

**Farmington  
Competition  
Cheer  
Teams'  
Booster Club  
By-Laws**

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# FCCT BOOSTER CLUB BY-LAWS

## ARTICLE 1 – Name, Purpose and Objectives

**Section 1.01 Name** - The name of this organization shall be FCCT Booster Club, hereafter referred to as the “Club.”

**Section 1.02 Purpose** - The purpose of the Club is to support and promote the Farmington Community Education’s Competition Cheer programs, in a manner consistent with the educational and athletic philosophy of the ISD 192 school district and coaching staff. The Club shall promote projects to improve facilities, equipment, and team related needs necessary to provide an adequate competition cheer program. The Club shall not seek to influence or direct the technical activities or policies of the school administration or of the school officials & coaches who are charged with the responsibility of conducting the Competition Cheer program.

**Section 1.03 Mission Statement** - The mission of the Club is to support the Farmington Competition Cheer by involving the families of all cheerleaders in our various activities, with the common goal of funding and/or providing special services and support in order to enhance the overall experience for our athletes, coaches, and parents.

**Section 1.04 Non-profit Status** – Said organization is organized exclusively for charitable, amateur athletic, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

## ARTICLE 2 – Membership and Fees

**Section 2.01 Membership** -Membership in the Club is considered a ‘per household’ membership. “Per household” means if a parent, guardian or general head of the household has paid for a membership, including alumni membership, their partner or spouse within that household is also considered a member of the Club under that same membership level. In addition, the Club may offer corporate level memberships with terms and conditions determined by the Board.

**Section 2.02 Membership Fee** - A membership fee for a designated level and type of membership, established by the Board, shall accompany each application for membership and shall become the property of the Club. The single year membership fee of \$25 shall cover the period from May 1<sup>st</sup> to April 30<sup>th</sup> for the cheer season indicated by the payer. Exceptions to these parameters will be considered and voted upon by the Board. Membership fees are non-refundable. Persons under financial hardship can confidentially appeal in writing to the Board requesting waiver of the membership fee. Those appeals will be considered at the next scheduled Board Meeting.

**Section 2.03 Revocation of Membership** – 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 Board. Detrimental activities can include, but are not limited to, actions found by the Board to be contrary to the purpose, mission, non-profit status or membership requirements as defined by these By-Laws.

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**Section 2.04 Voting Rights** – All members in good standing with the Club (not under any considerations for revocation of their membership) shall be entitled to vote on any issues requiring a vote of the General Membership. Voting shall be one (1) vote per household. Members must be present in order for their vote to be considered in the total tally.

**Section 2.05 Members Right to Privacy** - Any personal information gathered or requested by the Club is for the sole use of the Club and will not be made available to any other organization.

**Section 2.06 Members relationship with coaches** – The Club and Coaches should work together to determine the program needs, which teams need support, and the prioritization. The Club should always consult with the Head Coach to ensure that their goals and activities are aligned to the vision of the Head Coach of the competition cheer programs.

**Section 2.07 Members relationship with School Administration** – The Head Coach, or appointed coaching staff representative, will attend all booster club meetings and act as the official liaison between the school district/community education and the booster club.

### ARTICLE 3 – Executive Officers

**Section 3.01 Executive Officers** - The Club Executive Officers shall consist of the President, Vice-President, Secretary, Treasurer, and Head Coach of the Farmington Competition Cheer programs. All elected Executive Officers must be current members of the Club. Once a year the Club will provide the names and contact information for each Executive Officer to the ISD192 Community Education director.

#### **Section 3.02 Duties of Executive Officers.**

(a) **President** – Is a two-year commitment office. The President shall:

- 1) Preside at all meetings;
- 2) Appoint the chairperson and members of the standing committees and any ad-hoc committees with the concurrence of the Board;
- 3) Appoint and/or dissolve all other committees as required;
- 4) Serve as ex-officio member of all committees;
- 5) Serve as primary spokesperson for the Club, except as otherwise specified;
- 6) Direct goals and budget performance.

(b) **Vice President** - Is a two-year commitment office. Election will occur on the alternate year from that of the election of the President. The Vice President shall:

- 1) Perform all the duties of the President in his/her absence
- 2) Be responsible for reviewing and updating the By-Laws, recommending revisions as deemed appropriate.

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(c) **Secretary** - Is a one-year commitment office. The Secretary shall:

- 1) Keep a record of all the proceedings at all meetings of the Club. A summary of the decisions made in these meetings shall be communicated to the general membership electronically (most commonly by posting the meeting minutes on the club website).

