

# **Crimson Cavalettes Booster Club**

## **Constitution and Bylaws**

The following section provides the Obra D. Tompkins High School Crimson Cavalettes Booster Club Constitution and Bylaws.

### **Section 1 - Constitution**

#### **Article 1 — Name**

The name of this organization shall be the —Obra D. Tompkins High School Crimson Cavalettes' Booster Club, hereafter called Crimson Cavalettes' Booster Club or Club.

#### **Article 2 — Non-Profit Organization**

The Crimson Cavalettes' Booster Club is a non-profit organization.

#### **Article 3 — Purpose**

The purpose for which the Crimson Cavalettes' Booster Club is organized is exclusively educational within the meaning of Section 501(c) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

- 1. The Club will provide adult support for all Crimson Cavalettes' activities.**
- 2. The Club will provide a means of financial aid, through fundraising activities, to help support the Crimson Cavalettes activities where needed.**
3. The Club will create and provide a communication network concerning Crimson Cavalettes activities for parents, students, director(s), and the public.
4. The Club will support and work with the Crimson Cavalettes Director(s) to coordinate the above mentioned activities.

#### **Article 4 — Membership**

The membership of the Club shall be open to parents and legal guardians of students participating in the Crimson Cavalettes for the current year, as well as others interested in assisting the Crimson Cavalettes. Payment of dues constitutes membership. A membership may be shared by two adults who share a residence; therefore; residence membership counts as one vote.

Honorary memberships of the Club will be held by the Tompkins High School Principal and Crimson Cavalettes' Director(s). The Executive Board may award other honorary memberships with majority vote of the membership.

#### **Article 5 — Officers**

The elected officers of the Club shall be President, Vice President, Secretary, Social-Secretary, and Treasurer. This group constitutes the Executive Board. The Director(s) are ex-officio member(s) of the board.

#### **Article 6 — Amendments**

Amendments to this Constitution may be made at any regular meeting of the general membership by a majority of the recorded paid members attending the meeting. The amendment must have been presented to the general membership in writing and read to the general membership at the previous meeting. The amendment must also have been electronically distributed to all members of record 10 days prior to the voting meeting. Voting may be submitted electronically to the President. Said amendment may not be changed beyond the start of the meeting in which it is read.

## **Article 7 – Dissolution**

In the event the Crimson Cavalettes Booster Club ceases to exist, any property or moneys remaining in the club will be distributed to Tompkins High School Activities organization or OTHS successor. Distribution will comply with Section 501(c) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

## **Section 2 – By Laws**

**These are the Bylaws of the — Obra D. Tompkins High School Crimson Cavalettes Booster Club, hereafter called Crimson Cavalettes Booster Club or Club.**

### **Article 1 – Duties of Officers**

**As described in Article 5 of the Constitution, there are four elected officers; President, Vice President, Secretary, Social-Secretary, and Treasurer. The following describe the roles and responsibilities of the executive board.**

#### ***President***

The President organizes and coordinates the Executive Board to ensure that all activities related to the club are accomplished. The President is the liaison to the Crimson Cavalettes Director & OTHS Principal

and is responsible to uphold the Constitution and Bylaws of the club. The President serves as an ex-officio member on all committees.

The President shall:

- Appoint the chairmen of all needed committees with the recommendation of the Board
- Have the power to fill vacancies of any elected office
- Preside at all Executive Board meetings to transact necessary business of the Club
- Preside over all General meetings of the Club
- Be authorized to sign on the bank account
- Create a proposed budget with the treasurer and seek input & approval from the director
- Coordinate with the director to set the schedule of events for the school year
- Set the booster club meeting schedule
- Plan the yearly refresh of the Crimson Cavalettes website.

The President is responsible for any activities not covered in other committees or sub-committees.

#### ***Vice-President***

The Vice-President shall:

- Perform the duties of the President in his/her absence or at his/her request
- Be authorized to sign on the bank account
- Chair and oversee the major club fundraising activities
- Automatically will become the President of the club in the event that the office of President is vacated without action requires by the membership or board

#### ***Secretary***

**The Secretary acts as the —historian for the Club, recording all necessary information.**

**The Secretary Shall:**

- **Accurately record the minutes of each meeting**
- **Make meeting minutes available**
  - **At Board meetings**
  - **At General club meetings**
  - **For record at Tompkins High School, including the treasurer's report**
- **Attend to all public notices in the absence of a club member appointed this duty**
- **Conduct all correspondence of the Club**
- **Be responsible for maintaining the Booster Club Membership list in conjunction with the Treasurer**
- **Determine if a quorum is present at General Meetings such that business can be conducted under the Crimson Cavalettes Booster Club Bylaws**
- **Share responsibility of monitoring the Crimson Cavalettes PO Box with the Treasurer**

### ***Treasurer***

The Treasurer is responsible for accurate financial records of the Club including maintenance of the Club's bank account.

