

**CYPRESS RANCH CHOIR PARENTS ASSOCIATION (CRCPA) BY-LAWS –
AMENDED AUGUST 2012**

ARTICLE I– NAME

The name of this Organization shall be “Cypress Ranch Choir Parents Association”, abbreviated as “CRCPA”.

ARTICLE II– PURPOSE

This non-profit organization’s sole purpose shall be to assist Choir Students and the Choir Directors in every way to promote it’s educational purpose of learning, perfecting, and performing choral music as a group both at school and in the community.

No part of the net earnings of the organization shall inure to the benefit of or be distributable 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 payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. 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.

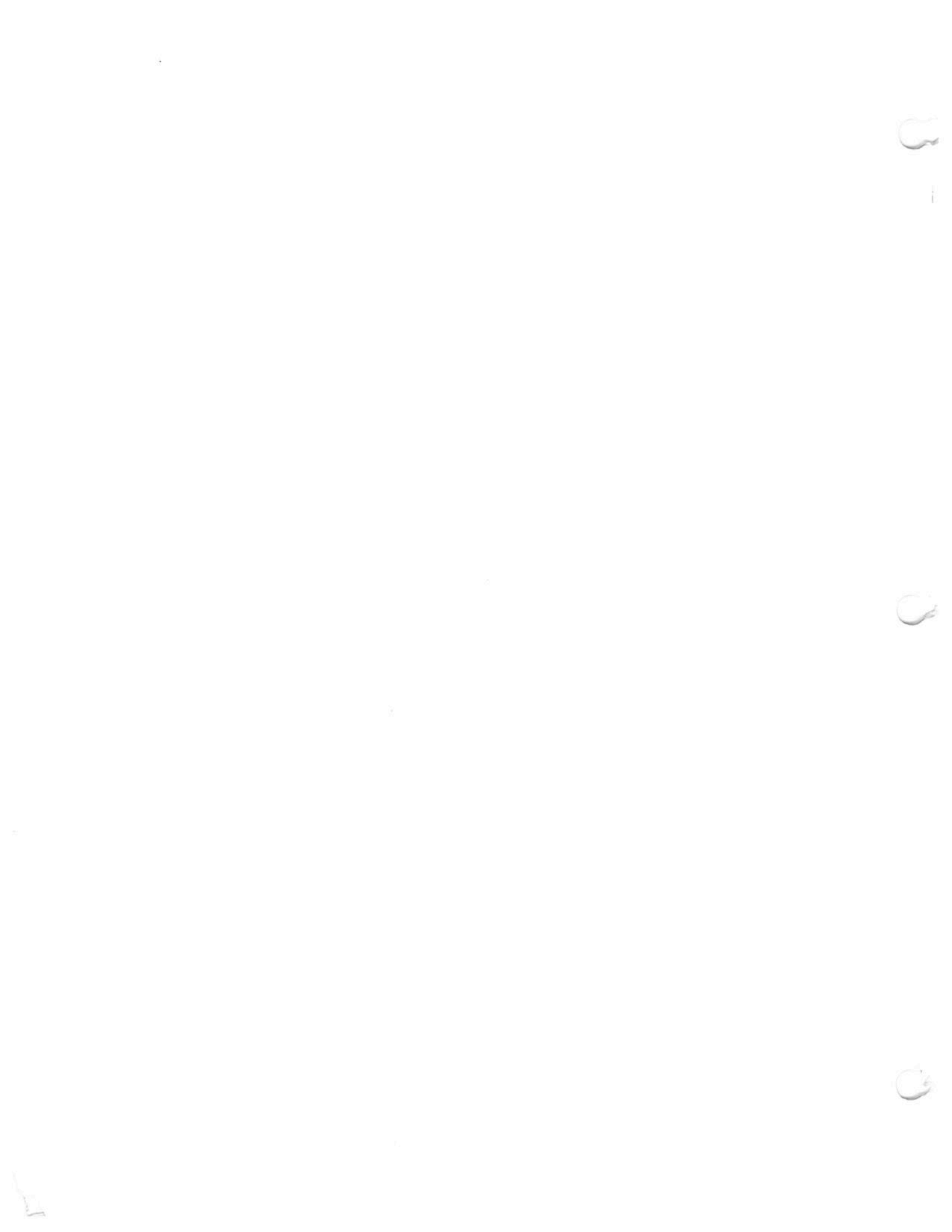
Upon the dissolution of the CRCPA, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE III– MEMBERSHIP

Section A- All parents and/or legal guardians of members of the Cypress Ranch Choir Program are eligible for membership.

