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VIRGIL I. GRISSOM HIGH SCHOOL  
CHORAL DEPARTMENT

***GRISSOM CHOIR***

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**GRISSOM CHORAL PARENTS ASSOCIATION BI-LAWS**

<b><u>GCPA Executive Board 2023-2024</u></b>		
President:	Stephanie Braly-Beutjer	<a href="mailto:sbeutjer@icloud.com">sbeutjer@icloud.com</a>
Vice-President	Brett Palmer	<a href="mailto:bwpalmer97@msn.com">bwpalmer97@msn.com</a>
Treasurer:	Amanda Magonigal	<a href="mailto:amandamagonigal@gmail.com">amandamagonigal@gmail.com</a>
Secretary:	Jennifer Rice	<a href="mailto:jennifer.rice@hsv-k12.org">jennifer.rice@hsv-k12.org</a>
Uniform Committee:	Karon Howard	<a href="mailto:jkaejhoward@gmail.com">jkaejhoward@gmail.com</a>
Uniform Committee:	Jessica Spinoso	<a href="mailto:jessica.Spinoso@hsv-k12.org">jessica.Spinoso@hsv-k12.org</a>
Events Committee:	Amy Boyle	<a href="mailto:amyboyle1011@gmail.com">amyboyle1011@gmail.com</a>
Events Committee:	Erica Cottingham	<a href="mailto:cottingham.eric@yaho.com">cottingham.eric@yaho.com</a>

**ARTICLE 1. NAME, OFFICES, NATURE, & PURPOSE**

**1.1 Name & Office.** The name of the corporation is Grissom Choral Parents Association, hereinafter referred to as GCPA. The principal office of GCPA shall be located at Grissom High School, 1001 Haysland Road SE in Huntsville, AL 35802. GCPA may have other offices, either within or without the State of Alabama, as the Board of Directors, hereinafter referred to as “the Board”, may designate or as the business of GCPA may require.

**1.2 Purpose.** GCPA is a nonprofit corporation with the purpose of providing financial, physical, and educational support for the students enrolled in the Choral Department Programs of Grissom High School, as well as any faculty, coaches, or other personnel employed or engaged by the Huntsville City Board of Education in an instructional capacity in the Choral Department of Grissom High School.

The purpose shall also be to foster, promote, and increase the musical knowledge of, and appreciation for, choral music to the participants and the public, exclusively through educational activities, by helping to organize and present (primarily but not exclusively in the City of Huntsville, AL) performances of choral music to be suitable at the time and place for such exclusively educational purposes.

The purpose shall be further stated to be the promotion of, and the encouragement of participation in, activities sponsored by the Huntsville City Choral Directors Association, the Alabama Choral Directors Association, and the Alabama Music Educators Association by such individuals, ensembles, and choruses as the Director of the Grissom High School Choral Department deems appropriate.

## **ARTICLE 2. MEMBERS**

**2.1 Members.** GCPA shall have one class of members. A member shall be: a parent, grandparent, or guardian of students enrolled in the Choral Department of Grissom High School; faculty, teachers, coaches, or other assistants employed or engaged by the Huntsville City School Board for the Grissom High School Choral Department; and any other faculty or adult members interested in the promotion of choral music education at Grissom High School.

### **2.2 Meetings of Members**

**2.2.1 Conduct of Meetings.** All formal meetings of GPCA will be conducted in accordance with "Robert's Rules of Order".

**2.2.2 Annual Meeting.** The annual meeting of the membership shall be held in the Spring of each year for the purpose of electing Officers and transacting such other business as may come before the meeting. The day and time for the meeting shall be determined by the President, with notification provided in accordance with Article 2.2.5 below.

**2.2.3 Special Meetings.** The President, the Board, or the members constituting not less than five percent of the total membership of GCPA may call special meetings of GCPA for any purpose. Voting at special meetings shall be limited to issues and actions set forth in the meeting notification.

**2.2.4 Place of Meeting.** All meetings shall be held at the principal office of GCPA or at another such place within or without the State of Alabama designated by the Board.

**2.2.5 Notice of Meetings.** The annual meeting and any special meeting shall be announced in a timely manner in any manner calculated to notify as many GCPA members as possible, including (but not limited to) Charms, Facebook, email, or other written or electronic notice.

