

LEGACY HIGH SCHOOL SABERETTES DANCE BOOSTER BY-LAWS

as of June 2024

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ARTICLE I-NAME

Section 1.1 - This organization shall be known as the Legacy High School Saberettes Dance Booster (SDB) Club.

ARTICLE II-PURPOSE & OBJECTIVES

Section 2.1 - Under the auspice of Legacy High School, Bismarck Public School, the mission of SDB is to be organized and operated exclusively for charitable and educational purposes. The goal is to promote and foster the development of Legacy High School and encourage and support the development of the Legacy High School student athletes' dance skills in a manner which fosters respect for others, self-confidence, leadership, and teamwork. Secondary goal is to fundraise and display school spirit at competitions. SDB will endeavor to produce the highest level of amateur dance competition at the high school level while maintaining the highest degree of participation and sportsmanship.

- Section 2.2 SDB will pursue fundraising, fulfilling Legacy High School Saberettes Dance program needs and voluntary services. SDB members will provide the manpower and the ideas needed to organize and carry out fundraising functions and provide a sphere of influence in the community to promote the LHS Saberettes.
- Section 2.3 No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments, distributions, and/or reimbursements in furtherance of the purposes set forth in the purpose clause hereof.
- Section 2.4 Upon dissolution of SDB, after paying or adequately providing for the debts and obligations of the corporation, assets shall be distributed to a similar entity at Legacy High School.

Section 2.5 - Objectives

- a. Develop an organization with an active and involved membership that is concerned with the LHS Saberettes Dance Program and all its participants regardless of sex, race, or socio-economic status.
- b. Promote school spirit and positive sportsmanship and encourage attendance at dance competitions and all LHS activities.
- c. Encourage and support the academic endeavors of LHS's student athletes.
- d. Provide supplementary financial support for the future of LHS Saberettes in the form of donations and fundraising for uniforms, equipment, camps, technique training, choreography, and any other item the team may need in accordance with the laws and policies of the North Dakota High School Activities Association and North Dakota Association of Dance and Drill.
- e. Aid and support the coaches and school staff in the areas of Saberette dance promotion, publicity, and program development.

ARTICLE III-LOCATION

Section 3.1 - The registered office address of SDB shall be Legacy High School, 3400 Calgary Avenue, Bismarck, ND 58503. The mailing address of SDB shall be 1515 Burnt Boat Dr Ste C #268, Bismarck, ND 58503, attention Legacy High School Saberette Dance Boosters. The SDB may have any number of offices at such places as the Board of Directors may determine.

ARTICLE IV-MEMBERSHIP

Section 4.1 - There shall be one class of membership to the Booster: any adult member of any household who wishes to be a member of the booster if they have a student-athlete participating in the program, this will include anyone acting as a student manager for the team. Each member of the household must sign and date the back page of the bylaws to be a voting member on the booster. This must take place annually during officer elections.

Section 4.2 - Members Right to Privacy. Any personal information gathered or requested by the Booster is for the sole use of the Booster and will not be made available to any other organization or entity without written consent of that member.

Section 4.3-If an Athlete is unable to fulfill their commitment on the Saberette dance team or decide to remove themselves, the athlete and the athlete's parent(s)/guardian will be removed immediately from any of the team's private social media, websites, email, and any other association with team information. Outgoing seniors or a non-returning athlete and parent(s) will be removed from all the team's private social media, websites, email, and any other association with team information, by July 1 of the current year.

Section 4.4-The Saberette teams' private social media, websites, email, and any other association with team information is only for the purposes of the athletes, coaches (to include LHS sister school coaches-Simle) and parent(s)/guardian of the athlete.

Section 4.5 - The board members of the SDB shall not exceed seven members; they are president, vice-president, treasurer, secretary and senior, junior, and sophomore reps. Freshman representative is a non-voting member of the board. Those SDB members who attend the booster meetings make motions and provide discussion on motions, but the seven standing voting board members will vote for all motions. If vote results in a tie all booster members present will be able to vote. The general membership will vote their respective SDB board members and class representatives to serve on the Board. Re-election to a position is authorized. All positions will be voted on annually at the based-on try-out schedule, with no more than 13 months between elections.

