

Etowah High School

*Dancing Eagles*

Booster Club

Constitution and By Laws

Revised *5/12/21*

CONSTITUTION

Etowah *Dancing Eagles* Booster Club

Article I

Title:

The name of this organization shall be Etowah *Dancing Eagles* Booster Club.

Article II

Purpose:

The purpose of this organization shall be to support *Dance Team* activities at Etowah High School in the following manner but not limited to:

1. Promote parent/student involvement
2. Coordinate all supporting activities
3. Encourage attendance at dance functions
4. Provide those services, facilities and equipment which are not provided for by the school
5. Ensure recognition for the Dancing Eagles program and its athletes

Article III

Membership:

Membership shall be granted to any person who has paid his/her annual dues and agrees to abide by the Constitution and By-Laws. Term of membership shall be from August to July. Administration and coaches of Etowah High School shall be exempt from annual dues.

Article IV

Dues:

Amount and method of payment of dues shall be governed by the By-Laws.

Article V

Executive Committee:

**Section 1**

The organization shall be governed by the Head Coach and Executive Committee which shall be responsible for the general welfare of the organization and responsible to the membership for its actions.

**Section 2**

The Executive Committee shall consist of the Head *Dancing Eagles* Coach (Executive Officer) and the following duly appointed officers:

President

Vice President

Administrative Liaison

Treasurer

Assistant Treasurer (if needed)

Newly appointed officers will be appointed on *June 1st of each year* and will continue to serve terms of 12 months.

**Duties of Officers:**

Appointed officers and their duties are as follows:

1. Executive Officer ( *Dancing Eagles*)
   * + 1. The Executive Officer shall appoint all committee members as of *June 1st*for each position that is vacant due to end of term, player departure and/or officer is not fulfilling his/her duty.
       2. Executive Officer will appoint officers who will assure all duties in the occurrence an officer is not in attendance.
2. President
   * + 1. The President shall have general supervision and management of all current affairs of this organization.
       2. The President shall preside at all meetings of the organization.
       3. The President shall report on any matters that may be of importance to this group.
       4. The President shall carry out the decisions of the Executive Committee and shall recommend members of any special committee not otherwise provided herein.
       5. The President shall serve as an official member of all committees.
3. Vice President
   * + 1. Vice President shall assume duties of President if the position becomes vacant.
       2. Vice President shall assume duties of the President if not in attendance.
4. Administrative Liaison
   * + 1. The Administrative Liaison shall record, report and maintain minutes of all meetings of the general membership
       2. The Administrative Liaison shall communicate with parents on all issues regarding: transportation, schedule and any communication needs as directed by the Executive Officer.
       3. The Administrative Liaison will oversee help President oversee committees.
       4. Provide copies of all meetings
5. Treasurer
   * + 1. The Treasurer shall receive all funds of the organization
       2. He/she shall obtain the signature of the President or him/herself for all checks
       3. Treasurer shall compile and execute any tax applications or returns as required by federal law or state.
       4. Treasurer shall commit all accounts and other records to the succeeding Treasurer.
       5. Treasurer will submit a bank statement monthly to the Etowah Athletic Office.
       6. Treasurer will submit a CCSD Student Support Organization (SSO) form for School/County Approval before issuing checks for coaching compensation. SSO forms can be obtained through the athletic office.
6. Assistant Treasurer (if needed)
   * + 1. He/she shall assist the Treasurer in his/her duties.
       2. Shall provide notification of membership as directed by Treasurer.
       3. Shall collect all essential information for each player (i.e. email, phone numbers, and Parents Names)
       4. Assistant Treasurer shall resume the duties of the Treasurer if Treasurer is not in attendance.
       5. Assistant Treasurer shall resume the duties of the Administrative Liaison if they are not in attendance.

**Section 3**

Additional assistants to the Committee shall be appointed by the President with the approval of the Executive Officer.

**Section 4**

Vacancies in office shall be filled by appointment of the Executive Officer.

**Section 5**

The Executive Committee shall be responsible for handling day-to-day expenses, supervising the standing committees and authorizing approved expenditures up to $5,000.00 and any non-budgeted expenditures up to $500.00.

Article VI

Standing Committees:

The Standing Committees shall serve as directed by the Executive Officer.

The Following committees shall be established and chaired:

1. Fundraiser- Fundraiser Committee shall organize all fundraisers, submit fundraiser request into the CCSD BOE (Assistant Superintendent of Financial Management) via Executive Officer two weeks before the next scheduled School Board meeting, and submit all funds to the treasurer. All events should be presented to the Executive Board prior to submitting the request to BOE.

Article VII

Policies and Procedures:

The Etowah ***Dancing Eagles*** shall adhere to the following policies and procedures:

1. All activities shall adhere to Section 501(c) (3) and section 170 (c) (2) of the Internal Revenue Code dealing with tax-exempt status for charitable or educational organizations.
2. Upon dissolution of the ***Etowah*** *Dancing Eagles* ***BOOSTER CLUB***, the Executive Committee shall dispose of its assets by transferring them to the general account of Etowah High School.
3. All reimbursement requests shall be submitted with a receipt.
4. Proposed budgets for the upcoming school year (August) will be submitted by May of the preceding year to be approved by the Principal. At this time (May) a final financial statement and annual budget report must be submitted to the Athletic Director to be reviewed by the Principal.
5. All Booster Club financial records must be subject to an annual audit by an independent entity (to be arranged by the Booster Club).
6. This organization shall be politically non-partisan.
7. The activities of this organization shall be conducted on a strictly non-profit basis.

Article VIII

Appointment of Officers:

**Section 1**

**Appointments-**The Executive Officer shall appoint officers for the Board of the Etowah *Dancing Eagles* Booster Club. This committee shall be comprised of a President and five general membership appointees. The Executive Officer shall meet with the board members to compile a slate of officers and contact the candidates to check their willingness to serve, and present the slate of officers at the general meeting on or prior to *July*. **The Executive Officer may take nominations from current Booster Club members. However, it is ultimately up to the Executive Officer to appoint the officers as he/she chooses.**

**Section 2**

**Installation**-New officers will be installed at the general meeting on or prior to *July*. The candidates shall be solicited at the general meeting and shall state their attentions by stating Accept or Decline. At that time newly officers shall assume all duties as of said date.

**Section 3**

**Resignation-** Any officer may resign at any time in writing to the Executive Officer or President of the organization. Resignation shall be effective when tendered.

**Section 4**

**Replacements-** The Executive Officer shall appoint with the approval of the Executive Committee individuals to complete unexpired terms of officers.

\*\*\*In addition, each booster club has the authority to amend the above Constitution to meet specific needs of their organization.