

**The CONSTITUTION AND BY-LAWS**  
of the  
**Niceville High School**  
**CHORAL BOOSTERS ASSOCIATION**  
**Proposed Revisions – October 2011**

**ARTICLE I - NAME**

The name of this organization shall be "Niceville High School Choral Boosters Association."

1. The organization may also be identified as the "Association," the "Chorus Boosters", the "Chorus Boosters Association, the "CBA" or the "Boosters."

**ARTICLE II – PURPOSE**

**Section 1**

The purpose of the Association is to render moral, physical, and financial support to the Niceville High School Choruses, to support and assist the Choral Director and other music personnel to meet their goals for the choral music program and to support the singers and the musical activities of the Chorus in the best ways possible.

**Section 2**

The Association shall strive to promote strong and positive relations within the choral music program, the school, the community, with the singers and parents of the choral music program, and all organizations with whom this Association may come in contact.

**Section 3**

The primary and basic purpose of the Association shall be to assist the choral music program in every way possible, to build, develop, support and maintain the choral music program and its mission (*to provide the best music education and performance experiences to every student within the program so each student will be able to apply the skills taught and be a supporter of the Arts after graduation*) at Niceville High School.

**ARTICLE III – POLICIES**

**Section 1**

The Association shall be non-commercial, non-sectarian and non-partisan.

**Section 2**

The Association shall in no way attempt to control or interfere with the administrative activities of Niceville High School and/or its policies.

**Section 3**

The Association shall in no way interfere with the Choral Director in his/her assigned duties and responsibilities, nor in the daily administration of the educational activities and objectives of the choral music department.

**Section 4**

The Association shall hire needed personnel to help in the administration of the Association or to enhance the activities of the Chorus.

1. The Executive Committee shall be authorized to expend booster monies on personnel hired by the Association from funds budgeted for personnel.
2. Funds generated by the Association and authorized by the Executive Committee for personnel expenditures may be used to supplement the extra hours or extra duties/responsibilities of Okaloosa County School Board employees who also are also employed by the Chorus Boosters Association.
3. The Executive Committee shall be authorized to transfer funds to the personnel account from other Chorus accounts if those transferred funds are expended on personnel for a project relating to those accounts.
4. Funds for personnel hired by the Association shall be taken from the high school's internal account monies belonging to the Chorus upon approval of the Executive Committee.

## **Section 5**

All monies generated by or belonging to the Association shall be deposited in an internal school account(s) at Niceville High School established by the school bookkeeper for the Chorus or the Chorus Boosters.

1. Monies generated by any chorus student for Booster fund-raising activities, even though deposited in that student's personal chorus account, shall remain the property of the Chorus and may be used only by that student, or a sibling who is also in the Chorus, for activities approved by the Choral Director and Association President.
  - a. Out-of-pocket funds contributed by a chorus student or his/her family into the student's individual chorus account that exceeds the total required for an activity, may be refunded upon graduation of that student if a parent requests in writing that the money to be returned.
  - b. The Boosters will not return money to any chorus student that the student has paid as a deposit or of subsequent payments made by the student that have been expended or contracted by the Association for a Chorus activity to a vendor, on the student's behalf.
2. Special cases may be brought to the Director and/or Executive Committee by parents to request an exemption from Section 5, Paragraph 1, Sub-Paragraphs a. or b.

## **Section 6**

- A. The Constitution shall be reviewed by the Constitution Revision Committee, a committee appointed by the President, every odd numbered year.
1. The committee will present any recommendations for revisions of the Constitution to the membership during the April meeting of the Association, or other general membership meeting designated by the Executive Committee.
  2. A vote shall be held in May, or other time designated by the Executive Committee, on any changes proposed by the revision committee.
  3. The committee shall be made up of the Executive Committee, the Director and two members at-large of the Association.

## **Section 7**

- B. Amendments to the Constitution shall be introduced by any member of the Associations.
1. In order to become a part of the Constitution, amendments shall be voted on two times.
    - a. During each vote, the Amendment must be approved by a vote of at least two-thirds of the Membership in attendance at a regularly scheduled meeting of the Association or it will fail.
    - b. A period of at least thirty days shall pass from the time the Amendment is first introduced and voted on until it can be voted on the second time.
    - c. Introduction of and voting to approve Amendments will be done at regularly scheduled Association meetings or as described in Article VI, Section 2.

