

TORNETTES BOOSTER CLUB CONSTITUTION

Article I Club Name

The name of the organization shall be TORNETTES BOOSTER CLUB (the “Club”).

Article II Purpose

The primary purpose of the Club is to provide assistance to the Tornettes in their curricular and extracurricular functions at the request of the Tornettes and/or Tornette Director.

All policies of the Tornettes are under the regulation of the school authorities.

Responsibilities and Boundaries:

The Club:

- Provides support for the dance program and extracurricular activities of the dance team.
- Encourages parents’ involvement.
- Coordinates programs and projects that will support or enrich the dance team.
- Organizes fundraising efforts to support programs, equipment, and services not covered in the school budget.
- Recruits’ volunteers, coordinate volunteer efforts to staff dance functions, and assist with dance programs.

The Club does not:

- Run the dance team.
- Set policy regarding the dance program.
- Define the dance team’s curriculum.
- Decide how the funds are to be spent without the consent of the dance director.
- Have jurisdiction or authority over dance directors.

Article III Membership and Dues

Club membership shall be open to anyone interested in furthering the advancement of the Tornettes and must be renewed each school year. The Club is not to be used for business, personal or political gain. Membership dues will be assessed and determined by the Executive Committee. The fiscal year of the operation of the Club shall be provided in the By-Laws. (Chapter 3) In the best interest of the team and the organization, if the student is not a current member of the Tornettes, your paid membership will be revoked, and the position will be reassigned. Except for an alumni.

Article IV Executive Committee

The Executive Committee of the Club shall be as follows: President, Vice-President, Secretary, Treasurer, and Fundraising Chair. The Executive Committee must be elected by the general membership of the Club. The election of the Executive Committee and the terms of office shall be as specified in the By-Laws. (Chapter 4)

All members should be in attendance at all meetings unless there are extenuating circumstances. At the event of extenuating circumstances their absences should be communicated with the President.

The Executive Committee will have the power to fill all vacancies of any elected officer if the need arises. That person will immediately assume the title and duties of said office and will remain in office until the next scheduled election. Such actions shall be read into the minutes of the next regular meeting.

Article V Meetings

Executive Committee

The Executive Committee shall have supervision, control, and direction of the affairs of the Club, shall determine its policies and changes thereto within the limits of the Bylaws, shall actively execute its purposes and shall have direction is the disbursement of its funds.

The Executive Committee shall transact necessary business in the summer and in the intervals between regular membership meetings.

The Regular Executive Committee meetings shall be held monthly as called by the President. The time is to be determined by the Executive Committee as its first meeting of the fiscal year.

A majority of the Executive Committee members present constitute a quorum.

Membership

Meetings of the Club membership shall be held bimonthly unless the Executive Committee deems additional meetings necessary. The board meeting will be held monthly. The President may call special meetings by notifying the Club members 72 hours in advance of the special meeting.

One-fifth (1/5) of the paid membership present at a meeting shall constitute a quorum.
Voting

Each paying member in attendance at any meeting is eligible to vote. Absentee and proxy votes are not allowed. Extenuating circumstances, the Executive board can vote on a change if needed.

Article VI Amendments

Amendments of the Constitution and/or Bylaws shall be presented in writing and read at one regular membership meeting and voted upon at the following regular membership meeting, requiring a majority vote of the members present for adoption. This one-month interval between the reading and the voting upon the amendments may be waived with the consent of one-fifth (1/5) of paid members present voting in favor of such a waiver. At such time, the complete revised and corrected Constitution and/or Bylaws may be read at one meeting. At that same meeting, if the membership so chooses the entire text or each Article or Chapter may be voted upon and approved for adoption by a majority vote of the members present. In the event the members choose to vote on each separate Article or Chapter, should any Article or Chapter fail to be approved, modifications and corrections thereto shall be made and the corrected Article or Chapter reread and resubmitted at this same meeting, if possible, but no later than the next regular scheduled membership meeting.

BYLAWS

Chapter 1 Quorum

One fifth (1/5) of the paid membership present at the meeting shall constitute a quorum.

Chapter 2 Projects, Activities, and Other Events

Specific projects, activities, or events sponsored by the Club in conducting its primary purpose shall include, but not be limited to, the following:

- Tornette Induction
- Football Season Team Activities
- Annual Tornette Banquet
- Spring Show
- Support Tornette efforts in Competition
- Miscellaneous fundraisers
- Meals at away games
- Operating concessions
- Christmas Banquet
- Banners for Seniors 10. Jr. Dance Camp
- Performance Meals
- Senior night activities

Income from the Club's activities shall be derived from, but not limited to, membership dues, fundraising, and sponsorship of football programs. All funds collected, raised, or deposited in the name of and/or on behalf of the Club shall be and remain the property of the Club. **NO REFUNDS SHALL BE MADE AFTER APPOINTED DATE.**

Chapter 3 Fiscal Year and Membership Dues

The fiscal year for the tax record, dues, and reporting purposes of the Club's operation shall be May 1st through April 30th. Annual membership dues shall be assessed each member. No person can hold office or vote unless they are a paid member.