Section B- All members are welcome and are requested to assist with all projects undertaken by the CRCPA.

Section C- Annual membership dues/fair share fees are to be charged but not required for membership. The amount of said dues will be determined by the Executive Board prior to the beginning of each school year and will be collected at the beginning of each new school year. Family Sponsorships will also be available to those who wish to underwrite the Choir at a higher level. The costs and privileges of the Family Sponsorships are to be determined by the Executive Board prior to the start of each new school year.



Section D- All members shall be eligible to vote or to serve in any of the elected or appointed positions of the CRCPA.

Section E- The choir directors and Cypress Ranch Principal shall be members of the organization but will be exempt from paying any dues for membership.

ARTICLE IV- VOTING

The members of the Executive Board shall have one vote each. Motions will pass by a majority vote of members present at the meetings. Occasionally, board business will need to occur between meetings and an email vote can occur and be printed for the record. The Head Director, or the highest ranking director present at a meeting can veto any vote regardless of percentages in favor. In the event of this veto, the item fails and the meeting continues on to the next agenda item without further discussion. This item can't be included in future agendas without prior approval of the Director.

ARTICLE V- OFFICERS

Section A- The following officers will be elected annually: President, Vice President, Fundraising Co-Chairperson(s), Treasurer, Cashier, Secretary/Communications, Hospitality, Publicity, Social Events, Uniform Coordinator, Concert Logistics.

Section B- The officers and the choir directors shall form the Executive Board of the organization. The choir directors shall be deemed ex-officio members of all committees.

Section C- No business shall be undertaken in the name of the CRCPA without having first been brought before, and approved by, the Executive Board.

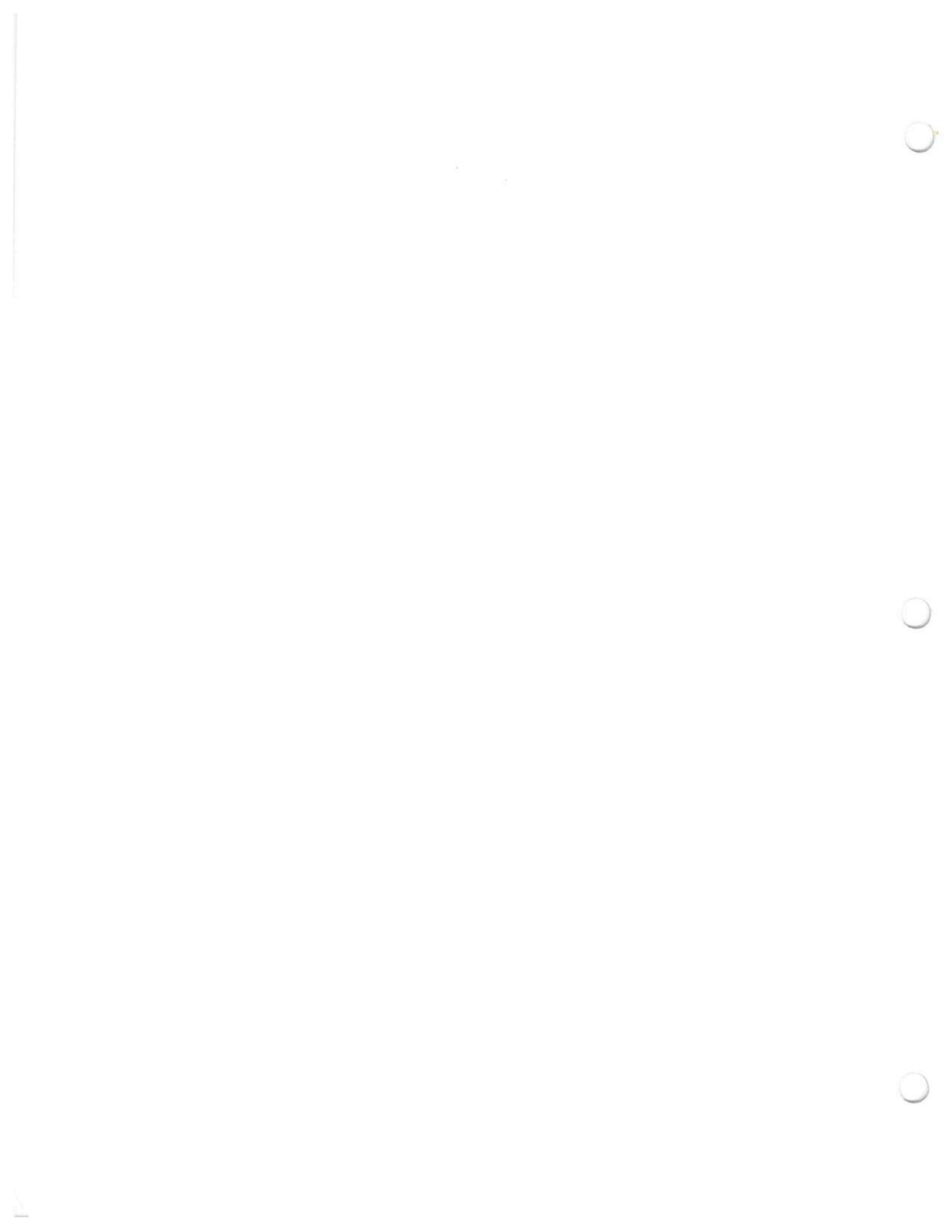
Section D- A vacancy occurring in an elected office during the year will be filled by a person nominated by the Executive Board, if deemed necessary.

