

**Constitution and By-Laws  
Sundancers Booster Club  
James W. Martin High School  
Arlington Texas**

**(Revised 2011)**

**ARTICLE I. NAME**

The name of this organization shall be James W. Martin High School Sundancers Booster Club (THE BOOSTER CLUB). The registered office of THE BOOSTER CLUB shall be in the city of Arlington, County of Tarrant, State of Texas.

**ARTICLE II. PURPOSE**

- A. The organization has been formed and shall exist for the primary purpose of promoting a high degree of voluntary community and parental participation, sponsorship and interest in the James W. Martin High School Sundancers program. The key objectives of this organization are:
- a. Support and assist the Drill Team Director to help produce the drill team of the highest competitive level. Give aid in carrying out the activities of the drill team and in areas that may require assistance toward realizing the objectives of the Drill Team organization.
  - b. Elevate the Drill Team's and member's image in the eyes of the school, community and themselves.
  - c. Support the Drill Team program through personal involvement in the purpose of the organization and promote better parental understanding of the student's obligation within the Drill Team organization.
- B. This booster club shall be a non-profit organization as described in section 501(c)(3) and exempt from taxation under section 501(a) of the Internal Revenue Code or corresponding section of any future federal tax code. It shall also be non-partisan, non-shareholding, non-commercial, and non-bargaining.
- C. The BOOSTER CLUB shall comply with Arlington Independent Scholl District (AISD) policies and Federal and Texas State laws of booster clubs.

**ARTICLE III. ACTIVITIES**

- A. ALL BOOSTER CLUB activities must have the approval of the AISD or the Principal of James W. Martin High School. Such activities include but are not limited to:
- a. Use of school facilities for meetings.
  - b. All fundraising activities.
  - c. Compliance with administrative regulations and AISD Board policy when donating money or gifts to the district.
  - d. All fundraising activities must be filed with AISD through the James W. Martin High School office and approved by both the Drill Team Director and Principal prior to the required deadline. THE BOOSTER CLUB shall perform services as requested by the Drill Team Director to benefit the Drill Team.
  - e. All activities of the organization shall be compatible with the policies and program objectives established by the officials and employees of the school district per UIL regulations.

f. Monies from fundraising activities of the organization shall be limited in use to projects not funded by the AISD.

B. THE BOOSTER CLUB may be prohibited from any association with the Drill Team at any time at the discretion of the Drill Team Director or the James W. Martin High School Principal.

C. The BOOSTER CLUB shall pursue fundraising projects for the purchase of props, trips, costumes, Drill Team scholarships, banquets, award assemblies or items designated by THE BOOSTER CLUB Executive Board of Directors, with approval of the Drill Team Director.

D. THE BOOSTER CLUB SHALL NOT:

a. Use school facilities without prior approval from the Principal of James. W Martin High School.

b. Become involved with the direction of the Drill Team Director, personnel issues, scheduling of contests and rules of participation or policy-making activities for a student, group or interschool program.

c. Have authority in directing or influencing AISD employees in the administration of their duties.

d. Establish a "petty cash" or miscellaneous funds for the Drill Team Director to use at his/her discretion.

e. Give anything to student, school or Drill Team Director without consulting school administrators per UIL regulations.

E. SCHOLARSHIPS

a. Each year, there will be a scholarship program in accordance with the scholarship published procedures such that all qualified candidates may each be awarded monies not to exceed \$500.

b. Distribution of awarded scholarship monies must be requested prior to the end of the calendar year in which the recipient graduated.

#### **ARTICLE IV. FINANCES**

A. The fiscal year of this organization shall be June 1 to May 31.

B. All dues, donations, grants or gifts made to THE BOOSTER CLUB shall be accepted or collected only as authorized by the Executive Board of Directors.

C. All funds of THE BOOSTER CLUB shall be deposited timely to the credit of THE BOOSTER CLUB under such conditions and in such banks as shall be designated by the Executive Board of Directors.

D. All contracts, checks and order for the payment, receipt or deposit of money, and access to securities of THE BOOSTER CLUB shall be as provided by the Executive Board of Directors. The Treasure and the President and a designated VP shall sign all checks, drafts, and warrants.

E. The Executive Board of Directors shall approve an annual budget of estimated income, income expense and capital expense.

#### **ARTICLE V. MEMBERSHIP AND DUES**

A. The membership shall consist of Drill Team parent(s) and/or legal guardian(s) of Drill Team members.

B. The amount of the annual member dues shall be determined by the Executive Board of Directors.

C. Voting privileges shall be extended to members in good standing over 18 years of age that are not currently enrolled at Martin High School. One membership includes a maximum of two (2) votes by the student's parent(s) and/or legal guardian(s). These votes may be divided amongst parent(s) and/or legal guardian(s) who reside in separate households, however, no more than two votes may be cast per student, regardless of number of memberships purchased.

- D. THE BOOSTER CLUB may vote by voice or written ballot as directed by the presiding officer at any/all BOOSTER CLUB meetings. Proxy and absentee voting are expressly prohibited.
- E. The Executive Board of Directors may distinguish different categories of support including special categories for alumni, corporations, businesses, and other individuals desiring to support the above purpose of the organization. These classifications are strictly monetary support and do not warrant voting privileges
- F. The term of membership shall be one (1) year.
- G. All dues are non-refundable.

