



**West Springfield Choral Patrons Association.  
Articles of Association  
Bylaws, and Organizational Diagram**

Adopted by Majority Vote of the General Membership  
June 11, 2003  
(As Amended February 19, 2008)

**Articles of Association**

**Article I**

**NAME**

The name of this organization is the West Springfield High School Choral Patrons Association (CPA). The CPA is established as an unincorporated nonprofit organization in accordance with Section 501(c)(3) of the Internal Revenue Code.

**Article II**

**PURPOSE AND OBJECTIVES**

The CPA is a private association organized to support the West Springfield High School (WSHS) Choral Music Program, a public school activity. The CPA has two purposes: (1) to foster team spirit and communication among its members, the choral faculty, and students in the choral program; and, (2) to support the choral program's yearly educational goals by volunteering physical, material, fund-raising, and moral support over and above that provided through public appropriations.

**Article III**

**OFFICERS AND GOVERNING BODY**

Section 1. Officers. The President, Senior Vice President, Vice President for Pizazz (if applicable), Vice President for Personality, Vice President for Madrigals, Treasurer, and Secretary.

Section 2. Executive Board. A permanent group advised by the Director, consisting of the officers of the CPA.

**Article IV.**

**FACULTY ADVICE AND GUIDANCE**

The WSHS Choral Director establishes the content, priorities, budget, educational goals of the choral program, and provides advice and guidance to the CPA as it establishes its support program to ensure that CPA operations do not conflict with school policies or music program priorities.

## **Article V. MEMBERSHIP**

All parents and guardians of WSHS students enrolled in the choral program are automatically general members of the CPA. Each family unit is entitled to one vote for each family child enrolled in the choral program. Associate membership is open to other supporters of the WSHS Choral Program. Associate members and WSHS choral music faculty members are not eligible to hold office or to vote.

## **Article VI. PROHIBITED ACTIVITIES**

Section 1. No part of the net earnings of the CPA shall be distributed, or inure to the benefit of its members, trustees, directors, officers or other private persons, except that the CPA shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501(c)(3) purposes.

Section 2. No substantial part of CPA activities shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the CPA shall not participate in, or intervene in (including the publishing or distribution of statements) and political campaign on behalf of any candidates for political office.

Section 3. Notwithstanding any other provision of these articles, the CPA shall not carry on any 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, (b) by an organization, contributions to which are deductible under Section 170(c)(2)\* of the Internal Revenue Code.

Section 4. The CPA will not discriminate against any person protected from discrimination by the WSHS anti-discrimination policy.

## **Article VII. MEETINGS**

Section 1. A quorum must be present at a meeting to conduct official CPA business. At least 10 members or 1/20th of the voting membership (whichever is greater) are required for a quorum at any general membership meeting.

Section 2. General membership meetings will be held at least monthly during the school year, except as agreed by the Choral Director and President. Meetings of

each Operating Committee will be held immediately before or after the general membership meeting.

Section 3. Special meetings may be held at the discretion of the President. All members should be given sufficient notice of the meeting and its purpose.

### **Article VIII. DISSOLUTION**

Section 1. The CPA may be dissolved at a general or special meeting upon an affirmative vote of two-thirds of the membership present. Prior to action on a motion to cease operation or to dissolve the CPA, the Director will be notified of the motion in writing and advised of the reasons for why the CPA is of no further value.

Section 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 West Springfield High School Choral Music Department for one or more exempt purposes within the meaning of Section 501(c)(3)\* of the Internal Revenue Code, or shall be distributed to the Federal government, or to a state or local government for a public purpose.

### **Article IX. BYLAWS**

The CPA may approve bylaws as necessary.

### **Article X AMENDMENTS**

Section 1. Articles of Association. These Articles of Association may be amended at a general membership or special meeting. Motions for amending these Articles will be made at one meeting. The proposed amendment will be published and voted on at the following general membership meeting. An affirmative vote of two-thirds of the membership present is required for adoption.

