

PARENTS OF “GROUP” & SUPPORTERS BYLAWS

ARTICLE I. ORGANIZATIONAL PURPOSE

Section 1. Purpose:

“The purpose of the “GROUP” parent group is to support the “GROUP” through guidance, finances and spirit.”

The organization consists of parents or guardians of “GROUP”. The parent group provides the staffing and the idea pool needed to organize and carry out fundraising functions and provide a sphere of influence in the community to promote the “GROUP”.

ARTICLE II. ORGANIZATIONAL STRUCTURE

Section 1. Officers and Board Members:

The officers and board members are elected yearly (season) by the parents of the “GROUP” at the last general meeting of the year.

A. President: Must be a parent of at least a second-year “athlete in the group”. Presides at all parent meetings, may appoint chairpersons of committees and reviews records of individual accounts as submitted by the treasurer. The president will accept payment from the treasurer for their athlete act. payment each month. Will request and appoint two parents to perform an annual audit of the financial records. When necessary, the president represents the parent group to the school administration. The president is the parent groups’ spokesperson and will be the liaison between the parent group, coaches and the school administration. Will schedule the school for monthly officer meetings and parent group meetings. Will be responsible for providing information to the school for the marquee sign and general student announcements. The president shall be responsible for all official parent communications, and when necessary will contact any family delinquent in the fundraising efforts or account payments.

B. Vice President: Presides in the president's absence and assists the president in carrying out his/her responsibilities. The VP will also be in charge of scheduling rooms, hotels, meeting space, gym space and other fundraising events, and all team building and social events. Assist coaches as needed with any bus or airline scheduling. Develop plan for team to have meals, snacks and water on trips. Assist with hotel reservations and at events assist coaches with room checks and chaperoning as needed. The VP will mentor the JV representative on the board to help them learn the ropes of the parent board responsibilities. VP will also assist with chairing new events.

C. Treasurer: Is responsible for collecting and depositing fees, fundraising monies and contributions and is responsible for distributing checks for functions and expenses. The fundraising monies will also be counted by the chair of event along with one other parent prior to turning in the funds to treasurer to deposit. The chair of event will sign off on deposit the treasurer will make from the event.

The duties will also include tracking corporate fund raising receipts. The treasurer will maintain checking accounts and keep an accurate record of the finances of the parent group. In the absence of the treasurer, the president and/or vice president will have signature authority for signing the parent group checks. The treasurer will also work with coaches in registering for competitions.

D. Secretary: Will keep minutes at all parent group meetings and is responsible for official correspondence. In the absence of the secretary, the vice president will keep minutes and forward to the secretary for distribution. The minutes will be reviewed by one other board member and then distributed to the parent group within a week of the meeting. Will also keep minutes at all board meetings and bring in a binder to all parent meetings for review. The secretary will also keep the team roster and parent contact information current and maintain the "GROUP" web site by updating practice calendar with info from coaches. Also Co-chair the silent auction committee with fundraising officer #1, and will assist with formatting and printing the programs or item listing for the silent auction.

E. Fund Raising Committee: This is a large responsibility and may consist of several members. They will be responsible for scheduling and getting necessary paper work completed for fund raising activities, getting chairs and co-chair volunteers for each fund raising activity. This group is responsible for getting the entire parent group involved in the fund raising process. The committee will appoint a key contact who will send out updates to the parents on upcoming deadlines and needs. (See attached list of committee chairs with division of fundraising roles)

F. Officers are subject to removal upon a vote of 2/3 majority vote of the parents at a general meeting.

Section 2. Meetings:

- A. Parents should meet monthly or as needed.
- B. Parents are strongly encouraged to attend all "GROUP" parent meetings.

Section 3. Communications:

- A. General questions from parents concerning their athlete, regarding coaching practices will be discussed individually with the coaches and should follow the coaches 24 hour policy. If it is time sensitive or important send a text and leave a voice mail and the coaches will return you call as soon as possible.
- B. Waiting 24 hours before addressing concerns with the coach is required unless it is an emergency. Having the student address the issue with the coach is always the first course of action. If there is a problem the coach may call a meeting along with a 3rd party.
- C. Other issues and concerns should be brought to the "GROUP" parent president to determine the best resolution.
- D. It is the responsibility of the student to communicate schedule conflicts to the coaches.

- E. Parents are asked to keep email etiquette in mind. It is seldom necessary to reply all and many items are best left to cover at the parents meetings.

Section 4. Fundraising:

- A. Fundraising obligations are related to individual dancers. Parents will supplement team financial shortages with personal funds.
- B. Parents are required to work at a minimum number of events each year based on team size, in order to cover all the needed shifts, plus work team events and assist with corporate fundraising. If this does not occur and the family is not able to help with team work-load for fundraising, the family will be asked to meet with the board to develop some type of plan to contribute to the team.
- C. The goal of the parent group is to have a minimum of a single prior year's major fund raising event total in the "GROUP" parent checking account at the end of each season. The purpose is to ensure adequate funds in the event of a failed fund raising event in a subsequent year.
- D. If the student athlete's financial obligation has not been paid in full at end of season, the dancer will not be eligible to try-outs for future teams. The treasurer will provide the coach with a list. During the season all student athlete accounts are required to be paid within 30 days of statement receipt to ensure adequate cash flow. This is to keep payments consistent for the entire team and keep funds at adequate levels to pay our bills. In the event of consistent late payment the athlete's account may be discontinued for the season, as it is recommended by the district to not act as a bank account, but instead to be a flow through of funds for the team to conduct necessary business.
- E. Hardship Fund: If the coaches are aware of a student that needs extra help financially, the coach can request possible financial assistance from the parent group. The student can earn this support by doing extra volunteer hours for team events or working with peers, mentor etc. Funding will be determined on a case by case basis decided by coaches and funds, if available, will be allocated based on documented need and approved by parent board. For example, to assist in payment for a camp and/or shoes, athlete and parent could attend fund raiser.

Section 5. Voting:

- A. A quorum will consist of those attending the parent general meeting no matter how many parents are present. This makes attendance at the general meetings important.
- B. Voting on issues/subjects at general meetings will be considered final no matter how many parents are present.
- C. Changes in parent bylaws shall be voted on at general meetings. All changes shall be approved by a simple majority of those parents present.

Section 6. Committees Roles:

A. Class Committee

- a. Senior parents are in charge of _____.
- b. Junior parents are responsible for _____.
- c. Sophomore parents coordinate _____.
- d. Freshman parents are encouraged to _____.
- e. JV representative on parent board- The JV representative for the board is voted on at the first parent mtg. following tryouts that the new parents attend. This representative will assist with co-chairing fundraising events and will be mentored by the VP as to their role on the parent board.

B. Parent Roles

- a. Support the program and the students through fundraising and spirit.
- b. Provide financial assistance through a yearly determined parent contribution based on budget needs and other expenses not covered by fundraising efforts.
- c. If a member chooses to quit the team at any point in the season, they will be expected to compensate the team for any financial purchases made on their behalf prior to their decision. These may include but are not limited to: _____.
- d. Each year committees will be set up to assist in planning the year and improving the program. In addition to the class committees, all parents are asked to serve on at least one committee and to chair a committee if possible.