s) of Cedar Ridge High School. The choir director(s) of Cedar Ridge High School and feeder middle schools are non-voting members of the Executive Board. The appointed school liaison representative from each feeder school will be invited to attend the Executive Board meetings. The middle school liaison should be a voting member, and should therefore probably be elected.

5.1.1 The school liaison representatives shall be appointed prior to the August meeting by the President with the consent of the applicable school's choir director. The voting membership will approve the school liaison position at the September meeting of the association. In the absence of a volunteer for the school liaison position a member who previously had a student from said middle school may act in their place.

5.1.2 In the case of co-officers, only one vote will be counted for each executive office. One of the co-positions shall be the designated voter, and the alternate may vote in the absence of the designated voter.

5.1.3 Only one member of a family/household may hold a voting Executive Board position. In the case of two members of the same household being elected to a voting position they will be limited to one vote.

5.2 The Executive Board shall plan, coordinate, and control the activities and conduct other business necessary to the operation of the organization.

5.3 The Executive Board shall be allowed to appoint additional members of the organization to serve on the Executive Board, as it deems necessary, to carry out the purpose of the organization. These appointments shall be done at the August executive board meeting.

All such appointments shall require the approval of the general membership at the September organization meeting and shall be valid for the membership year in which such appointments are made.

5.4 Committees may be established by the Executive Board, with chairs to be appointed by the President. (Examples: scholarship committee, special fund raising projects, event committees, audit committee).

5.5 At all meetings of the Executive Board, a majority of the voting officer positions shall constitute a quorum for the transaction of business, and the act of a majority of officers present at any meeting at which there is a quorum shall be the act of the Executive Board. If a quorum does not exist at any meeting of the Executive Board, the officers present may adjourn the meeting without notice other than the announcement at the meeting, until a quorum exists.

5.6 Removal of an Elected Officer of the Executive Board member shall take place if

a. If a member of the executive board misses more than 2 consecutive board meetings, without giving reason or notice to the president a member of the board may make a motion to remove them from office. The removal shall be accomplished with a two-thirds vote of the voting membership present.

b. the Executive Board may vote to remove an elected member of the executive board when they fail to comply with RRISD volunteer guidelines, by request of the choir directors, when the officer is acting in direct conflict of

the goals and norms of the organizations and/or when the removal of said officer is in the best interest of the Cedar Ridge Choir Boosters. The removal shall be accomplished with a two-thirds vote of the voting membership present and confirmed by majority vote at the next general membership meeting.

c. Any active member may introduce as new business at any regularly scheduled meeting for the removal of an elected officer of the Executive Board if they feel said board member is not acting in best interest of the Cedar Ridge Choir Boosters. The removal shall be accomplished with a two-thirds vote of the voting membership present, and confirmed by a majority vote of the general membership present at the next regularly scheduled meeting.

The membership should make every effort to resolve problems in a manner that is in the best interests of the CEDAR RIDGE HIGH SCHOOL CHOIR BOOSTERS organization.

## ARTICLE VI - NOMINATION AND ELECTION OF OFFICERS

6.1 Officers (All 1 Year Terms) The elected officers of the Cedar Ridge High School Choir Boosters shall be President, Vice President of Programs, Vice President of Fundraising, Treasurer, Secretary, and Parliamentarian. See section 5.1.1 in regards to Middle school liaisons.

6.1.1 There is a two one-year consecutive term maximum for all executive board positions.

6.1.2 As stated in section 5.3 the current executive board will vote in August to establish any additional executive board members for the current fiscal year.

### 6.2 Qualifications for Office

- a. To be considered for an elected office, a candidate shall be an active member of the organization and have indicated a willingness to serve as an officer.
- b. Only one member of a family may serve as a voting officer for any given membership year.
- c. A board member shall resign his/her office upon student's resignation or separation from enrollment in the choir program effective no later than the first day of the following semester or the end of the membership year, whichever comes first.
- d. In the event that no active member of the organization has expressed a willingness to serve as an officer, the members may elect an "honorary member", as defined in paragraph 3.2, to serve in an officer capacity.

### 6.3 Nominating Committee

The Executive Board shall appoint a Nominating Committee during the regular or called meeting of the organization held in February of each year. Only persons who have been a member for the preceding six (6) months shall be eligible for membership on the Nominating Committee. The Vice President of Programs shall be the de facto chair of the nominating committee.

