

**SHS SWINGSTERS VARSITY DRILL TEAM
BOOSTER CLUB BY LAWS**

Article I - NAME

The name of the organization shall be the "Swingsters Booster Club" (SBC).

Article II - OBJECTIVES

- A. Promote interest in the Dance/Drill Team.
- B. Assist the Director(s) of the Dance/Drill Team.
- C. Aid in the financial support of the Dance/Drill Team.
- D. Promote scholarship, dance achievement and high moral standards within the Dance/Drill Team.

Article III - MEMBERSHIP & FEES

- A. Membership will be open to parents or guardians of the current Dance/Drill Team members, managers.
- B. Annual membership fees for Swingsters will be \$150. Required payment will be spread over monthly summer payments. Per SHS policy, all members must be current in financial obligations in order to participate in group performances and activities. Membership payment provides booster club voting rights for a maximum of two parents/guardians.
- C. Annual membership shall also be extended to Managers for \$100 per year. Required payment will be spread over monthly summer payments. Per SHS policy, all members must be current in financial obligations in order to participate in Swingsters activities. Membership payment provides booster club voting rights for a maximum of two parents/guardians.
- D. Corporate membership is available to any Swingsters approved business that would like to display year-round support of the Dance/Drill Team. Corporate membership fees are \$50.00 per year. The sponsoring company will receive a membership certificate and/or verbal recognition at a football game.
- E. The term of membership will begin the first general meeting following varsity selection and will end the day of the next varsity selection. Members may be admitted at any time throughout the year but fees will not be prorated or refunded.
- F. In the event that a Dance/Drill Team member or Manager is removed or chooses to leave the drill team, membership in the Booster Club terminates immediately. Fees will not be prorated or refunded.
- G. In the event that a Dance/Drill Team Member or Manager becomes injured and unable to participate in performance, camp, competition, etc... that member is still responsible for paying all fees and fundraisers required of the team.
- H. The principals of SHS and the director(s) of the Dance/Drill Team will be considered honorary members of the SBC, retaining full voting privileges, but will not be charged membership.
- I. Payment arrangements can be made with the SBC treasurer to accommodate any financial situations that may come up if needed. Post-dated checks can be accepted to show promise to pay and still allow the dance/drill team member to participate in activities. However, post-dated checks can only be held for a maximum of 2 weeks. All accounts must be current in order for

the Swingsters to participate in group activities or perform. If the postdated check can be given and deposited within 2 weeks of the due date, the Swingsters can still participate in activities and perform at events. Alternatively, a payment plan can be established by working with the treasurer but the Swingsters would still not be able to perform or participate in group activities until the account is brought current. This policy is regardless of circumstance and applies to all team members regardless of rank or position.

- J. Returned checks - Any returned checks will be assessed a \$20 returned check fee. Checks cannot be re-submitted to the bank. The returned check will be returned to the person paying and cashiers check or money order must be given to replace it and include the return check fee.

Article IV - OFFICERS

A. Description

1. Officers of the organization shall be President, 1st Vice President (Fundraising), 2nd Vice President (Social Activities), Treasurer, Secretary, and Parliamentarian.
2. Officers shall be elected annually at the first booster club meeting preceding varsity selection and shall assume their duties at the close of this general meeting. The duties of Treasurer will not be assumed, however, prior to a financial review or in-house audit that includes both outgoing and newly elected Treasurers, as well as two other Booster Club parents selected by the Director(s) within two weeks of the election.
3. A person shall not be eligible to serve more than two consecutive terms in any one office.

B. Election

1. The officers shall be elected from a slate presented to the general membership in March or April of each year by the Nominating Committee. Nominations may also be made from the floor.
2. The Nominating Committee shall consist of four members appointed by the President each year. One of these shall act as the Chairperson of the Committee.
3. 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.
4. Candidates for officer positions must have been a member of the SBC the previous year in order to be eligible for nomination.

C. Duties

1. **President** - It shall be the duty of the President to preside at all meetings, appoint committees, as needed, and be the executive head of the SBC with the full powers to endorse the Bylaws, appoint executive Board Members, as necessary, and to perform such other duties as deemed necessary. The President shall be an ex officio member of all committees, having the right, but not the duty, of participating in the work of the committees.
2. **1st Vice President (Fundraising)** - It shall be the duty of the 1st Vice President to chair the Fundraising Committee, to fill the vacancy of the office of the President, should that occur, and to perform such other duties as deemed necessary. The 1st Vice President of Fundraising is responsible for planning the fundraisers for the full school year and overseeing all fundraising activities. The Fundraising VP can designate a member of his or her choosing to oversee, plan and/or coordinate any fundraiser that the Fundraising VP cannot participate in or attend.