The Treasurer shall:

- **Work with the President to create a proposed budget for the year that meets the director's plans for the Crimson Cavalettes organization**
- **Provide a signature card with up-to-date information for the required two of three authorized signatures on Club checks**
- **Ensure the Treasurer, the President, and Vice-President is authorized to sign on the bank account**
- **Disburse funds in accordance with the approved budget. Additional disbursements shall be as directed and approved by a simple majority of the Executive Board**
- **Be available, or obtain an alternate, for all fundraising activities so that timely deposits can be made**
- **Record each major fund-raiser with sub-accounts, showing details of credits and debits**
- **Submit a report of funds at regular Board and General Meetings and provide an annual report due at the last General meeting of the fiscal year**
- **Present the financial books to an Audit Committee by June 15 or upon departure of the Treasurer from office for any cause. Copies of the Audit Report and Financial Report should be sent to the Principal by August 1<sup>st</sup>**
- **Complete and file required reports to the IRS**
- **Keep all financial records for at least five years**
- **There are 2 signers required on checks over \$750.**
- **Make sure that a minimum of 3 bids are secured for purchases over \$300.**
- **Financial books are kept in accordance with the Generally Accepted Accounting Principles (GAAP) Accrual Method of Accounting.**

The Treasurer may also be asked to assist in handling and accounting funds for other Crimson Cavalettes related accounts. Such accounts may be director(s) activity account. It is important to note the Club Treasurer has no responsibility for the accounting of these funds and shall not allow co-mingling of said funds with Club Funds. The Club Treasurer shall act as a financial consultant or courier for those responsible for non-Club funds.

### ***Social-Secretary***

Social-Secretary is a new position to be held by the board. The responsibility of this position is basically inventory control and tracking volunteer hours. This person will make sure that the dance storage closet is always stocked with the necessary items and will make sure that all inventory is accounted for. This will be the person who initiates sign-up genius for items needed or volunteers for tasks. This position is needed for booster to function properly by keeping to budget by working with the treasurer and making sure that all members are participating equally by working with each committee chairperson. This board member will be responsible for bi-monthly updates as to where each member stands with regard to their volunteer hours. In the event that the Secretary is unable to fulfill their duties, the Social-Secretary will stand in.

- All board members will be exempt from committee obligation for the following year if they prefer. All board members must be available to answer questions, advise or assist with the new board.

## **Article 2 – Standing Committees**

The Standing Committees are those necessary to conduct normal business affairs for the current school year. The Chairs of the Standing Committees are appointed by the President. (Sec.2, Art.1)

### ***Nominating Committee:***

**The nominating committee shall consist of three to five persons. Nominating Committee members will be selected no later than the March General meeting. The Nominating Committee shall identify any eligible member who desires to serve as an officer. A list of candidate names will be presented to the Board no later the April Board meeting. The Nominating Committee is encouraged to provide more than one candidate for each office.**

### ***Audit Committee:***

The Audit Committee shall include at least the following number of members, based on the membership in the Booster Club organization:

less than 50:	two members
50-99:	three members
100-199:	four members
200-299:	five members
300+:	six members.

**The Audit Committee may include officers (not the President or Treasurer) and Club members. At least half of the Committee must be non-officer members. The Audit Committee shall review the financial records of the Club for the current year and present their Audit Report and Financial Report as outlined in the OTHS Booster Club Audit Committee Guidelines. Upon completion of the review and filing of the report with the OTHS Principal, the Audit Committee will disband.**

## **Article 3 – Membership and Membership Responsibility**

**Membership (Sec.1, Art.4) shall provide adult support for all Crimson Cavalettes' activities to help foster a spirit of success and dance achievement. The actions of the membership shall at all times emphasize equality for all Crimson Cavalettes. The membership shall conduct itself in a manner which provides a role model environment which fosters teamwork, pride, respect, and equality.**

**Membership shall fully cooperate with the Board of Education, School Administration, and the Director(s) in furthering the interests and activities of the Crimson Cavalettes.**

The Membership shall be responsible to deposit with the Treasurer the gross amount of all funds received on behalf of the Club or from any of its activities. The Membership shall be responsible for clear accounting with receipts to the Treasurer for all reimbursable moneys authorized and spent on behalf of the Club or from any of its activities. The Membership shall provide proper stewardship of the High School and Club's property and funds entrusted to them during activities.