(d) **Treasurer** - Is a one-year commitment office. The Treasurer shall:

- 1) Maintain a complete set of books of account in accordance with generally accepted accounting principles and practices;
- 2) Receive and deposit moneys of the Club in the Club's checking and/or savings accounts;
- 3) Make disbursements from the Club funds and shall pay expenses approved by the Board and shall secure proper vouchers thereof.
- 4) Report the amount of money available in the general fund and encumbered funds at each monthly Board meeting and at the Annual General Membership Meeting. The monthly and annual financial reports shall include an accurate representation of Club funds.
- 5) Have an official signature card on file with the bank utilized to manage the funds of the Club and have electronic access to said accounts.
- 6) Monitor that all checks or disbursements of club funds include 2 signatures. Possible signature shall be of the 4 Executive Officers (President, Vice President, Treasurer and/or Secretary),
- 7) File tax returns and other legal documents as necessary. Services of an outside firm that specializes and is qualified in preparing tax returns and/or other legal documents may be utilized with the approval of the Executive Board. Copy of the annual tax returns will be provided to the ISD192 school district.

### ARTICLE 4 – Board Officers

**Section 4.01 Board Officers** -Board Officers shall be responsible to act on behalf of the Club in the management of the business affairs of the organization, except for matters decided by a vote in the Annual General Membership Meetings. All Officers and At-Large Members must be current members of the Club. The Board shall consist of:

- President
- Vice-President
- Secretary
- Treasurer
- Elected At-large Members (2)
- Sponsorship / Membership Coordinator
- Fundraising Coordinator
- Communications / Marketing Coordinator
- Head Coach of the Farmington Competition Cheer programs (a non-voting Executive Board Member)

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(a) Election – Board officers and At-Large Members, with the exception of the Head Coach, shall be elected by a majority of the voting membership present at the April Annual General Membership Meeting. Each office shall be voted on separately. Vote shall be carried out by ballots of the voting membership present, with one (1) vote per household. The President or the Head Coach will audit the results, recorded and reported, by two club members and announce the winners before the end of the meeting.

(b) Nominations - The President, with concurrence of the Board Officers, shall present a slate of nominees (who have agreed to serve) for positions of officers and at large members with reasonable notice prior to the Election. Club members can nominate themselves for Board positions or have others nominate them, but must do so at least two weeks before the Club's Annual Business Meeting. Timeframe exceptions can be made by the President with concurrence from a majority of the standing Board members. Nominees must be considered in good standing (support the purpose, mission, non-profit status and membership requirements as defined in the Club's By-Laws) by the standing Board Officers in order to be considered for election. Removing a nominee from consideration for the upcoming election will require a majority vote of the standing Board.

(c) Terms of office – President and Vice President are a two year commitment, and all other Board positions are a one year commitment. A term is effective May 1<sup>st</sup> to April 30<sup>th</sup>. The new Board Officers will preside at the Annual Business meeting in May. Outgoing officers will be on the Club's May Annual Business Meeting agenda to present a summary of the prior year.

(d) Vacancy - The President, with the approval of the Board, via a majority vote, shall appoint any officer or At-Large Member vacancy, other than the Presidency. A vacancy in the office of the President shall be filled by a majority vote of the Board at their first meeting after the vacancy occurs.

~~(e)~~Members at Large (2) - The Members at Large shall be responsible for assisting the Board in the performance of said duties. Each member at large represents a grouping of teams within the program:

- Elementary Orange / Middle School
- Junior Varsity / Varsity

### **Section 4.02 Board Responsibilities - The Board shall:**

(a) Review all Club duties and sponsored activities and take the necessary actions to promote and support the mission of the Club.

(b) Approve the expenditure of all funds.

(c) Report and maintain a list of club supported projects and donations, preferably on the club website.

(d) Approve the President's creation and dissolution of all necessary Committees and Chairpersons.

(e) Set the time and date and agenda for Annual General Membership Meetings and give members timely notification;

(f) ) Approve goals and budget targets annually; and

(g) ) Review the annual budget, monthly financial reports, and monthly financial statements issued by the bank utilized to manage the funds of the Club at a minimum, every three months.

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(h) Review and approve, via a majority vote, all proposed By-Law changes prior to distributing or posting.

