

Kennedy Choral League Constitution
(#4)
Amended May 16, 2017

Preamble

The purpose of the Kennedy Choral League is to:

- support and assist the choral music program and choral directors at John F. Kennedy High School to promote development of choral music programs;
- assist in raising funds for current and future programs;
- coordinate all parent activities involving the choral music program;
- serve as a liaison between home, school, students, and directors;
- support and assist vocal music students and their families in need.

Article I. The Kennedy Choral League

Section A. Name

The name of this organization is the Kennedy Choral League, hereinafter referred to as KCL.

Section B. Membership

KCL shall be comprised of an Executive Board and a General Assembly. There shall be no dues associated with membership and no compensation to officers of the Executive Board.

Article II. The General Assembly

Section A. Membership in the General Assembly is to include parents or guardians of current Kennedy vocal music students. Other interested parties may join by request or invitation.

Section B. Members of the Executive Board shall be members of the General Assembly during their terms of office.

Section C. Members of the General Assembly shall elect the Executive Board in conjunction with the rules outlined in this document.

Article III. The Executive Board

Section A. Membership

1. Voting membership in the Executive Board shall be comprised of a President who takes office the day after the Choir Awards Banquet in May, having been duly voted into office the preceding year as President-Elect, a President-Elect, a Treasurer, a Secretary, , a Happiness, Inc. representative appointed by the Happiness, Inc. director,

a Protégé representative appointed by the Protégé director, a Chanteurs representative appointed by the Chanteurs director, a Core Choir representative appointed by the directors, a Competition Event representative appointed by the directors, and such other committee chairs as determined by the President with approval of the Executive Board. The role of Treasurer may not be filled by an employee of John F. Kennedy High School.

2. Non-voting membership in the Executive Board shall be comprised of the two Kennedy choral directors as ex officio members, hereinafter referred to as directors, and any additional committee representatives not identified as voting members.

Section B. Duties and Powers of the Executive Board

1. Uphold the constitution and bylaws (if applicable) of the KCL and promote the participation of all KCL members.
2. Compile the agenda for each meeting of the General Assembly.
3. Create, monitor and be accountable for the annual KCL budget.
4. Provide minutes to the General Assembly on all matters which come before the Executive Board.
5. Nominate members of KCL to committees as is necessary.

Section C. Duties of the Officers

1. President
 - a. Call and preside over regularly scheduled and special meetings of the KCL Executive Board and General Assembly.
 - b. Receive reports from committee chairpersons.
 - c. Communicate with the choral directors to identify the needs of the vocal music program.
 - d. Appoint KCL members to fill unexpected vacancies in the offices of President-Elect, Treasurer, and Secretary, subject to the approval by a two-thirds vote of the Executive Board in accordance with Article VI Section D.
 - e. Oversee the general operations of the KCL.
 - f. Sign legal documents for the business of the KCL.
 - g. Provide communications to the KCL newsletter as needed.
 - h. Prepare agendas of all Executive Board and KCL meetings.
 - i. Serve as a liaison between the KCL, directors and administrators of Kennedy High School.
2. President-Elect
 - a. Preside over all meetings of the KCL Executive Board and the General Assembly in the absence of the President.
 - b. Fill a vacancy in the office of the President.
 - c. Coordinate special projects as requested by the Executive Board.
 - d. Coordinate, in conjunction with the Secretary, all KCL communication.
 - e. Coordinate the annual KCL Executive Board elections.

- f. Fulfill other duties as assigned by the President.
 - g. Chair the Events Committee of KCL or as determined by the President with approval of the Executive Board.
 - h. Assume the role of President at the next annual election.
3. Secretary
- a. Record minutes of all meetings of the KCL Executive Board and the General Assembly.
 - b. Provide the minutes of all meetings to the President prior to the next scheduled meeting.
 - c. Maintain attendance records for each meeting of the Executive Board.
 - d. Maintain a complete file of copies of past agenda and minutes for the previous five (5) years.
 - e. Coordinate, in conjunction with the President-Elect, all KCL communication.
 - f. Chair the Volunteer Committee of KCL or as determined by the President with approval of the Executive Board.
 - g. Perform other duties as assigned by the President.
4. Treasurer
- a. Keep current and accurate records of all KCL financial transactions.
 - b. Prepare all financial statements as required by law.
 - c. Submit to an audit as required.
 - d. Acknowledge and report any known theft or misappropriation of funds to the Executive Board and the appropriate authorities.
 - e. Disburse funds for all outstanding debts incurred through KCL activities and functions.
 - f. Provide KCL Executive Board with a monthly statement of balances in the KCL accounts.
 - g. Review annually established appropriations guidelines and to recommend any necessary changes or amendments to the KCL Executive Board for approval.
 - h. Administrate deposits into and disbursements from the KCL bank and foundation accounts.
 - i. Supervise all monetary transactions on a Point of Sale basis for the KCL.
 - j. Oversee KCL scholarship funds and scholarship awards.
 - k. Provide cash boxes for all KCL events requiring an admission fee and/or providing products for sale.
 - l. Complete or engage necessary resources to complete the submission of annual tax filing per current IRS guidelines; retain copies of past filings for the appropriate retention period.
5. Happiness Inc., Protégé, Chanteurs and Core Choir Representatives
- a. Serve as a liaison between the director and the parents of choir members.
 - b. Coordinate parent volunteers for each choir.
 - c. Develop a communication plan for each choir to be used for sharing information with the group including tech crew, band members, singers and parents as appropriate.

