

DCHS SHOW CHOIRS INC.
Decatur Central High School
4251 Kentucky Avenue, Indianapolis, Indiana 46221
Decatur Township, Marion County

BYLAWS

Article I. Name

Section 1.1 The name of this organization shall be the DCHS Show Choirs Inc. (“the organization”)

Article II. Purpose

- (a) To promote the Decatur Central High School (DCHS) Show Choir Program throughout the Decatur Township community.
- (b) To provide information regarding the DCHS Show Choir Program to parents.
- (c) To support the educational goals of the DCHS Show Choir Program by providing all possible assistance to the students and Choir Director.
- (d) To financially support the DCHS Show Choir Program.
- (e) To assist in all performances and performance preparations of the DCHS Show Choir Program.
- (f) To contribute to the social, moral, physical, and artistic development of the students involved in the DCHS Show Choir Program.

Article III. Organization

Section 3.1 No part of the net earnings of the organization shall inure to the benefit of, or be distributed to, its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payment and distribution in furtherance of the purposes set forth in the purpose clause hereof.

Section 3.2 No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Section 3.3 Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on

- (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code; and
- (b) by a publicly supported, charitable organization, under Section 170(b)(1)(A)(vi).

Article IV. Membership

Section 4.1 All parents/guardians of students enrolled in one of the curricular Show Choirs (also known as Advanced Choruses) at DCHS are members of the organization.

Section 4.2 Only members of the organization are eligible to participate in meetings or to serve in any of its elective or appointive offices.

Section 4.3 The DCHS Choir Director and Choir Accompanist is also a member of the organization, but is not eligible to hold elective or appointive offices.

Section 4.4 Membership shall be valid through the end of the current school year or until the student withdraws from the DCHS Show Choir program, whichever comes first.

Section 4.5 Parent membership dues will not be charged.

Article V. Student Participation

DCHS Show Choir students are welcome to attend meetings of the organization that are open to the general membership, but are not voting members of the organization.

Article VI. Officers

Section 6.1 The Offices of this organization shall consist of President, Vice President, Treasurer, Assistant Treasurer, Secretary, Communications Coordinator, Production Coordinator, Assistant Production Coordinators, Special Events Coordinator, Choir Accompanist and Choir Director.

Section 6.2 The Officers of the organization shall be the persons from the general membership of the organization who are elected to fill each of the offices listed in 6.1 above, except the staff positions of the Choir Director and Choir Accompanist of Decatur Central High School. Officers must satisfy all conditions required for direct volunteer-student contact that are imposed by the Decatur Township School Corporation and DCHS. These conditions include keeping a current valid and "clean" criminal background check on file with DCHS.

Section 6.3 The Officers shall meet at the discretion of the President during and outside of the school year.
(a) At these meetings only Officers (see 6.1 above) may cast a vote.
(b) At these meetings, fifty percent (50%) of the votes entitled to be cast with respect to a matter constitute a quorum for action on that matter.
(c) A majority of quorum shall be required to pass any motion.

Section 6.4 The President may call special, unscheduled meetings of the Officers at his/her discretion.

Section 6.5 If and when the Officers severally or collectively consent in writing or verbally to any action to be taken by the organization, such action shall be a valid action as though it had been authorized at a meeting of the Officers.

Section 6.6 The Director of the ICE Community of DCHS, or his/her appointed delegate, and the immediate past president of the organization shall act as ex-officio Officers, serving in non-voting, advisory capacities.

Section 6.7 A majority vote of the officers is sufficient to approve financial expenditures of the organization.

Article VII. Duties of Officers

Section 7.1 Officers shall assume their official duties at the end of the June meeting.

Section 7.2 The duties of the Officers shall be such as are implied by their respective titles and specified by these bylaws.

Section 7.3 The Officers shall make their respective annual reports at the June Board meeting. Upon retiring from office, officers must provide training and consultation to their successors, as requested, for no less than 60 calendar days or June 30th, whichever is later. They shall deliver to their successors all accounts, records, papers, and other property in their possession belonging to the organization.

