

# **Flower Mound High School Rosette Booster Club Constitution**

## **PREAMBLE:**

This club has been formed to provide an organization through which individuals and businesses can support and engage in activities to encourage, expand and improve the Rosette Drill Team program as appropriate for the continuation and growth of the drill team comprised of Flower Mound High School students.

## **ARTICLE I – NAME**

The name of the organization shall be “Rosette Booster Club”.

## **ARTICLE II – OBJECTIVES**

The objectives of the Club shall be:

1. To encourage participation by students attending Flower Mound High School who qualify for membership on the Rosette Drill Team.
2. To recognize achievement and performance on both an individual and team basis.
3. To foster support of the Rosette Drill Team program among the people of the Lewisville Independent School District.
4. To work in cooperation with school authorities and the Rosette Director to provide supporting services on a voluntary basis for Rosette events and associated activities.
5. To raise funds through community solicitation, promotion of social events and otherwise.
6. To promote congeniality among those who by their presence and efforts encourage the performance of team members.
7. To promote and sustain high moral standards within the Rosette Drill Team.

## **ARTICLE III – MEMBERSHIP AND DUES**

- A. Membership will be parents or guardians of the members of the Rosette Drill Team or persons who demonstrate a general interest in the promotion of the team.
- B. The term of membership will be from June 1 to May 31 of the following year.
- C. The Principals of the School and the Director of the Drill team will be considered honorary members of the Rosette Booster Club and will not be charged for membership.
- D. Annual mandatory dues for regular membership will be \$60.00 per family.
- E. Membership shall commence upon the payment of dues.

## **ARTICLE IV – CLUB MEETINGS**

- A. Regular meetings of this organization shall be held on or about the first Monday of each month from August through May of the following year.
- B. Special meetings may be called by the President after giving due notice to members.

## **ARTICLE V – EXECUTIVE BOARD**

- A. The Executive Board shall consist of Elected Officers of the Rosette Booster Club and the Director of the Rosette Drill Team.
- B. The duties of the Executive Board shall be to transact the business necessary to achieve the Objectives of the Rosette Booster Club.
- C. The Executive Board shall meet regularly as necessary to transact the business of the Rosette Booster Club in the intervals between general club meetings. Executive Board meetings shall be open to any club member.
- D. A quorum for the transaction of business shall consist of more than half of the Executive Board. Each member of the Executive Board shall have one (1) vote. In the event of a tie vote, the President’s vote shall be the deciding vote.
- E. Any Elected Officer who misses more than three (3) consecutive meetings shall be deemed to have resigned and may not be reappointed in the current term.
- F. Any Executive Board member may call an emergency meeting.
- G. All actions taken by the Executive Board will be recorded in minutes taken during Executive Board meetings and made available to any club member when requested.

## ARTICLE VI – ELECTED OFFICERS

### A. Election

1. Officers shall be elected from a slate presented by the Nominating Committee and/or nominations from the floor.
2. The Nominating Committee shall consist of two to four members appointed by the President and approved by the Executive Board. The President shall act as the Chairperson.
3. The consent of each candidate must be obtained before his or her name is placed in the nomination either by the nominating committee or from the floor.

### B. Term

1. Officers shall be elected annually in the month of May and shall assume their duties at the close of the May meeting.
2. A person shall not serve more than two consecutive terms in any one office.
3. Officer Vacancy
  - i. A vacancy in the office of President shall be filled by any current Board Member as approved by the Executive Board. The appointed President will retain the title and authority of President for the remainder of the existing term.
  - ii. When a vacancy occurs in any other Executive Board position, the President will appoint, with Executive Board approval, a person to fill the office for the remainder of the existing term.
  - iii. Any officer vacancy shall be filled at the next Executive Board meeting after such vacancy occurs.

### C. Duties

1. Select chairpersons for the committees she/he oversees.
2. Report the activities of the committees she/he oversees to the Executive Board and/or general club membership as appropriate.
3. Ensure that each chairperson understands the budget allowed for her/his committee activities and monitor budget compliance.
4. Elected Officer responsibilities, committees and/or events may be modified or updated by the Executive Board as necessary.

### D. Elected Officers and respective duties are as follows:

1. President
  - i. Preside at all meetings of the Executive Board and the Rosette Booster Club.
  - ii. Communicate with all club members regularly.
  - iii. Prepare calendar of critical dates and distribute to club membership.
  - iv. Enforce the Constitution of the Rosette Booster Club.
  - v. Appoint a committee to audit the financial records of the Rosette Booster Club at the end of each school year. Executive Board members may not serve on the audit committee.
  - vi. The President shall be authorized to appoint special committees as needed.
  - vii. Facilitate distribution of club scholarships to graduating seniors.
2. Vice President – Fundraising
  - i. Recommend and facilitate fundraisers for the general fund and individual activity accounts.
  - ii. Manage the corporate sponsorship program.
  - iii. Double count proceeds from all fundraisers with the chairperson immediately following the conclusion of the program/event or designate another Elected Officer (other than the Treasurer) to perform this function. Elected Officer shall take possession of funds immediately following receipt and deliver funds plus appropriate records to Treasurer.
  - iv. Order all t-shirts for team and dance camps.
3. Vice President – Hospitality
  - i. Club Social Events: New Moms' Tea, Show Offs, Family Picnic, Rehearsal Dinner and Cast Party.
  - ii. Football games: water and individual meals for away games.
  - iii. Act as Executive Board liaison and advisor to the Social Officers of the team.