Membership in the Club may be voluntarily surrendered by giving a written notification of the member to the Executive Board. Membership shall automatically terminate upon the following:

- a) Failure of the member to pay annual dues by the 30th day after due date or
- b) If a member, through due process, is determined to no longer meet the conditions of eligibility.

Due process shall be:

Said member shall be notified in writing, by the President of the Executive Board, that due process has begun. Said member can accept termination of membership in Club or request Executive Board review.

If termination is accepted by member, the Executive Board will notify member in writing that due process is complete. Request for review can be done verbally or in writing and President shall call for an Executive Board meeting at the earliest possible date but no more than 14 days. During the review, the President shall show the member in due process all information leading to due process. The member should under due process show justification why membership shall continue. The review shall be ended with a vote of the Executive Board. Termination of membership will occur only if all members of the Executive Board vote for termination.

**Article 4 — Fiscal Year**

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

**Article 5 — Dues**

**Annual membership dues shall be \$25.00 (twenty five dollars) per school year. Dues are payable on or before the Second (2<sup>nd</sup>) General Meeting of each year. Dues must be paid before a member is eligible to vote. Payment of dues shall entitle each membership to one vote.**

***\*Note: Payment of dues shall not entitle members to free admission to Crimson Cavalettes' activities.***

**Article 6 — Election of Officers**

**The election of officers shall be held at the May general meeting and the newly elected officers shall assume said office at the end of the fiscal year. Elected officers shall serve for a term of one year.**

**All officers shall be nominated by a Nominating Committee (Sec.2, Art.2). Only Crimson Cavalettes parents who are Booster Club members shall be eligible for the Executive Board. Nominations shall be open to the floor after presentation of the slate in the election meeting. Each candidate must provide consent to be placed in nomination.**

Election of officers shall be by a majority of the active members present at the election meeting. Elected officers shall serve for a term of one year. Officers may be re-elected for one additional term of the same office.

**Article 7 — Vacancies of Office**

**In the event that any office on the Executive Board is vacated for any cause, the President shall select a replacement for that office for the balance of the term. The new officer shall promptly assume said title and all duties. The action shall be noted at the next Board and General meetings and the recording of such occurrence shall be in the meeting's minutes.**

**Removal of any officer may be accomplished by a majority vote of the recorded paid members of the Club at a regular meeting, or special meeting. Proper notice of this vote shall be provided according to provisions of special meetings (Sec.2, Art.8). Grounds for removal shall**

be for failure to execute the duties of the office as described in Sec.2, Art.1. Due process (Sec. 2, Art.3) shall be followed with the exception of the vote as noted above.

#### **Article 8 – Meetings and Order of Business**

Board meetings are held at the discretion of the President. General meetings are also held at the discretion of the President with the requirement of one meeting at the beginning of the school year and one in May. For meetings that are not posted on the <https://www.charmsoffice.com> website, a minimum 4-day notice is required for any called meeting.

Robert's Rules of Order shall be used as a framework to conduct business.

A General meeting shall not be official unless a quorum is present. A quorum shall consist of 20% of the recorded paid membership.

**At regular meetings of the general membership the order of business shall be as follows:**

Meeting called to order, Reading and approval of minutes of last meeting, Report of the Treasurer, Reports of committees, Unfinished business, New business, and Adjournment

#### **Article 9 – Communications**

The primary means of communication between the Board and Membership shall be via:

1. Email via distribution list
2. Website <https://www.charmsoffice.com> for Calendar
3. General Meetings.

All board-meeting minutes are open to the general membership.

#### **Article 10 – Amendments**

Amendments to these Bylaws may be made at any regular meeting of the general membership by a majority of the recorded paid members attending the meeting. The amendment must have been presented to the general membership in writing and read to the general membership at the previous meeting. The amendment should also have been distributed to all members of record 10 days prior to the voting meeting. Said amendment may not be changed beyond the start of the meeting in which it is read.