

# **Bylaws of the Inver Grove Heights Dance Team Booster Club**

## **PURPOSE**

The Inver Grove Heights Dance Team Booster Club is a non-profit organization established for the sole purpose of promoting and serving the Dance Team in Independent School District 199.

The Booster Club will work to encourage and promote the active participation by the youth of our district in organized dance.

Our philosophy is to serve each and every dance participant by assisting dancers to develop dance skills and to participate in team performance at a level of competition commensurate with their athletic skills and commitment to the sport of dance.

We encourage active parental involvement, which is vital not only to our association but also to the development of our dancers. Members are encouraged to assist in any number of ways, from attending Booster Club meetings to simply attending the performances and competitions.

The Booster Club will work harmoniously with Independent School District 199, and other youth service community groups in the development of programs designed to enhance the positive growth of our dancers.

## **MEMBERSHIP**

- I. Membership in this organization shall consist of parents, legal guardians and other individuals associated with current and past members of the Inver Grove Heights Dance team upon Board Approval
- II. An annual membership fee (which will be determined at the first monthly meeting following the Board of Directors budget planning session) is required for membership.

### ***Privileges of Membership:***

- a) Voting rights based on one vote per dancer.
- b) Participation in Booster organized fundraising activities.
- c) Maintenance of a personal account by the Booster Club Treasurer.
- d) Receipt of Booster Club correspondence
- e) Attendance at Booster club meetings.
- f) Major expenditures will be voted upon by membership.

Any member wishing to discontinue his or her membership may do so at any time.

## **MEETINGS**

- a) There shall be at least one regular general membership meeting each year at the start of the season.
- b) The Board of Directors and the Coach shall set the agenda for each meeting.
- c) Members who wish to add agenda items should submit them to the President or Coach at least 2 days prior to the meeting.
- d) Monthly meetings will be held the third Monday of each month unless otherwise noted.
- e) A meeting schedule will be provided to each member.
- f) The Organization President or a majority of the Board of Directors may call a special Board of Directors meeting.
- g) The Board of Directors will hold a budget meeting for each operating year prior to the end of the current school year.

## **BOARD OF DIRECTORS**

- a) The Board of Directors shall consist of five officers appointed by the Varsity Dance Coach in agreement with the general membership. The Varsity Dance Coach, Varsity Assistant Coach, and Junior Varsity Coach shall also be members of the Board of Directors.
- b) The Board shall be responsible for carrying out the affairs of the Association as directed by these by-laws, and the general membership.
- c) They shall also be responsible for approving the Fall and Winter Season expenses, uniforms, fundraiser, etc., for the purpose of meeting the requirements of the MSHSL and Simley High School's Athletic Department.
- d) The Board of Directors will establish a budget for each operating year. A separate budget will be set for each Season.
- e) In no case will the Board of Directors place the Association in debt by borrowing money in the name of the association.

## **OFFICERS**

- a) The officers of this organization shall consist of the President, Vice President, Secretary and Treasurer.
- b) Officers will be appointed for a one-year term.
- c) Any officer or agent appointed may be removed by a majority of the membership, when the best interests of the organization may be served thereby.
- d) Vacancies will be filled as needed.

### **Duties of the President**

- a) Be the principal executive officer of the organization subject to the control of the Board of Directors and membership.
- b) Supervise all business affairs of the organization.
- c) Preside at all meetings of the membership and the Board of Directors.
- d) Sign all official documents of the organization.
- e) Have the power to invite persons not members of the organization to attend regular or special meetings of the Board of Directors.
- f) Issue a current copy of the by-laws of the organization to the general membership.
- g) Perform such duties as are specifically provided in the article and by-laws and as shall be imposed upon them by resolution of a majority of the Board of Directors.
- h) Shall designate a Booster club member to assist in auditing the organization books annually.

### **Duties of the Vice President**

- a) Perform the duties of the President in the event of the inability of the President to act and when so acting, shall have all the powers of and be subject to all the restrictions upon the President.
- b) Perform such other duties as from time to time may be assigned by the President or Board of Directors.
- c) The Vice President or their designee and the booster member designated by the President shall audit the booster club books annually.

