

SOTA Dance Conservatory Booster Club, Inc.

By-Laws

Article I.

Name.

Section 1. Name. The Name of the Association shall be “SOTA Dance Conservatory Booster Club, Inc.”

Article II.

Membership and Meetings.

Section 1. Membership. The membership may be attained or renewed for members yearly. This will be accomplished by completing the membership form and paying the application fees. Membership is available to any adult/responsible party, with a child participating in a dance class/conservatory.

Section 2. Termination of Membership. Membership may be terminated by making a written request to the Officers of the Association.

Section 3. Fees. The application fee for membership will be \$25.00, paid annually, per person in a family.

Section 4. Voting Rights. Each active member shall have one vote at a meeting of the members. The vote may be transferred, as needed, by written proxy.

Section 5. Place of Meetings. The date, time, and location of all meetings will be posted by either email, social media, or posted in a conspicuous location at the dance studio. The Booster Club will strive to schedule meetings with sufficient notice to allow for maximum participation of the membership.

Section 6. Quorum. The presence, in person or proxy, of 10% of the active membership at any business meeting shall constitute a quorum for the transaction of business.

Section 7. Proxies. Every active member shall have the right to cast a vote by a written proxy. This written proxy will be executed as instructed in the proxy. Example: I, Jane Doe, give my proxy to John Smith to vote as he sees fit during the meeting scheduled for August 1, 2007.

Section 8. Inspection of Records. The membership ledger, all financial accounts and transactions, and the minutes of all meetings shall be open to inspection upon the request of any member. This information will be provided within 5 days of such request. Such inspection shall be made during

a time agreed upon by all involved parties. A list of members eligible to vote shall be available at any time and at all meetings of the members. All requests for detailed information must be made in writing and presented to a Board Member.

Section 9. Inspection of By-Laws. Each member will be provided with a copy of the by-laws at the beginning of his/her membership. If changes are made to the by-laws, new copies will be distributed to all members. The by-laws shall be available for inspection at all reasonable times.

Article III.

Officers.

Section 1. Officers. The officers of the Association shall be the President, Vice President, Secretary, and three Treasurers. All positions will be elected every two years, ex. 2023, 2025, 2027 etc.

Section 2. Election and Term. The officers of the Association shall be chosen bi-annually by the active membership. This election will take place during the month of May, at a meeting of the membership. The term of the officers shall commence on the first day of September and each officer shall hold a bi-annual position in office until he/she resigns and/or a successor elected.

Section 3. Vacancies. A vacancy in any office shall be filled by a vote of the active membership as soon as practical.

Section 4. Removal and Resignation. Any officer who desires to resign from a position must do so in writing. The Executive Board will notify booster members of the officer's intent to resign. Resigning officers must allow a reasonable time (14 days) to transition duties to the new officer.

Section 5. Addition of Positions. Additional Officer Positions may be added at any time necessary. A simple majority of the current group of officers will be sufficient to create a new position. After adding the position, it will be filled in the same manner as any other vacancy.

Section 6. President. The president shall preside at all meetings of the members.

Section 7. Vice President. In the absence of the president, the vice-president shall perform all the duties of the president.

Section 8. Secretary. The secretary shall keep a book of minutes of all meetings. The minutes of each meeting shall include the time and place of holding of such meeting, the names of those present, and the proceedings thereof. The secretary shall maintain copies of all written documentation pertaining to the operation of the Association.

Section 9. Treasurers. The treasurer shall keep and maintain all financial accounts of the Association, including accounts of its assets, liabilities, receipts, and disbursements. The financial books shall be open to inspection by any member at any reasonable time. The treasurer shall be responsible for all fiscal activities of the Association. The treasurer shall render to the

president, board, and members, whenever they request it, an account of all his or her transactions as treasurer and of the financial condition of the Association. If required by the board of directors, the treasurer shall be bonded.

Article IV.

Amendments.

New By-Laws may be adopted or these By-Laws may be amended or repealed by a vote of 2/3rds of the directors present at any regular or special meeting at which a quorum is present. However, the time and place fixed by the By-Laws for the annual election of the directors shall not be changed within sixty (60) days next preceding the date on which such elections are to be held. Notice of any amendment of the Bylaws by the Board of Directors shall be given to each member having voting rights within ten (10) days after the date of such amendment by the board.