### 6.4 Nominees

The Nominating Committee shall prepare a list of nominees for each elected office to be submitted to the Executive Board for approval and then be presented during the regular or called meeting of the organization held in May of each year. It is recommended that the President be a past officer in order to preserve continuity.

Any additional nominations from the floor will be accepted during the general or called meeting.

#### 6.5 Election and Term of Office

Elections shall be held no later than May 15 of each year at a regular or called meeting of the organization.

The term of office shall coincide with the fiscal year of the organization – July 1 through June 30.

#### 6.6 Vacancies

A vacancy in the office of President shall temporarily be filled by the Vice President of Programs. The Executive Board shall elect a new President from the members of the Executive Board, and whose election is to be confirmed by the general membership at the next regular meeting.

A vacancy in an office other than that of President shall temporarily be filled by election of the Executive Board, and confirmed by a vote of the voting membership at the next regular meeting.

If an individual is fulfilling an office vacancy for less than half of the year (after the month of January of the term year), it shall not count towards an officer's term limit.

### ARTICLE VII - DUTIES OF OFFICERS AND COMMITTEE CHAIRPERSONS

7.1 Officers shall attend all Executive Board meetings. If an absence is necessary, the officer should contact the President. That officer is responsible in submitting any necessary reports to the President, if applicable.

The current officers will be expected to help transition their duties and transfer official records to the newly elected officers. The transfer of records and audit of the accounts should be completed no later than July 1st of each year. Records should be retained per the Internal Revenue Code for charitable organizations.

The current officers will be expected to help transition their duties and transfer official records to the newly elected officers. The transfer of records and audit of the accounts should be completed no later than August 1st of each year. Records should be retained per the Internal Revenue Code for charitable organizations

7.1.1 All officers and committee chairs will complete the RRISD volunteer application process. All officers and committee chairs should be voting members of the booster organization. All officers should attend all executive and general board meetings. All committee chairs should attend all general board meetings and executive board meetings upon request. The executive board will vote in August as to which committee chairs will be members of the executive board for the current fiscal year.

The Vice President will also form a committee that will select recipients of the CEDAR RIDGE HIGH SCHOOL CHOIR BOOSTERS scholarship to be awarded and presented at the Choir Banquet.

Specific duties of officers are listed below.

a. The President shall preside over all meetings and appoint committees with the advice and consent of the Executive Board. The President shall be an ex-officio member of all committees. The President is authorized to call for an audit of any office at any time. The President will work with all Cedar Ridge High School choir directors and the choir directors of the feeder middle schools. The following officers will report to the President: Vice President of Programs, Vice President of Fundraising, Treasurer, Secretary, Parliamentarian and any committee chairs created for current fiscal year.

b. The Vice President of Programs will report to the President and acts as the president's representative in his/her absence. The Vice President of Programs shall assume the office of the President in his/her vacancy. This person will also chair the nominating committee. The Vice President of Programs will maintain the records of the members and ensure all benefits associated with membership levels are fulfilled. In the absence of a Hospitality Chair, Membership Chair, and/or Volunteer Chair, then the Vice President of Programs may serve as any of these chairs.

In the event the Vice President of Programs cannot or is not willing to act as the president's representative he/she may ask the vice president of fundraising or another executive board member to act in their place.

c. The Vice President of Fund Raising shall assist the President in all activities of the organization. This officer will also form committees to complete the tasks of this office. The following committee chairs if active will report to the Vice President of Fundraising: Concessions Chair, Spirit Night Chair, Silent Auction Chair, and Donation Chair. In the event of a vacancy of the aforementioned chair positions the vice president of fundraising will serve as the chair. In the event the president and the first vice president of programs are not present the vice president of fund raising shall act in place of the president.

d. The Treasurer will report to the President and shall act as custodian of the funds of the organization, maintain financial records, and give financial reports at each monthly meeting, in compliance with the procedures of the CEDAR RIDGE HIGH SCHOOL CHOIR BOOSTERS, most current RRISD Booster Guidelines and UIL 7 Guidelines, and as requested. The books and records shall be made accessible to the President at all times, upon request. The Treasurer shall serve as chairperson of the Finance Committee, including the recruitment of members of the committee, present names of committee members to executive board for approval, shall schedule Finance Committee members to be in attendance at events as requested by the President or other Board member, and shall serve as the primary contact for all Finance Committee activities. The treasurer shall prepare a report of needed budget updates based on the recommendations of the budget and finance committee and present to the board prior to upcoming meetings.

