



**Farmington High School Dance Team Booster Club**  
**Official By-Laws**  
*Version 4.0 updated 3/31/2019*

## ARTICLE I - NAME

The name of the organization shall be Farmington Dance Team Booster Club (FDTBC) and hereafter shall be referred to as the same.

The organization operates as a non-profit, tax-exempt organization in accordance with Section 501(c) (3) of the Internal Revenue Code under the umbrella of the Tiger Fan Club (TFC) and as such will comply with all requirements under the TFC.

## ARTICLE II – PURPOSE

Section 1: The Farmington Dance Team Booster Club is organized exclusively for the purpose of promoting and supporting the Farmington Dance Team, their student athletes, Coaches and families.

Section 2: The Farmington Dance Team Boosters are responsible for the promotion of the aforementioned programs within the school and throughout the community and conducting fundraising activities to provide financial support for the program.

Section 3: In addition, the club will foster other activities that build enthusiasm and spirit.

## ARTICLE III – MEMBERSHIP

The Farmington Dance Team Boosters membership is open to all persons subscribing to the purposes of the FDTBC. The membership of the FDTBC will consist of those persons currently elected to the Board of Directors along with the balance of the “General Membership.” The General Membership will consist of each family who has an athlete participating on one of the FDT teams and is strictly voluntary.

The general membership of the FDTBC is encouraged to take steps to ensure the present and future well-being of the team and booster organization by bringing initiatives and concerns to the attention of the Executive Board so they can be addressed.

Booster Club membership may be revoked for conduct deemed detrimental to the mission of the booster club. Revocation will require a majority vote of the Executive Board. Detrimental activities can include, but are not limited to, actions found by the Executive Board to be contrary to the purpose, mission, non-profit status or membership requirements as defined by these by-laws.

Each registered Athlete will receive 2 votes per family and must be present at the annual meeting to vote.

## ARTICLE IV – OFFICERS AND THEIR DUTIES

The officers of the Farmington Dance Team Booster Club shall consist of both voting and non-voting members as defined below. The officers shall be elected annually by the general membership and shall serve for a term of 1 year, the President will serve a two-year term. A term may be renewed indefinitely under the advisement and recommendation of at least two current members of the FDTBC Board.

#### Section 1: PRESIDENT

- The President is a non-voting member except to break a tie and as the chairperson of the Boosters and shall uphold the by-laws of the FDTBC and.....
- Has the responsibility of the general management of the FDTBC
- Serves as the board contact for FDTBC and coaches.
- Serves as the board contact for Secretary, Treasurer, Fundraising Director, Events Coordinator, Communications Director
- Preside at all meetings of the FDTBC and prepare the supporting agenda.
- Have the authority to cancel or reschedule meetings.
- Appoint the chairperson of all special committees with the approval of the Board.
- Have signature authority of all checks and disbursements, in all accounts.
- Has the power to make purchases on behalf of the FDTBC up to \$250 without Board approval.

#### Section 2: VICE-PRESIDENT

- The Vice-President is a voting member and shall uphold the by-laws of the FDTBC and.....
- Perform all duties of the President in the absence of the President.
- Support all committees as needed or requested
- Facilitates sponsorship communications, the team poster and team pictures
- Perform all other duties as may be required by the FDTBC and its officers.

#### Section 3: SECRETARY

- The Secretary is a voting member and shall uphold the by-laws of the FDTBC and.....
- Record minutes of all meetings of the FDTBC and uploads to and files in google drive storage
- Distribute the minutes to the FDTBC and upload to the FDT website in a timely manner prior to the next meeting and maintain a soft copy record of all minutes.
- Keep and maintain all records of the FDTBC.
- Responsible to maintain all official correspondence of the FDTBC.
- Manages the FDT Gmail account, including but not limited to:
  - Creating communication,
  - Monitoring and responding to emails on a consistent basis,
  - Composing and sending emails on behalf of Head Coach and FDTBC, Running the account's Google Drive
- Perform all other duties as may be required by the FDTBC and its officers.

#### Section 4: TREASURER

- The Treasurer is a voting member and shall uphold the by-laws of the FDTBC and.....
- Is responsible for the accuracy and safekeeping of the funds of the FDTBC.
- Keep an accurate account of all financial transactions authorized by the Board of Directors.