# **ARTICLE IV – MEMBERSHIP**

## **Section 1**

- A. All parents, official student sponsors and guardians of chorus students shall be members of the Association with the right to vote and hold office therein.
1. When in question, the Executive Committee shall determine the membership status within the Association of persons who declare themselves parents, sponsors or guardians of chorus students.
    - a. An official student sponsor shall be a person the Executive Committee shall determine to be the chorus representative of a chorus student.

## **Section 2**

B. The Vocal Music instructors of Niceville High School, as well as the Middle School choral directors and music teachers from the elementary schools in Niceville and Valparaiso whose programs matriculate to the Niceville High School Chorus, shall be members of the Association.

## **Section 3**

C. Any person with an interest in assisting the Association in accomplishing its Purpose, shall be awarded an Associate Membership, with all the privileges of membership of the Association including voting and holding office, by receiving a majority vote from the membership of the members of the Association in attendance at a regularly scheduled Niceville Chorus Booster Association meeting.

1. Associate Membership shall be renewed annually by a vote of the Membership.
2. Any person wishing to become or renew an Associate Member shall inform the President prior to the meeting.
  - a. The President, after conferring with the Executive Committee, shall, at his/her discretion, approve the request for Associate Membership and place it on the meeting agenda.

#### **Section 4**

D. The Principal, or his/her designate, shall serve as an ex officio member of the Association.

### **ARTICLE V – OFFICERS and the EXECUTIVE COMMITTEE**

#### **Section 1**

A. The officers of this Association shall be the President, Vice-President, Secretary, and Treasurer. These officers shall comprise the Executive Committee.

#### **Section 2**

B. Officers shall be elected at the April meeting of the Association after obtaining a majority of the votes of the members of the Association present at a regularly scheduled meeting.

1. In the case of a tie, the President will cast the deciding vote.
2. Newly elected officers shall assume their duties at the May meeting.

#### **Section 3**

C. A nominating committee shall be appointed by the President and consist of two members of the Executive Board and two members-at-large.

1. The Nomination Committee shall submit one name for each Executive Committee office and the Chair of the Nomination Committee shall present those names to the Membership at the time of the election.
2. Afterwards, nominations shall be solicited from the floor for each office.
3. No person's name shall be submitted for election without prior consent by that person to serve if elected.

#### **Section 4**

D. A vacancy in any elective office shall be filled at the next regular meeting following the occurrence of the vacancy.

1. Vacancies shall be filled by a majority vote of the general membership present at the next meeting of the Association.
2. A nomination to fill the vacancy shall come from the Executive Committee.
3. Nominations may also be received from the floor at the time of the vote.

#### **Section 5**

E. All officers shall be elected for a period of one year but shall remain in office until their successors are duly elected.

1. Executive Officers currently holding office may be re-elected in accordance to Article V, Section 3.

#### **Section 6**

F. Members of the Executive Committee may be removed from office for failure to fulfill the duties of their office, failure to uphold the Constitution or By-Laws of the Chorus Boosters Association, failure to abide by and conduct the business of their office in accordance to the Purpose of the Association, or for other grievous offenses, after a majority vote of the Membership.

1. A motion to remove a member of the Executive Board shall be made and seconded at a meeting of the Association within the rules of parliamentary authority as defined in Article VI, Section 2.
  - a. The Executive Officer shall be given at least two weeks to answer any charges brought within the motion to remove him/her from office.

2. Two-thirds of the members present at a meeting scheduled in accordance with Article VI, Section 3, shall be required to remove an Executive Officer from office.
  - a. The vote of the Membership to remove an officer will take effect immediately.
  - b. Elections for the vacated office shall take place in accordance with Article IV, Section 4.

## **ARTICLE VI – MEETINGS**

### **Section 1**

The Executive Committee shall designate, during their May meeting, a time each month for the Association to meet during the next school year.

1. In months when a meeting is not possible or when the regularly designated day of the month must be changed, notice will be given the Membership in a timely fashion as determined by the Director and President.

### **Section 2**

1. All meetings of the Association shall be conducted using Roberts Rules of Order as its Parliamentary Authority.
  - a. The President shall appoint a Parliamentarian for meetings of the Association whose duty it shall be to monitor and enforce Roberts Rules of Order.

### **Section 3**

A meeting of the General Membership of the Association may be held at any time when deemed necessary by the Director or the Executive Committee.

