

Thousand Oaks High School Dance Team Booster Club
Constitution and By-Laws

Article 1. The name of this organization shall be the Thousand Oaks High School Dance Team Booster Club, a non-profit organization.

Article 2. Section 1. To induce parent and student participation in the extra-curricular activities of the TOHS Dance Team Boosters and to establish a fund from which the aforesaid activities may be provided with equipment, materials, supplies, and financial support not available through school funds.

Sections 2. To carry on activities and business consistent with the forgoing purposes which are deemed appropriate by the executive board of the organization.

Article 3. This organization shall be non-commercial, non-sectarian, non-partisan and shall not engage in any activities other than those deemed necessary to accomplish the stated objectives. All provisions of Conejo Valley Unified School District Policy 835, Other School-Connected Parent Support or Booster Organizations will be implemented by the organization.

Article 4. Section 1. Membership is open to all parents, guardians, teachers, and patrons of the TOHS Dance Team Boosters. Memberships are available throughout the year. A membership list will be kept by the secretary.

Section 2. No member shall have any right or interest in any of the property or assets of this organization.

Section 3. No member of this organization shall be personally liable for the debts, liabilities, or obligations of the organization.

Article 5. Section 1. The officers of this organization shall be: President, President-Elect (if the executive board desires this position), Vice President, Secretary, and Treasurer.

Section 2. These officers shall be elected annually by the membership and the executive board.

Section 3. Officers will serve for a term of one year, until their successors are elected.

Section 4. Members of the executive board shall consist of the above mentioned officers, the fundraising chair, and the faculty advisor. The executive board will serve a one-year term.

Section 5. When an officer fails to attend 4 regular meetings, or fails to perform his/her duties without adequate reason, the executive committee may remove the officer and declare the position vacant.

Section 6. Officers shall serve without compensation.

Article 6. Section 1. The President shall preside at all meetings of the organization and shall form committees necessary to execute the policies of the executive board.

Section 2. The President-Elect will work with the existing president so as to learn the duties of the office. It is presumed that the President-Elect will take on the duties of the President when he/she leaves office, although he/she must still be voted in to the position of President by the executive board or the membership. (This position may be eliminated after the initial year if voted on by the executive board.)

Section 3. The Vice President shall act as an aide to the President and perform the duties of the President in his/her absence.

Section 4. The Secretary will keep a membership list, notes on all membership meetings and meetings of the executive board.

Section 5. The Treasurer shall receive all money for the organization and shall deposit same in the name of the organization approved by the executive board, and shall pay all bills by check, or team debit card, and keep an accurate record of receipts and disbursements.

Section 6. All checks, drafts or other orders for payment of money, notes or evidence of indebtedness issued in the name of or payable to the corporation shall be endorsed by two of the following: President, President-Elect, Vice President, fundraising chair, Treasurer.

Article 7. Section 1. The annual budget of the organization shall be approved by a majority vote of attending members at the first regular meeting of the school year as formulated by the executive board and submitted to the principal. Modification of the budget shall be

approved by a majority vote of attending members at an executive board meeting.

Section 2. All major fund-raising activities of the organization shall be approved by a majority vote of attending members at any executive board meeting.

Section 3. Audits will be conducted annually by an appointed auditor. The audit will be presented to all officers of the organization no later than the June meeting. An audit will be conducted whenever the treasurer leaves, resigns, or is replaced.

Article 8. Regular meetings will be held at least 6 times a year. Due to circumstances that prohibit meeting in person, Booster meetings may be held online. Meetings will be conducted under the Roberts Rules of Order. Each member is entitled to one vote. No proxy votes will be accepted. Parents and/or guardians of Dance Team members are considered members of this booster club. Under certain circumstances, email and online voting are permissible.

Article 9. It is the policy of the TOHS Dance Team Booster Club Organization in compliance with title IX of the Education Amendments of 1972, not to discriminate on the basis of sex in its programs and activities.

Article 10. Upon the dissolution of the organization, the executive board shall, after paying or making provisions for the payment of all of the liabilities of the organization, distribute all of the assets of the organization to the TOHS dance program.

Article 11. These by-laws may be amended by a two-thirds vote at any regular meeting, provided notice to members has been given previously. Notice of by-law change may be given at the previous meeting and through email notices to its member.

Revised and/or approved July 7, 2022.

President's Signature _____