3. **2nd Vice President (Social Activities)** – It shall be the duty of the 2nd Vice President to chair the Social Activities Committee that will consist of, but not be limited to, the chairpersons of the Summer Social, Baby Welcoming, Fall Social, Senior Week, and Sapphire Ball Committees. The Social VP will be in charge of coordinating and overseeing all social gatherings involving the team, including team meals. The Social VP can designate a SBC member of his or her choosing to oversee, plan and/or coordinate any social event that the Social VP cannot participate in or attend.
4. **Treasurer** – It shall be the duty of the Treasurer to receive all funds accruing to the SBC and to deposit them in an approved depository under the name of the Organization. The Treasurer shall pay no money from this account in excess of \$100 per transaction other than that authorized by an approved budget. The executive board must preapprove any transactions over \$500 that are not in the approved budget. Any transactions over \$1000 that are not in the approved budget must also be approved by SBC membership vote. All expenditures that will result in an overall cost of \$500.00 follow the “3 Quote Rule” and must also be approved by the executive board. Itemized, original receipts (not credit card statements) must be provided before a check can be cut for reimbursement. All receipts must be turned in within 30 days to receive reimbursement. Financial reports shall be given to the building principal monthly. The treasurer should give frequent communication to the team director and president on any past due accounts or current financial status. Each check issued by the SBC must have two signatures on it from three authorized signers listed on the SBC account. The three authorized signers will be the Treasurer, President, and one member nominated by the Treasurer and voted on by the SBC. If the SBC is reimbursing one of the three account signatories, the payee may not be one of the required signatures. A debit card/check card may be used in lieu of a check with written acknowledgement from two of the three authorized signers prior to any purchase being made to be included in the books. The debit card/check card may only be used by the Treasurer and kept in the possession of the treasurer. The membership must vote and approve another member using the card. The treasurer will be responsible for handling the money at all fundraisers. This includes disbursing starting cash, picking up cash drops, and receiving all final cash at the end of the fundraiser. All cash shall be verified and signed off by another member of the booster club. If the treasurer cannot attend the fundraiser, the treasurer can appoint another member of the SBC to handle the transactions.
5. **Secretary** – It shall be the duty of the Secretary to keep an accurate record in permanent form for all members of the SBC to review. The Secretary shall keep minutes of all SBC meetings, as well as Executive Board meetings. Minutes shall be given to the building principal monthly. The minutes will be sent via e-mail to all members on file within one week of the adjourned meeting to provide up-to-date communication of events and issues in a timely manner. The secretary will serve as the communications person with responsibilities including sending out all email correspondence, creating and sending weekly newsletters during football season or as needed by the director. The secretary will also compile and print the SBC directory and conduct any other business necessary in that respect. The secretary will conduct all correspondence needed by the SBC including, but not limited to, Thank You cards, Holiday Cards, etc...
6. **Parliamentarian** – It shall be the duty of the Parliamentarian to guide the presiding officer in the correct procedures according to Robert’s Rules of Order Newly Revised.

Article V – EXECUTIVE BOARD

- A. The Executive Board shall consist of the elected officials, the principals, the Director of the Dance/Drill Team, and the Chairs of the following standing committees: Publicity, Historian, Spirit Wear/Patches, Photographer, Webmaster and Props.

- B. The duties of the Executive Board shall be to annually review the Bylaws, to set and/or amend the annual budget for presentation to the members, to select chairpersons for the standing committees annually and to transact necessary business in the intervals between regular membership meetings.
- C. Meetings of the Executive Board shall take place on the first Monday of the month, prior to the regularly scheduled membership meeting. An exception will be Holiday Mondays in which the meeting will be held the 2nd Monday of the month. The Board may meet otherwise as deemed necessary in order to carry out the business of the SBC.
- D. Each member of the Executive Board must have adequate notice of all regularly scheduled and called meetings.
- E. A Board Member who misses three consecutive board meetings may be replaced by a board vote.
- F. In the event a Board Member resigns, the President will appoint a replacement.
- G. The Executive Board for any given membership year is required to stay in place with full rights and responsibilities until such time as the slate of officer nominations is voted upon and elected members accept their respective offices.