Section 7.4 The President shall:

- (a) Preside over all Officers meetings and all General Membership meetings.
- (b) Communicate with the Choir Director on all choir activities.
- (c) Oversee the Officers to ensure the whole program is functioning smoothly.
- (d) Coordinate meetings with the DCHS Choir Director and other DCHS personnel or staff when necessary.
- (e) Require all Officers to maintain a record of their responsibilities and activities throughout the year and submit a copy of this record in June for the President's files.
- (f) Ensure that the Treasurer's books are audited after the books are closed for the year.
- (g) Solicit ideas from the members of the organization on ways to raise money for the organization's general fund as well as for the student's individual accounts.
- (h) Work closely with the Vice President (7.5) as necessary on all fundraisers including concession sales.

Section 7.5 The Vice President shall:

- (a) Preside over all Officers meetings and all General Membership meetings in the absence of the President.
- (b) Assist the President in all tasks and assume the President's duties upon their resignation or if the President is unable to fulfill the abovementioned duties (7.4) until a new President can be nominated and elected.
- (c) In collaboration with the President and Choir Director, oversee the appointing and training of all vacant Board positions and committee chairperson and/or team leader roles.
- (d) Oversee all fundraising activities including concession sales.
- (e) Work closely with the President (7.4) as necessary on all fundraisers including concession sales.
- (f) Solicit ideas from the members of the organization on ways to raise money for the organization's general fund as well as for the student's individual accounts.
- (g) Complete all necessary paperwork for all fundraising activities.
- (h) Secure/schedule fundraising activity participants as necessary.

- Section 7.6 **The Treasurer shall:**
- (a) A part-time accountant position hired by DCHS Show Choirs, Inc., to maintain account receivables and payables of the organization.
 - (b) Maintain all banking accounts on behalf of the choirs, including oversight of all monies, deposits, check writing, debit card purchases, and reconcile the monthly bank statement.
 - (c) Prepare a financial report for the monthly Board meeting, including a printed copy for filing by the Secretary.
 - (d) Prepare payment of invoices as the budget allows.
 - (e) Prepare and file all required tax documents, including 990 tax return, 1096 and 1099's.
 - (f) This position is not an officer and does not have voting privileges on the board or during general membership meetings.
- Section 7.7 **The Assistant Treasurer shall:**
- (a) Maintain student accounts through the receipt and processing of student "Fair Share" payments.
 - (b) Prepare monthly deposit of student fees for the Treasurer.
 - (c) Prepare a monthly financial statement for each participating student, specifying payments made during the preceding month, the current balance due, and the date that balance is due.
 - (d) Print student balance due reports for the Director, as requested.
 - (e) Coordinate and manage student fundraising orders and monies with a second Board member to ensure accuracy and prepare the deposit for the Treasurer.
- Section 7.8 **The Production Coordinator shall:**
- (a) Oversee preparations for student performances at all events and shows. Oversight areas include, but are not limited to, decorations, construction of set, props, ushers, events coordination between choir, band and theatre departments.
 - (b) Supervise all student crew members at each performance.
 - (c) Arrange for transportation of all equipment, set pieces, props, etc. to and from each contest and supervise the loading, unloading, and set-up of these items.
- Section 7.9 **The Assistant Production Coordinator shall:**
- (a) Assist with chaperones and volunteers at each event. This includes chaperones to ride the buses to the competitions (when necessary) and to supervise the homerooms where the students prepare for their performances.
 - (b) Assure there are volunteers to assist female students with hair and cosmetics at each performance (when necessary).
 - (c) Provide for the repair and regular cleaning of costumes, costume accessories, and props as necessary.
 - (d) Provide for all cosmetics and costume accessories as specified by the Choir Director or President.
- Section 7.10 **The Special Events Coordinator shall:**
- (a) Coordinate the end-of-the-year Show Choir Banquet, Auction, and other special events. Areas of oversight include, but are not limited to, scheduling and securing facilities, food, workers, decorations, and equipment.

- (b) Provide for awards, plaques, gifts, and other special items at the request of the Choir Director and/or President.
- (c) Prepare the “Senior Slide Show” for the end-of-year Show Choir Banquet.

