

BYLAWS

Freedom High School Choir Travel Association

3149 Chester Ave
Bethlehem, PA 18020

ARTICLE I: NAME

The name of this organization is the Freedom High School Choir Travel Association (FHSCTA)

ARTICLE II: PURPOSES

The Purposes of the Freedom High School Choir Travel Association (FHSCTA) are:

- a. Provide support for the choir programs of Freedom High School
- b. Lend adult time and talent to enhance the choir programs
- c. Provide equipment and other assets to be used in the Vocal Music Department when needs arise that are not covered by the school choir budget
- d. Provide the means for the choir members to participate in trips and activities that are beyond the scope of the regular Bethlehem Area School District music programs
- e. Promote communication between choir director, choir members, and their parents.

ARTICLE III: MEMBERSHIP AND DUES

Section 1: All current members of the Freedom High School choir and their parents, past and present, shall be eligible for membership

Section 2: FHSCTA shall conduct an annual enrollment of members, but may admit individuals to membership at any time.

Section 3: Each member of FHSCTA shall pay such annual operating expenses to said organization as determined by the organization.

ARTICE IV: OFFICERS

Section 1: The officers of FHSCTA shall be a President, a Vice-President, a Secretary, and a Treasurer

Section 2: Officers shall be elected by ballot at the last meeting of the school year.

Section 3: The vote shall be conducted by ballot. When there is but one candidate for office, the ballot for that office may be dispensed with and election held by voice vote. A majority vote shall be required for election.

Section 4: The following provisions shall govern the qualifications and eligibility of individuals to be officers of the FHSCTA.

- a. Each officer shall be a member of the FHSCTA
- b. To be eligible for the presidency a person must have been a member of FHSCTA for one year within the last four years

Section 5: Officers shall assume their official duties at the start of the next fiscal year (July 1) and shall serve for a term of two years or until their successors are elected.

Section 6: A vacancy occurring in the office of President shall be filled for the remainder of the unexpired term by the Vice-President. The Executive Board shall fill a vacancy in any office other than President.

Section 7: There shall be a nominating committee composed of three members. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees, if available, at the last regular general membership meeting of the school year, at which time additional nominations may be made from the floor. Before the election takes place, the president shall call for nominations from the floor. Only those individuals who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

ARTICLE V: DUTIES OF OFFICERS

Section 1: The President shall

- a. Coordinate and preside at all meetings of FHSCTA
- b. Be the official representative of FHSCTA with school administration, BASD School Board, and outside agencies
- c. Serve as an ex-officio member of all committees
- d. Coordinate the work of the officers and committees in order that the Purposes may be promoted

Section 2: The Vice-President shall

- a. Act as an aide to the President
- b. Perform the duties of the President in the President's absence or inability to serve
- c. Assist the President in coordinating the work of the officers and committees in order that the Purposes may be promoted

Section 3: The Secretary shall

- a. Record the minutes of all meetings
- b. Be prepared to read the records of any previous meeting
- c. Have a current copy of the bylaws

Section 4: The Treasurer shall

- a. Have custody of the funds
- b. Maintain a full account of the funds
- c. Make disbursements as authorized by the President, Executive Board, or the FHSCTA in accordance with the budget adopted
- d. Keep a full and accurate account of the receipts and disbursements in the books belonging to the FHSCTA
- e. Provide a written financial statement at each regular meeting
- f. Oversee the preparation and filing of all require FHSCTA tax returns

Section 5: All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the President, all records, books, and other materials pertaining to the office, and shall return to the treasurer, within ten days, all funds pertaining to the office.

ARTICLE VI: EXECUTIVE BOARD

Section 1: The Executive Board shall consist of the officers of the association, the Choir Director, and the chairpersons of standing committees. The immediate past President shall advise the Executive Board if requested and available.

Section 2: The Executive Board shall manage the affairs of the FHSCTA in the intervals between general membership meetings.

Section 3: Duties of the board shall be to

- a. Carry out such business as may be referred to it by the membership of FHSCTA
- b. Create and monitor standing and special committees

ARTICLE VII: GENERAL MEMBERSHIP MEETINGS

Section 1: Regular meetings of this association shall be held monthly during the school year. Dates of meetings, month and day, shall be determined by the Executive Board and announced by the first general membership meeting of each school year and posted on the FHSCTA website (www.fhs-choir.org).

Section 2: Special meetings of FHSCTA may be called by the President or by the majority of the Executive Board, and announced at a regular general meeting or by posting on the FHSCTA website (www.fhs-choir.org)

Section 3: Seven members shall constitute a quorum for the transaction of business in any general meeting of FHSCTA.

Section 4: Voting by proxy is prohibited.

ARTICLE VIII: FISCAL YEAR

The fiscal year of FHSCTA shall begin on July 1st and end on the following June 30th.

ARTICLE IX: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern FHSCTA and in all cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE X: DISSOLUTION

Upon dissolution of this organization and after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more funds, foundations, or organizations within Freedom High School at the discretion of the Executive Board.

ARTICLE XI: AMENDMENTS

Section 1: These bylaws may be amended at any general membership meeting of this association by a two-thirds vote of the membership present and voting, provided that notice of the proposed amendment shall have been given at least two weeks prior to the meeting at which the amendment is voted upon.

Section 2: A committee may be appointed by the Executive Board to submit a revised set of bylaws as a substitute for the existing bylaws. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Section 3: Bylaws shall be reviewed at the discretion of the Executive Board.

SIGNATURE/APPROVAL PAGE

Approved by General Membership

(President's Signature)

(Date of Approval)

(President's name printed)

(President's street address)

(President's phone number)