

CONSTITUTION AND BY-LAWS

Mt. Zion Swingsations Booster Club
Mt. Zion, Illinois

CONSTITUTION

Article I

NAME

Section I The name of the Club shall be Mt. Zion Swingsations Booster Club, herein and after referred to as "Club".

Article II

PURPOSE

Section I As the Mt. Zion Swingsations is a teacher-led/teacher-sponsored educational group; the purposes of the Club are to:

- Actively support the program as developed by the Director(s) of the Mt. Zion Swingsations.
- Raise funds, as a non-profit organization, to promote the welfare and interest of the Mt. Zion Swingsations.
- Work in partnership with the Director(s) of the Mt. Zion Swingsations.

Article III

MEMBERS AND VOTING

Section I Membership and meetings shall be open to anyone interested in the welfare of the Mt. Zion Swingsations. Parents and/or guardians of Swingsations members shall have voting rights on any items discussed by the Club. Normally, when a vote is taken, it will be a voice vote or show of hands, and each Swingsations member will be represented by a maximum of two votes. If the voting members vote to have a paper ballot, then the vote will be based on one vote per Swingsations member.

Section II Voting rights of parents and/or guardians of Swingsations members begin when the Swingsations roster is posted by the Director and continue up to and including June 30 of the following year; voting rights are granted to both outgoing and incoming club members between posting of the Swingsations roster by the Swingsations Director up to and including June 30 of the same year.

Article IV

OFFICERS

Section I The officers of this Club shall be President, First Vice President, Second Vice President, Secretary, and Treasurer.

ARTICLE V

THE BOARD

Section I The Board shall consist of the President, First Vice President, Second Vice President, Secretary, and Treasurer.

Section II The purpose of the Board is to conduct the business of the Swingsations Booster Club within the guidelines set by the Constitution and By-Laws, ensure effective financial and organizational planning, ensure adequate resources to accomplish the goals set forth, determine and monitor the Club's programs and services, and enhance the Swingsations public image,

Section III Authority shall be vested in the Board to conduct the daily business of and make decisions for the Club within the guidelines established by the Constitution and By-Laws between general Swingsations meetings.

Section IV The Board shall determine the schedule of monthly Board meetings at the July Board meeting. Usually the Board meeting is held one week before the Booster Club meeting.

Article VI

AMENDMENTS

Section I All proposed Amendments to the Constitution and/or by-laws shall be presented in writing to the Club President at least one week prior to the Club's regular meeting. Each proposed change shall be voted on separately unless a two-thirds majority of the voting members present agree to consider all amendments at once.

Section II The proposed amendment(s) shall be read or otherwise presented at the next regularly scheduled meeting of the Club but shall not be called for a vote. A vote shall be called on the proposed amendment(s) at the following regular meeting of the Club.

Section III Amendments to the Constitution shall require a two-thirds majority vote of the voting members present for passage.

Section IV Amendments to the by-laws and/or addendum(s) shall require a simple majority of the voting members present for passage.

Article VII

CONTENT

Section I This constitution shall consist of seven articles and the by-laws shall consist of five articles and an addendum.

Section II The addendum shall include a description of committees, explanation of student fee calculations and guidelines, instructions for distribution of student account carryover, and other issues determined by vote of the Club to be included.

BY-LAWS

Article I

EXPENSES

Section I Most of the expenses associated with the activities of the Mt. Zion Swingsations are the responsibility of the parents and/or guardians of the Swingsations members. Each year the total expenses to be paid by the Club shall be determined in discussion with the director.

Article II

OFFICERS

Terms

Section I The term of all officers shall be one (1) year from July 1 to and including June 30 of the following year. New officers shall be elected each year at the meeting immediately following posting of the next year's group of Swingsations members.

Section II Any parent or guardian of a Swingsations member may be an officer of the Club. All officers shall have voting rights according to the latest edition of Robert's Rules of Order, newly revised.

Section III A person shall be able to serve as Treasurer for two consecutive terms provided a successful audit is performed and the membership votes its approval.

