

**BY-LAWS**

**SUN COUNTRY All-Star BOOSTERS, INC.**

Adopted August 2009

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**SUN COUNTRY All-Stars BOOSTERS, INC.**

**A Florida Non-Profit Corporation**

Adopted 8/1/09 by two-thirds majority vote of members present at the general membership meeting.

**Article I: Name**

The name of the organization shall be Sun Country All-Star Boosters, Inc. (SCAB)

**Article II: Principle Office**

The Principal Office of This Corporation shall be located at Jonesville, County of Alachua, and State of Florida.

**Article III: Purpose**

The express purpose of the SCAB shall be to promote and support the competitive cheer and/or dance teams that train at Sun Country Sports Center. The club shall promote the spirit of cooperation among squad members and their families. The SCAB shall conduct and carry on its work, not for profit, but exclusively for pleasure, recreation or other non-profit purposes within the meaning of Section 501(c) (7) of the Internal Revenue Code of 1986m as amended (the "code").

**Article IV: Membership**

**A. Responsibilities**

**1. Members**

- a. Parents or legal guardians of competitive cheer/dance team members at Sun Country Sports Center are required to become members of the SCAB.
- b. Members are required to pay the non-refundable membership fee of \$80 for one child and \$50 for each additional child due by the first practice of each competitive season. New parents to Sun Country Sports Center Competitive Teams have 30 days to pay their membership fee from the date they joined the team. For a family with one child this membership fee includes \$20 towards coaches gifts, \$10 towards a trophy, \$5 for cheerleaders gifts, \$25 for banquet fees, \$5 for administrative fee, and \$15 general fund. For each additional child this membership fee covers \$10 towards a trophy, \$25 for banquet fees and \$15 towards the general Fund. Members will receive 1 copy per family of information regarding booster activities.
- c. A notebook will be available with a copy of the most recent By-Laws. Members are responsible for complying with the content.
- d. Members have the right to an absentee ballot or a proxy vote.
- e. Banquet fees for cheerleader will be covered with your booster club dues. For each athlete that contributes a minimum of \$25 to the general fund and works a minimum of 2 booster club fundraising events per family you will get one family member's banquet fee covered.

**Article V: Executive Board**

**A.** The governing body of SCAB shall be the Executive Board.

**B. Membership**

1. The EB shall be composed of a minimum of the President, Vice President, Secretary, Treasurer, Fundraising Chair, and Hospitality Chair.
2. The President, Secretary, Treasurer, Hospitality Chair, and the Fundraising Chair shall be elected by a plurality vote of the general membership.
3. No more than one member per family may be on the EB simultaneously.
4. Members and Officers will be nominated in June and voted into office at the July meeting.

5. The Executive Board shall include the owner of the Sun Country Sports Center or his/her designee in the position as Vice President.
- C. Officers
1. President
    - a. Shall oversee the SCAB, the EB, and any Special Committees.
    - b. Shall act as a liaison with the gym owner(s), or their designee.
    - c. Shall report the general activities of the EB to SCAB during the President's report at general and special meetings.
    - d. The President shall be a signor on all bank accounts and shall approve any contracts signed on behalf of the club.
  2. Vice President
    - a. This position shall be occupied by the owner of Sun Country Sports Center or his/her designee.
    - b. This position shall oversee the operation of the SCAB and insure that SCAB operates within the philosophy of Sun Country Sports Center.
    - c. Shall audit the books of the Treasurer after each competitive season.
    - d. This position will not expire.
  3. Secretary
    - a. Shall post notification of all EB meetings, SCAB general meetings and any special committee meetings.
    - b. Shall post and distribute minutes of all EB, general, and any special meetings.
    - c. Shall be responsible for producing a current team member directory yearly.
    - d. Shall prepare a notebook with the by-laws that is available to all SCAB members.
    - e. Shall be in charge of collection of forms of all new members.
  4. Treasurer (we can have up to 2 treasurers)
    - a. Shall serve as Chief Financial Officer/s.
    - b. Shall oversee all records of the Fundraising Chair.
    - c. Shall be available to assist any member with their account on a monthly basis.
    - d. Shall be responsible for the administration and distribution of monthly updates to the SCAB general budget and to each individual member's account.
    - e. Shall be responsible for arranging for sharing of information with the VP for audit purposes.
    - f. Shall use standard accounting software and reports as approved by the EB.
  5. Fundraising Chair
    - a. Shall chair all Fundraising Events or assign a chair.
    - b. Shall be responsible for setting up a general calendar for fundraisers throughout the year.
    - c. Shall keep a logbook of all fundraisers completed and who participated with money earned. One copy of this will be kept to hand over to the succeeding chair, and copies will be given to all other members of the EB.
  6. Hospitality Chair / Event Coordinator (up to 4)
    - a. Shall welcome all new booster club and team members.
    - b. Shall celebrate monthly birthdays for team members.
    - c. Shall organize socials for families and team members.
    - d. Shall celebrate outstanding achievements for team members.
    - e. Shall pass ideas to team moms
  7. Team Moms
    - a. Call team members when they are not in attendance at practice.
    - b. A list of duties will be provided by the Booster Club and Team Director.
  8. Community Service Chair
    - a. To set community service for all team members throughout the season.
  9. All officer positions are voluntary