**2.2.6 Quorum.** Five percent of the current members of GCPA shall constitute a quorum at a meeting of the membership. If less than a quorum is present at a meeting, a majority of the members so present may adjourn the meeting. The members present at a duly organized meeting may continue to transact business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum.

**2.2.7 Manner of Acting.** If a quorum is present, the affirmative vote of the majority of the members at the meeting and who are entitled to vote on the subject matter shall be the act of the members, unless the vote of a greater number is required by the corporate law of Alabama.

**2.2.8 Voting by Members.** Each member shall be entitled to one vote upon each matter submitted to a vote at a meeting of the members.

## **ARTICLE 3. OFFICERS**

**3.1 Number.** The officers of GCPA shall be a President, Vice-President/President-Elect, Secretary, Treasurer, and Treasurer-Elect/Fundraiser.

**3.2 Election and Term of Office.** The officer of GCPA shall be elected from the membership for a term of one year or until successors are elected and qualified. Such elections shall be held at the Annual Meeting in the Spring.

**3.3 Vacancies.** A vacancy in any office because of death, resignation, removal, disqualification, or any other cause may be filled by appointment of the President with the approval of the Executive Board for the unexpired portion of the term.

**3.4 President.** The duties of the President shall be as follows: to preside over all meetings of the GCPA membership and the Board; make all appointments of committee directors except the Nominating Committee; provide a copy of "Robert's Rules"; to act in an emergency for which there is no guidance available; to cast the deciding vote of the Executive Board; to serve as ex-officio member of all committees except the Nominating Committee; and to fill vacancies on the Executive Board. The President shall have such other duties as commonly pertain to the office or as stated in the Bylaws.

**3.5 Vice-President/President Elect.** The Vice President shall: encourage and oversee the directors of the Uniform, Trips/Chaperone, and Decorations committees; to act in the absence of the President; and to have such other duties as commonly pertain the office or as stated in the Bylaws. They shall organize Trip information that include, but are not limited to: hotel accommodations, transportation accommodations, chaperone details. They shall encourage and oversee the directors of the Fundraising and Special Events committees; assist the President as needed; and have such other duties as pertain to the office or assigned by the president, or as stated in the Bylaws.

**3.6 Secretary.** The Secretary shall: encourage and assist the Director, of the Website and Publicity committees; record and file in CHARMS and the Cloud all minutes of meetings of the GCPA membership and the Executive Board; supply the Executive Board with copies of the minutes; write and mail all official correspondences of GCPA; file copies in CHARMS and the Cloud; and have such other duties as pertain to the office, or as assigned by the President, or as are stated in the Bylaws.

**3.7 Treasurer.** The Treasurer shall: act as custodian of all monies of GCPA; pay all vouchers and debts incurred by GCPA in accordance with the budget; collect all monies from Choral Department Drop Box and deposit them in the appropriate account in a timely manner; keep complete and accurate records of all receipts and expenditures during his/her term of office; manage the Student accounting part of Charms; provide change funds for concert ticket sales and fundraising events; present the budget at the Fall meeting of GCPA; release all financial records to a third party for auditing purposes annually; to keep the Executive board informed of outstanding debt or student NonPayment through the monthly Written Treasure report; and have such other duties as pertain to the office or as assigned by the President, or as stated in the Bylaws. All checks shall require two signatures from another Board Member. This position can not be filled by a Huntsville City Schools Employee, per the HCS Finance Handbook.

**3.8 Treasurer-Elect/Fundraiser.** The Treasure-Elect/Fundraiser is the chosen treasurer for the succeeding school year. The Treasure-Elect/Fundraiser shall: act in the absence of the Treasurer; assist the Treasurer as needed; and have such other duties as pertain to the office or as assigned by the President, or as stated in the Bylaws. The Treasure-Elect/Fundraiser shall research and select possible fundraisers to present to the Executive Board for approval, and is responsible for the planning of and followthrough of those activities. The Treasure--Elect/Fundraiser is also responsible for all interaction with all fundraising companies and the

promotion of, publicity for, and maintenance of any inventory items associated with the chosen activity. This position can not be filled by a Huntsville City Schools Employee, per the HCS Finance Handbook.