1. Business shall be transacted by the majority of members present.
2. During a meeting of the Association, members shall be given notice of the date, time and place of the next meeting.
3. Notice shall also be given to the Membership of meetings by use of the Internet Chorus website at least twenty-four hours prior to any meetings of the Association.

### **Section 4**

The Executive Committee shall meet when called by the Choral Director or the President.

1. Business shall be transacted with no less than three members of the Executive Committee present.

### **Section 5**

The Executive Committee shall have regular monthly meetings during the school year.

## **ARTICLE VII - GENERAL BOARD**

### **Section 1**

There shall be a General Board consisting of the Executive Committee, the Chairs of the Standing Committees, the Choral Director and the Principal of Niceville High School or his/her representative.

1. Any meeting of the General Board shall be advertised on the Internet Chorus website and by an e-mail/telephone call to each member of the Board at least twenty-four hours in advance.

### **Section 2**

The General Board shall meet when called by the President or the Choral Director.

### **Section 3**

The General Board shall act as an advisory board to the Executive Committee whose purpose it is to advise the Executive Committee but shall have no legislative or decision-making authority of its own.

## **ARTICLE VIII - STANDING COMMITTEES**

### **Section 1**

The Standing Committees of the Association shall be:

- a. Budget
- b. Chaperone
- c. Special Events
- d. Publicity
- e. Ticket
- f. Uniform
- g. Fundraising
- h. Concert
- i. Sponsorships

1. To better serve the Purpose of the Association, the President shall, with the approval of the Executive Committee, create new Standing Committees and Sub-Committees, appointing Chairs for these committees as set forth in Article IX, Section 1, Paragraph 4.

### **Section 2**

It shall be the responsibility of the Chairs of the Standing Committees to recommend to the Executive Committee members for their committees.

### **Section 3**

It shall be the responsibility of the Chairs of the Standing Committees to keep accurate minutes of their meetings and to make their reports available to the Executive Committee and at each meeting of the General Membership.

### **Section 4**

The Executive Committee shall create such other Standing Committees as they shall deem necessary to properly conduct the business and carry out the Purpose of the Association.

## **ARTICLE IX – DUTIES and RESPONSIBILITIES**

### **Section 1**

### **PRESIDENT**

The President shall administer the affairs of the Association and preside over all General Membership meetings of the Association, Executive Committee and the General Board.

1. The President shall serve as a liaison between the Choral Director and the Association membership.
2. The President shall also serve as an ex officio member of all Chorus Booster committees.
3. It shall be the duty of the President to act as a representative of the interests of the Chorus Boosters in all matters.
4. The President will appoint all Committee Chairs, with the exception of the Budget Committee, after consulting with the other members of Executive Committee and the Choral Director.
  - a. The length of the terms of Committee Chairs shall be one year.
    1. After the Committee Chair's has expired, the President who will be in office for the next year may elect to reappoint the Chair to another one-year term.
  - b. Committee Chairs may be relieved of their duties and removed from office upon recommendation of the President and after a majority vote of the Executive Committee to affirm the President's recommendation has occurred.

**Section 2**  
**VICE PRESIDENT**

- A. The Vice President shall assist the President in administering the affairs of the Association and preside over meetings of the membership and Executive Committee in his/her the absence of the President.
- B. The Vice President shall also serve as the Executive Officer who shall be responsible for oversight of the Fundraising Committee.
1. The Vice President may elect to Chair the Fundraising Committee or may, with the approval of the Executive Committee, nominate a Manager for the Committee which shall be affirmed by a majority vote of the Executive Committee.
    - a. The Fundraising Manager shall recruit Project Managers for each fundraising efforts as he/she feels will adequately organize all aspects of the effort.
    - b. The Fundraising Manager will present the names of the Project Managers to Vice President who will in turn present those names to the Executive Committee for approval.

**Section 3**  
**SECRETARY**

- The Secretary or his/her designee shall take the minutes of all meetings of the Association, Executive Committee, and General Board and maintain all records in a permanent file in a place designated by the Director in the Chorus Building.
1. The Secretary shall present to President a summary of the minutes for which he/she is responsible no more than one week after the meeting has occurred.
  2. After the minutes have been approved by the President, the Secretary shall publish the minutes in the manner prescribed by the President at least one week prior to the next meeting of the Membership.
  3. The Secretary shall preside over any meeting in the absence of the President and Vice President.