Section 2. Bylaws. The Bylaws may be amended at any general membership meeting. Motions for amending the Bylaws will be made at one meeting. The proposed amendment will be published and voted on at the following general membership meeting. An affirmative vote of a majority of those present is required for adoption.

### **Article XI. ADOPTION**

These Articles of Association and Bylaws are effective immediately upon adoption by an affirmative vote of the majority of the membership.

\* Or corresponding section of any future Federal tax code.

**BYLAWS**  
**Bylaw I**  
**DUTIES OF BOARD AND OFFICERS**

Section 1. Executive Board. The Executive Board develops, with the advice and guidance of the Choral Director, a support plan and calendar of projected support activities designed to augment shortfalls is the choral program's appropriated fund budget; develops the general fund budget; and, approves the budgets and activities of the operating committees. The budget, and support plan and calendar will be presented to the general membership for approval. The Board coordinates the planning and execution of general fund support activities.

Section 2. President. The President presides over and provides overall direction for all CPA and Executive Committee meetings; serves as the primary point of contact with the Choral Director; ensures that CPA activities support WSHS goals; organizes and expedites business; appoints members to represent the CPA on the President's behalf or to work on any project that will further CPA purposes. May co-sign checks from the general account.

Section 3. Senior Vice President. The Senior Vice President (SVP) is the principal assistant to the President; acts for the President in the President's absence; serves on the Executive Board. If the President resigns or is removed for cause, the SVP serves as Acting President until a special election is held. May co-sign checks from the general account.

Section 4. Vice President for Pizazz (VPPz). The VPPz is a Pizazz parent who serves on the Executive Board, serves as President of the Pizazz board, presides at all Pizazz meetings, and organizes and expedites Pizazz business; oversees the planning and execution of Pizazz support activities; facilitates the election of a Pizazz Vice President, Secretary and Treasurer; and who prepares Pizazz annexes to the CPA minutes and Treasurer's report. May approve expenditures of \$500 or less without approval of the Pizazz membership. May co-sign checks from the Pizazz subaccount. Provided, however that this officer position shall not be filled, or its responsibilities exercised, for any period during which Pizazz does not operate as a show choir.

Section 5. Vice President for Personality (VPP). The VPP is a Personality parent who serves on the Executive Board, serves as President of the Personality Show Choir (PSC), presides at all meetings of the PSC, and organizes and expedites PSC business; oversees the planning and execution of PSC support activities; facilitates election of a PSC Vice President, Secretary and Treasurer, who

prepares PSC annexes to the CPA minutes and Treasurer's report. May approve expenditures of \$500 or less without approval of the PSC membership. Co-signs checks from the Personality subaccount.

Section 6. Vice President for Madrigals(VPM). The VPM is a Madrigal parent who serves on the Executive Board, serves as President of the Madrigals, presides at all meetings of the Madrigals, and organizes and expedites Madrigals business; oversees the planning and execution of Madrigals support activities; facilitates election of a Madrigals Vice President, Secretary and Treasurer, who prepares Madrigals annexes to the CPA minutes and Treasurer's report. May approve expenditures of \$500 or less without approval of the Madrigals membership. May co-sign checks from the Madrigal subaccount.

Section 7. Treasurer. The Treasurer maintains a consolidated accounting of all receipts and expenditures of CPA funds, including the amount and purpose, and student accounts; schedules the annual audit or review; oversees the administration of separate Association subaccounts for each of the operating committees; receives financial reports from the operating committees; prepares and submits a single tax return reflecting all CPA transactions; provides finance and accounting guidance and oversight to Pizazz (if applicable), Personality and Madrigal Treasurers. May co-sign checks from the general account and any subaccount.

Section 8. Secretary. The Secretary keeps minutes of meetings of the Association's general membership and keeps records of decisions made during Executive Committee meetings, as appropriate; responsible for establishing and maintaining the capability for rapid, accurate, and effective internal communications, primarily through a telephone tree, e-mail and web page; collates reports from the Secretaries of the operating committees for CPA minutes; provides guidance for Pizazz (if applicable), Personality and Madrigal Secretaries. May co-sign checks from the general account.