ARTICLE V-BOARD MEMBERS

Section 5.1 - The Executive Board is made up of officers that shall consist of the President, Vice-President, Secretary and Treasurer. There shall also be four class representatives making up the freshman class, sophomore class, junior class, and senior class respectively. The Freshman class representative is a non-voting member of the board. A freshman parent will not serve on the Executive Board unless no other parent steps forward to serve. ALL business of SDB will be managed by a Board of Members (hereafter "the Board")

- Section 5.2 The Board shall be responsible to act on behalf of the Booster in the management of the business affairs of the organization except for the matters decided by a vote in the General Membership Meetings. The Executive Board shall:
 - a. Approve the expenditure of all general funds of \$75.00 or more with a voting majority of board members present at a monthly meeting.
 - b. Approve the Presidents creation and dissolution of all necessary Committees.
 - c. Receive future season request from the coach and set and approve season goals and budgets no later than June of every year.
 - d. Review the annual budget and monthly financial reports including bank statements, if necessary, in detail to ensure accuracy no less than quarterly.

- e. The Executive Board and Class Representatives shall not be reimbursed or paid for their services and understand it is strictly a voluntarily appointed position.
- f. Election. The officers shall be elected by majority of the voting membership present and class representatives are elected by the majority of the respective class members present at the first booster meeting of the season. All elected officers must be current members of the boosters and have an athlete in the Saberettes dance program.
- g. Nominations. The President with the concurrence of the executive board shall present a slate of nominees who have agreed to serve for the positions of officers and class representatives at the meeting held the month prior to the elections. Additional candidates may be nominated from the floor prior to voting.
- h. Terms of office. A term is annually from Election Day to Election Day. An individual may serve in the same elective capacity for more than one consecutive term; however, this is determined by election.
- i. Vacancy. In the event an elected member is unable to fulfill their responsibilities for a full term and has resigned, the President, with the approval of the remaining Executive Board members, shall appoint any officer vacancy other than the Presidency, which must be voted on by a consensus of booster members.
- Section 5.3 The Board is responsible for maintaining the overall policy and direction of SDB. The Board may delegate responsibility of day-to-day operations to officers of SDB and appropriate committees and members of SDB. Board members shall receive no compensation. At times reimbursement of reasonable expenses incurred in the performance of duties and responsibilities for SDB may be granted by a majority vote of the board members for services that are specific to the duties of, and benefit of SDB with a valid receipt of said expenses after approval.

Section 5.4 - Any board member may be removed from office without assigning any cause by a two-thirds (2/3) vote of the SDB members in attendance.

ARTICLE VI-OFFICERS

Section 6.1 - An Officer may be dismissed for the following:

- a. Misappropriation of club funds
- b. Misappropriation of donated funds
- c. Any Felony Convictions
- d. Any conduct that is detrimental to the successful operation of the SDB and LHS

ARTICLE VII-DUTIES OF OFFICERS

Section 7.1 - President.

The President shall:

a. Preside at all meetings.

- b. Appoint standing committee chairpersons with the concurrence of the Executive Board.
- c. Appoint and or dissolve all other committees as required.
- d. Serve as ex-officio member of all committees.
- e. Serve as primary spokesperson for the Booster when working with the coaches, the board and the LHS athletic director, except as otherwise specified.
- f. Direct goals and budget performance.
- g. Have an official signature card on file with the bank.
- h. No freshman parent will be on the executive board unless no other parents step forward to serve.
- i. The president, is responsible for producing, sending out to all members prior and bringing an agenda to every meeting (See Annex A)
- j. Prior to the start of each season, file with the LHS Athletic Director the names and contact information of each club officer, the club's tax ID number, and approved by-laws.

Section 7.2 -Vice President.

The Vice President shall:

- a. Perform all the duties of the President in his/her absence or by the direction of the President.
- b. Have an official signature card on file with the bank.
- c. Make disbursements from the Boosters funds to cover expenses approved by the Executive Board and Booster Members in the absence of the Treasurer.
- d. Responsible for working with LHS on updating LHS Saberettes athletics webpage, working with local media on potential news releases. Can sub-delegate as agreed upon by the board.
- e. Create team calendars that are available to teachers, businesses, fans, and parents.
- f. Will represent the SDB on the concessions committee and take the lead on all concession related fundraisers, etc. SDB will have a lottery draw based upon the Concessions Booster as to what home activities they will be able to fundraise with the concession stand in the school. A key will be provided to the VP. There will be training on the iPads and closing procedures, what you can and cannot bring for concessions.

Section 7.3 – Secretary.

The Secretary shall:

- a. Keep a record of all the proceedings of the Booster Club Meetings. All minutes and record of the decisions of the Executive Board shall be kept electronically and filed in the "annual binder." A summary of these minutes shall be approved by the President at the end of every meeting and sent out to all members of SDB for awareness.
- b. Have an official signature card on file with the bank.
- c. Provide notice of meetings in accordance with these bylaws and the State of North Dakota and/or the direction of the Board; maintain a current copy of SDB's bylaws; maintain an up-to-date list of SDB's members and contact information; and perform such other duties as may be assigned by the Board, President, or SDB
- d. SDB must adopt in its minute's yearly priorities, including defined goals/needs, anticipated costs, etc.