- d. Communicate with the director about any ongoing projects.
- e. Perform other duties as assigned by the director or the President.
- f. Make regular reports to the KCL Executive Board.

Article IV. Meeting, Quorum, and Attendance

Section A. Procedure

Robert's Rules of Order shall be used to govern all parliamentary matters not addressed in the KCL Constitution or bylaws (if applicable). KCL may temporarily set aside any rule of order or constitutional procedure by a two-thirds vote of approval of the Executive Board. Such exceptions must be recorded in the official minutes along with the reason for the exception.

Section B. Meetings and Attendance

1. The meetings of KCL shall be publicly advertised and shall be open to all KCL members. The Executive Board may go into closed session when an issue is determined to be sensitive or include confidential information. The decision to go into closed session is subject to approval by a two-thirds vote of the Executive Board.
2. KCL must convene meetings on a schedule determined by the Executive Board each August. The Executive Board shall meet once in each month of the academic year August – May. Meetings other than those scheduled are considered special meetings.
3. In order to conduct business, any meeting of the KCL Executive Board shall require a quorum of a majority of the voting members of the Executive Board.
4. Executive Board members should attend all meetings of the KCL Executive Board, the General Assembly and of committees of which they are a member.

Article V. The KCL Budget

1. The KCL Treasurer shall submit a proposed budget for KCL by the first Executive Board meeting of the following academic year. Annual budget allocations to KCL organizations for the following academic year shall be approved by a majority vote of the Executive Board no later than the second Executive Board meeting of the following academic year.
2. Expenditures in excess of budgeted amounts, that do not have offsetting revenue, require pre-approval by the Executive Board. A two-thirds majority vote of the Executive Board is necessary to approve additional spending.
3. In an emergency situation where a meeting of the Executive Board is not possible, the President/Treasurer may make an expenditure of no greater than \$1,000. The expenditure shall be reviewed by the Executive Board at the next meeting.

4. All disbursements from the KCL bank account must be made by check.
5. All checks drawn from the KCL bank account must be signed by the KCL President or the KCL Treasurer.
6. KCL financial records shall be audited as required. In the event of an audit, the auditors' report shall be submitted to the Executive Board.
7. To help offset the cost of certain KCL expenses, KCL may elect to take a distribution from the annual "spendable" portion of one or more of its foundation funds. The total amount withdrawn from all foundation funds shall not exceed the cost of the specified expense(s) to be covered. The amount withdrawn is further subject to the following restriction: At no time shall the withdrawal reduce the balance in any foundation fund below donor contributions invested in such funds. The determination of whether or not to take a distribution shall be made annually, typically at the April KCL Executive Board meeting, and take into consideration the actual foundation fund balances as of the end of the preceding month, typically March of that year. If upon calculating the amount to be withdrawn it is determined that the total allowable amount to be withdrawn by following this practice is less than \$500, no withdrawal shall be made.

Article VI. Elections and Nominations

Section A. Petitions

1. Information about elections shall be announced and publicized by the President-Elect of the KCL by or before the April Executive Board meeting.
2. Nominations for officers shall be accepted until the Executive Board meeting prior to the general assembly election.

Once nominations have been received and vetted by the Executive Board, the selected nominees shall be added to a slate of proposed incoming officers. The slate shall include the positions of President-Elect, Treasurer and Secretary. The slate as a whole shall be presented to the general assembly for confirmation and election.

3. Candidates may serve only one elected voting position on the KCL Executive Board during each election cycle.

Section B. Procedure

1. The election of the slate of officers shall be conducted at the Choir Awards Banquet in May. All KCL members in attendance may cast a vote.

- a. If the slate of officers is uncontested, the election shall take place by a simple majority vote of acclamation of the KCL members present.
 - b. If the slate is contested on the floor, a run-off election shall be conducted by the KCL members present, either by a live vote of acclamation, electronically, or by paper ballot for the contested office(s). Contested offices are won by the nominee from the floor receiving a simple majority of votes from eligible voters.
 - c. In the event of a tie, an appeal vote will be conducted. If the appeal vote does not produce a majority decision, a motion will be made, and must carry in order to proceed, that the decision of the President will stand as the judgment of the assembly.
2. If there is no slated candidate for an officer position, the President-Elect shall fill the elected office by appointment, subject to approval by two-thirds vote of the new Executive Board.