**Section 4**  
**TREASURER**

- The Treasurer shall keep an accurate record of all receipts and disbursements of the Association.
1. The Treasurer shall deposit all Booster funds with the bookkeeper at Niceville High School where and those funds shall be maintained in the internal accounts of the school.
  2. Receipts for the deposits and copies of all check requisitions shall be obtained from the school bookkeeper and maintained by the Treasurer for his/her records.
  3. All check requisitions must be signed by the Treasurer, the President, the Choral Director or his/her designated representative.
  4. All financial books of the Association shall be closed at the end of the school year and audited in July by a committee appointed by the President Treasurer consisting of at least three members of the incoming and outgoing Executive Committees.
  5. The Treasurer shall chair the Budget Committee.
  6. The Treasurer shall preside of any meetings in the absence of the President, Vice-President and Secretary.

**Section 5**  
**EXECUTIVE COMMITTEE**

- The Executive Committee shall meet, as set forth in Article VI, Section 3 and Section 4.
1. The duty of the Executive Committee shall be to govern and direct the Association in accordance with the Purpose, Constitution or By-Laws of the Chorus Boosters Association.
  2. The Executive Committee shall approve and submit a budget each year to the Association for the approval of the Membership.
    - a. The Budget Committee shall submit the proposed budget to the Executive Committee for its approval by the first Thursday in April to give time for the Executive Board to send the budget back to the Budget Committee for revisions and/or corrections before the April meeting of the Membership.
    - b. After approval by the Executive Committee, the budget shall be presented at the April meeting of the Association.

3. The Executive Board shall have the power to approve expenditures of funds, within the limits of the budget.
4. The Executive Board shall be authorized to expend unbudgeted reserve chorus treasury funds with the approval of the majority of the members present at a meeting of the Association.

### **Section 6**

## **CHORAL DIRECTOR**

The Choral Director shall serve in an advisory capacity as an ex officio member of all boards and committees, offering assistance, direction, advice and support to the Association.

1. In the case where the Choral Director determines that the Association is in violation of the Purpose and Policy of the Association, he/she will inform the Executive Committee of his/her concerns.
2. If the Choral Director deems it necessary, the Director will request that the Principal temporarily suspend the high school's association with the Niceville Chorus Boosters Association.
  - a. The director shall also request that the Principal appoint a person to act as a liaison between the Membership and the high school to oversee all financial aspects of the Association until the Principal is satisfied that the Association is in compliance with its Purpose and Policy of its constitution.

### **Section 7**

## **BUDGET CHAIR**

The Treasurer shall chair the Budget Committee.

1. The Budget Chair shall assist the Choral Director in the development of an Association budget to support the Niceville High School Choral Music Program.

### **Section 8**

## **CHAPERON CHAIR**

The Chaperon Chair shall be appointed by the President and the Director.

1. The Chaperon Chair shall also be known as the Head Chaperon.
2. The Head Chaperon shall be responsible for recruiting volunteers to supervise chorus events.
  - a. The Head Chaperon shall acquire the number of volunteers designated by the Director for each event as required by the Okaloosa County School Board.
  - b. The Head Chaperon shall be responsible for ensuring that volunteers have completed the required volunteer affidavits of the State of Florida and the Okaloosa School District before they supervise students.
3. The Head Chaperon shall be responsible for ensuring that volunteers are informed of their required duties and for the supervision of these chaperons throughout the event.
4. The Head Chaperon's duties shall prepare a report for Association meetings of all events requiring chaperons.

### **Section 9**

## **SPECIAL EVENTS CHAIR**

The Special Events Chair shall be the head of the Special Events Committee which shall be responsible for coordinating with the Director or his/her designate events of the Chorus that require special arrangements and which, at times, require snacks or meals for students, directors, boosters, guests or other persons who are associated with the Chorus.

1. Events for which the Special Events Chair is responsible for include the Potluck Supper, Opus One Candlelight, Opus One Induction Reception and other events that required special planning and attention to the presentation of food.
2. The Special Events Committee shall be appointed by the Chair and approved by the Executive Committee.
3. It shall be the duty of the Special Events Chair to report to the General Membership each month the activities of the committee.

**Section 10**  
**PUBLICITY CHAIR**

The Publicity Chair shall be responsible for the accuracy and timely release of all information pertaining to the Niceville High School Choruses or Booster Association.