#### **ARTICLE 4. EXECUTIVE BOARD**

**4.1 General Powers.** The Executive Board shall manage the business and affairs of GCPA.

**4.2 Number and Tenure of Executive Board Members.** The Executive Board shall consist of the President, Vice President/President Elect, Secretary, Treasurer, Treasurer-Elect/Fundraiser, and Choral Director. The President(s) and President(s)-Elect of the Student Board shall also be members. The members shall serve for one year.

**4.3 Duties of the Executive Board.** The Executive Board shall exert its best efforts in fulfilling the purpose of GCPA and exercising the powers given it in the Articles of Incorporation.

**4.4 Meetings.** Meetings shall be held monthly and prior to each membership meeting, and at the call of the President or on the request of a majority of the GCPA membership.

**4.5 Quorum.** Four Executive Board members shall constitute a quorum.

#### **ARTICLE 5. COMMITTEES**

**5.1** The Board may establish committees as required. The designation of any committee and delegation of authority thereto shall not relieve the Board, or any member thereof, of any responsibility imposed by law.

**5.5** The Uniform Committee shall consist of two members and the Choral Director, and shall have the responsibility for assisting the Director in the selection, purchase, storage, repair, and maintenance of all uniforms for the Grissom Choral Department. The Uniform Committee shall meet in August of each year to make or review policies concerning the purchase of uniforms, and shall prepare in writing such recommendations for the Executive Board in August. The committee shall be appointed by the Choral Director and previous year's GCPA Uniform Committee members. Additional meetings may be held at the call of the Director.

**5.6** The Events Committee shall consist of two members, and shall have responsibility for decoration of all parties, receptions, socials, and concerts for the Choral Department. The committee shall be appointed by the Choral Director and previous year's GCPA Event Committee members. Meetings will be held as necessary.

**5.7** The Nominating Committee shall consist of board members of students that are not seniors. The committee members shall be in charge of selected scholarship recipients based on student applications in April.

**5.12** All committees shall prepare and submit to the Treasurer in writing, budget requirements before July 30 of each year. Each committee shall abide by the approved budget.

## **ARTICLE 6. CONTRACTS, CHECKS AND DEPOSITS**

**6.1 Contracts.** The Executive Board may authorize any officer/officer or agent/agents to enter into any contract or execute and deliver any instrument in the same name of and behalf of GCPA, and such authority may be general or confined to specific instances as predetermined by the Board.

**6.2 Checks, Drafts, Etc.** All checks, drafts, or other orders for the payment of monies, notes, or other evidences of indebtedness issued in the name of GCPA shall be signed by the Treasurer or TreasurerElect of GCPA, each of whom must be properly bonded.

**6.3 Deposits.** All funds of GCPA not otherwise employed shall be deposited to the credit of GCPA in such banks, trust companies, or other depositories as the Board may select.

## **ARTICLE 7. BOOKS AND RECORDS**

**7.1** GCPA shall: keep correct and complete books and records of account; keep minutes of the proceedings of its members and Board; and keep a record of its members, giving the names and addresses of all members, at its registered office of principal place of business or at the office of its transfer agent or registrar. Books and records of account will be made available to any member upon written request to the Board.

**7.2** An independent audit of the books and records of GCPA shall be conducted annually. The Executive Board will secure a qualified, independent auditor who has no affiliation with GCPA, its members, or officers. Further, the independent auditor cannot be an immediate relative of a GCPA associate (i.e., husband, wife, father, mother, aunt or uncle) or be of any other relationship that would give the appearance of impropriety.

## **ARTICLE 8. FISCAL YEAR**

The fiscal year of GCPA shall be from July 1 through June 30.

## **ARTICLE 9. AMENDMENTS**

These Bylaws may be altered, amended or repealed, and new Bylaws may be adopted by the Board at any regular or special meeting of the Board. The members may also make, alter, amend, and repeal the Bylaws of GCPA at any annual meeting or at a special meeting called for that purpose. All bylaws made by the Board may be amended, repealed, altered, or modified by the members at any regular or special meeting called for that purpose.

## **CERTIFICATION:**

These amendments to the Bylaws were approved by the Board of Directors of GCPA at a regularly scheduled meeting on Monday, May 7, 2019, at which a quorum was present, with a majority of directors voting in the affirmative for approval.