Duties Of Officers

President

Section I The President shall be in charge of and conduct all meetings of the Club.

Section II The President shall designate and form all committees of the Club, whether standing or special. The President shall also be responsible for nominating the bingo auditor. The nominee shall be subject to approval by the Club.

Section III The President shall be an ex-officio member of all committees, whether standing or special.

Section IV The president shall provide written approval with the treasurer for all check drafts over \$1,000. All personal reimbursements must be approved by two officers regardless of

amount. All projects/expenditures that are anticipated to be in excess of \$3,000 shall be brought to the Club for approval.

First Vice President

Section I The First Vice President shall perform the duties of the President when the President is not available.

Section II The First Vice President shall provide the leadership and coordinate the efforts of the bingo and pull-tab operations, which includes but is not limited to the following:

1. The First Vice President will be the legal Bingo Operator for bingo, pull tab and raffle licensing.
2. The First Vice President will be responsible for renewing required licenses in a timely manner.
3. The First Vice President will receive on behalf of the Club and account for all bingo, pull tab, and raffle revenues and expenditures.
4. The First Vice President will be responsible for paying all expenses associated with bingo operations including taxes required by law.
5. The First Vice President will be responsible for holding excess bingo operations revenue in an interest-bearing account on behalf of the Club.
6. The First Vice President will be responsible for dispersing excess bingo operations revenue to the Mt. Zion High School as requested by the Treasurer
7. With the approval of the majority of the officers, the First Vice President is authorized to establish and close checking and savings accounts for the purpose of sound financial management.
8. The First Vice President will be responsible for making manpower assignments determined to be necessary. The Bingo Committee shall be consulted in making these determinations. Major changes, such as changing the number of crew rotations or schedule of each rotation, after same has been established for the year, shall be made only after a majority vote of the membership.
9. Each month, the First Vice President shall submit to the Treasurer a summary of receipts, disbursements and account balances associated with bingo operations.

Second Vice President

Section I The Second Vice President shall perform the duties of the President when the President and First Vice President are not available.

Section II The Second Vice President shall coordinate the handling and transportation of equipment to competitions and performances of the Swingsations.

Secretary

- Section I The Secretary shall keep and maintain a book of minutes of the Club and shall record the minutes of all meetings, whether regular or special.
- Section II The Secretary shall maintain copies of all correspondence of the Club.
- Section III The Secretary shall present to the Club at its regular meeting, all correspondence received prior to each meeting.
- Section IV The Secretary shall keep and maintain a mailing list of all members of the Club and interested alumni.
- Section V The Secretary shall also provide information updates as needed through the communication method deemed most appropriate by the Club (by Club vote at the first meeting of the fiscal year).
- Section VI The Secretary shall also be responsible for distributing the minutes in a timely manner after each regular monthly meeting.

Treasurer

- Section I The Treasurer shall receive all moneys on behalf of the Club and shall deposit same into the school activity fund with the exception of bingo operations revenue, as specified above.
- Section II The Treasurer shall provide written approval with the President for all check drafts in excess of \$1,000. The Treasurer shall submit all approved invoices to the high school office and prepare disbursement requests.
- Section III The Treasurer shall submit to the Club a monthly-summary report showing all items of receipt and all items of disbursement and the balance on hand in the name of the Club. This report shall also include information submitted by the First Vice President with regards to bingo operations. A monthly-itemized report shall be made available to Club members.
- Section IV The Treasurer shall make books available for audit upon request of the Board. If the same individual holds the Treasurer's office for two consecutive years an audit is required at the end of the first year.

Article III

GOVERNMENT

- Section I The regular meeting of the Club shall be the first Monday of the month unless that day is a school holiday; in which case the meeting date will be announced.

Section II Special meetings of the Club may be called by the President or by any other officer of the Club. An effort will be made to contact all members in a manner deemed most appropriate by the secretary.

Section III At all meetings, the voting members present shall transact all business by a majority vote, unless otherwise specified.

Section IV The order of business of the Club shall be as follows:

1. Call of meeting to order by the President or presiding officer
2. Secretary's Report
 - a. Approval of the minutes of the previous meeting
3. Treasurer's report
4. Bingo Report
5. Equipment Report
6. Director's Comments
7. Old business
8. Event Updates
9. Other Discussion/Decision Items
10. New business
11. Adjournment

Section V All meetings shall be open to all members.

Section VI The latest edition of Roberts' Rules of Order, newly revised, shall govern all proceedings of the Club.

Article IV

COMMITTEES/APPOINTMENTS

Section I The President shall appoint the following as needed:

1. Publicity Chair
2. Nominating Committee
3. Bingo Auditor
4. Dwight Jordan Scholarship Committee
5. Bingo Committee
6. Any other special committee, as needed

IMMEDIATE PAST PRESIDENT

Section I The immediate Past President may serve as a resource to the officers.

ADDENDUM

MT. ZION SWINGSATIONS BOOSTER CLUB COMMITTEES

1. Publicity Chair

This chair will be responsible for publicizing special events, competitions, and relevant information through the media. Publicizing includes providing promotional information to the media as well as contracting for paid advertising.

2. Nominating Committee

This committee, comprised of parents and/or guardians of existing Swingsations members on the class roster at January 1 of the current year, shall nominate members of the Club, provided they will be voting members on July 1 of the same year, to serve as officers of the Club. Current officers of the Club shall be ex-officio members. The remaining eight (8) members shall be comprised of two club members representing each of the four Swingsations member classes (Freshman, Sophomore, Junior and Senior). If one or more classes does not have members willing to serve, the remaining spots may be filled from any class, providing at least two classes are represented on the committee. The President shall convene the committee as soon after posting of the list of new Swingsations members by the Swingsations director as is reasonably possible. The committee will normally present the nominations at the first regularly scheduled meeting of the Club immediately after posting of the new Swingsations roster by the Swingsations director.

3. Bingo Auditor

The Bingo Auditor shall conduct bingo audits on a weekly basis. The main duties will be to verify weekly bingo paperwork, verify checking account balances, and prepare tax information for filing with the Illinois Department of Revenue (IDR).

4. Bingo Committee

The bingo committee will consist of the First Vice President, the bingo auditor, crew chiefs. The committee shall be responsible for coordinating all duties and keeping any financial records concerning the operation of bingo, pull tabs, and raffles.

STUDENT FEES

Individual student fees may vary from year to year based on the activities of the group. Student fees for singers/dancers may vary from student fees for combo members and will be determined by the Board in discussion with the Director. Based on the past few years, individual singer/dancer student fees have been \$3,000 and combo student fees have been \$1,000. The guardian member of the Swingsations student accepts responsibility for satisfying their student's individual student fee.

Members of the group may raise funds and achieve their student fee in a number of ways. The methods primarily used in the past include:

1. Group fund raising - profits distributed equally to all members; e.g.
 - a. Performances by the group
 - b. Dinner Theater*
 - c. Mt. Zion Midwest Invitational*

- d. Etc.

* Note — After an initial 25% of profits has been put into the General Fund, profits will be evenly distributed per student between the families that worked there. For example, if you have more than one student in the group, you would get the individual amount multiplied by the number of students in the group from your family. In order to receive an even distribution of profits from the Mt. Zion Midwest Invitational and the Swingsations Dinner Theater, each student's family will be required to have a parent or adult designee actively participate in certain required activities. On a yearly basis the Board will decide the setup/teardown, kitchen shift and additional hours required per student needed by each student's family to make these events successful.

- 2. Group fund raising - profits distributed based on hours that were worked; e.g.
 - a. Decatur Celebration
 - b. Bingo
 - c. Football Games – French Fry Sales
- 3. Individual fund raising - individual direct selling
 - a. Pizza sales
 - b. Candy sales
 - c. Etc.
- 4. Individual fund raising - cash payments

STUDENT FEE GUIDELINES

- 1. Student fees for singers/dancers may vary from student fees for combo members and will be determined by the Board in discussion with the Director. The progress toward each member's fee will be recorded by the Treasurer on an individual ledger sheet. These ledger sheets will reflect that individual's total fund-raising effort; will be updated monthly and will be available for review at each monthly meeting.

