

**Crimson Cavalette Booster Club
Constitution and Bylaws**

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

Section 1 – Constitution

Article One - Name

1. The name of the organization shall be Obra D. Tompkins High School Crimson Cavalette Booster Club, hereafter called Crimson Cavalettes Booster Club, Club or CCBC.

Article Two – Non-Profit organization

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

Article Three – Purpose and Structure

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

Article Four - Membership

1. The membership of the CCBC shall be open to parents and legal guardians of students participating in the Crimson Cavalettes Dance Team 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.
2. Honorary memberships of the CCBC will be held by the Tompkins High school Principal and Crimson Cavalettes Director(s). The executive Board may award other honorary membership with majority vote of the membership.

Article Five - Officers

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

Article Six - Amendments

1. 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.
2. Voting on an amendment 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 Seven – Dissolution

1. In the event the CCBC ceases to exist, any property or moneys remaining in the 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 the club will be distributed to the Tompkins High School Activities Organization or 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, Club, or CCBC.

Article One – Duties of Officers

1. As described in Article 5 of the Constitution, there are five elected officers: President, Vice President, Secretary, Treasurer, Social-Secretary. The following describe the roles and responsibilities of the executive board.
 - a. 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 and 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.
- Responsible for any activities not covered in other Committees or sub-committees.

- b. The Vice President is to stand in for the President when needed and oversees all Fundraising activities for the CCBC.

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.

- c. The Secretary acts as the historian for the Club, recording all necessary information and oversees all Social Media and Marketing for CCBC activities and fundraisers.

The Secretary shall:

- Accurately record the minutes of each meeting.
- Make meeting minutes available at Board meetings, at General Club Meeting, For record at Tompkins High School, including the Treasurer Report.
- Attend to all public notices in the absence of a club member appointed this duty.
- Conduct all correspondence of the CCBC. Be responsible for maintaining the CCBC Membership list in conjunction with the Treasurer.
- Determine if a quorum is present at General Meetings such that business can be conducted under the CCBC Bylaws.
- Share responsibility of monitoring the CCBC P.O. Box with the Treasurer.
- Oversees Media committee.
- Review monthly bank statements per insurance agreement.

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

The Treasurer shall:

- Work with the President to create a proposed budget for the year that meets the Directors plans for the Crimson Cavalettes organization.
- Provide a signature card with up-to-date information for the required two of three authorized signature on Club Checks.
- Ensure the Treasurer, The President, and the Vice-President is authorized to sign on the bank account.
- Disburse fund 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 a all fundraising activities so that timely deposits can be made.
- Record each major fundraiser with sub-accounts, showing details of credits and debits.
- Submit a report of funds at regular Board and General Meeting 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 15th or upon departure of the Treasurer from office for any cause. Copies of Audit Report and Financial Report should be sent to the Principal by August 1st.
- Complete and file required reports to the IRS.
- Keep all financial records for at least five years.
- Maintain that all expenses over \$750 have approvals of: 2 signers on checks or 2 approvals (by electronic or written approval) of 2 Executive Officers.

- Expenses can be paid by check, online banking, CCBC credit/debit card following approval procedures and the budget.
 - Treasurer might be asked to assist in handling of funds for other Crimson Cavalettes related accounts. Such accounts may be Director(s) activity account. It is important to note the CCBC Treasurer has NO responsibility for the account of these funds and shall not allow co-mingling of said funds with CCBC Funds. The CCBC Treasurer shall act as a financial consultant or courier for those responsible for non-CCBC funds.
- e. The Social Secretary is responsible in the organizing all social and hospitality type of events in regards to the CCBC supporting that event.

The Social Secretary Shall:

- Maintain inventory of the dance storage closet for items generally provided by the CCBC for events hosted by the CCBC.
 - Oversees the Hospitality Committee for all social and food related events (Parent Social, Treat Days, Contest Food Preparation and serving, etc.)
 - Tracking Volunteer Hours as decided by the Board that year.
 - Initiate Signups for volunteers and items (i.e.: Treat day volunteers and items needed to be donated, fundraising event volunteers and items needed to be donated).
 - Work with Treasurer on the budget for each event to know what items are budget for and what items need to be donated.
 - Update Board on how each committee is doing for upcoming events and review after each event so binders can be updated for the next year.
 - Fill in for the Secretary if this position is unable to full fill her duties.
- f. 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 Two – Standing Committees

Section 1. 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.

Section 2. Nominating Committee: The Nominating Committee shall consist of three to five persons. Nominating Committee members will be selected no later than the February General meeting. The Nominating Committee shall identify any eligible member who desire to serve as an officer. A list of candidate names will be presented to the Board no later than the March board meeting. The Nominating Committee is encouraged to provide more than one candidate for each office.

Section 3. Audit Committee: The Audit Committee shall include at least the following number of members, based on the member in the Booster Club organization:

Less than 99 - two members	100-199 - three members
200-299 - four members	300+ - five members

The Audit Committee may include officers (not the President or Treasurer) and CCBC members. At least half of the committee must be non-officer members. The Audit Committee shall review the financial records of the CCBC for the current year and present their Audit Report and Financial Report as outlined in the OTHSE 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 Three – Membership and Membership Responsibility

Membership shall provide adult support of 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 as all 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 CCBC or from any of the CCBC 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 CCBC 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 CCBC 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 eligibly.

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 member in the 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 verbal or in writing and President shall call for an Executive Board meeting at the earliest possible date but not more than 14 days. During the review, the President shall show the member I 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 Four – Fiscal Year

The fiscal year shall be from July 1 – June 30.

Article Five – Dues

Annual membership dues shall be \$25.00 (twenty five dollars) per school year. Dues are payable on or before the Second (2nd) 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 Six – Election of Officers

The election of officers shall be held at the April 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. 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 nominations.

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.

A transition period of 30 days or more is requested by all Board Members in position and elected for the new term prior to the end of the school year. The official date of Board transfer is on July 1st, the beginning of the fiscal year.

Article Seven – 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. Grounds for removal shall be failure to execute the duties of the office as a described in Section 2, Article 1. Due process shall be followed with the exception of the vote as noted above.

Article Eight – 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 Booster Club calendar a minimum 4-day notice is required for any called meeting.

Roberts 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 members the order of business shall be as follows: Meeting called to order, approval of minutes of last meeting, Report of the Treasurer, Reports of Committees, Unfinished business, New business, and adjournment.

Article Nine – Communications

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

1. Email via email address given on Booster Club Membership Form.
2. Weekly/Monthly Newsletters by email and social media
3. General Meetings.

All Board meeting minutes are open to the general membership.

Article Ten – 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 member 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.