**Section 4.03 Interim Events** - If action on behalf of the Club is necessary before it is reasonable to convene the Annual General Membership Meeting, the President shall take such action based on the majority vote of the Board, comprised of the four Executive Officers, the at large members, and the Board Officers. A report of the action taken shall be noted in the meeting minutes and available for review on the club website.

## ARTICLE 5 – Standing Committees

**Section 5.01 Standing Committees** - Standing Committees are those required to function throughout the year. Chairpersons shall be appointed by the President, subject to the approval of the Board.

Note: No individual has the authority to use or remove any funds from any Club checking or saving account for investment purposes or otherwise, unless directed and approved by the Board majority vote.

**Section 5.02 Committee Chairperson Responsibilities** - Standing Committee Chairpersons shall recruit as many members as necessary to accomplish the responsibility of the Committee. The Chairperson shall also keep a historical file of the year's proceedings, financial records, vendor contacts, etc., for turnover to his/her successor. All Committee financial records must be made available to the Executive Board Treasurer upon request but at least once a year. At the end of each fiscal year, these committee records will be turned over to the Committee Chairperson successor.

## ARTICLE 6 – Meetings

**Section 6.01 Annual Business Meeting** - The Annual Business Meeting of the Club shall be held in April unless otherwise specified by the Executive Board. Any change to the Annual Business meeting date, time or location shall be announced a minimum of two weeks in advance of the proposed change.

**Section 6.02 General Membership Meetings** - General Membership Meetings shall be held in April and November unless otherwise specified by the Board and reasonable notice is provided to the General Membership. Meetings shall be open to all interested persons.

**Section 6.03 Board Meetings** - Board Meetings shall be held monthly using a set agenda, unless otherwise specified by the Board. A summary of the decisions reached and Board members present at each meeting should be distributed to all Board members within a reasonable timeframe following the meeting and before the next Board Meeting. After the April election, incoming Board Members will be invited to attend the next Board meeting, but are not considered voting officers of the Board until the May meeting.

**Section 6.04 Quorum** - A quorum for the transaction of club business is 5 out of the 9 voting Board offices.

## ARTICLE 7 – Finances

**Section 7.01 Budget** – The Board will prepare a preliminary budget based on results from the prior year, input from the various Standing Committee Chairpersons and other known events or economic factors. The budget will include an allocation of funds to execute the Club activities and fund specific

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requests presented by the FCCT Head Coach to the extent possible. Any funds provided to support or enhance the Farmington Competition Cheer Programs will be provided exclusively in accordance with the rules and guidelines set forth by Independent School District 192.

**Section 7.02 Budget Approval** – The preliminary budget will be presented to the General Membership at the April General Membership Meeting. Those present at the meeting have the opportunity to provide input and discussion on the preliminary budget. Approval of the final budget will take place at the May Board meeting via a majority vote of the Board Members.

**Section 7.03 Budget Modifications** – The budget may be modified by the Board, upon a majority vote, during the year as dictated by changing conditions. Any modifications to the budget will be communicated to the General Membership at the next quarterly membership meeting and will be included in the meeting minutes posted on the club website.

**Section 7.04 Deposits** - All monies received by the Club shall be deposited to the credit of the Club in a financial institution or institutions selected by resolution of the Board.

**Section 7.05 Specific Funds** - Funds raised by the Club that have a specific advertised purpose, shall be deposited (and separately tracked) in the Club’s general fund to ensure that it is disbursed for the advertised purpose and to safeguard the integrity of the Club and the School District.

**Section 7.06 Purpose** - Funds raised by any of the Club fundraising programs can only be directed toward activities of the Club in support of the Farmington Competition Cheer Programs. All requests to direct money elsewhere must have prior approval of the Board.

**Section 7.07 Interest** - Any interest generated by the investment of the Club’s general funds and/or specific purpose funds, in an approved financial institution, will be deposited into the Club’s general fund.

### ARTICLE 8 – Amendment of These By-laws

**Section 8.01 Amendments** - Amendments to the By-laws are to be submitted in writing to a Board member and will then be reviewed via email or at a regular Board Meeting. If changes to the By-Laws are voted on and approved by a majority of the Board, notice of the amendments shall be noted in the meeting minutes and posted on the club website.

### ARTICLE 9 – Dissolution of Club

**Section 9.01 Dissolution of the Club entity assets** - Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organizations or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

**Section 9.02 Dissolution of the Club entity** - the ISD 192 School District, Farmington Community Education, or FCCT Head Coach can dissolve the Club if it becomes detrimental to the FCCT program.