Below is a breakdown of how much of the student fee will be owed if a student leaves the organization prior to the end of the school year.

- On or before August 30th – zero balance is owed.
 - On or before November 1st - \$1000 balance is owed
 - After November 1st – full balance is owed
- 2. Students will NOT be allowed to audition for the next school year if their account or a sibling's account has a balance of over \$500.
 - 3. Students will not be eligible to compete (including attend & travel with the group) in away competitions if their account is not current with the determined amount due. The cut off for "prior to competition" will be the end of the school day on the Friday the week prior to the competition.

4. Outstanding balances and carry-overs can extend to siblings.
5. The following is a breakdown of due dates and amounts that will be owed during the fiscal year (July 31st thru June 30th). This breakdown is intended to cover parents who will not be getting credit for invitational hours and who are not signed up to work any bingo crews:

	Singer/Dancer	Combo
Due July 31 st	\$200	\$150
Due August 31 st	\$550	\$425
Due September 30 th	\$900	\$700
Due October 31 st	\$1250	\$975
Due November 30 th	\$1600	\$1250
Due December 31 st	\$1950	\$1525
75% Due January 31 st	\$2250	\$1950
80% Due prior to 1 st Competition	\$2400	\$2080
85% Due prior to 2 nd Competition	\$2550	\$2210
90% Due prior to 3 rd Competition	\$2700	\$2340
95% Due prior to 4 th Competition	\$2850	\$2470
100% Due prior to 5 th Competition	\$3000	\$2600

The following breakdown is intended to cover parents who will be getting credit for invitational hours and/or will be getting credit for working bingo crews after January 31st. The amounts listed below are the amounts that are due by January 31st. Parents will not need to have the amounts paid listed above for anything due "prior to competition" since they will be getting credits for bingo crews they are committed to working February 1st thru June 30th. If a parent quits their bingo shift, the above amounts will be due immediately based on where we are in the competition season AND the parent will be responsible to find a replacement on the bingo shift or be charged for "no shows". Those exceptions include the following scenarios.

Amounts due January 31 st	Singer/Dancer	Combo
-Parent worked required invitational hours but works no bingo crews:	\$1950	\$750
- Parent worked required invitational hours Plus works 1 bingo crew/month:	\$1625	\$750
- Parent worked required invitational hours Plus works 2 bingo crew/month:	\$1300	\$750
- Parent worked required invitational hours Plus works 3 bingo crew/month:	\$975	\$750

TRANSFERS

("Transfers" section approved and added 6-9-2013)

Bingo funds as reported on the student's monthly goal sheet can be transferred prior to graduation as direct goal payments to Mt Zion Instrumental Booster Club, Mt. Zion Les Femmes Booster Club and/or Junior High Show Choir at any time during the fiscal year(s), July1 - June 30, subject to the following:

- (a) The transfer request is made in writing to the Swingsations Treasurer from a parent/guardian of the Swingsations student listed on the monthly goal sheet;
- (b) The goal balance of that Swingsations student is current and will remain current after the transfer is made;
- (c) The total amount transferred for the fiscal year shall not, at any time, exceed the current Bingo balance posted to the goal sheet of that student;
- (d) The transfer is made to the Mt Zion Instrumental Booster Club, Mt. Zion Les Femmes and/or Jr High Show Choir account of that Swingsations student or a sibling of that Swingsations student (brother, sister, step-brother, step-sister) and the transfer may not exceed the amount necessary to bring that account current at the time the transfer is requested; and
- (e) Transfers for the fiscal year cannot exceed the amount of the annual goal of the group(s) receiving the transfer.
- (f) When a parent or adult designee of a student from another group specifically Mt Zion Instrumental Booster Club, Mt Zion Les Femmes Booster Club and/or Jr High Show Choir works any Swingsations Booster Club bingo shift or any other board designated fundraiser, a transfer can be made to any of those group(s) to either that student or to a sibling of that student (brother, sister, step-brother, step-sister). The parent may choose for the Swingsations Treasurer to hold the funds in the Swingsations general fund. In the event that student becomes a member of Swingsations in the following school years, the funds will be applied towards their student fee. If the student does not become a member, the overage will remain in the general fund. If the student becomes a member Mt Zion Instrumental Boosters or Les Femmes Boosters, the held funds can be transferred to either of those groups as long as the request is made in writing to the Treasurer by August 1st following the fiscal year it was earned in. Bingo funds will be transferred monthly based on what student's full name and appropriate group is designated on the bingo sign in sheets.