Chapter 4 Election for Executive Committee

The nominated committee shall consist of all paid members. The current paid boosters' members shall present a slate of officers. The slate will come from the members receiving a majority recommendation from the membership body. Members must be present to vote. The slate of officers voted upon will assume their duties once the votes are finalized.

Chapter 5 Term and Duties of Executive Committee

Term

Each member of the Executive Committee is elected to serve for one (1) fiscal year or until their replacement has been duly elected. Current officers are eligible to rerun without prior nominations. All current paying members, who are running for a different office must be nominated.

Duties

All executive board members must understand there is confidential information discussed. Board members may be held accountable if confidentiality is broken.

A. President

- a. Must be a current booster club member and in good standing for at least 1 year.

The duties of the President are as follows:

- i. The President shall preside at all meetings of the Tornette Booster Club.
- ii. The President will be a member in good standing for at least one year on the Tornette Booster Club.
- iii. The President shall enforce the By-laws of the Tornette Booster Club at all meetings.
- iv. The President shall appoint chairpersons as needed with the recommendation from the appropriate officers.

- v. The President shall serve as an ex-officio member of the committees.
- vi. The President regularly communicates with the dance team Director regarding booster club activities.
- vii. The President resolves problems within the membership.
- viii. The President regularly meets with the Treasurer of the booster club to review the organization's financial position. This includes any disbursements from the account of the Tornette Booster Club.

B. Vice-President

- a. The duties of the President are as follows:
 - i. The Vice President shall perform all duties of the President in the President's absence. The Vice President will preside over all social media accounts.
 - ii. In the event the office of the President is vacated for any reason, the Vice President shall automatically assume title and all duties delegated to the office of the President without any action on the part of the membership
 - iii. The Vice President shall serve as President until such time as the vacancy is filled in accordance with the provisions of Article IV.
 - iv. The Vice President is the head of all activities and projects not specifically headed by a standing committee chairperson.
 - v. If the Secretary is absent the Vice President is a backup for their assigned duties.
 - vi. The Vice President does not have any authorization about the bank account of the Tornette Booster Club. This includes any disbursements made.

C. Secretary

- a. The duties of the Secretary are as follows:
 - i. The Secretary maintains records of attendance & minutes for all board and general membership meetings for the non-profit club.
 - ii. The Secretary shall be responsible for all correspondence of the non-profit club.
 - iii. The Secretary serves as membership chairperson by keeping an accurate record of non-profit club membership, addresses, telephone numbers, email addresses, and other pertinent information.

D. Treasurer

- a. Must be a current booster club member and in good standing for at least 1 year unless there are extenuating circumstances. The duties of the Treasurer are as follows:

- i. The Treasurer shall keep an accurate record of all money collected by the Tornette Booster Club through dues and fundraising projects and shall deposit all monies into the non-profit club's bank account.
- ii. The Treasurer will be a member in good standing for at least one year on the Tornette Booster Club.
- iii. The Treasurer shall make an itemized report at each meeting.
- iv. Any disbursements from the bank account of the Tornette Booster Club shall be discussed between the President and Treasurer.
- v. The Treasurer shall prepare Texas state sales tax and Federal income tax filings and report for approval the estimated taxes owed at a regular Booster Club meeting.
- vi. Upon approval, the Treasurer shall submit Texas sales tax and Federal income tax filings annually in accordance with published Texas and Federal guidelines.
- vii. The Treasurer shall maintain Booster Club financial records as prescribed in Chapter 6 of these By-Laws.
- viii. Two members of the same family cannot sign on the same Tornette Booster check.
- ix. The Treasurer regularly meets with the President of the booster club to review the organization's financial position. This includes any disbursements from the account of the Tornette Booster Club.

E. Fundraising Chair

- a. The duties of the fundraising chair is as follows:
 - i. Present Fundraising plans to Booster Club for discussion, vote, and approval.
 - ii. Communicate with the Fundraising committee for all fundraising duties.
 - iii. Gather information from potential vendors and present them to board.
 - iv. Submit fundraising forms to the Director, Assistant Director, AP, and President.
 - v. Maintain all records of fundraising team participation with Secretary, Treasurer, and President.
 - vi. Oversee ad sales for football and Spring Show
 - vii. Communicate with the director about tentative dates for car washes.
 - viii. Oversee and track sponsorships.
 - ix. Oversee all concession stands. This may consist of but not limited to ordering and picking up supplies, delivering supplies to appointed locations, creating sign up lists for volunteers, cleaning appointed locations, and giving all funds to the Treasurer.