Section 7.4 -Treasurer.

The Treasurer shall:

- a. Have custody of all funds of SDB.
- b. Submit approved budget annually to the LHS Athletic Director showing proposed revenue and expense.
- c. Maintain a complete set of books of account in accordance with generally accepted accounting principles and practices.
- d. File annual tax returns no later than 1 September of every year if applicable. When filing taxes, at least one other board member needs to be present.
- e. Responsible for collecting and depositing all funds. At no time will treasurer accept cash. Checks are required to ensure paper tracking of funds. Treasurer will never count and prepare deposit on their own. Another board member is required to verify amount of funds every time they are received. Make disbursements from the Booster funds to cover expenses approved by the Executive Board and Booster Members.
- f. Report the amount of money available in the Booster account at each monthly meeting. This report shall include an accurate representation of Booster Funds and upcoming expenditures.
- g. Have an official signature card on file with the bank to manage the funds of the club and have electronic access to those accounts.
- h. Have the accounts examined quarterly and upon change of officers of the Board, which shall affirm the sufficiency and accuracy of the Treasurer's report; assure that complete

and appropriate annual financial reports and filings are provided to the Secretary of Legacy High School annually.

- Section 7.5 The class representatives for 9th, 10th, 11th and 12th grades:
 - a. Maintain a list of names for dancers and parents with contact information for your respective class.
 - b. Work with coach on fees/permission slips due to school. Track and collect for your respective class and provide to the coach by her deadline.
 - c. A representative of your class for during board votes.

Section 7.6 – Concessions Manager

a. Have an official signature card on file with the bank.

ARTICLE VIII-COMMITTEES

- Section 8.1 The Board may create or eliminate each standing or special committee as it deems necessary to promote the purpose and mission of SDB and to conduct the business of the SDB. Standing Committees are those required to function throughout the year. Chairpersons shall be appointed by the President subject to the approval of the booster membership. Standing committees will include:
 - a. Spirit/Decorating Committee: will ensure spirit items are present for competitions, at school and provide decorating budget to be approved by the board.
 - b. Apparel Committee: Design/order apparel for SDB members.
 - c. All other spirit related issues/needs that arise.
- Section 8.2 A special committee would include a single (or multiple) fundraising event, end of season gifts for the dancers/coach, end of season supper/party, etc.
- Section 8.3 No committee shall have any power to fill vacancies on the Board; adopt, amend, or repeal any resolution of the Board; adopt, amend or repeal SDB's bylaws; act on manners committed by the bylaws or resolution of the Board to another officer or committee; or act, or fail to act, in a manner prohibited by the Board or SDB's bylaws. No committee work shall be undertaken or conducted absent the consent and direction of the Board.
- Section 8.4 The President shall be an ex officio member of all committees.

ARTICLE IX-MEETINGS

Section 9.1 – SDB will hold monthly meetings as feasible. Meeting dates, times, and locations will be determined by the board and published by the secretary on the Saberettes Facebook page and SDB member email distribution list. Executive Board Meetings will also take place on an as needed basis to conduct club business. Meetings can also be called if needed.

Section 9.2 – Special Committees will meet on an as needed basis in order for them to achieve their goals.

Section 9.3 - The majority of the Executive Board of SDB shall constitute a quorum for the transaction of business at any regular or special meetings of SDB. However, for the Board to approve or authorize programs or expenditures which exceed \$500.00, most of the full Board (not just a majority of a quorum) must approve such program or expenditure.

Section 9.4 - Members of SDB may attend all regular and special meetings of SDB. It is also the responsibility of said member to update themselves on current business through reading the minutes or talking to board members if they miss a meeting.

Section 9.5 – Meetings will NOT be a location for derogatory language, gossip, remarks that harm the team or directed at our dancers or coach. If there is a valid concern it will need to be addressed in a professional manner as a point of discussion.

ARTICLE X-FISCAL YEAR

Section 10.1 - The fiscal year of SDB shall coincide with that of Legacy High School.

ARTICLE XI-AMENDMENTS

Section 11.1 - These bylaws may be amended at any regular meeting of the SDB by a two-thirds (2/3) vote of the members present, provided that: Notice of the proposed amendment has been given at the previous regular meeting of the SDB or in writing or electronically to the board for distribution to all members seven (7) days prior to the meeting at which the proposed amendment is moved.

Section 11.2 - A committee may be appointed by the President or by a majority vote of the Board to submit a revised set of bylaws as a substitute to the existing bylaws. The requirements for adoption of a revised set of bylaws shall be the same as for an amendment of the bylaws.