D. Executive Board Duties

1. The EB will act on the behalf of the SCAB between meetings. All actions of the EB will be subject to approval of the SCAB.
2. The EB shall meet at least once per month. This meeting may be held jointly with the General Membership Meetings.
3. The Secretary shall post minutes of the EB.
4. EB members shall assist the President in setting the agenda for general and special meetings of the SCAB.
5. Each member of the EB should make attendance at EB meetings a priority.
6. If member of EB cannot make the general monthly meeting, he/she must arrange for the monthly report of his/her office to be reported.
7. A member of the EB is only allowed to miss 3 meetings per year and still function in his/her office, unless otherwise approved by the EB.
8. Any member of the EB is only allowed to serve for a period of two consecutive terms unless circumstances dictate otherwise. However, the position of Treasurer shall remain until the holder no longer desires the position, the Vice President desires a change, or the EB votes (by majority vote) for a change. The position of VP does not expire.

Article VI: Meetings

A. Monthly or general meetings of the SCAB.

1. General monthly meetings shall be held at a day and time determined by the membership. Signs will be posted by the Secretary two weeks prior to the regular meeting to notify all members.
2. Agenda
  - a. Call to order
  - b. Minutes
  - c. Reports
    1. President
    2. Vice President
    3. Treasurer
    4. Fundraising Chair
    5. Hospitality / Event Chair
  - d. Unfinished/Old Business
  - e. New Business
  - f. Announcements
  - g. Adjournment

B. Special Meetings

1. Shall be called by a majority vote of the EB or a majority vote of SCAB members in attendance at a general meeting. Notice of special meetings shall be posted as soon as the date is determined, and shall include the specific purpose of the meeting.
2. Agenda
  - a. Call to order
  - b. Statement of the purpose of the Special Meeting
  - c. Motions pertaining to the business at hand
  - d. Adjournment

Article VII: Committees

A. Reimbursement Committee

1. The Treasurer and the VP shall serve as the reimbursement committee and have the responsibility for determining eligibility for prepayment or reimbursements of expenses. Eligible expenses include the following:
  - Competitive athlete entry fees
  - Coaches travel expenses to competition

- Parking fees to include hotel parking, meet site parking, and/or airport parking
- Hotel room for competitors to include a maximum (4) nights.
- Parent's/Guardian's admission fee to meet
- Competitive athletes clinics/camps
- Team uniforms and warm ups.
- Team practice uniforms
- Individual choreography
- Individual cheer music
- Banquet fees

2. The estimated assessment of competition fees will need to be fulfilled before individual account funds can be used for other expenses described. Receipts will be required for reimbursements for any expenses over the amount of competitive expenses paid to Sun Country. The committee will present unresolved issues regarding account status of any member to the EB for resolution. Expenses that are associated with regular training of athletes will not be considered for reimbursement. Expenses can only be reimbursed for expenses that are incurred directly relating to competitive expenses.