Chapter 6 Duties of Booster Program Board Chair Positions

Any program board member will have the opportunity to sign up for one of the chair positions. These positions will work with the executive board and the directors on duties and tasks assigned. Positions will be filled by parent volunteers. If more members volunteer than spots appointed, then there will be a vote.

A. Treasurer Reserve (1) - Voted Upon

- a. This member will be responsible for shadowing the current Treasurer in all their duties.
- b. They will not have full access to accounts and financials.
- c. Shall assist the Treasurer with the collection and organization of funds.
- d. Members must learn all duties assigned to the treasurer to prepare them for the coming year.

B. Fundraising Committee (unlimited)- Volunteer

- a. Assist Fundraising chair with gathering information from potential vendors and present to board.
- b. Assist Fundraising chair with submitting fundraising forms to Director, Assistant Director, AP, and President.
- c. Assist Fundraising chair with maintaining all records of fundraising team participation with Secretary, Treasurer, and President.
- d. Assist Fundraising chair with overseeing ad sales for football and Spring Show
- e. Assist Fundraising chair with communicating with the director about tentative dates for car washes.
- f. Assist Fundraising chair with overseeing and track sponsorships.
- g. Assist Fundraising chair with overseeing all concession stands. This may consist of but not limited to ordering and picking up supplies, delivering supplies to appointed locations, creating sign up lists for volunteers, clean appointed locations, and give all funds to the Treasurer.

C. Team Relations Committee (unlimited)- Volunteer

- a. Banquets.
- b. Team event.
- c. Team building activities.
- d. The team relations need to have direct contact with the social chairs. They will aid with their events. Communication with social chairs.
- e. Oversee and help plan all Tornette events.
- f. Oversee and help plan all banquets.
- g. Tornette Liaison/Personal affairs (hospitalization, loss of family members, etc.)

D. Parent Liaisons (2 members) - Voted Upon

- a. Interact with parents at meetings. This will include helping with answering parent questions. To supply proper answers to parents' questions/concerns, Liaison will bring to board for discussion.
- b. Inform parents of upcoming events and needs.
- c. Inform parents about volunteer opportunities and encourage participation.
- d. Liaison will communicate with Fundraising Chairs about specific tasks and day to day needs. This information will be communicated to parents.
- e. Promote the Booster Club to 8th grade parents at Winter and Spring Shows.
- f. President, Vice President, and Liaison will represent the Booster Club at new member events to assist with any questions and/or concerns.
- g. Assist the Fundraising Chairs with promoting Booster Club and/or Tornette events.
- h. Develop a buy-in from parents in an effort to encourage Booster Club enrollment. Will present to Booster Club for discussion, vote, and approval.
- i. Must be a returning booster member.
- j. Responsible for annual audits.

E. Alumni Relations (2 members)- Voted Upon

- a. Alumni scholarship funds
- b. Alumni programming (events, direct contact with Director, direct contact with Treasurer)
- c. Community outreach
- d. Must be a Tornette Alumni

Chapter 7 Removal of Office

Reasons for Removal:

All officers or members must abide by GISD school policies and Tornette parental agreement. If an officer or member needs to be removed.

- Breaking the oath
- Non-participation of minimum requirements causes for removal.
- Violates the chain of command as followed:
- Booster President o Tornette Director o Next Level (i.e., Principal, Administrator)
- Remove from board. Refer to steps for removal.
- Not abiding by GISD code of conduct warrants automatic removal.
- If the Booster officer considers the person is no longer capable of fulfilling their duties, the board will review, and their membership will be voted on.

Processes for Removal of Office :

All officers or members must abide by GISD school policies and Tornette parental agreement. If an officer or member needs to be removed, the following procedure will take place:

1. Officer must propose removal through written documentation of the incident to the board.
2. The Booster President will advise members and officers via email.
3. All persons are eligible for appeal.
4. The Executive Board – can accept or deny appeal.
5. If the board accepts appeals, no further action is needed. If the board denies the appeal, the board will vote.
6. All decisions are final.

Chapter 7 Audit

The auditors will review the Club's books at the completion of the fiscal year.

Chapter 8 Dissolution

If for any reason it becomes necessary to dissolve or liquidate this organization, the following procedure shall be followed:

- All debts and obligations of the organization shall be paid.
- A final audit must be done by an outside auditor.
- Once debts are paid, the remaining assets shall be transferred to the Tornette Activity Account within Galveston Independent School District.