e. The Secretary will report to the President and shall keep an accurate record of the organization and Executive Board meetings, and shall submit the required reports of organization activities, projects and programs. The Secretary shall keep minutes of the Annual Corporate meeting in May, shall act as or appoint a historian to keep a historic record of events and actions of this organization and shall reach out to student historians to address any needs for their records of events.

f. The Communications Chairperson will report to the President and all board members and is responsible to develop and distribute information about the Choir Program to the organization membership and the public, through corresponding with local media. The Communication chair is responsible for forming a committee to help with the following tasks: updating social media sites, maintaining the booster website, working with the president and the board on booster newsletters and any other communication needs that may arise.

g. The Parliamentarian will report to the President and is to advise the presiding officer on parliamentary law and matters of procedure when requested. The president or presiding officer of the organization alone has the power to make decisions or rule on a point of order. The parliamentarian should be thoroughly familiar with the bylaws and any standing rules of the group on which he/she serves. A copy of the most recent version of the Robert's Rules and CEDAR RIDGE HIGH SCHOOL CHOIR BOOSTERS bylaws should be maintained by the Parliamentarian and Organization and referenced as needed.

h. The Middle School Liaisons are appointed and confirmed by voting members. See Section 5.1.1 for more detail. They are responsible for attending all CEDAR RIDGE HIGH SCHOOL CHOIR BOOSTERS board and general meetings. The Liaisons will interface between the middle school and the high school to promote a sense of continuity and inclusion between the high school choir program and the middle school choir program. They shall bring any needs of the middle school choir to board meetings for the executive board to discuss.

i. The Student/ Senior Recognition Chairperson will report to the Vice President of Programs and will coordinate a presentation to the senior choir students at the end of the year banquet or during final concert. They will also organize student recognition at other events during the year and will form a committee to organize these needs.

j. The Uniforms Chairperson will report to the Choir Directors and Vice President of Programs. The Uniform Chairperson will help organize a committee to help with the following: issuing properly fitted uniforms, altering the uniforms as needed, collecting uniforms at the end of the year, and taking inventory for the directors. They or a member of their committee will work with event chairs and directors to make a list of needed uniforms/costumes for each event.

k. The Hospitality Chair will report to the Vice President of Programs and shall organize a committee to help coordinate all hospitality activities of the organization, including but not limited to the summer event for incoming freshman, concert receptions, student meals, director gifts and all other hospitality events of the organization.

l. The volunteer chair shall report to Vice President of Programs and shall help organize the volunteer needs of the choir and boosters. The volunteer chair shall work with event and other committee chairs to maintain an updated list of volunteer chairs. They shall also work with the Vice President of Programs to create a database of volunteers and the services these volunteers would like to help with.

m. Event chairs shall report to the president and plan and execute the event they are in charge of. They shall create an event timeline, an event budget, and a list of volunteer needs to present to the executive board. They shall attend executive board meetings at the request of the executive board. They shall organize a committee for the event.

n. The Student Liaison will serve as the representative of the students of the choir. They will be asked to attend general board meetings and when possible executive board meetings to communicate needs of the students to the board. They will present to the executive board a plan for end of year banquet and work with the board to establish a budget and timeline for this event and/or other Choir Social events. The Student Liaison will be appointed by the choir director(s) and student officers in August. They will not be a voting member of the board.

o. The membership chairperson shall organize a membership drive at the beginning of the school year, maintain a current list of all voting and non voting members, create member sign in at all general board meetings and send reminders to members of benefits they received.

7.2 See section 5.6 for information about the removal of an elected board member.

7.2.1. the Executive Board may vote remove a non-elected member from office/committee chair placement when they fail to comply with RRISD volunteer guidelines, at the request of the choir directors, when the officer is acting in direct conflict of the goals and norms of the organizations, when they failed to complete the tasks outlined to them by the executive board and/or when the removal of said officer is in the best interest of the Cedar Ridge Choir Boosters. The removal shall be accomplished with a two-thirds vote of the voting membership present and confirmed by majority vote at next general membership meeting.

c. Any active member may introduce as new business at any regularly scheduled meeting for the removal of any non-elected member of the Executive Board or committee chair if they feel said board member is not acting in best interest of the Cedar Ridge Choir Boosters. The removal shall be accomplished with a two-thirds vote of the voting membership present, and confirmed by a majority vote of the general membership present at the next regularly scheduled meeting.

