

PROPOSED AMENDMENTS TO BYLAWS IN BLUE:

ARTICLE FIVE - EXECUTIVE COMMITTEE

1.1 The Executive Committee (herein so called) shall consist of the following elected officers: President, Vice President/Fundraising, Secretary, Treasurer, Assistant Treasurer **and Parliamentarian**. The Choral Directors shall be ex-officio members of the Executive Committee. In the event that a student choir member leaves or is permanently removed from choir, the related Executive Committee Member must resign by the next Executive Committee Meeting. Replacement of that office will be made by the rules below.

1.2 The Executive Committee shall be governed by a majority rule.

1.3 The Executive Committee shall have the power to transact all business of the organization between regular meetings of the membership and any other business not otherwise provided for in these Bylaws or delegated to a special committee. The Executive Committee can not alter or reverse any action taken by the organization as a whole.

1.4 The Executive Committee shall meet as deemed necessary by the President, the choral directors, or any two officers. All committee chairs are permitted to attend meetings of the Executive Committee. **Committee chairs are allowed to vote on actions that the Board votes on when they attend Executive Committee meetings.**

1.5 The Executive Committee shall serve as the Budget Committee and shall present a proposed budget for approval by the general membership at the first fall meeting.

1.6 The President shall preside at all meetings of the Executive Committee and the general membership, with full voting privileges. The President shall be an ex-officio committee member of all committees except the Nominating Committee. The President may create any committees not otherwise provided for in these Bylaws and shall appoint committee chairpersons of same. The President shall perform all other duties usually assigned to the office. **The President, if desired, is responsible for appointing a Parliamentarian to serve at meetings and update bylaws as needed.** If the office of the President shall become vacant, the Vice President shall assume the position until such time as regular elections are held.

1.7 **The First Vice President (President Elect) shall act in the absence of the President at meetings and shall chair the Audit Committee. The First Vice President shall also perform any other duties assigned by the President.**

1.8 **The Second Vice President (Fund-raising) shall chair the Fund Raising Committee. The Second Vice President shall appoint the Fundraising Committee and delegate responsibilities to each chairperson of each fund-raiser that the board approves. The Second Vice President shall also perform any other duties assigned by the President.**

1.9 **The Third Vice President (Past President) shall be a resource to the current president of past procedures and shall perform other duties as assigned by the President.**

1.10 The Secretary shall keep a record of all meetings of the Executive Committee and the general membership, and all other records and correspondence of the organization. He/she shall be responsible for publishing, distributing and maintaining the membership roster which will include the name, address, telephone number and e-mail address of each paid member.

1.11 The Treasurer shall have charge of all funds, collect all dues, keep account of all monies and present a statement of account at every Executive Committee meeting for approval. The Treasurer shall also be responsible for the collection and disbursement of all funds as approved by the membership and/or Executive Committee. He/she shall maintain the organization's checking/saving account(s). The duties of the Treasurer are further described in Article 7 hereof. No individual shall hold the Treasurer position longer than two (2) school years unless there are special circumstances and the general membership is notified of the reason and approves of the exception by vote.

1.12 The Assistant **Treasurer** shall assist with and support the work and duties of the Treasurer.

1.13 **The Parliamentarian shall assist with and support the work and duties of the President. The Parliamentarian shall advise the presiding officer on questions of**

parliamentary procedure in meetings, using the most recent copy of Robert's Rules of Order. The Parliamentarian will vote only when it is necessary to vote by ballot. The Parliamentarian will also serve as the chair of the Bylaws Review Committee when one is deemed necessary by the board to update the organization's Bylaws (at a minimum of every 5 years). This position is appointed by the President, if desired, with a simple majority approval from the elected officers.

ARTICLE SEVEN - FINANCES

1.1 The Treasurer will prepare and distribute a financial report at each Executive Committee meeting and at each general membership meeting. The report shall detail the source and amount of all revenue collected in that month as well as the expenditures for the month. In addition, the report shall indicate the beginning and ending bank balances for the month. The balances shall tie back to the reconciled bank statement and preceding Treasurer's report. **The Executive Committee must vote to approve the financial report as presented, or with amendments, so that it can be filed with the secretary for audit purposes.**

ARTICLE TEN - AMENDMENTS

1.1 The Bylaws may be amended by a two-thirds vote at any regular or specially-called meeting of the membership, provided that notice of the proposed amendment shall have been filed with the Secretary of the organization and a copy presented at the meeting preceding the one at which it is to be considered for adoption, or a copy of the proposed amendment has been sent to the general membership prior to the meeting at which it is to be considered for adoption.