

The following is the text of the current bylaws, with proposed amendment indicated in Article V, section 1; Article VI, sections 2-4; and Article XI, section 1. Note: the changes to Article XI are based on the Code of Virginia § 13.1-301.2.

Bylaws of the Falls Church City Public Schools

Choral Boosters Association

Article I: Name

The name of the organization is the Falls Church City Public Schools Choral Boosters Association (FCCPSCBA) (hereafter referred to as “the Association”).

Article II: Purposes of the Association

1. To assist, encourage and support the chorus program in Falls Church City Schools
2. To encourage community youth participation in the schools’ vocal music programs
3. To stimulate community interest in the schools’ vocal performance programs
4. To organize parent, guardian and community support for the school vocal music programs
5. To serve as a liaison between choral parents/students and the schools, their organizations, the community and school administration and school board.
6. The Association is organized for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code

Article III: Basic Policies

The following are basic policies of the Association:

1. The Association is non-commercial, non-sectarian, and non-partisan.
2. The Association name or names of members of the Association in official capacities shall not be used to endorse or promote any commercial or partisan interest for any purpose.
3. The Association shall not participate in any political campaign.
4. The Association earnings shall not be used to benefit any officers, members or other persons. Only reasonable compensation to any person providing services rendered is allowed to further the purposes outlined in Article II.

5. Upon dissolution of the Association, after paying or adequately addressing the debts and obligations, the remaining assets shall be distributed to a non-profit organization that has established their tax-exempt status under section 501(c)(3) of the Internal Revenue Code.

6. All purchases of the Association shall become property of the Falls Church City Public Schools.

7. The activities of the Association shall not conflict with the policies of the Falls Church City Public School system.

Article IV: Membership and Dues

1. Membership eligibility in the Association follows the guidelines of the Falls Church City Public Schools Community Relations Section Regulation 5.14. All members shall be entitled to all benefits of such membership.

2. Only members of the Association shall be eligible to vote in the business meetings or to serve as an officer of the Association.

3. The Association shall conduct an annual enrollment of members, but persons may be admitted to membership at any time.

4. Annual membership dues shall be set for the following year by the Executive Committee of the Association (as provided in Article VII) at its last meeting of each year.

Article V: Officers and their Election

1. The officers of this Association shall consist of 1. President, 2. ~~Vice President~~, 3. ~~Secretary~~, 4. ~~Treasurer~~, and others as the board shall find necessary.

2. Officers shall be elected at the Association's general meeting at the end of each school year. Elections shall be by ballot unless there is only one nominee for an office in which case the election may be cast by voice vote. A majority of votes cast shall constitute election to an office.

3. Officers serve for a term of one year, or until a successor is elected.

4. A person is limited to four consecutive terms in the same office.

5. The Executive Committee shall appoint a nominating committee of three members who shall submit a slate of officers to the membership at least fifteen days prior to the general meeting at which an election is to be held. Additional nominations may be presented at the election meeting.

6. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Committee.
7. The elected board may appoint additional chairs or assistant officers as needed to facilitate the operation of the Association.
8. Officers, committee members and Association members may be asked to resign due to dereliction of duty as determined by the Executive Committee based on concerns expressed by members of the Association.

Article VI: Duties of Officers

1. The President shall:
 - a. Preside at the meetings of the Association and Executive Committee
 - b. Present the positions of the Association and Executive Committee to the school board, school administration, or in meetings of outside groups
 - c. Be a member ex officio of all committees except for the nominating committee
 - d. Work with the choral directors to plan and direct activities of the Association
 - e. Serve as the contact person for all requests relating to the Association
 - f. Serve as co-signer on Association funds
 - g. Perform other duties as may be prescribed in these bylaws or assigned by the Association.
2. ~~The Vice President shall:¶¶~~
 - a. ~~Act as an aide to the president¶¶~~
 - b. ~~Perform the duties of president in the absence or inability of that officer to act¶¶~~
 - c. ~~Perform such other duties as may be requested by the president, the Executive Committee or the Association¶¶~~
3. ~~The Secretary shall:¶¶~~

- ~~a. Record the minutes of all meetings of the Association and provide copies when requested.~~
- ~~b. Maintain the files of the Association, including bylaws and membership lists.~~
- ~~c. Perform other duties that may be delegated to him/her.~~

4. The Treasurer shall:

- a. Have custody of all the funds of the Association
- b. Keep full and accurate account of receipts and expenditures, ~~including funds earned by students for trips.~~
- c. Make disbursements as needed and authorized by the president or Executive Committee
- d. Present a financial statement at every general meeting of the Association and at other times when requested by the Executive Committee.
- e. **Submit annual filings as required by the IRS and the State of Virginia**
- f. Serve as co-signer on Association funds

Article VII: Executive Committee

1. The Executive Committee shall consist of the officers of the Association. The Choral Directors shall be ex officio members.
2. The duties of the Executive Committee shall be:
 - a. To transact business in the interval between general meetings
 - b. To create standing and special committees as needed to carry out the work of the Association. Committee chairs shall serve for a period of one year or until selection of a successor. Committees automatically dissolve on presentation and acceptance of final reports.
 - c. To approve the plans of the standing and special committees
 - d. To approve routine expenditures within limits established by the Association
 - e. To set an annual budget in consultation with the choral directors
 - f. To provide input on the choral program direction to the choral directors.

3. Meetings of the Executive Committee shall be held according to a schedule set by the Committee members and when requested by the president.

Article VIII: Meetings

1. Two general meetings of the Association and Executive Committee shall be held each year, the first in September and the second at the end of the school year.

2. Seven Association members shall constitute a quorum for any general meeting of the Association

3. Routine matters may be voted on by voice, however, votes on bylaws and amendments shall be by a show of hands with the vote count recorded in the minutes.

4. The fiscal year will run from July 1 to June 30.

Article X: Parliamentary Authority

1. The rules contained in the current edition of Robert's Rules of Order shall govern the Association meetings when applicable and not in conflict with the bylaws.

Article XI: Amendments

1. The bylaws may be amended by a majority vote of the board of directors. The bylaws may alternatively be amended by the vote of two-thirds of the members voting thereon at any regular or special meeting of the members, provided that written notice of the proposed amendments shall have been delivered to each member at least ten days prior to any such meeting and a quorum is present prior to voting. ~~at a general meeting of the Association. At least fifteen days notice shall be given prior to the meeting of a proposed amendment, and a quorum is required prior to voting. Bylaw amendments require two-thirds vote of the members present and voting.~~¶

Approved by the Association on June 4, 2019

Name edited September 4, 2019

Article IV.1 amended October 22, 2019

Article VIII.4 amended November 22, 2019

Article VIII.4 amended August 25, 2021