### **Duties of the Treasurer**

- a) Perform all duties of the President in the absence of the President and Vice President.
- b) Shall give charge and custody of, and be responsible for all funds of the organization; receive and give receipts (a cashed check is considered a receipt) for monies due and payable to the organization from any source whatsoever, and deposit all such monies in the name of the organization.
- c) Shall pay all bills of the organization as designated by the Board of Directors.
- d) A personal account will be maintained for each dancer whose parent or Legal Guardian is a Booster Member in good standing.
- e) All requests for disbursements or reimbursement of expenses must be submitted in writing to the Treasurer and be accompanied with applicable receipts.
- f) All disbursements of more than \$500 must be approved by at least one additional member of the Board of Directors.
- g) In May of each year submit records, electronic and/or paper, and related accounts for an audit.
- h) For fundraisers, the Treasurer will only deposit collected monies and make payments as directed. The responsibility for each fundraiser lies with the fundraiser chairperson.
- i) Shall, in general, perform all duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the president or Board of Directors.

Upon completion of term in office and the annual audit, shall deliver all books, papers, and reports to the new Treasurer.

### **Duties of the Secretary**

- a) Perform all duties of the President in the absence of the President, Vice President, and Treasurer.
- b) Keep the minutes of the meetings held by the organization and of the Board of Directors.
- c) Shall perform all duties incident to the office of Secretary, subject to the control of the Board of Directors, and as from time to time may be assigned by the President or Board of Directors.
- d) Upon completion of term in office, shall deliver all books, papers, and reports to the new Secretary.
- e) Shall maintain an official voting membership roster.
- f) Shall distribute communication on behalf of the Booster Club and facilitate the coordination of fundraising activities.

### **ANNUAL AUDIT**

The Annual audit shall review the Booster Clubs financial records, meeting minutes and agendas, and other reports as necessary. Upon completion of the audit, a statement with regard the Clubs records shall be file and stored with the Secretarial records.

- a) The financial records, meeting minutes and agendas, and other reports shall be audited at the end of the year and prior to the transition to the next year officers.
- b) The Treasurer and Secretary shall provided reports and documents for audit. Information may be provided either electronically or via hardcopy.

- c) The financial audit should be independent of the club treasurer, but may involve the Treasurer in explanations when questions arise
- d) An Audit report shall be filed and maintained for a period of 5 years. For accounting purposes of the Booster Club, the fiscal year will begin on or before June 1<sup>st</sup>.

## **GENERAL**

- a) Approval – Bylaws should be approved by a majority vote of Booster Club members.
- b) Amendments- These bylaws can be amended by a majority vote of Booster Club members.

## **BOOSTER CLUB MEMBER RESPONSIBILITIES**

- a) All members are expected to take an active part in raising funds for the organization.
- b) All members shall treat all dancers, coaches, and fans with dignity and respect in your speech, attitude, and behavior at all times.
- c) Members shall abide by the following Code of Ethics:
  - a) Will encourage good sportsmanship by demonstrating positive support for all dancers, coaches, judges, and spectators at every practice and performance.
  - b) Will place the emotional and physical well being of their child ahead of any personal desire to win.
  - c) Will insist that dancers shall dance in a safe, healthy environment.
  - d) Will provide support for everyone working with their child to provide a positive, enjoyable experience for all.
  - e) Will demand a drug, alcohol, and tobacco free sport environment for all dancers and assist by refraining from use at all dance events?
  - f) Will ask that all involved treat other dancers, coaches, fans, judges, and officials with respect regardless of race, sex, creed, or ability.

## **GRIEVANCE AND DISPUTE RESOLUTION**

During the course of a season, occasional disputes or differences of opinion will arise between participants. In order to resolve disputes in a respectful manner, participants shall observe the following steps:

- a) The participants involved in the disputed matter shall meet privately and attempt to resolve their differences informally.
- b) If the informal dispute resolution is unsuccessful, any participant may refer the matter to the Organization's Vice President and/or the Varsity Dance Coach. They will again encourage participants to resolve the disputed matter through discussion or other informal means.

## **DISSOLUTION**

If the Inver Grove Heights Dance Team Boosters at any time disbands; any monies in the treasury shall be turned over to the Inver Grove Heights Public Schools to be used specifically for the Inver Grove Heights Dance Team program.