## **Bylaw II. ELECTION AND REMOVAL OF OFFICERS**

Section 1. Executive Board officers except for the Presidents of the operating committees will be elected by majority vote of the membership present at a general membership meeting. Operating committee Presidents, Vice Presidents, Treasurers and Secretaries will be elected by majority vote of the membership of their respective operating committees. Elections for officers will be by secret written ballot. Officers are elected for 12months, and may not serve more than two consecutive terms in anyone office unless, by a two-thirds vote of those present, the general membership votes to waive the two-term rule for a single term. Waivers may not be extended for more than three years, for a total of five years service in any one office. At the discretion of the membership, co-officers may be elected to any position. Any officer who is unable to perform the duties of

the office for a period exceeding 45 days will relinquish office. The Executive Board may remove officers for cause, or act on officer resignations.

Section 2. A nominating committee consisting of three members appointed by the President will present a proposed slate to the general membership at the May meeting. Given a finding of extenuating circumstances, the Executive Board may vote to hold the vote at a June meeting. The operating committees shall nominate candidates for Pizazz (if applicable), Personality or Madrigals in a manner determined by the members of the subgroup. Additional nominations may be made from the floor.

### **Bylaw III. OPERATING COMMITTEES**

Section 1. Operating Committees. Standing committees presided over by a CPA Vice President (President of the subgroup) and composed of all members of the respective choral program subgroup. Includes a Vice President, Secretary and a Treasurer. Develop a budget for Board review and approval. Have independent executive authority to plan and execute those parts of the approved support plan pertaining to their subgroup. Authorized to maintain a separate "checkbook" subaccount for financial transactions, subject to financial internal controls imposed by the Treasurer.

Section 2. The following operating committees are established:

- a. Pizazz (Show Choir). Provided, however that this committee shall not operate for any period during which Pizazz does not operate as a show choir.
- b. Personality (Show Choir).
- c. Madrigal (Madrigals, Chamber Ensemble and A cappella Ensemble)

### **Bylaw IV. FINANCES**

Section 1. Four bank accounts will be established: one GENERAL FUND account for the general expenditures of the Association, and three SPECIAL FUND accounts for the special expenditures of the operating committees.

Section 2. Monies to meet budgeted general fund expenditures will be generated in part by a set number of pre-approved GENERAL FUND fundraisers. Each operating committee will participate in such fundraisers. Funds raised, donated, collected or allocated for the purpose of meeting general expenditures shall be deposited into the GENERAL FUND account and may not be applied to another CPA purpose without the approval of the President.

Section 3. Monies to meet budgeted special fund expenditures will be generated in part by a set number of pre-approved SPECIAL FUND fundraisers. Operating committees are free to conduct other approved fundraisers in addition to those

approved in the CPA support plan. However, any funds raised by the operating committees must first be applied to satisfy the goals established for that operating committee in the CPA support plan. Funds raised, donated, collected or allocated for the purpose of fulfilling the special needs of a particular operating committee shall be deposited into that committee's SPECIAL FUND account and may not be applied to another Association purpose without the approval of the operating committee's presiding President.

Section 4. The financial books of the Association and its operating committees will be independently audited or reviewed as a single financial entity every year before the first general meeting of the new school year.

Section 5. The Executive Board may approve expenditures of \$500 or less. Larger expenditure must be specifically authorized by the general membership.

Section 6. The association is tax exempt and shall make every effort to maintain its status as a tax-exempt organization.

#### **Bylaw V. INSURANCE COVERAGE**

The association will obtain and maintain liability insurance to cover risks associated with Association activities. The Executive Committee will determine an appropriate level of coverage. This insurance is intended to supplement, not replace, any insurance or other protection provided by the school district, county government, or any other appropriate agency or activity.

We certify that the attached Articles of Association and Bylaws have been approved by the membership.

Adopted the 11th day of June 2003.

Co-Presidents:  
David Best, Carol Best

I certify that the amendments to the foregoing Articles of Association and Bylaws have been approved by the membership.

Adopted this 19th day of February 2008.

Choral Patrons Association Secretary:  
Connie Hines