ARTICLE VI- ELECTIONS

Section A- The Executive Board shall appoint a Nominating Committee. The Nominating Committee shall submit a single slate of officers. The election of officers shall take place at the last meeting of the General Membership of the school year.

Section B- Additional nominations may be made from the floor. The nominee receiving the majority of the votes cast shall be elected. In the case of a tie, these ballots will be eliminated and another vote taken.

Section C- The President shall state the manner in which the casting of all votes shall be made, unless s/he is running for office and then an outgoing member of the Board shall do so.



Section D- Officers shall be elected to serve for one year. The elected officers shall assume office at the close of the May meeting, or after the fiscal year is complete and all paperwork is complete and submitted, in the event that this is not completed by the May meeting. There will be no term limitations stated in the by-laws. If a member has a returning student the following year, then they are eligible to be in an officer's position.

Section E- All officers are volunteers, and none are paid any compensation for services performed. As such, no officer shall incur any personal liability as a result of serving on this board.

ARTICLE VII-DUTIES OF OFFICERS

Section A- The *President* shall preside at all meetings of the CRCPA and of the Executive Board. The President shall appoint all committees and in other ways see that the affairs of the CRCPA are conducted in a business-like and timely manner and in accordance with the wishes of the Choir Directors. The President shall have signatory powers for the CRCPA checking account and the debit card.

Section B- The *Vice President* shall assist the President with all duties. In the event that the President cannot be present at a meeting or a function, the Vice President will stand in for the President. The Vice President shall be in charge of the fundraising activities of the choir that are approved by the Executive Board and act in the capacity of the Fundraising Coordinator. The Vice President shall have signatory powers for the CRCPA checking account and debit card.

Section C- The *Fundraising Co-Chairperson(s)* shall work with the VP and be in charge of the fundraiser that is assigned to them, including presentations to the Executive Board and General Membership for activity selections, implementation, collecting of funds and distribution of products. The Fundraising Co-Chairs shall work closely with the Treasurer and the Choir Directors to ensure that accurate records of all fundraising activities are kept.

Section D- The *Treasurer* shall be responsible for the financial management and reporting of the CRCPA. S/he shall at the direction of the Executive Board make necessary expenditures and shall make a report of all expenditures and collections at each Executive Board meeting and shall have signatory powers on the CRCPA checking account and debit card. The Treasurer shall be responsible for the filing of all CFISD, State and Federal paperwork/tax returns in accordance with the IRS and CFISD Booster Club guidelines. The Cashier shall work with the Treasurer on matters relative to this position.



Section E-The Cashier shall work under the direction of the Treasurer, and be responsible for going to the school on a frequent basis to empty the safe, collect and count the money, make the deposits and give that information to the Treasurer in a timely manner. In addition, the cashier is responsible for collecting any permission slips/forms put in the safe and turning them over to the Choir Directors as needed, based on deadlines provided by the Choir Directors. The Cashier will also be responsible for working with the individual Fundraising Co-Chairs to ensure accurate counting and documentation of all deposits made for each fundraising activity.

Section F-The Secretary/Communications Chairperson shall record accurate minutes of the Executive Board meetings and of the General Membership. Copies of the minutes shall be made available to the Executive Board members within a reasonable amount of time subsequent to each meeting. As the Communications Chair, s/he will also be responsible for recruiting volunteers for the various committees as requested by the committee chairs, as well as chaperones for various events. S/he is also responsible for sending out communications to the membership regarding the choir's upcoming events, and any other items needed by the Choir Directors and/or Executive Board.