The membership should make every effort to resolve problems in a manner that is in the best interests of the CEDAR RIDGE HIGH SCHOOL CHOIR BOOSTERS organization

#### ARTICLE VIII - SPECIAL AUTHORIZATIONS AND/OR REQUIREMENTS

8.1 Indemnification is at the discretion of CEDAR RIDGE HIGH SCHOOL CHOIR BOOSTERS. The CEDAR RIDGE HIGH SCHOOL CHOIR BOOSTERS shall have the power to indemnify any officer or former 10 officer of the CEDAR RIDGE HIGH SCHOOL CHOIR BOOSTERS for expenses and costs (including attorney's fees) actually and necessarily incurred by him, by action in court or otherwise, by reason of his being or having been such officer, except in relation to matters as to which he shall have been guilty of negligence or misconduct in respect of the matter in which indemnity is sought. In addition this Organization and its elected and appointed board members will be insured and/or bonded to protect the organization and its members.

Liability insurance coverage could include general liability, officer's liability, business personal liability (booster owned property), and fidelity (otherwise known as bond) coverage.

8.2 Organization monies shall be deposited or invested as determined by the Executive Board, in compliance with the most current RRISD guidelines, and within the guidelines of section 9.9.

A carry over fund sufficient to support the budgeted and approved summer and start of year expenditures shall be carried forward each membership year. The executive board with approval of the voting membership may elect to carry over an additional amount for the purpose of a specific large purchase. See additional info in section 9.10.

#### 8.3 Chaperones

a. Chaperones shall conduct themselves in a manner conducive to behavioral guidelines set forth by the Executive Board and the Round Rock Independent School District, and subject to all RRISD regulations pertaining to volunteers.

b. Chaperones shall be provided as needed for choir events.



- b. Chaperones shall be provided as needed for choir events and appointed by the Cedar Ridge Choir Directors.

#### 8.4 Contracts

The executive board may authorize any officer or officers, agent or agents of CEDAR RIDGE HIGH SCHOOL CHOIR BOOSTERS, to enter into any contract or execute and deliver any instrument in the name of and on behalf of CEDAR RIDGE HIGH SCHOOL CHOIR BOOSTERS" under the following guidelines.

- a. All potential contracts involving financial matters shall require a minimum of two bids.
- B. all potential bids for contracts will be submitted to the executive board for approval and voted on.
- C. No single individual shall enter into any contract verbal or nonverbal without written approval of the executive board.

### ARTICLE IX – FINANCES

9.1 Money raised by the CEDAR RIDGE HIGH SCHOOL CHOIR BOOSTERS shall be used only to support and further the activities of the Cedar Ridge High School Choir, feeder school Choirs or all students enrolled in Cedar Ridge Choir and feeder school choirs.

9.2 The President and Treasurer are authorized to discharge any financial obligation of the organization previously approved in current fiscal year's budget. The President and the Treasurer, with the approval of the Executive Board, are also authorized to make any decisions regarding emergency situations that might arise in conducting the affairs of the organization. The executive board may obligate any amount up to, but not to exceed \$1,000 of the Booster Club's funds without a membership vote to approve it. Upon such actions, the President or Treasurer will make a full report to the membership at the next scheduled booster club meeting and make a motion to change the current fiscal year's budget. Any amount exceeding the \$1,000 must be voted on by the Booster Club's membership in a regularly scheduled or specially called CEDAR RIDGE HIGH SCHOOL CHOIR BOOSTERS meeting

9.3 Disbursements from the CEDAR RIDGE HIGH SCHOOL CHOIR BOOSTERS bank account will require two authorized signatures on each check written, that of the President, Treasurer and third executive board member appointed by president and confirmed by the executive board. All disbursements from the CEDAR RIDGE HIGH SCHOOL CHOIR BOOSTERS bank account will be recorded and made available for the choir booster members and choir director(s). Accounts should be established with at least three individuals on the signature card.