- Creates yearly budget in collaboration with Head Coach and President
- Present monthly reports of financial activity at the regular monthly meetings.
- Will have signature authority to place and pay for orders of all booster merchandise/fundraiser costs and expenses processed through the booster accounts and any other booster related expenses
- Collects/records/deposits payments
- Works with Tiger Fan Club Treasurer to ensure compliance with all financial reporting required by the Tiger Fan Club which includes the following:
  - Monthly reconciliation of account in QuickBooks
  - Monthly coding of accounts in QuickBooks
  - Yearly 990 reporting with all accounts codes by date assigned by the TFC Treasurer
- Works with Premier Bank to maintain accurate bank records, process transfers, etc.
- Communicates with Tiger Fan Club Treasurer on any transfers occurring between accounts at Premier Bank.
- Prepare a year-end report.
- Works with Fundraising Directors, Events Coordinator as needed to coordinate necessary funding
- Perform all other duties as may be required by the FDTBC and its officers.

#### Section 5: FUNDRAISING DIRECTORS (2)

- The Fundraising Director is a voting member and shall uphold the by-laws of the FDTBC and.....
- Coordinate all fundraising activities for each year including overseeing all fundraising coordinators.
- Coordination of all fundraising activities of the FDTBC must be approved by the FDTBC in order to avoid conflict or duplication of efforts.
- Coordinate all fundraising activities with FDTBC for approval
- Submission of fundraising form to TFC for approval
- Coordinate and manage all fundraising events including but not limited to:
  - Coordinating the preparation
  - Marketing of the Fundraiser
  - Volunteer Sign Ups
  - Day-of responsibilities
  - Post-event responsibilities for all events
  - Obtaining parent and dancer volunteers as needed
  - Sending fundraiser-specific communication and reminders to Secretary and Communication Director for distribution and posting
- Perform all other duties as may be required by the FDTBC and its officers.

#### Section 6: COMMUNICATIONS DIRECTOR

- The Communications Director is a voting member and shall uphold the by-laws of the FDTBC and.....
- Runs all general communication, as directed and/or approved by President or Head Coach to athletes' parents and/or athletes (when applicable)
- Operating and updating the dance calendar, Facebook account, Instagram. Facilitate annual review to confirm validity and effectiveness
- Oversees and maintains all communication content including any registrations for activities, events run by FDTBC (e.g. Section Tickets, Banquet RSVP).
- Point of contact for all communication related issues.
- Coordinates the outreach and publication for any newspaper or media postings
- Perform all other duties as may be required by the FDTBC and its officers.

#### Section 7: TEAM EVENTS DIRECTOR

- The Team Events Director is a voting member and shall uphold the by-laws of the FDTBC and.....
- Oversees and maintains all team events including team dinners, special events and other activities.
- Point of contact for all team related events.
- Collaborate with Secretary and Communications Director to send Team Event specific communication for distribution and posting
- Perform all other duties as may be required by the FDTBC and its officers.

#### Section 8: ADVISORS, COORDINATORS & CHAIRPERSON

- The FDTBC shall indicate a number of advisors, coordinators and chairperson each year as needed.
- All advisors, coordinators & chairperson are non-voting members and shall uphold the by-laws of the FDTBC and.....
- Perform all other duties as may be required by the FDTBC and its officers.

Section 9: It is the duty of all voting members to attend all FDTBC and general booster membership meetings. Failure to attend 3 consecutive meetings without prior notification to the President may result in their removal from office, pending an Executive Board decision.

### ARTICLE V – MEETINGS

Section 1: Regular FDTBC meetings will occur once a month during the regular season and as needed when the dance team is out of season and called by the President.

Section 2: An annual general booster membership meeting of this organization shall be held once a year as scheduled by the President.

Section 3: It is the responsibility of the President to set the time, location and agenda of the board and general booster meetings and to notify the membership of these items.

## ARTICLE VI – VOTING

### Section 1: PROCEDURES

- Each FDTBC voting Board Member will have one vote.
- Motions made at any FDTBC Club meeting must be voted on or tabled for discussion.
- Voting may occur in person or via e-mail, teleconference or other communication means as deemed sufficient by the FDTBC President.
- Roberts Rules is used as a guide in all voting matters.
- The FDTBC membership requires that appreciation and respect must be shown during all discussions and voting.

### Section 2: QUORUM & TIES

- A quorum constitutes 60% of all voting members of the FDTBC.
- No official business may be acted on without a quorum.
- In the event of a tie, the motion fails and additional action can be considered as follows:
- Discussion of the issue during which the motion may be modified and introduced again or withdrawn.