Section C. Election Dates and Terms of Office

1. Members of the Executive Board shall be elected on the day of the Choir Awards Banquet in May.
2. The term of office for elected Executive Board members shall extend from noon on the day following the Choir Awards Banquet in May until noon on the day following the choir Awards banquet the following academic year, except for the President-Elect who shall automatically move into the presidency after the Choir Awards Banquet the May following his/her election to President-Elect the year preceding.
3. The outgoing board members are obligated to transition their responsibilities, including records, to the incoming board.

Section D. Vacancies

1. The President of KCL shall nominate candidates to fill an unexpected vacancy in the offices of President-Elect, Treasurer, and Secretary, subject to approval by a two-thirds vote of the Executive Board.
2. Vacancies in the office of President shall be filled by the President-Elect, who in turn nominates a candidate to fill in the vacancy in the office of President-Elect, subject to approval by a two-thirds vote of the Executive Board.
3. Vacancies in the offices of Happiness, Inc. Representative, Protégé Representative, Chanteurs Representative, or Concert Choir Representative shall be filled through appointment by the directors.

Article VII. Procedure for Removal from Office

1. An individual shall be subject to removal from office when found to be impeding the Executive Board's ability to conduct business, or to be in violation of any procedure or principle outlined in this Constitution or bylaws (if applicable). A two-thirds majority vote of the Executive Board is required to remove any member of the Executive Board who is charged with such a violation. In this context, removal will be enacted by a motion to impeach, based on the alleged violation(s). The decision of the Executive Board is final and may not be appealed.
2. If the General Assembly calls a lack of confidence vote that results in the removal from office of the entire Executive Board, the directors shall appoint a new President, subject to the approval of the Kennedy High School principal. The President shall then appoint the remainder of the Executive Board, subject to the approval of the directors. Should the incident giving rise to the removal of the Executive Board involve a director, the Kennedy High School principal shall appoint a new President. The President shall then appoint the remainder of the executive board subject to the approval of the Kennedy High School principal.

Article VIII. Initiatives

1. A petition bearing the signatures of no less than twenty-five (25) members of KCL and referring to this section shall cause the President of KCL to call a special meeting of KCL on the issue in question. Such a meeting shall be held within ten (10) days of the presentation of the petition to the President, excluding weekends and any other time school is not in session.
2. A petition bearing the signatures of no less than one hundred (100) members of KCL and referring to this section shall cause the President-Elect of KCL to hold a referendum of the KCL on the issue in question. A valid petition must contain the final written form of the question to be placed on the ballot. Once one or more signatures have been placed on the petition, the written form of the question may not be altered by either the sponsor of the petition or KCL. Such a referendum shall be held within seven (7) days of the presentation of the petition to the President-Elect excluding weekends and any other time the school is not in session. A majority of those voting shall affirm or reject the issue in question.

Article IX. Access to Information

1. All documents, including, but not limited to, official contracts, minutes of meetings, and electronically stored or recorded information pertaining to KCL business, or the business of student organizations and activities recognized by KCL are the sole property of the members of KCL. These materials, or appropriate facsimiles thereof, shall be yielded for inspection without amendment or alteration, upon written request

of any member of KCL to the President-Elect within ten (10) business days of the request.

2. If the Executive Board or any member thereof feels the information being requested of it should be kept confidential, a formal letter may be presented to a director for consideration. The ten day deadline shall not begin until a decision is made by the director. The issue of privacy of personal information shall be considered in all requests for documentation.
3. Requests must include the names, phone numbers and e-mail addresses from requesting parties and reason(s) in order to have the request fulfilled. This information must remain confidential within the Executive Board.
4. A business day shall be defined as a full class day in which school offices are open.

Article X. Amendments

1. Amendments shall be defined as any revision to any portion of this Constitution.
2. This Constitution and amendments thereto shall be formally approved in this order:
 - a. The Executive Board
 - b. A two-thirds vote of all KCL members voting to approve the amendments
3. The proposed amendments shall be submitted to the Secretary of KCL. Complex amendments shall be on the KCL website, publicized in the KCL newsletter, and/or sent to members via e-mail. Simple amendments will be presented as an agenda item at a general assembly meeting. The Executive Board will determine whether a proposed amendment is complex or simple. The proposed amendments shall be debated and voted at the next regularly scheduled KCL general assembly meeting following publication.
4. When KCL members vote on a proposed amendment, the proposed amendment must accompany the meeting notice.
5. All portions of this Constitution shall become immediately effective upon approval by the aforementioned bodies. The previous Constitution shall thenceforth be considered null and void.
6. KCL may adopt additional bylaws or amendments pertaining to procedures for KCL operations with the approval of two-thirds of the Executive Board.