Article VI – COMMITTEES

- A. The standing committees will be as follows: Spirit Wear/Patches, Publicity, Historian, Props, Photographer, and Webmaster.
- B. The duties of the chairpersons of the standing committees will be as follows:
 1. **Spirit Wear/Patches** – It will be deemed the duty of the Spirit Wear/Patches chairperson to coordinate with the director on all spirit wear, decal orders and patches. The Spirit Wear/Patches chairperson will collect all orders for Spirit Wear, Decals and Patches and coordinate the orders for said items. Upon receipt of the final product, the Spirit Wear/Patches chairperson will be responsible for distribution of all items ordered. Spirit Wear orders should be taken in May or June so all orders are back before football season starts. Patch orders should be organized and taken after football season is over, after regional competitions, and after nationals. NOTE: NO ITEMS WILL BE ORDERED UNLESS PAID IN FULL IN ADVANCE.
 2. **Publicity** – The Publicity Chairperson shall provide publicity for the Organization, as needed, especially promotion of major functions, and conduct any other business necessary in that respect. The Chairperson shall be the primary contact for the representatives of the media relating to the SBC and/or Swingsters Dance/Drill Team. The Publicity Chairperson should submit articles to the SBC President and Director for review prior to submitting to the media outlets. All articles should include photos that will be represented with the article for approval as well. It shall be the goal of the Publicity Chairperson to always represent the team favorably. During football season, the Publicity Chairperson will submit the “Swingsters of the Week” to local papers. The publicity chairperson will be in charge of getting the officers of the week and Swingsters of the Week to fill out questionnaires which will be forwarded to the local papers with their pictures each week.
 3. **Historian** – It is the responsibility of the Historian to create a year long photo history of Swingsters in a scrapbook and will be responsible for the end of year DVD to be shown at Sapphire Ball. The Historian should be responsible for creating the Senior Slide Show presentation for Spring Show and videoing all routines during football season and contest season (along with any other events as needed) to create a video history.

4. **Props** – The Props Chairperson will work with the Director to develop/make/acquire needed props and ensure the props get to football games, competitions and all necessary events and other things as deemed necessary. Duties also include: assist Director(s) at all football games and other Dance/Drill Team functions as necessary. Only adults over the age of 21 are allowed to assist with props.
 5. **Photographer** – The team photographer(s) shall attend all Swingsters performances and events and will be responsible for taking photographs at each. The photographer(s) will coordinate with the Publicity Chairperson, Webmaster and Historian in a timely manner so as to add the photos taken on the website, in the team scrapbook and to be used to submit to local newspapers.
 6. **Webmaster** – It shall be the responsibility of the Webmaster to create a website for the team. The website will promote and represent the Swingsters in a positive fashion. The website will be used to communicate schedules to the parents, share copies of the SBC minutes and other important files. Team photos at various events will also be shared through the website as well as other important updates and information as deemed necessary by the director or SBC president. The team domain will be www.sachseswingsters.org.
- C. Special committees shall be established by the Dance/Drill Team Director(s), SBC President or as the Board shall direct and shall include but not be limited to the annual Nominating Committee.

Article VII – CONDUCT OF BUSINESS

Conduct of business shall be in accordance with Robert’s Rules of Order Newly Revised. Board of Education, District Superintendent, SHS and/or SBC rules will supersede Robert’s Rules in instances of contradiction or inconsistency.

Article VIII – MEETINGS

Regular membership meetings of this organization shall be held on the first Monday of each month, following the Executive Board meeting. The Director(s) or President may change the meeting date at their discretion.

Article IX – BANQUET

Each year SBC will host a banquet for Swingsters members and Managers who have completed the entire Dance/Drill Team year and for whom SBC dues have been paid in full.

Article X – SCHOLARSHIP PROGRAM

The SBC will, when financially able, provide scholarship money to a graduating senior(s) who is attending an accredited college or university within six months of graduating from SHS. Proof of attendance at the accredited facility will be required. The amount of the scholarship will be based upon the funds available. The recipient of the scholarship(s) must be a SBC member whose family is in good financial standing. It will be mandatory for a scholarship application to be completed and turned in by a specific date in order to be eligible for consideration. The decision of the Scholarship Review Committee will be final.

Article XI – AMENDMENTS

The Bylaws may be amended at a regular membership meeting of the SBC by a majority vote of the quorum provided the Dance/Drill Team Director is present and good faith attempt has been made to duly notify all members ahead of time. A quorum is defined as simply the number of members present at the time.