Section G- The Hospitality Chairperson shall be responsible for all choir events requiring the purchase and/or consumption of food or beverages, including concession stands at any event throughout the year, as determined by the Executive Board. S/he also coordinates the provision of goodie bags to the students before competitions.

Section H-The Publicity Chairperson shall be responsible for the publicity of the choir's events and accomplishments, including photographing special events for these purposes. S/he shall be responsible for external communication with the public, i.e. advertising in community newspapers, school newspaper, and school marquee, all under the direction of the Choir Directors.

Section I - The Social Events Chairperson shall be responsible for setting up and decorating at any choir production, competition, or social event, including the homecoming parade. Also serves as the Choir's Banquet Chair for the year.

Section J- The Uniforms Chairperson shall be responsible for assuring the fitting and distribution of choir uniforms to the students prior to their first performance and contacting a seamstress to hem all uniforms and make repairs as necessary. At the final performance of the year, s/he shall oversee the collection of uniforms from students and coordinate to have them dry cleaned for the next year.

Section K- The Concert Logistics Chairperson shall be responsible for the logistics at each choir performance, including designing and printing the tickets, organizing the ticket sales, setting up the front of the house with tables, reserving sponsor seats, and whatever else the Choir Directors deem necessary.



ARTICLE VIII-MEETINGS

The Executive Board shall meet prior to each school year and determine the date and time for the General Membership Board meetings, as well as for the Executive Board meetings for the upcoming year. A listing of dates shall be printed and distributed to the Membership in Charms prior to the first scheduled General Board meeting. Notice of emergency meetings shall be given through Charms and through the choir students. The rules contained in the current edition of Robert's Rules of Order shall govern the CRCPA in all cases to which they are applicable and in which they are not inconsistent with the by-laws.

ARTICLE VIII- FINANCE

Section A-An annual budget shall be created by the Executive Board and the Choir Directors at the beginning of each school year and approved by the Executive Board at the first Board meeting of the school year.

Section B-All money raised during the school year shall be placed in an account at a local bank under the name "Cypress Ranch Choir Parents Association".

Section C-Two-thirds of the Executive Board members must approve non-budgeted items over \$500, including purchases made using the CRCPA debit card.

Section D-The account shall be audited once a year in accordance with CFISD requirements.

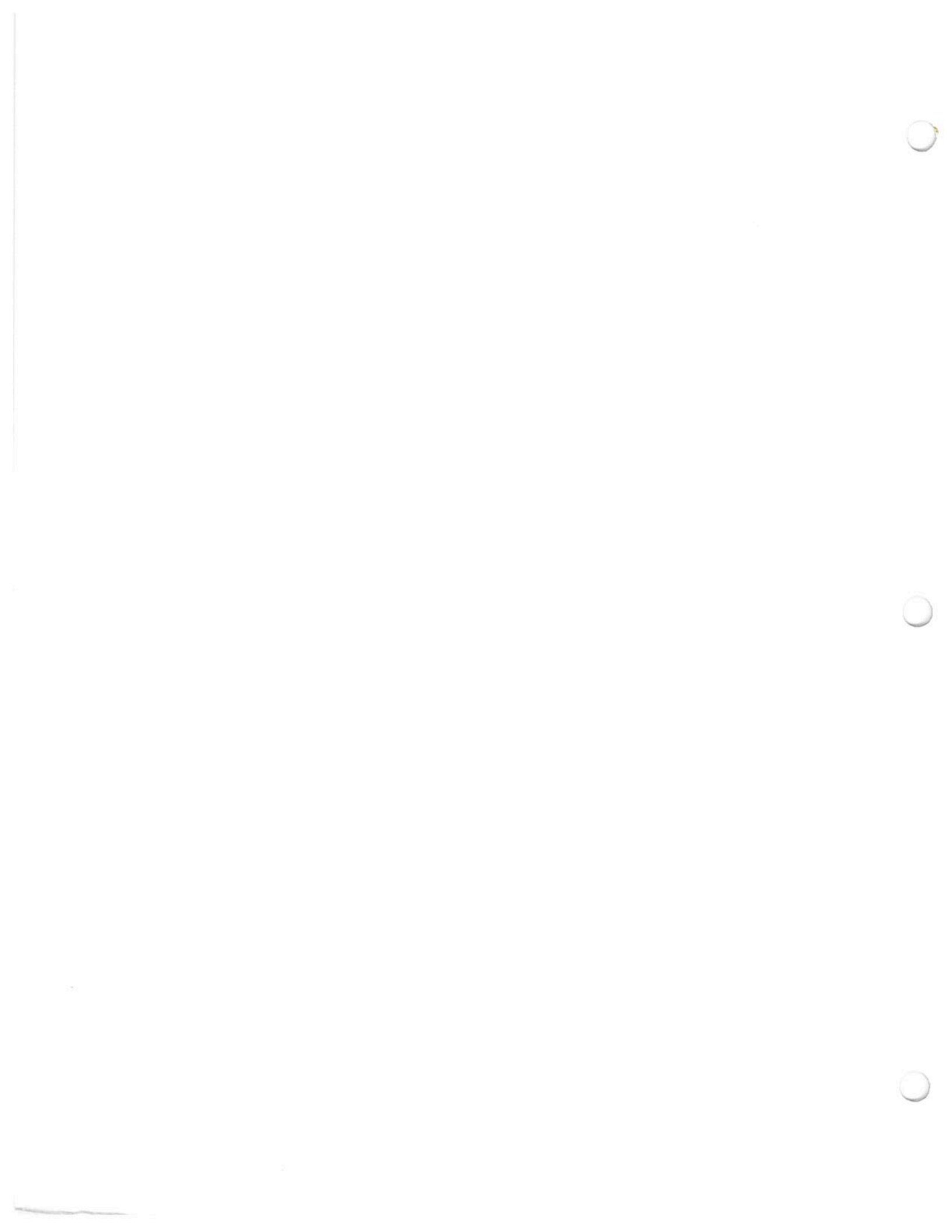
Section E- Anyone receiving money on behalf of the CRCPA will be responsible to the Treasurer to keep accurate and complete records. Money collected must balance with records presented to the Treasurer.

