

## SIDEKICKS BOOSTER CLUB BY-LAWS

### Recommended Changes & Additions 8-22-2016

#### Article I – Name

The name of the organization shall be the SIDEKICKS BOOSTER CLUB. Within these BY-LAWS, the SIDEKICKS BOOSTER CLUB will be hereafter referred to as “the Booster Club”.

#### Article II – Objectives

- . Actively promote interest in the Sidekicks Drill team.
- . Actively participate in fundraising efforts to aid in the financial support of the drill team and their participation in events and competitions.
- . Promote scholarship, dance achievement, and sustain high moral standards within the drill team.

#### **Article III – Membership & Dues**

- . Membership will be parents and/or guardians of the members of the drill team and persons who demonstrate a genuine interest in the promotion of the drill team.
- . Corporate membership may be any business that would like to display their year round support of the drill team. Corporate Membership dues and recognition shall be established annually following the seating of the new Board.
- . The term of membership will be from May 1 to April 30 of the following year. However, members may be admitted at any time throughout the year. Only members paid in full by the second meeting after the beginning of the school year will receive one paid ticket for their dancer for the end-of-year banquet. Otherwise, members who join later will be responsible for the cost of their banquet ticket.
- . Additionally, all Sidekicks are required to recruit (2) players for the annual Golf Scramble fundraiser. These players do not have to participate, but must pay the established fees for a single player or be part of a larger team – fees must be received. Team members who do not recruit players will be responsible for an equivalent amount to be paid to the Booster Club for hotel costs associated with attending the National Dance competition. Texanettes will provide support through the recruitment of players as well as through obtaining donations for the raffle and silent auction.
- . The principals of the school and the directors of the drill team will be considered honorary members of the Booster Club and will not be charged membership.
- . Annual dues for regular membership and membership levels will be established annually following the seating of the new Board.
- . Membership is required to volunteer at Booster Club sponsored fundraising activities. Volunteers must also follow the District Policy regarding registration and background checks. These requirements are to ensure the safety of our students in the presence of volunteers, and to ensure the integrity of Booster Club fundraisers.

#### **Article IV – Officers**

#### A. Description

- . Officers of this organization will be: President, Vice President, Secretary, Treasurer and Parliamentarian.
- . Officers must be a member in good standing of the Booster Club and a varsity parent for one school year.
- . Officers shall be elected annually in the month of April and shall assume their duties at the close of the May Meeting.
- . A person shall not be eligible to serve more than two consecutive terms in any one office.
- . In the case of a vacancy in an office, it will be filled by the Executive Committee, except in the office of President and Vice President. The person chosen to fill the vacancy of Secretary, Treasurer or Parliamentarian will serve only until the end of the unexpired term.
- . In the case of a vacancy in the office of President or Vice-President, the Executive Committee will present a candidate at the first subsequent meeting of the Booster Club. Nominations from the floor will be accepted. A majority of those voting will be necessary for election.
- . In the case of a vacancy in an office of President, the Vice-President will fill the duties of the President, until a candidate can be presented and voted on at a the next Booster Club meeting.

#### B. Election

- . The officers shall be elected from a slate presented by the Nomination Committee and/or nominations from the floor. The Nominating Committee will be appointed by the Executive Committee in January of the current school year and consist of seven (7) members in good standing.
- . Nominees must be members in good standing at the time of elections.
- . Nominees must be parents of varsity members for at least one school year.
- . The consent of each candidate must be obtained before his or her name is placed in nomination either by the nominating committee or from the floor.
- . The nomination slate will be provided to members 30 days prior to the election. The nomination slate will be presented to the membership at the April meeting. Nominations may be taken from the floor.
- . A majority of those voting will be necessary for the election.

#### C. Duties

- . President – it shall be the duty of the president to preside at all meetings, appoint committees, and be the executive head of the Booster Club with the full powers to endorse the Constitution and By-laws. The President, along with the Secretary, will ensure the posting of an agenda prior to the Booster Club Meeting. The President, along with the Treasurer shall prepare a budget for the coming year and it shall be voted on and approved by a majority of the membership.