9.4 The CEDAR RIDGE HIGH SCHOOL CHOIR BOOSTERS books will be audited annually by a committee of at least 3 non-signing members. They will report their findings at the next CEDAR RIDGE HIGH SCHOOL CHOIR BOOSTERS Meeting.

9.5 Submission of Financial Reports (GASB 39) and Audit Report 11 The District's Booster Club manual requires supporting organizations to submit financial information to the District's Finance office both at the end of the first semester as well as the end of the school year. Deadlines are January 31 for period ended Dec 31 and deadline July 31 for period ended June 30.

9.6 President will appoint a non-authorized signer to review monthly statements.

9.7 The budget and finance committee shall meet regularly to go over all financial transactions and to make recommend budget changes. The committee will meet monthly. Budget change reports shall be sent to

president at least 48 hours prior to executive board meetings. All budget changes shall be presented to the executive board prior to being presented and voted on by the general board. In case of last minute budget changes an email shall be sent to the president and the executive board. If the budget and finance committee cannot agree on a suggested budget change they should bring the proposed change to the executive board for a vote.

#### 9.8 Deposits

- a. Deposits will be made in a timely manner according to RRISD financial guidelines and will not go to the home of any board members.
- b. All deposits will be handled by 3 members. Two members to count the deposit and hand off to the treasurer or authorized signer acting in place of treasurer for verification. When the treasurer or authorized signer is not available deposits should be placed in dropbox and the treasurer and president should be notified.
- c. A record of deposit amount and break down shall be given and kept for fiscal year by both counters. A third copy will be given to treasurer to be kept with financial records. The treasurer shall share a copy with chairs as requested.
- d. After hour deposits shall be made in pairs for the safety of the depositor.
- e. Atm machines may be used for after hour deposits.
- f. A copy of checks will be requested for all deposits and kept by the treasurer with financial records.

#### 9.9 Use of Debit Cards

- a. Use of debit cards shall comply with RRISD guidelines and only take place under the following guidelines: online transactions that have been pre-authorized by the budget and finance committee and/or when payment by check is not an option.
- b. Online purchases may only be made by an authorized signer and should when possible be done during budget and finance committee meetings.
- c. When payment by check is not available the transaction will be made by an authorized signer and must have been pre-approved by the budget and finance committee.

#### 9.10 Reimbursements

- a. Reimbursement forms must be approved and signed by two authorized check signers for all requests.
- b. Reimbursement checks will be distributed within 2 weeks of request, unless otherwise requested.
- c. Reimbursement requests must take place within 10 school days of purchase.
- d. Requests may be placed in an envelope and dropped in drop safe.
- e. Records of reimbursements shall be placed in working budgets within a week of requests.
- f. All reimbursement requests must be resolved by January 10 for the fall semester and June 10th for the spring semester.

#### 9.11 Budget

- a. A projected budget for the upcoming fiscal year shall be voted on and approved by voting members during the May general meeting.
- b. All future budget changes shall be presented to the executive board and voted on by voting members during regular meetings of the organization.
- c. A working budget should be kept up to date bi-weekly and be available for all executive board members and committee chairs to view.

d. Suggested or requested changes to the budget should be sent to the treasurer by whichever means current treasurer has requested. . The treasurer should share this information with budget and finance committee who will as a group evaluate these requests.

9.11 The fiscal year for this organization for all financial matters shall be July 1 to June 30.

#### ARTICLE X – AMENDMENTS TO THE BY-LAWS

10.1 Amendments to these bylaws shall be submitted at a regular or called meeting of the organization and shall be voted upon at another meeting of the organization after the expiration of at least 15 days, but not more than 45 days from the first meeting. Notice of the date, hour, place, and purpose of the second meeting shall be by posting on the Cedar Ridge Raider Choir website (announcements or booster section), and not given in writing through the choir students, or e-mail to each known member who provided a valid e-mail address, not less than 10 days prior to the meeting. A two-thirds vote of the members present shall be required for submission of amendments to the bylaws to the appropriate school administrative authority for final ratification.

#### Article XI – DISSOLUTION OF THE ORGANIZATION

11.1 Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organizations is then located, exclusively for such purposes.  
(Required by the IRS to approve for tax-exempt status)