1. It shall be the Publicity Chair's responsibility to see that media releases are approved by and coordinated through the Okaloosa School District's public relations officer after these releases have the approval by the Choral Director as well as the appropriate school official or booster officer.
2. The Publicity Chair shall coordinate media events and communications with the media.
3. The Publicity Chair shall be responsible for the generation and distribution of press releases regarding chorus events
4. It shall be the duty of the Publicity Chair to fulfill these and any other duties of the office as well as other duties associated with publicity requested by the Choral Director or President.

**Section 11**  
**TICKET CHAIR**

It shall be the job of the Ticket Chair to coordinate with the Choral Director for the design, manufacture, procurement and distribution of all tickets for Chorus events.

1. The Ticket Chair shall be responsible for the distribution of tickets to students and the public and for delivering tickets to any retail sales outlets.
2. The Ticket Chair shall account for all tickets, turn in money for all ticket sales to the high school bookkeeper or Booster Treasurer and prepare the required report for the high school and present a written report to the Executive Board and an oral report for the Membership.
3. The Ticket Chair shall be responsible for recruiting the necessary assistance to fulfill the duties of the office.
4. The Ticket Chair shall be responsible for getting any unsold tickets to the concert venue, coordinating with persons in charge at the venue, and obtaining needed assistance for sales.
5. The Ticket Chair shall coordinate all financial details with the Treasure including, but not limited to, all ledgers, cash receipts and deposits, preserve deposit slips as well as any other records, materials or information necessary in the accounting process, maintain up-to-date financial records in an acceptable format for the Booster Treasurer, school bookkeeper and district auditors.
6. After concert ticket sales have been completed for each event, the Ticket Chair will preserve unused tickets, collect ticket stubs, obtain ticket documentation from event venues and present those materials and records to the person designated by the Director, Executive Committee or high school official.

**Section 12**  
**UNIFORM CHAIR**

The Uniform Chair shall be responsible for chorus uniforms, chorus shirts, sweatshirts, jackets as well as any other "Chorus-wear" for all of the singers in the Niceville High School Choral Music Program.

1. The Uniform Chair shall coordinate with the Choral Director in appointing the Uniform Committee and serve as its Chairperson.
2. The Chairman shall report the recommendations of the Uniform Committee to the Choral Director regarding the manufacture or procurement of chorus uniforms.
3. The Chair will coordinate ordering and payment of uniforms for each student.
4. The duties of the Uniform Chair will also include:
  - a. ordering any materials or parts needed for chorus uniforms,
  - b. communications with any persons or companies that are associated with uniforms sales for the chorus,
  - c. communications with parents regarding uniforms,
  - d. accounting for student payments of uniforms,
  - e. completing and turning in delinquent-payment/monies owed forms to the school office,
  - f. dealing with matters of finance, including negotiating prices, for uniforms and,
  - g. making arrangements for students to be measured for a chorus uniform.
5. It shall be the duty of the Chair to coordinate concert inspection of the uniform which shall include enforcement of the grooming standards published in the Chorus Handbook for Students and Parents.

**Section 13**  
**FUNDRAISING CHAIR/FUNDRAISING MANAGER**

The Vice President of the Chorus Boosters Association shall also serve as the Chair of the Fundraising Committee with oversight of all Association Fundraising efforts in accordance with Article IX, Section 2.

1. The Fundraising Manager, appointed by the Vice President as described in Article IX, Section 2, shall be responsible for managing all aspects of fundraising for the Association Chorus including but not limited to:
  - a. present the names of Project Managers to the Vice President for approval by the Executive Committee;
  - b. present a report to the Executive Board and the General Membership of the Association at each meeting that shall include what fundraiser activities are planned, when the events are planned, the estimated amount of profit from the fundraiser and how that profit is to be used;
  - c. be responsible for seeing the Project Managers obtain and complete an official Okaloosa County School Board fundraising permission form from the high school bookkeeper before each fundraiser commences in accordance with school district policies.
2. The Project Manager shall be responsible for all aspects of the fundraising effort for which he/she has been selected including making certain no other Association Officer or the Choral Director/Choral Assistant is left to perform the following duties of the Project Manager:
  - a. recruit assistance for the fundraising project;
  - b. make contact with the fundraising company to coordinate the project;
  - c. be responsible for beginning the project and for completing all details of the project;
  - b. be in charge of having responsible parties to collect money, count and make daily deposits of monies with the school bookkeeper;
  - c. keep accurate, up-to-date and on-going financial records in accordance to policies set forth by the Booster Treasurer and the school bookkeeper;
  - d. report to the Fundraising Manager throughout the project as well as present a final, written report for the Membership that can be presented at the monthly meeting that follows the activity;
  - e. make sure all funds raised in the name of the Niceville High School Chorus are split between the individual raising the funds and the Chorus at a ratio of 50/50 unless otherwise instructed to do otherwise at the direction of the Executive Committee of the Association and;
  - f. coordinate with the Booster Treasurer to ensure that all funds are accurately deposited in the appropriate sub-account within the Chorus account at the high school.