- . Vice President – It shall be the duty of the Vice president to preside in the absence of the President and to perform other duties such as organizing committees, etc.
- . Secretary – It shall be the duty of the Secretary to attend to all correspondence addressed to the Booster Club and to send out all notices. The Secretary shall keep an accurate record in a permanent form of all members of the Booster Club. The Secretary shall keep minutes of all Booster Club meetings, as well as Executive Committee Meetings.
- . Parliamentarian – It shall be the duty of the Parliamentarian to advise the President on matters of parliamentary procedure so meetings can be conducted in a fair and gracious manner. It shall be the duty of the Parliamentarian to ensure meetings follow a posted agenda. It shall be the duty of the Parliamentarian to chair the By-Law Committee and bring any recommended changes to the Board. By-Laws should be reviewed bi-annually.
- . Treasurer – It shall be the duty of the Treasurer to receive all monies accruing to the Booster Club and to deposit them in an approved depository under the name of the organization. The Treasurer shall pay out monies based on the approved budget. Any items that come up outside of the budget, must be approved as a budget amendment prior to the expense being incurred or paid out. The Treasurer shall present a financial statement at each month's meeting regarding current month profit/loss and a full report at year-end. The Treasurer and Executive Committee shall prepare a budget for the coming year and it shall be voted on and approved by a majority of the membership.

Each elected officer must maintain a working notebook for their specific position to be passed on to their successor at the end of their term.

A District employee is prohibited from holding the officer of Treasurer or from being a signatory on any account.

#### D. Terms of Office

Officers shall hold office for a term of one-year and for not more than two consecutive terms in the same office. One who has served more than one-half of a term shall be credited with having served that term.

#### Article V – EXECUTIVE COMMITTEE

The Executive Committee shall consist of the elected officers plus the coaches. Elected officers shall follow the NISD Guidelines for Booster Clubs and Organizations.

The duties of the Executive Committee shall be to transact necessary business in the intervals between regular meetings.

## Article VI – Funds

- . Accurate records must be kept and made available to the Executive Committee at all times.
- . Ledger and checkbook to be available at every meeting.
- . Checks must be signed by two people, typically the Treasurer and President. If the Treasurer is unavailable, two designated officers may sign checks.
- . All disbursements are to be substantiated by a receipt.
- . Non-budgeted expenditures are approved by the Executive Committee with majority approval.

## Article VII – STANDING COMMITTEES

Standing committee chairs may be appointed by the Executive Committee immediately following the seating of the new Executive Committee in May. All committees should become familiar with and

follow the NISD Guidelines for Booster Clubs and Organizations. All Committee Chairs shall provide a written report at each monthly meeting outlining activities, accomplishments and include requests for either the Executive Committee or general membership. Any activities requiring funds or any financial commitment on behalf of the Booster Club, must have prior permission of the President or Executive Board.

. Texanette Junior Varsity Committee – Consists of Booster members from the Texanette team. These members are appointed by the Executive Board. Acts as a voice and helps organize the Texanette members with fundraising and activity planning through the Booster Club.

. Membership – Actively pursues Booster Club Membership, Plans activities to increase Booster Club Membership. The chair should seek Booster Club members to participate on the Membership Committee.

. Fundraising – Actively pursue and coordinate fundraising activities. Fundraising activities should be presented to the Booster Club Board and Membership. Full details of the event, including but not limited to, potential revenue from event, required number of volunteers for event, date, time and full details of event. If approved, the Fundraising Chair will be responsible for the event. The chair should seek Booster Club members to participate on the Fundraising Committee.

. Concession Stand – Coordinate all aspects of the Sidekicks sales of food items at Football games, both regular season and playoff games. This includes but is not limited to, coordinating parent volunteers, ensuring appropriate amounts of items sold, as well as coordination with the Treasurer for change requirements at all games.

. Public Relations – Actively promote the work of the Northwest Sidekicks. Submit activities, photos and information to local newspapers. Work with local Towns and municipalities, providing information about events to be publicized on Town websites, marquis or local cable channels. Work closely with Fundraising Committee to actively promote events to the public. Coordinate with webmaster for postings and current information on the Booster Club website.

. NISD Hosted Competition – Assist the Booster Club Board and Director in the Coordination of any competitions sponsored by the Northwest Sidekicks. This includes

but is not limited to, obtaining volunteers and seeking sponsorships for the event.

. By-Law Committee – The committee shall be chaired by the Parliamentarian. Members shall be appointed by the Executive Board and consist of 5 (five) members at large in good standing. The By-Law Committee will review the by-laws bi-annually beginning in the school year 2011-2012.

. Scholarship Committee – The committee shall consist of an odd number of members. No parent of a Senior can be on the Committee. The scholarship application should be approved by the end of the first grading period. Interviews may or may not be required. If an interview is a part of the process, it must be communicated no later than end of the first grading period.