ARTICLE XII-CONFLICTS OF INTEREST

Section 12.1 - Being a Board member and receiving compensation from SDB for an outside duty will be seen as a conflict of interest and said member will need to choose between paid position and Board position. This will reduce conflict of interest issues.

ARTICLE XIII-FINANCES

Section 13.1 - All monies received by the booster shall be deposited into the Booster account in a financial institution, within the Bismarck Public School District, that is agreed upon by most of the voting members at a monthly meeting.

Section 13.2 - No funds can ever be spent that exceeds the amount in the Booster account.

Section 13.3 - Funds raised by any Booster fundraising program or donation can only be used directly by the Legacy High School Dance Team to aid the team with choreography, uniforms, camps, equipment costs, training/technique costs, travel, and competition costs, sponsoring team events, snack bags, decorations, gifts for dancers/coach or provided to a charity that is approved

by the voting majority of a Booster meeting. All requests to spend money elsewhere must be voted on by the executive board and be approved by most of the Boosters.

Section 13.4 - Any interest earned in the booster account shall kept in the Booster account and used in the general fund.

Section 13.5 – SDB will maintain a balance of \$15,000.00 carry over one year from now. The expectation of the booster is to ensure those raising money will have those funds utilized for their season. The carryover is only for unexpected expenses and safety net.

Section 13.6 – The SDB is a 501(c)(3) group and is on file with the IRS. Notwithstanding any other provisions of these by-laws, the club shall carry out activities permitted by an organization exempt from Federal income tax under Section 501(c)(3) of the internal revenue code of 1954 or the corresponding provision of any future Unite States Internal Revenue Law or by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Internal Revenue Law.

Section 13.7 – The School district will pay up to two coach salaries depending on the number of dancers participating and provides the team with some funding each year to cover some of the following: portion of uniforms, competition fees, some hotel fees and buses. SDB will need to provide additional funds for any additional coaches' salaries (voted on annually by the SDB board) uniforms, team clothes, camps/technique training, choreography, food, hotels, gifts (not to exceed \$75). The amount the booster decides to pay for summer coaching or coaching salaries is negotiated between the booster board and the coaches. For this to be successful all member of SDB need to pull their share of the weight in support of the team as a whole.

Section 13.8 – The coaches will develop a projected annual budget no later than 1 May to the SDB Board to allow for approval and annual fundraiser planning. All additional expenditures the coach needs to add to the budget must be approved by the Board. Our goal is to support the coaches projected budget if we have the means to provide for it.

Section 13.9 - Our booster is not punitive and therefore shall not withhold funds from programs to leverage specific ideas upon the coach or school administration. Funds are not authorized for purchase of alcohol or other inappropriate products for any events or gathering or meeting at any time.

Section 13.10 – Our financial goal is to ensure no student will be denied an opportunity to participate because of financial reasons and all dancers have an opportunity to participate in summer camps and specialized training without violating NDHSAA policy.

ARTICLE XIV-FUNDRAISING

Section 14.1 – All fundraising will be done to benefit the team as a whole, although certain Fundraisers may allow for dancer incentives.

Section 14.2 – All monies raised in fundraising will be turned into the event chair who will submit to the treasurer. All money turned in will be in a sealed envelope with the dollar amount written on the inside and outside of the envelope.

Section 14.3 – All fundraiser ideas will be brought to the board no later than 60 days prior to fundraiser. Once approved, the committee will provide updates to SDB during the planning process. Committee is responsible for planning the promotion of their fundraiser and should start no later than 30 days prior to the fundraiser. Committee is not the sole workers for these events and will need volunteers from others in SDB in addition to the dancers to make these a success.

Section 14.4 – When raising funds, Bismarck Public School District's fundraising form must be completed and submitted to the LHS School Principal for approval.

Section 14.5 – If a dancer earns money back based on incentive fundraisers and the dancer either leaves the team or is removed from the team, any monies earned will be forfeited and placed back into the booster account.

Saberettes Dance Booster Agreement

As a member, I read and understand the by-laws written above and agree to abide by them. Please sign and return this page to the SDB Secretary to formalize your membership. This must be done on an annual basis during board elections.

Parent/ Guardian Name(s) – Please print		Parent/Guardian Signature & Date
As a coach for the LHS Saberettes, I read an signature and agree to work with the SDB as		
Saberette Coach(es) – Please Print		Saberette Coach(es) Signature & Date
As the Athletic Director for LHS, I read the LHS Athletics as outlined within the by-law	•	and agree with SDB as a booster within
Athletic Director – Please Print		Athletic Director Signature & Date