## **ARTICLE VI. OFFICERS**

- A. The officers and executive committee of the Martin High School Sundancer Booster Club shall be President, Secretary, Treasurer, Parliamentarian, Historian, V.P. Membership, V.P. Special Events, V.P. Fundraising and Junior Varsity (JV) Representative.
  - a. PRESIDENT – shall preside over all meetings of general membership; appoint all standing and special committees and co-chairman to all fundraisers; co-sign checks along with the Treasurer and designated V.P. PRESIDENT is authorized to spend a maximum of \$250 without the approval of the Executive Board of Directors in the event of emergency or whenever he/she deems it necessary. PRESIDENT shall provide the current laws to the Principal each year.
  - b. SECRETARY – shall record and report minutes of both general membership and Executive Committee meetings and be custodian of all organization records. SECRETARY shall maintain a record of attendance at all meetings and be responsible for all correspondence and notifications of members. Follow Robert's Rules of Order. The SECRETARY shall notify the administration of all meetings and file the minutes with the Principal.
  - c. TREASURER – shall receive all monies of the organization, keep accurate records of receipts and expenditures and pay out funds as authorized by the Executive Board of Directors; present a statement at every meeting and an annual review; co-sign checks along with the President and designated V.P.; see that an audit of the books is performed by a person approved by the Executive Committee and a report made at the last meeting of the year. TREASURER shall submit an annual financial statement to the Principal of James. W. Martin High School of all activities for the previous year. TREASURER shall file monthly statements with the Principal.
  - d. PARLIAMENTARIAN – shall advise the PRESIDENT and other officers, committees and members of the BOOSTER CLUB on matters of parliamentary procedure in order to conduct productive, efficient meetings. PARLIAMENTARIAN shall develop and keep the constitution and by-laws and shall be the enforcer of the conduct of all meetings. Where applicable, Robert's Rules of Order shall apply in the conduct of business unless otherwise noted.
  - e. HISTORIAN – shall maintain the history of the organization; collect and preserve documents, letters and reports of historical informational interest. HISTORIAN shall be responsible for maintaining the official Martin High School Sundancer Website
  - f. V.P. MEMBERSHIP – shall be responsible for recruiting Booster Club members. V.P. MEMBERSHIP shall establish a phone tree committee to assist in mailings, phone calls or emails to keep the membership aware of all activities of THE BOOSTER CLUB. V. P. MEMBERSHIP shall also establish and maintain a membership roster with both physical and email addresses and telephone numbers. V.P. MEMBERSHIP shall serve as chairperson of the publicity committee.

g. V.P. SPECIAL EVENTS – shall be responsible for coordination all special events, including but not limited to local or out-of-town trips, Drill Team competitions, special performances, and community volunteer work.

h. V.P. FUNDRAISING – shall serve as chairman for fundraising activities. Work with Officers to plan and carry out AISD approved fundraising activities. Organize and coordinate with each fundraiser/committee chairperson on all committee and fundraising activities. Appoint committee chairman with the approval of the Executive Board of Directors. Perform other delegated duties as required.

i. WEBMASTER – shall be responsible for coordinating with the Director, Booster Club President, and Historian to ensure that the MHS Sundancer website is maintained and updated with current and future information as it pertains to all the team and booster club functions. The webmaster will also assure that any and all materials meet the Director’s approval and all AISD policies regarding web pages.

B. Election of officers shall be by simple majority of all members present and voting at a meeting held on or before May 31. Newly elected officers shall assume duties at that time.

a. A nominating committee, composed of three (3) members appointed by the President, shall propose candidates for each office by April 30. The committee shall select its own chairman. Other candidates may be nominated from the floor. A candidate’s consent must be obtained before placing hi/her name in nomination.

b. The term of each elected officer shall be for one (1) year, beginning on June 1 following their election and shall conclude the following May 31.

c. Should an office become vacant before new elections are held, the Executive Board of Directors shall appoint a member to assume the office for the unexpired term.

d. No person shall occupy the same elected officer position for more than two (2) consecutive terms.

e. Any officer can be removed from office with a two-thirds (2/3) majority vote of the membership whenever, in its judgment, the best interest of The Booster Club would be served thereby, but such removal shall be without prejudice to the rights, if any, of the person removed.

f. The Drill Team Director shall approve all Executive Board of Directors candidates prior to placing his/her name in nomination.

C. Compensation of all officers and Executive Board of Director members is prohibited. All service is voluntary.

D. An officer may resign at any time by giving written notice to the Executive Board of Directors. Resignation is effective without acceptance when notice is given to the Executive Board of Directors, unless a later effective date is named in the notice.

## **ARTICLE VII. MEETINGS**

A. THE BOOSTER CLUB general meetings shall be held at such time and location as determined by the Executive Board of Directors.

B. THE BOOSTER CLUB Executive Board of Directors meetings shall be held at such time and location as determined by the Executive Board of Directors.

C. The membership present at any given meeting shall constitute a quorum. Business can be transacted by a majority vote. See ARTICLE V (C and D).

D. Special meetings of the membership may be called on by the order of the President of the majority of the Executive Board of Directors.

E. Where applicable, Robert's Rules of Order shall apply in the conduct of business unless otherwise noted. See ARTICLE VI. (d.)

#### **ARTICLE VIII. AMENDMENTS**

A. Any article of this document may be amended at any meeting by a two-thirds (2/3) vote of the membership present after the amendment has been presented in writing, read, and filed with the Secretary at a previous meeting or presented to the membership by mail five days prior to a scheduled meeting.

B. The President shall appoint an individual or form a committee of three (3) members to study the article or articles of amendment and present their recommendations to the Executive Board of Directors.

#### **ARTICLE IX. DISSOLUTION**

In the event a conflict of objectives occurs between THE BOOSTER CLUB and the Drill Team Director, and such a conflict cannot be satisfactorily resolved within thirty days, the organization may be dissolved at the discretion of the school Principal or by a two-thirds vote of the Executive Board of Directors.

Upon such dissolution, all financial obligations of the Boosters shall be paid and a final audit will be performed. After the bills have been paid, any remaining funds shall be donated to the Martin High School Sundancers Drill Team.