

NORTHGATE CHORAL MUSIC BOOSTERS
A NON-PROFIT ORGANIZATION
BY-LAWS

ARTICLE I
OFFICES

The principal office of the organizations shall be located at Northgate High School, County of Contra Costa, State of California. The organization may have such other offices as the Choral Booster Board may determine from time to time. Permanent records are to be maintained at the principal office of this organization.

ARTICLE II
PURPOSE

The purpose of this choral music booster organization is to help finance and support the choral music program and the directives of the Choral Music Director. The organization will be community and state-wide in an effort to provide resources not financed by the public school system.

ARTICLE III
MEMBERS

Section 1. Classes of Membership. There shall be a general membership of choral program parents. One or more parent(s) of a choral program student shall constitute a family.

Section 2. Election of Members. General membership requires no election or appointment. Any person interested in becoming a member of the Northgate Choral Music Booster Board shall make this fact known to the Choral Director or then duly elected President.

Section 3. Voting Rights. Each family shall be entitled to one vote per student on each matter submitted to a vote of the members at general meetings. The family must be present to vote.

Section 4. Termination of Membership. Members may resign at any time.

Section 5. Student Representative(s). The Student Representatives will survey choirs for concerns and suggestions for reporting to the Board and distribute information from the Board meeting to all choirs.

ARTICLE IV
OFFICERS

Section 1. Officers. The officers of the organization shall be known as the Northgate Choral Music Booster Board. The NCMB Board shall include the following offices:

- President
- Vice President
- Secretary
- Treasurer
- Belle Voce Representative(s)
- Concert Choir Representative(s)
- Il Coro Representative(s)
- Madrigals Representative(s)
- Choral Director
- Other Officers that may be deemed pertinent by the Board

Section 2. Election and Term of Office. The officers of the NCMB Board shall be nominated annually by the general membership for a term of one year. The Choral Director is automatically the At-Large Delegate for the NCMB Board. Additionally, the Choral Director can make appointments for office if nominations are not duly made by the general membership.

Section 3. Powers and Duties. The officers shall have such powers and shall perform such duties as may time-from-time be specified in resolutions or other directives of the NCMB Board. In the absence of such specifications, each officer shall have the powers and authority and shall perform and discharge the duties of the officers of the same title serving a non-profit organization.

President. The President shall preside at all General Meetings and serve as an ex-officio member of all committees. The President shall encourage participation of all members, and shall work directly with other elected officers in preparing reports and permanent records.

Vice-President. The Vice-President shall assume the duties of the President when necessary, and assist the President in coordination of various responsibilities for the membership. The Vice-President shall also be responsible for handling special projects as assigned by the Choral Director or Booster President.

Secretary. The Secretary shall keep accurate minutes of all General Meetings. The Secretary shall serve as custodian of all official papers, and care for correspondence as directed. The Secretary shall also be responsible for handling special projects as assigned by the Choral Director or Booster President.

Treasurer. The Treasurer shall account for all funds of the organization, collect all dues, make financial reports at General Meetings, make payments as appropriate and make deposits to the credit of the organization.

Belle Voce Representative(s). The Belle Voce Representative(s) are responsible for reporting current activities, issues and needs of the group. The Representative(s) will serve as members of the Tour and Transportation Committees and assist the Choral Director in coordination of parent volunteers and handling special projects as assigned by the Choral Director or Booster President.

Concert Choir Representative(s). The Concert Choir Representative(s) are responsible for reporting current activities, issues and needs of the group. The Representative(s) will assist the Choral Director in coordination of parent volunteers and handling special projects as assigned by the Choral Director or Booster President.

II Coro Representative(s). The II Coro Representative(s) are responsible for reporting current activities, issues and needs of the group. The Representative(s) will assist the Choral Director in coordination of parent volunteers and handling special projects as assigned by the Choral Director or Booster President.

Madrigals Representative(s). The Madrigal Representative(s) are responsible for reporting current activities, issues and needs of the group. The Representative(s) will work with the Class President for Transportation and 'Gig' Season and assist the Choral Director in coordination of parent volunteers and handling special projects as assigned by the Choral Director or Booster President.

ARTICLE VIII CONTRACTS, DEPOSITS, CHECKS, AND FUNDS

Section 1. Contracts. The NCMB Board may authorize any officer of the organization to enter into any contract of purchase of necessary equipment or resources, provided there are funds available to cover such costs.

Section 2. Checks, Drafts, or Orders. All checks are to be signed by the Treasurer and the President or Choral Director. No check may be signed and delivered without documented evidence of charge.

Section 3. Deposits. All funds of the organization shall be deposited promptly to the credit of the organization in a bank or trust company.

Section 4. Gifts. NCMB may accept, on behalf of the organization, any contribution, gift, bequest, donation or device for any purpose of the organization.

**ARTICLE IX
BOOKS AND RECORDS**

The organization shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its meetings. All books and records of the organization may be inspected by any member at any reasonable time.

The organization operates as a sub-organization of the Northgate High School Parent Faculty Club (PFC) and is subject to the by-laws of the Northgate High School PFC. Records for each fiscal year will be provided to the PFC Treasurer for tax purposes.

**ARTICLE X
FISCAL YEAR**

The fiscal year of the organization shall be August 1 to July 31.

**ARTICLE XI
DISSOLUTION**

In the event of dissolution, the residual assets of the organization will be held by the Northgate PFC for the exclusive use of the Choral Music Department at Northgate High School.

**ARTICLE XII
AMENDMENT OF BY-LAWS**

These by-laws may be altered, amended, or repealed, and new by-laws may be adopted by a majority of the Directors present at any Regular Meeting or any Special Meeting. Amendments will be available to the general membership for perusal.

Adopted this _____ day of _____, 20_____.

_____, President

_____, Vice-President

_____, Secretary

_____, Treasurer

_____, Belle Voce Representative(s)

_____, Concert Choir Representative(s)

_____, Il Coro Representative(s)

_____, Madrigals Representative(s)

_____, Choral Director