Section F- Parties seeking expense reimbursement on costs associated with events approved by the Executive Board must submit their request via email and submit receipt(s) in order to be reimbursed.

Section G- The CRCPA shall not reimburse for the amount of sales tax. Instead, the purchaser shall present to the merchant at the time of purchase a "Texas Sales and Use Exemption Certification" obtained from the Treasurer prior to the purchase.

ARTICLE IX-TRIP DISCOUNTS/FINANCIAL ASSISTANCE

Section A- The Executive Board shall decide by majority vote, based on the projected financial needs to fulfill the budget and on the results of fundraising efforts, the amount of money which may be applied to discount the annual spring trips. The amount will be the same for each student on each trip.



Section B- In some instances, it may be necessary to provide financial assistance to students in order to make a successful performance/competition possible by creating a balanced choir. If a trip includes either a competitive performance for the choir, or a high profile performance for the choir (the definition of "high profile" being solely the head director's decision), the head director may request that an unlimited number of scholarships be granted, if necessary, to balance the choir and make a successful performance/competition possible. These scholarships shall be by invitation from the head director only, and will be based solely on the need to balance the choir. These scholarships may be partial or full scholarships, as necessary. The Executive Board will decide by majority vote how many of these scholarships may be granted. The head director alone will decide to which student or students these scholarships will be applied. If a trip includes no competitive or high profile performance, then no trip scholarships shall be granted.

ARTICLE X-CRAIG SHARP SCHOLARSHIP

Each year, the CRCPA will award as few as one, and as many as three, scholarships in the amount of \$300 to graduating seniors who have shown exemplary leadership qualities and service to the choir program throughout their four years of membership. This scholarship is to be known as the Craig Sharp Scholarship for Leadership and Service, in honor of the CRCPA's founding president. The Executive Board shall decide by majority vote how many scholarships may be awarded in the given year by March 15. Applicants will submit a completed application form, a resume, and an essay. Winners shall be chosen solely on the merits of their application materials. The Executive Board shall choose from among its members the parent of a non-senior choir student, who shall serve as the Scholarship Committee Chair. The Scholarship Committee Chair shall choose two other choir parents of non-senior students, as well as two individuals who are not members of the CRPCA, who will form the Scholarship Committee. Each member of the Committee shall read the applicants' materials and score the applicants on a scale from 1 to 100, based on the following rubric: GPA 10%, Resume 45%, Essay 45%. The Scholarship Committee Chair shall average each applicant's total points and determine the winners. In the event of a tie, the Scholarship Committee Chair's scores for each applicant shall break the tie.

ARTICLE XI- AMENDMENT OF BY-LAWS

The By-Laws may be amended and/or revised at any regular meeting of the CRCPA Executive Board by a 2/3 vote of members present, provided such amendments and/or revisions have been presented at said regular meeting and the members have been notified of the vote on the change, prior to the vote.

Date of Original By-Laws: 8-24-09
Amended:

