

# MIAMI VALLEY DANCE CENTER BOOSTER CLUB BY-LAWS (DRAFT)

## REVISED September 2019

### ARTICLE I

#### ORGANIZATION AND OBJECTIVES

**Section 1. Name and Structure.** This organization is known as the Miami Valley Dance Center Booster Inc. (MVDCBC). MVDCBC is incorporated as a non-profit organization under the laws of the State of Ohio. It operates under its own set of by-laws and is a separate entity from Miami Valley Dance Center, LLC (MVDC).

**Section 2. Purpose.** The purpose of the MVDCBC is to promote and sustain, both physically and financially, the various MVDC Dance Force fundraising programs. This includes assistance in defraying the costs associated with the competitive program including (but not limited to): competition entry fees, team apparel, clinics/conventions and choreography fees.

**Section 3. Address.** The business address of the MVDCBC is Miami Valley Dance Center Booster Club, c/o Miami Valley Dance Center, 330 North Broad Street, Fairborn, Ohio, 45324.

### ARTICLE II

#### MEMBERSHIP

**Section 1. Eligibility and Dues.** All persons interested in advancing the MVDC Dance Force programs are eligible for membership. Yearly membership is from September 1 to August 31. Annual MVDCBC dues in the amount of \$25 are required for all members to be considered registered members. Annual dues are payable to the MVDCBC account (no later than November 1 each year) and will be used towards MVDCBC activities or expenses as determined and voted on by MVDCBC, MVDCBC Board and MVDC Director. Annual dues are subject to change at any time, pending vote by MVDCBC and MVDCBC Board during a MVDCBC meeting and approval by MVDC Director. Active membership consists of volunteering the specific number of hours specified on the registration form at the beginning of each dance season. Attendance of at least one parent or guardian at each MVDCBC meeting is highly encouraged. Membership in good standing guarantees the right to vote to each parent or guardian.

**Section 2a. Individual Sponsorship disbursement.** Individuals will receive 50% of funds brought in from each sponsor they obtain during August 31 through November 1. The 50% received to the organization will be used to pay for sponsorship level incentives (incentive fees). Any left-over funds from the organizations 50% will be disbursed evenly throughout all active MVDCBC members. For each fiscal year, the deadline for individual sponsorships will be January 1. Once an individual reaches their maximum allowed disbursement (all fiscal year fees paid) 100% (minus incentive fees) of future sponsorships will be divided evenly throughout the

other active members of the MVDCBC accounts. If all active member accounts become paid through sponsorships and fundraisers any funds left over will go directly into the MVDCBC general account.

**Section 2b. Individual Sponsorship disbursement deadline.** If a MVDCBC member obtains a sponsor but the sponsor cannot pay until after the allotted individual sponsor timeframe (by November 1), the money will still go to said dancer. Written requests for later individual disbursement must be obtained by November 1, and must include the specific date the sponsor wishes to donate.

To view how funds are disbursed please see Article IV item C.

### ARTICLE III

#### MEETING OPERATION AND VOTING

**Section 1. Meeting Operation.** The order of business of all regular membership meetings of the MVDCBC is:

- 1) Reading and acceptance of the minutes of the previous meeting(s).
- 2) Treasurer's report
- 3) Director/Advisor comments (can be relayed to an MVDCBC Board member for delivery if unable to attend)
- 4) President comments
- 5) Reports of MVDCBC Board Members and committees
- 6) Old business
- 7) New business - should be submitted in writing to the President seven (7) days prior to a scheduled meeting
- 8) Roundtable discussions
- 9) Adjournment

- A. Regular general membership meetings are held once a month at MVDC. Time and place of meetings may be changed only by written/electronic notice to all members.
- B. Six (6) MVDCBC active members, of which at least three (3) be elected or appointed board officers, shall constitute a quorum at any regular monthly meeting of the MVDCBC.
- C. Registered individuals in good standing may vote. A registered member is an individual who has opted in and paid their \$25 annual membership fee.
- D. Any ties during voting shall be broken by the MVDCBC Board quorum.

- E. The Rules of Order, as contained in Robert's Manual, when not inconsistent with these By-Laws, shall govern the meetings of the MVDCBC. Pour parler - time limit of five (5) minutes each speaker, maximum of 20 (twenty) minutes total. Subject to continuation by 2/3 (two-thirds) majority vote.
- F. An MVDCBC Board officer authorized to conduct a meeting shall have a current list of active members to determine the validity of any challenges.
- G. In the event an MVDCBC meeting is cancelled there shall not be more than two (2) consecutive months that a meeting does not occur.

## **ARTICLE IV**

### **FINANCES**

**Section 1. Fiscal Year.** The fiscal year for the MVDCBC shall be September 1 through August 31.

- A. Fundraising projects shall be held throughout each year to replenish MVDCBC funds. ALL fundraising projects shall be presented to the MVDCBC Board. Participation by MVDCBC in ANY fundraising projects requires review by MVDCBC members, vote by MVDCBC Board and approval by MVDC Director.
- B. The MVDCBC President or Treasurer's signature are required for all checks for payment from the MVDCBC checking account. Any profits earned from fundraisers and sponsorships shall be deposited into the MVDCBC general account. Initial deposits, in active member accounts for each year will occur during the month of December for funds earned from August 31 through Winter Carnival. Funds earned from the day following Winter Carnival through May 15 will be deposited by June 1. Funds earned after May 15 will be put into accounts for the next fiscal year Dancer credits not used during the season funds are earned, those credits may be carried over into the next dance season. Non-returning dancers with credits from the previous season will not be allowed a cash withdrawal and those funds will go back into the MVDCBC general account.

To be eligible for fund disbursement from monies earned (does not include individual fundraisers) registered members must achieve active status by completing required volunteer hours on the registration form. See membership, section 1.

To be eligible for funds (credits in dancers account) from individual fundraisers (ie. Pie Sales), registered members must participate in the fundraiser. This gives the registered member the decision on which individual fundraiser options they chose to be part of and benefit from. If a registered member chooses to not participate in a specific individual fundraiser, they will not receive any incentives (credits) from said fundraiser.

- C. The funds in the MVDCBC general account will be used to support the MVDC Dance Force members as stated above or as otherwise determined after vote by MVDCBC Members, Board members and MVDC Director (subject to funds availability).

## ARTICLE V

### MVDCBC BOARD

**Section 1. Purpose.** The MVDCBC Board (the Board) is responsible for the overall control and management of all MVDCBC affairs.

**Section 2. Composition.** The Board is composed of the MVDCBC President, Vice-President, Secretary, Treasurer, Communications and the MVDC Dance Force Director.

**Section 3. Election of Officers.**

- A. Members must declare their desire for MVDCBC Office holder at the MVDCBC meeting held in January of each year. If no declarations have been made by the February meeting, the board will remain the same. Members declaring interest must be in good standing.
- B. Elections will be held at the March meeting, if needed.
- C. The annual term of office is considered to be from July 1 through August 31 of the following year. (14 months)
- D. Simple majority of attending members shall decide officer appointment. It is suggested that at least one MVDCBC Board position be held by a parent member that represents each of the core MVDC Dance Force team levels (ruby, sapphire, emerald, diamond).

**Section 4. Definition of Offices and Duties.**

**A. President**

- i. Preside over all meetings.
- ii. Act as liaison between MVDCBC and MVDC Director regarding fundraising projects. **Questions and concerns regarding any MVDC Dance Force issues/policies shall not be discussed in any MVDCBC MEETINGS.** Parents should discuss these items during an individual meeting with the member's choreographer or MVDC Director.

- iii. Oversee all potential sponsorships, fundraising projects, make sure all fundraisers/sponsorships run smoothly and resolve any questions/problems with the appropriate fundraiser head.
- iv. Abstain from voting during MVDCBC meetings unless there is a tie.
- v. Conduct routine business of the organization between meetings.
- vi. Review and update (as necessary) MVDCBC By Laws at a minimum of every 2 years and present By Laws to MVDCBC members at least once annually.

**B. Vice President**

- i. The Vice-President is the "right arm" of and must work closely with the President in the furtherance of MVDCBC objectives. The Vice-president shall:
- ii. At the request of, and in the absence of the President, preside at any MVDCBC Board meeting, or at any general or special meetings, with full delegation of authority and responsibility.
- iii. Presides over all MVDCBC fundraising committees along with the President.
- iv. Designates committees and volunteer(s) to boost studio morale.
- v. Oversee charitables and donations and assist with fundraisers. Provide the treasurer with a list of allocation/distribution of profits made from the fundraiser. Maintain a list of all volunteers for all events and fundraisers.

**C. Secretary**

- i. Take minutes at MVDCBC meetings.
- ii. Keep permanent record of MVDCBC meeting minutes.
- iii. Keep records of MVDCBC meeting attendance.
- iv. Presides over the pie sales.
- v. Perform other duties as needed.

**D. Treasurer**

- i. Provide financial accountability associated w/fundraising, collecting funds.

- ii. Responsible for maintaining books and checking account of organization.
- iii. Disburse funds.
- iv. Provide monthly Treasurer Reports (i.e. account updates at MVDCBC Board meetings, and team meetings in August and January).
- v. Provide a final written financial report of each fund raising activity to the MVDCBC Board members within seven (7) business days after the completion of the activity and present at the next regular meeting or in writing if meeting cannot be attended.
- vi. Keep detailed account of all records and receipts for all financial transactions of the MVDCBC.
- vii. Pay bills/reimburse officers and MVDCBC members only when clearly authorized and receipts for expenditures are provided.
- viii. Give complete financial report on an annual basis.
- ix. Complete annual Tax (federal and state) filing requirements.
- x. Give complete financial report (post-audit) and ensure account(s) are properly transferred with financial institution (bank) BEFORE new Treasurer is appointed.

**E. Communications**

- i. Publish and distribute
- ii.
- iii. Maintain a list of all volunteers for all events and fundraisers.
- iv. With assistance/review from President or Vice President, draft correspondence, notes of appreciation to members and patrons, ensuring timely delivery and receipt. Publish and distribute monthly correspondence/updates to members, patrons and web developer. Draft monthly MVDCBC club article/paragraph of happenings and fundraising developments for inclusion in MVDC monthly issues of *DANCE!*
- v. With assistance from Vice President, organize at a minimum one (1) community service event for MVDC Dance Force participation annually.
- vi. Provide newsletter and website updates.

- F. **Membership Liaison** (optional member). To assist any board member when needed.
  - i. Items to be determined as needed.

**Section 5. Board Meetings.**

- A. The Board shall meet the first Tuesday of each month at the call of the President.
- B. The President, or by agreement of any other (3) Board members, may schedule special meetings of the Board at any time for the consideration of MVDCBC business. All members, are personally notified at least 24 (twenty-four) hours in advance of the proposed special meeting.
- C. Three (3) elected members of the Board shall constitute a quorum for the transaction of business at any regular or properly scheduled special meeting.
- D. The MVDCBC President shall preside at any Board meeting, with the Vice-president fulfilling that responsibility in the absence of the President.
- E. The MVDCBC President will insure that decisions made and actions taken at regular and special Board meetings are communicated to the MVDCBC membership at the next regular meeting unless they are of a confidential matter.

**Section 4. Expenditure of MVDCBC Funds.** Limitations of authority to expend MVDCBC funds are as specified below.

- A. The MVDCBC President is authorized to approve purchases. An itemized report of each expenditure since the previous meeting is given at each regular meeting.
- B. The MVDCBC Board must approve, prior to commitment, a yearly MVDCBC budget. Approval is by quorum and is approved no later than August 30 of the calendar year. If it is a board election year, the old board members and new board members must be present but only the new board members will be allowed to vote on the next year's budget.
- C. The MVDCBC cannot disburse cash to students due to non-profit regulations.
- D. Any MVDCBC Dance Force member graduating or terminating who has an account balance remaining can choose to distribute the funds under one the following allowances:
  - i. The remaining funds will revert to the MVDCBC account.
  - ii. The funds may be passed down to an active MVDC Dance Force member for the next season with written notice.
  - iii. The funds may be donated to one of the MVDCBC's special accounts.

- iv. As of August 31st, of the year in which he/she graduates (from high school or equivalent level of academic education) or August 31st the following year in which they terminate, if an option is not designated in writing from the three listed above, the money will automatically revert to the MVDCBC funds that will be put into the MVDCBC general account.

## ARTICLE IX

### REVIEW OF BY-LAWS

**Section 1. By-Law Committee.** A By-law Committee shall consist of at least three (3) MVDCBC Board members and three (3) MVDCBC members in good standing.

**Section 2. Review of By-Laws.**

- A. Review of these By-Laws will occur at a minimum of every two years by the By-Laws Committee, or at any special MVDCBC meeting called expressly for the purpose of amending and reviewing the By-Laws. These are presented for approval by the September general meeting.
- B. Any out-of-cycle amendments proposed must be approved by a unanimous vote of all MVDCBC Board members and MVDC Director. Upon approval, the change will be advertised in the next regularly scheduled correspondence, then will be voted on by the General Membership at next regularly scheduled meeting after the correspondence release. Any amendment not in compliance with this procedure is invalid.
- C. The MVDC Director can temporarily amend the By-Laws without notice if deemed necessary. The change(s) will be advertised in the next regularly scheduled correspondence and voted on by the General Membership at next regularly scheduled meeting after the correspondence release.

## ARTICLE X

### DISSOLUTION OF MIAMI VALLEY DANCE CENTER BOOSTER MVDCBC (MVDCBC)

**Section 1. Dissolution.** Should the organization known as the MVDCBC cease to exist, all assets (money and equipment) will be used to pay any outstanding liabilities. Should any assets remain, they shall become the property of the MVDC.

- A. In case of dissolution of the MVDCBC, all remaining organization funds shall be disbursed as voted on by the MVDCBC members present at the final meeting.
- B. In case of dissolution of MVDCBC, all remaining MVDCBC funds will be divided equally into member shares to those MVDC Dance Force members active at the time of dissolution (ex. If the MVDCBC dissolves in May 2012, shares will be divided among active dancers competitive during the entire 2011-2012 year.