3. If money is paid to a family incorrectly, the money is to be paid back to the BC Treasurer within the same month.

B. The Fundraising Chair shall oversee all Fundraising events, and will include the following duties:

1. Appoint chairperson of the event
2. Insure appropriate delegation of responsibilities.
3. Follow organization of event to successful completion
4. Shall verify that all expenses for fundraisers will come out of the profits from that fundraiser before said profits are distributed.
5. 90% of monies from fundraising events shall go directly to the member who participated in the fundraising event. 10% of monies from fundraising events shall go into the general fund.
6. Any changes to this distribution must be approved by majority vote of the general membership.
7. Meetings will be held in conjunction with the general monthly meeting, and as necessary with each fundraiser that is planned.
8. All fundraisers must be approved by and voted on by the general membership.
9. Each fundraiser will have a chairperson and a committee to organize the event. The individual coordinating each particular fundraiser must meet with the Fundraising chair prior to each fundraiser taking place. If this does not happen then said fundraiser is not to be considered a valid Booster Club activity. Upon completion of the event, the chair of the committee will fill out a finance summary sheet. No distribution of money to individual accounts will be made for the event unless this sheet is completed appropriately and turned into the Treasurer, the President and fundraising chair. Monies are first allocated to maintain the Working Capital at \$500 and then as outlined in Article VIII D.
10. Monies that have been earned from fundraising may roll over from year to year as long as the cheerleader remains on the team. Once a cheerleader quits the team all fundraising money earned and left in their account are the property of SCAB and will go towards the general fund.

C. General Provisions

1. The President and VP of the SCAB shall have the right to be a member of all the committees.
2. The President of SCAB or its appointee will act as Chair of any committee where the chair is not available.
3. Members of any committee may be appointed or may volunteer.

4. Special committees may be appointed by the EB to assist SCAB and the EB in its normal functions.
5. No one on the EB may authorize expenditure of monies over \$25 without prior vote of the General Membership. If this occurs then said member is financially responsible for those monies spent.

#### Article VIII: Finances

##### A. Annual Budget

1. The President, Treasurer and the Vice President shall prepare the annual budget.
2. The annual budget shall be reviewed by the EB.
3. The annual budget shall be adopted by the general membership of the SCAB.
4. The annual budget may be amended as necessary by a majority vote of SCAB members present at that meeting.

##### B. Fees

1. The EC shall recommend membership fees.
2. Fees will be reviewed annually by the EB.
3. Fees will be voted on by a majority vote of the members present at the meeting.
4. At year-end, any money left over from membership fees will be allocated to the working capital fund.

##### C. Working Capital

1. Used for up front fundraising expenses and will be replaced with profit from the fundraiser.
2. This amount shall be maintained at a minimum of \$500.
3. May carry over from the previous year.

##### D. General Fund

1. After the Working Capital is funded at \$500 the remainder of any monies collected from fundraising are allocated here.
2. These monies are used as voted on by the general membership.

#### Article IX: Nominations and Elections

##### A. Nominations

1. Nominations for the EB shall be made at the first meeting of the season. The nomination form will be posted the next working day with space for write in names.
2. Nominations will be taken from the floor. Any member can nominate himself or any other SCAB member for office.

##### B. Elections

1. EB members will be elected at the second meeting of the season by secret ballot and plurality vote.
2. Notice of regular elections shall be posted for at least two weeks prior to election date.
3. All members are eligible to vote at the regular elections.

##### C. Special Elections

1. Vacancies on the EB between annual elections shall be filled by special election.
2. Nominations and elections shall be held at the next general meeting following the creation of a vacancy.
3. Provisions of regular elections shall govern special elections.
4. Vacancies of officer positions on the EB shall be filled by special election, with nominations and elections of new officers done at the next general membership meeting, or at a special meeting of the general membership.

Article X: Quorum and Votes

- A. Executive Board – a majority of EB members shall constitute a Quorum.
- B. Committees – A majority of committee members shall constitute a quorum.
- C. Unless otherwise stipulated in the by laws, a simple majority vote of those members present will constitute a valid vote on all business.

Article XI: Policies

- A. SCAB may create policies that are consistent with the by laws of SCAB. Any member may propose changes to such policies at a General membership meeting.

Article XII: Amendment of by-laws

- A. Any member may move to amend the by laws of SCAB. If the Motion is seconded, it will be tabled until the next general membership meeting, or a special meeting called for the purpose of amending the by laws. If a special meeting is called, it must be held at least two weeks after the meeting at which the motion was made. The Secretary will post a notice for the amendment at least two weeks prior to the meeting. The notice shall include a statement of the amendment as well as the time and place for the meeting to vote on the amendment.
- B. A two-thirds majority of members present at the meeting will be required to amend the by laws.

Article XIII: Dissolution

- A. Dissolution may be proposed by a majority vote of the EB.
- B. SCAB may be dissolved by a two-thirds majority vote of all Members present at a special meeting called for the express purpose of dissolving SCAB.
- C. All members must be notified by certified mail 30 days prior to the special meeting for dissolution.
- D. SCAB will decide by a two-thirds majority vote of members present how to disburse remaining money in the treasury at the time of SCAB dissolution.