**Section 14**  
**CONCERT CHAIR**

The Concert Chair shall work with the Choral Director to present concerts of the Niceville High School Choruses.

1. It shall be the duty of the Concert Chair to accomplish the logistical details in order for the presentation of the Holiday Concert, Opus One Candlelight and the Annual Spring Awards Concert.
  - a. Specific duties of the Concert Chair shall be:
    1. work with the Choral Director to secure concert venues and dates;
    2. obtain and be responsible for making sure all necessary contracts, insurance forms and other miscellaneous paperwork are completed in a timely manner;
    3. make arrangements for renting a large “U-Haul” type truck to pick up, deliver and return the chorus risers and other necessary equipment to and from venues;
    4. arrange for a truck driver to drive the rental vehicle;
    5. establish and maintain communications with venue personnel/managers;
    6. communicate frequently with the Choral Director and performance venue personnel or any vendors so all parties will be aware of any changes in concert needs and facility requirements;
    7. communicate with the Ticket Chair the specifics established by the Executive Committee regarding ticket sales as they relate to venue policies;
    8. be present prior to the beginning of each concert and dress rehearsal in an off-campus venue in order to communicate with venue officials any changes in concert logistics;

9. make arrangements for instruments and other equipment at the concert venue;
10. be the liaison between the Choral Director and stage crew/venue representative to have all necessary stands, chairs, podiums, microphones and other needed equipment available for dress rehearsals and concerts;
11. coordinate with the Special Events Chair any food functions that may occur at concert venue;
12. obtain needed dressing rooms, restrooms, dining areas, inspection stations, rehearsal/warm-up areas, ticket sales space and equipment for concerts;
13. arrange for clean-up after concerts including recruiting necessary personnel to accomplish clean-up tasks and;
14. prepare a report for the Executive Committee that can also be presented at a meeting of the Membership.

## **Section 15**

### **SPONSORSHIP CHAIR**

The Sponsorship Chair shall be responsible for coordinating all efforts to solicit donations to fund the Purpose of the Association.

1. The Sponsorship Chair shall select a committee, the Sponsorship Committee, to assist him/her.
  - a. Members of the Sponsorship Committee shall be approved by the Executive Committee.
2. All monies raised by the Sponsorship Committee shall be deposited into Niceville High School's Chorus Account of the Association.
  - a. No funds raised by the Sponsorship Committee shall be earmarked for or be placed into the account of an individual chorus student or be used to satisfy fees or debts of any student.
  - b. No funds, or specified part of any donation, raised by the Sponsorship Committee, shall be earmarked by the donor or the Sponsorship Committee for a particular purpose or project but shall be used to meet the budget of the Association, which shall include expenses for, but not limited to, the Holiday Concert.
3. The Sponsorship Committee shall designate Donor Levels to differentiate donation amounts.
4. It shall be the duty of the Sponsorship Chair to prepare a list of donors, denoting the amount of donation and/or the Donor Level to give the Concert Program Chair so the information may be published in the appropriate concert program.
  - a. Other duties of the Sponsorship Chair include:
    1. in addition to recognition in concert programs, further recognize donors in a fashion designated by the Executive Committee;
    2. write thank-you notes or letters to donors, adding the signatures of the Choral Director and President to their own to the correspondence when appropriate;
    3. prepare and present periodic oral and/or written summary reports for presentation to the Executive Committee and the Membership;
    4. collect, organize, fill out deposit slips in the manner prescribed by the school bookkeeper and retain the yellow slip for the Booster Treasurer, the pink slip for the records of the Sponsorship Chair and;
    5. prepare a comprehensive, written report for the Executive Committee that can also be used to present an oral report to the Membership.
      - a. the report should include all information collected