### Section 3: EXCLUSIONS

- School Board Members, Activities and Athletics Directors, Coaches or Advisors are excluded from holding a voting seat.

## ARTICLE VII – ELECTIONS

### Section 1: PROCEDURES

- The officers of the Board of Directors of the FDTBC shall be elected at the annual meeting in April or the month directly following tryouts for the upcoming season.

### Section 2: TENURES

- The President shall serve a term the length of two years from April to April.
- The Vice-President, Secretary, Treasurer, Fundraising Director, Communications Director and Team Events Director shall serve a term the length of one year from April to April.
- With the exception of the President, all Advisors and Coordinators shall serve a term the length of one year from April to April.

### Section 3: VACANCIES

- Vacancies within the FDTBC occurring during the year shall be filled by a majority vote of the remaining Board of Directors.
- The electee shall remain in office for the duration of the unexpired term and may run for election in future terms.

### Section 4: IMPEACHMENT

- Any officer or director may be removed from office by a majority vote for removal by all voting board members of the FDTBC for failure to perform their duties as stated.
- Any officer or director may be removed from office for unlawful acts affecting the FDTBC or any act to consciously misrepresent the mission and operation of the Farmington Dance Team Boosters.

- Removal may also be for any reason deemed necessary as agreed upon and voted unanimously by the FDTBC voting board.

#### Section 5: QUORUM

- The officers shall be elected by a majority vote of FDTBC officers and members in attendance.

#### Section 6: EXCLUSIONS

- School Board Members, Activities and Athletics Directors, Coaches or Advisors are excluded from holding a voting seat.
- No one person can hold more than one officer position in the FDTBC.
- All officers shall serve without compensation.

### ARTICLE VIII – INCOME AND EXPENDITURES

- Section 1: Any monies raised by the Farmington Dance Team Booster Club shall be held in a separate account as defined under the umbrella of the Tiger Fan Club and shall be used to fund programs and activities in support of the dance team.
- Section 2: The booster organization books will be available upon request for review by any member of the FDTBC.
- Section 3: Monies raised by, for, or in the name of the FDTBC under the boosters' sponsorship, become the property of the organization.
- Section 4: The FDTBC board will recommend an annual fundraising target for the benefit of the team.
- Section 5: The Treasurer shall submit a detailed summary of expenditures to the FDTBC Board on a monthly basis.
- Section 6: The FDTBC may authorize, by consensus, so that any Director may enter into a contract in collaboration and under the guidance and approval of the Farmington High School Athletic/Activities Director on behalf of the FDTBC.
- Section 7: The FDTBC Board may accept on behalf of the FDTBC any contribution, gift, or bequest for the general purpose or for any special purpose of the FDTBC.
- Section 8: Expenses greater than \$250 must be pre-approved by the FDTBC Board. Only signers on the FDTBC Board have authorization for expenditures less than \$250.

### ARTICLE IX – APPROVAL OF ACTIVITIES

- Section 1: This organization shall not support any activity not previously approved by the FDTBC Board.

- Section 2: All fundraising and advertising activities for the FDTBC must be approved by Farmington High School administration through coordination with the Tiger Fan Club.
- Section 3: Any activities planned by the FDTBC Board must be reviewed and approved by the Head Coach

#### ARTICLE X – CREATIVE DIRECTION

- Section 1: The selection of participants, music, formations, routines, scheduling, uniforms including marking tanks and warm ups are the sole responsibility of the Head Coach.

#### ARTICLE XI - FISCAL YEAR

- Section 1: The fiscal year of the FDTBC shall begin on April 1st and end on the following March 31st.

#### ARTICLE XII - CONFLICT OF INTEREST

The Board and membership of the FDTBC will scrupulously avoid any real or apparent conflict of interest in the selection or implementation of fundraising activities, purchase of equipment etc. In the event that a conflict of interest arises, the matter will be discussed in a FDTBC meeting, in which any related decisions will be decided by a majority vote.

#### ARTICLE XIII – TERMINATION

- Section 1: The Head Dance Team Coach shall have the authority to disband the FDTBC at any time for any reason with the approval of the ISD #192 Athletic Director.

#### ARTICLE XIV – FUTURE

- Section 1: It is our intent to remain an active organization. However, if the FDTBC should disband, any monies in our treasury shall be the property of Independent School District 192 for the benefit of the Dance Team.

#### ARTICLE XV – AMENDMENTS

The Bylaws of the Farmington Dance Team Booster Club may be amended by a majority of the voting members at any booster meeting. The amendments must be presented in writing and voted on.