Transfers made throughout the year will be reflected on that Swingsations student's goal sheet as a deduction (debit) for transfer out to HS Band/LF.

The officers of the Club may terminate the right to transfer Bingo funds for the next fiscal year upon written notice to the voting members of the Club at least 30 days prior to the start of the next fiscal year.

CARRYOVERS

There will be times when members exceed their goal. When this happens, a student may choose one of the following options:

1. If a student raises more money than their goal, they may have the extra money applied to their goal or costume next year.

2. Money remaining in a graduating senior's goal account may be disbursed as follows:
- a) Transfer the carryover to a sibling (brother, sister, step-brother, or step-sister) in Mt Zion Swingsations Booster Club, Mt Zion Instrumental Booster Club, Mt Zion Les Femmes Booster Club and/or Jr High Show Choir * (upon written request from a parent/guardian). The amount of the carryover transfer will not exceed the lesser goal amount of the two organizations involved in the transfer for the upcoming year. Any remaining carryover is forfeited to the Swingsations general account.

This provision also applies to any Swingsations member transferring to Les Femmes, or Band, prior to graduation.

The money will be sent to the receiving organization based on their fee payment schedule as long as the student is still in that organization.

- b) Forfeit carryover to the Swingsations general account.

* Note: Parents would have one year after the student graduates to execute these options. Transactions must occur during the fiscal year July 1 to June 30.

3. Students who have raised more money than is necessary to meet goal requirements that have also made direct payments toward goal requirements may choose to be reimbursed in an amount not to exceed the total of those direct payments during the fiscal year. This reimbursement may not reduce the student's credit below the student's goal requirement of the fiscal year. The student and/or parent(s) must submit in writing a reimbursement request by the August regular meeting of the Club. After the August regular meeting, no requests for reimbursement from any previous fiscal year will be accepted.

PURCHASE OF INSTRUMENTS WITH ORGANIZATION FUNDS

Instruments purchased with money generated through donations or fund-raising activities will become the property of Swingsations.

OTHER PURCHASES WITH ORGANIZATION FUNDS

Shoes, costumes, coats, T-shirts, cosmetic jewelry, other clothing and accessories purchased with money generated through donations or fund-raising activities (that the Director and/or Officers determine to be of no value or future use to the organization) may be kept by the student.

INDIVIDUAL PRIVATE LESSONS

Money generated through donations or fund-raising activities should not be used to pay for student's individual private lesson's (dance, vocal, instrumental).

SCHOLARSHIPS

Roberta Vest Scholarship –

This scholarship is specifically for any senior student that will be going into college and majoring in the field of music or dance. Senior students will receive scholarships from the Club based on an essay submittal from each applicant. They will normally do this during the months of March and April so that the scholarships can be presented to the students on Senior Night. A committee made up of the Director(s), the President, and the board shall determine the amount awarded and also will review submittals to determine who will be awarded the scholarship(s).

Dwight Jordan Scholarship –

This scholarship is to be used for those going to Showchoir Camp. Any student entering 9th thru 12th grade may apply. Scholarships will be awarded to pay for up to half of each student's registration fee. Available funds will be divided equally between any student that attends and will be paid out after attendance for the year.

Financial Hardship Scholarship –

This Scholarship is to be used for any student whose family is experiencing a financial hardship and may be used to pay student fees only. Any student entering 9th thru 12th grade may apply. Applications will be given by the director and are due by June 15th to be considered for the current school year. Exceptions to the June 15th date will be considered on an individual basis, usually in the event of change in family status.

-THE END-