Section 7.11 The Secretary shall:

- (a) Work with the Board president to draft the agenda and make copies for monthly Board meetings.
- (b) Record minutes of Board meetings and send to the Executive Board and choir director for review and approval at the following monthly Board meeting.
- (c) Collect paper copy of monthly Treasurer’s report/financials and file in binder.
- (d) Create and publish a monthly agenda/newsletter for distribution at each monthly Booster Meeting and upload to Charms.
- (e) Make suggested amendments to bylaws each spring or as needed by the organization. Coordinate final edits and review by the Board. Once finalized, write a proposal summary of the changes and read before the Boosters for approval.

Section 7.12 The Communications Coordinator shall:

- (a) Post announcements and reminders on social media including show choir and community pages.
- (b) Responsible for creating and printing digital and physical marketing signs, flyers and posters for choir events and fundraisers.
- (c) Prepare and send memos, notes of condolence, thanks, congratulations, etc. at the request of the President or Choir Director.

Section 7.13 The Choir Director shall:

- (a) Be hired by the Metropolitan School District of Decatur Township to instruct the choir classes at Decatur Central High School.
- (b) Provide the artistic and educational priorities of the DCHS Show Choir Program and, thereby, the priorities of the organization.
- (c) Work in regular consultation with the Officers and general membership of the organization.
- (d) No later than July 30th of each year, develop and submit a proposed annual budget to the Executive Board for approval by majority vote.

Section 7.14 The Officers shall have the power to appoint such other agents as they may deem necessary for transaction of business of the organization. Examples include, but are not limited to, Head Chaperone, Props Supervisor, Seamstress, etc.

Section 7.15 Any agent may be removed by the Officers whenever in the judgment of the Officers the business interests of the organization will be served thereby.

Article VIII. Elections and Terms of Office

Section 8.1 Elections will be held annually at the General Membership meeting in May.

Section 8.2 Officers will be elected for a one-year term.

Section 8.3 Officers may serve in the same office for consecutive terms.

- Section 8.4 All offices may be shared by multiple individuals with the approval of the Choir Director.
- Section 8.5 Newly elected officers' terms shall begin at the close of the June meeting.
- Section 8.6 Vacancies within the Officers shall be filled by appointment made by the President and approved by the Choir Director. Each person selected to fill a vacancy shall remain an Officer until his/her successor has been elected by the general membership at a regular meeting or special meeting called for this purpose.
- Section 8.7 If no suitable individual can be found to fulfill the responsibilities of a vacant Officer position (see 8.6 above), those responsibilities shall be individually delegated to any willing members of the general membership by the approval of the President and Choir Director.
- Section 8.8 Only a person responsible for executing all of the assigned duties of an office of the organization shall be known as an Officer of the organization.

Article IX. Nominations

- Section 9.1 Any General Member or Officer of the organization may nominate any eligible member (including him/herself) for each office or position to be filled. These nominations will be made at the April meeting.
- Section 9.2 The President shall see that at least one eligible person for each office or position to be filled is nominated at the April meeting.
- Section 9.3 No person shall be nominated as a candidate without the person's consent.
- Section 9.4 At the May meeting, the President will take additional nominations from the floor before presenting the slate of nominated persons from the April meeting. A simple majority of members in attendance shall constitute an election. The President may vote in these elections.
- Section 9.5 It is recommended that no person be nominated to fill any office of the organization who has not already been a member of the organization for one (1) year.

Article X. Meetings

- Section 10.1 General Membership meetings are for the purpose of conducting the organization's business and shall be held monthly during the school year, unless otherwise agreed upon; however, in the event of unforeseen circumstances (i.e., inclement weather), the president and/or the choir director may elect to cancel or re-schedule a monthly meeting and shall provide as much notice of such changes as is reasonably possible under the circumstances.
- Section 10.2 The Annual Meeting of the members of the DCHS Show Choirs shall be held in May. At this meeting the members shall elect Officers for the following year.