- iv. Deliver yards signs for Rosette and Rookie of the Week.
  - v. Team Trips: assist Director in organizing trips for team including securing transportation.
4. Vice President – Spring Show
- i. Manage ticket sales.
  - ii. Implement marketing strategy including distribution of posters to local businesses and press releases to local newspapers.
  - iii. Work with Rosette Director to produce show program.
  - iv. Coordinate all volunteers.
  - v. Work with VP of Fundraising to ensure that R.O.S.E. sponsors submit program advertisements and receive tickets, posters, t-shirt and program.
  - vi. Manage timeline related to show and all related activities such as t-shirts etc.
5. Vice President – Events
- i. Senior Recognition: organize senior parents to facilitate back-to-school pool party, senior hats, Senior Night during football, yearbook recognition page, senior scrapbooks and the Senior Tribute for spring show.
  - ii. Homecoming: coordinate related activities and preparation of boot mums.
  - iii. Dance Camps: organize marketing, registration and volunteers as needed.
  - iv. Banquet: facilitate annual awards banquet for team at the end of the school year.
6. Historian
- i. Work with Rosette Director to organize photo shoots for individual, team, senior and specialty group photos.
  - ii. Organize volunteers to take pictures and video at as many Rosette events as possible.
  - iii. Prepare or select vendor to prepare a year-end video, football highlights and/or spring show highlights.
7. Treasurer
- i. Receive all monies for the Rosette Booster Club and deposit them in an approved depository under the name of the organization.
  - ii. Maintain accurate, permanent financial records for the Rosette Booster Club showing monies received, disbursements made and a current balance. Invoices or receipts will be required for all expense reimbursements or expenditures.
  - iii. Make bank deposits and draw checks on behalf of the Rosette Booster Club within 30 days of receipt of funds or disbursement requests.
  - iv. Prepare, with the President, a proposed budget for the review and approval of the Executive Board and Rosette Booster Club in August.
  - v. Work with Rosette Director to organize Uniform Order Night.
  - vi. Make all financial records and supporting documents available for audit by the Lewisville Independent School District as requested by an official of the district.
8. Secretary
- i. Report/respond to all correspondence addressed to the Rosette Booster Club.
  - ii. Maintain an accurate, permanent record of all members of the Rosette Booster Club. Produce team directory.
  - iii. Record minutes for all meetings of the Rosette Booster Club and Executive Board.
  - iv. Manage or select chairperson to manage the Rosette Drill Team website, including the posting of all meeting minutes to the website.

**ARTICLE VII – CORPORATE SPONSORSHIP**

- A. Businesses that would like to support the Rosette Drill Team may do so through the “Rosette Opportunity for Sponsorship and Endorsement” (R.O.S.E.).
- B. The Executive Board of the Rosette Booster Club shall approve all corporate sponsors.
- C. The Vice President of Fundraising shall manage and coordinate the R.O.S.E. program.
- D. Sponsorship levels and related details shall be approved and/or modified by a majority vote of the Executive Board.

- E. Donations of goods and/or services in lieu of cash sponsorship shall be allowed as approved by the Executive Board.

**ARTICLE VIII – FINANCES**

- A. Funds shall be raised through solicitation, contributions, special events and other activities voluntarily engaged in by club members. All funds raised shall be used to achieve the Objectives of the Rosette Booster Club.
- B. Annual Budget
  - 1. Treasurer shall present a proposed budget to the Rosette Booster Club general membership for approval in August of each school year.
  - 2. Material budget revisions or variances during the year must be approved by a majority vote of the general membership.
- C. General Funds
  - 1. Fundraisers shall be held to underwrite expenses for the activities of the Rosette Booster Club, as recommended by the Executive Board and approved by the general membership.
  - 2. Fundraisers for the General Fund are mandatory for each drill team member.
- D. Individual Activity Accounts
  - 1. Specific fundraisers may be designated to generate funds to be allocated to Individual Activity Accounts for a drill team member to use for her uniform, clothing or trip expenses.
  - 2. Fundraisers for Individual Activity Accounts are optional.
  - 3. Any funds remaining in a drill team member’s Individual Activity Account, upon her departure or dismissal, will be transferred to the club’s general fund. If more than one family member is an active member, funds will remain active as a family activity account until the last family member graduates or leaves the Rosette Drill team.
  - 4. A drill team member must sign an authorization form to utilize funds in her Individual Activity Account.
- E. Disbursement of Funds
  - 1. Treasurer shall disburse General Funds according to the approved budget.
  - 2. Two signatures will be required on the checking account, those being President, Secretary or Treasurer.
- F. The Club will leave a minimum of \$1,000 for a start-up account for the next school year.
- G. An auditing committee appointed by the President will audit the financial records of the Rosette Booster Club at the end of each school year.

**ARTICLE IX – DISSOLUTION**

In the event circumstances so warrant, this club shall be dissolved by action of the Executive Board. A vote for dissolution of the Rosette Booster Club will require a two-thirds majority of the general membership. There upon, all assets of the club, including monies and materials, shall be disposed of by the recommendation of the Executive Board and approval by the majority vote of the membership. Such disposal, however, shall be limited to uses in aid of the Rosette Drill Team program at Flower Mound High School.

**ARTICLE X - AMENDMENTS**

This Constitution may be amended at a regular meeting of the Rosette Booster Club by a majority vote provided the Director is present and all members have been duly notified.

Dated: \_\_\_\_\_

By: \_\_\_\_\_ Secretary

By: \_\_\_\_\_ President

By: \_\_\_\_\_ Rosette Director