- Section 10.3 Special meetings of the Officers shall be called at the request of the President or Choir Director.
- Section 10.4 Committee chairpersons shall call committee meetings for the purpose of conducting business pertaining only to that committee.
- Section 10.5 A matter submitted to vote of the general membership is approved if the number of affirmative votes exceeds the number of votes cast in opposition to the matter.
- Section 10.6 When a vote is called, each family is entitled to one vote for every child of that family participating in the Show Choir Program. Though a family may have more than one member present at a meeting, only one vote on behalf of that family will be counted, except in the case of said family having more than one participating child.
- Section 10.7 A proxy vote shall be deemed as valid when written notification is given to the President or Choir Director prior to the meeting at which voting will take place.
- Section 10.8 General Membership meetings are open to the membership at large. They are held the first Thursday of each month at 7:00 p.m. at DCHS.

Article XI. Financial Commitments

- Section 11.1 Only approved expenditures will be paid. No individual or committee may make a commitment, oral or written, nor enter into any contract, oral or written, with any entity that exceeds the amount budgeted for that activity without the majority vote of the Executive Board.
- Section 11.2 All invoices must be submitted to the Treasurer of the organization for payment.
- Section 11.3 All handling of money (checks or cash) must be conducted by the Treasurer or the Asst. Treasurer and at least one additional member of the Board.

Article XII. Scholarships (Financial Aid/Hardship)

- Section 12.1 Scholarships will be awarded at the discretion of the Choir Director and upon notification to the Board. Through a majority vote, the Board will approve a scholarship if financial need is demonstrated according to policy and if funds are available.
- Section 12.2 Scholarship recipients are expected to actively participate in fundraisers.
- Section 12.3 Trips and expenses beyond student choir fees are not eligible for scholarship consideration.

Article XIII. Limitation of Liability

- Section 13.1 No person serving (or having served) as an Officer or member acting under the direction of the Officers or Choir Director shall be liable to the organization for any loss or damage suffered by it on account of any action taken or omitted to be taken in good faith, if such person:

- (a) Exercise or used the same degree of care and skill as a prudent person would have exercised or used under the circumstances in the conduct of his own affairs; or
- (b) took or omitted to take such action in reliance upon advice of counsel for the organization or upon statements made or information furnished by Officers which s/he had reasonable grounds to believe, or upon a financial statement of the organization prepared by the Treasurer, or certified by a public accountant or firm of public accountants; or
- (c) In good faith considered assets to have a value equal to their book value or followed what he believed to be sound accounting and business practice.

Article XIV. Amendments

Section 14.1 The bylaws can be amended, either in part or in its entirety, by the membership upon the recommendation of any member and presented at least one meeting prior to the vote. Amendment is attained by simple majority vote of the membership present at the meeting and goes into effect immediately upon passage.

Article XV. Finance

Section 15.1 The organization's checking account must require two signatures to validate a check written or other withdraw enacted on that account.

Section 15.2 Approved signatories for the organization's checking account include:

- (a) the President
- (b) the Vice President
- (c) the Treasurer
- (d) the Choir Director

Section 15.3 The fiscal year for this organization shall be from July 1 to June 30 of each calendar year.

Section 15.4 All funds from moneymaking projects sponsored by this organization, donations, student account payments, and all other funds designated to the Organization shall be deposited in a checking account in the name of DCHS Show Choirs, Inc.

Section 15.5 Excess funds in student accounts of graduating seniors will be deposited into the general account and used to fund future scholarships for students in need. An exception provides for gifting of excess funds to a sibling or other family member at the discretion of the Director and the Board.

Article XVI. Dissolution

Section 15.1 The organization may be dissolved at a regularly-scheduled or specially-called meeting of the general membership. Dissolution would be considered approved upon an affirmative vote of two-thirds of the membership present. Prior to action on a motion to cease operation or to dissolve the organization, the Choir Director will be notified of the motion in writing.

Section 15.2 In case of dissolution of the organization, whatever funds are contained in the treasury at the time will be used to satisfy any outstanding debts, liabilities, or obligations. Any excess will be donated to the Decatur Central High School Choirs'

Extra-Curricular Activity (ECA) account for the general benefit of the Choir Program.

DCHS SHOW CHOIRS
Adopted May 2, 2019