

Dancing Kids Fundraising By-Laws

*By-Laws updated September 12, 2018

ARTICLE I - NAME

A. Dancing Kids Fundraising

ARTICLE II - PURPOSE

A. To organize fundraisers and perform work service to support sports education, regional and national sports competition. Dancing Kids Fundraising is limited to charitable purposes as defined under Section 501c (3) of the Internal Revenue Code. The organization is organized exclusively for charitable, religious, educational and scientific purposes under section 501 (c) (3) of the Internal Revenue Code or corresponding section of any future federal tax code.

ARTICLE III - MEMBERSHIP

A. Executive Board

1. Elected officers
2. Immediate Past President

B. General Membership shall consist of members of Dancing Kids Fundraising

ARTICLE IV - POLICIES

A. Dancing Kids Fundraising shall be a non-commercial, non-sectarian, and non-partisan.

B. Dancing Kids Fundraising shall seek neither to direct the administrative activities of Miller's Dance Studio or Miller's Dance Force, nor control its policies.

C. Dancing Kids Fundraising may cooperate with other organizations and agencies active in dancing, provided its representatives make no commitments that bind Dancing Kids Fundraising without prior authority to defer to a registered Parliamentarian if necessary.

D. The President will have a cursory knowledge of Robert's Rules of Order and the authority to defer to a registered Parliamentarian if necessary.

E. In the event of the dissolutions of Dancing Kids Fundraising, the assets of Dancing Kids Fundraising, after all outstanding debts have been met, shall be divided equally to the Dancing Kids members accounts of the active Dancing Kids Fundraising members in good standing.

F. All members running for any elected office can and may be subject to a background and/or credit check.

G. Any fundraising chair positions may only be held for a maximum of 2 years. After 2 years, a new chair will be chosen.

H. All Dancing Kids members MUST be a member on the Miller's Dance Force team to fundraise or benefit from fundraising activities or funds.

I. Members on the Board may be related/married but only one may be able to vote in any matter.

J. All fundraising monies may only be used for competition fees, convention fees, costumes and items directly related to competition. Funds may NOT cover tuition, private lessons, basic dance clothing or travel.

ARTICLE V - ELECTED OFFICERS

A. Elected officers of Dancing Kids Fundraising shall be:

1. President

2. Vice President (with a commitment to serve as President the following year)
3. Secretary
4. Treasurer (with a commitment to serve a two year term)
5. Member-at-Large

* The immediate Past President is a Non-Elected member

B. These officers shall perform the duties prescribed by these By-Laws and by the parliamentary authority adopted by Dancing Kids Fundraising

C. Terms of Office

1. Officers shall serve for one year or until their successors are elected.
2. The terms of office shall begin July 1st of the current year for which they are elected.
3. No member shall hold more than one elected office at a time.

D. Vacancies

1. In the event of a vacancy, all officer positions, with the exception of the President or Treasurer will be temporarily filled by presidential appointment.

2. Vacancies will be filled by an election at the next General Membership meeting.

E. Elected officers shall serve on the executive a minimum of one year, and a maximum of 3 years in any one position.

ARTICLE VI - DUTIES OF ELECTED OFFICERS

A. President

1. Must have a cursory knowledge of Robert's Rules of Order.
2. Must have working knowledge of Dancing Kid's Fundraising bylaws.
3. Schedule and preside at all meetings.
4. Ensure that the general membership is informed of all pertinent information.
5. Appoint and coordinate committees and committee chairpersons as necessary.
6. If necessary, call special meetings of the Executive Board, or with the approval of two elected officers, call special meetings of the General Membership.
7. Update Dancing Kids Fundraising Boards and website

B. Vice President

1. In the absence of the President, perform the duties of that office.
2. Co-Chair planning, publicity, and coordination of General Membership meetings.
3. Support the duties of the President upon request.
4. Track membership obligation fulfillment/maintain Dancing Kids Fundraising membership list.
5. Work directly with the chairpersons of fundraising committees.
6. Commit to be President the following year.
7. Update Dancing Kids Fundraising board.
8. Holds one weekly general meeting if needed.

C. Secretary

1. Keep minutes of the Executive Board and General Membership meetings as well as any special meetings that may be called as outlined in Article VII.
2. Delegate position to another board member when necessary.
3. Send minutes to executive Board via e-mail within one week of meeting for board approval.
4. Provide approved hard copy of minutes in the Dancing Kids Fundraising binder located at the Hampden Studio.
5. Maintain all written records of Dancing Kids Fundraising, Fundraising including:
 - a. Articles of Fundraising corporation
 - b. By-laws
 - c. Approved minutes of executive Board, General, and Special meetings

- d. Amendments to special documents
- e. Any other documents pertaining to the business of Dancing Kids Fundraising agenda as required by law.
- 6. File any necessary amendments to Dancing Kids Fundraising Articles of Fundraising Corporation; make changes of registered agent or location with the State of Colorado (as assisted by elected Treasurer).
- 7. File a corporate report with the department of the State of Colorado (as assisted by the elected Treasurer).
- 8. Be responsible for official correspondence at request of the President.
- 9. If requested, assist President in preparing and ensuring distribution of agenda.

D. Treasurer

- 1. Receive and deposit all funds.
- 2. Keep all receipts pertaining to the bank deposits.
- 3. Reconcile monthly bank statements.
- 4. Keep the Dancing Kids Fundraising books, accounts, and itemized accounts of fundraising committees up to date.
- 5. Give a summary report and distribute itemized statements at the executive Board and General Meetings.
- 6. File all tax related documents on a yearly basis pertaining to the business of Dancing Kids Fundraising as required by law.
- 7. Submit books for audit no later than June 30th.
- 8. Responsible for finding audit instruction as needed.
- 9. Communicated with Vice President about General Membership list.

E. Member-at-Large

- 1. Will be an assistant as needed to the Executive Board members.
- 2. Will be a representative of the general membership and keep their points of view in mind as decisions are made.
- 3. Will collect feedback from general membership to be relayed to the Executive Board if the member cannot attend the meeting.

F. Immediate Past President

- 1. Will be an advisor to the president of the Executive Board.

G. Executive Board

- 1. All officers will represent Dancing Kids Fundraising on committees as requested.
- 2. All officers shall submit an itemized written financial statement (when necessary) Fundraising including copies of receipts (for auditing purposes) to the board (within 60 days or by June 30th whichever comes first) of all funds earned, donated, or dispersed to Dancing Kids Fundraising
- 3. All reports, books, records, papers, and property pertaining to that office, shall be turned over to successors at the end of terms of office.
- 4. Attendance is encouraged for all meetings, but one may be excused if necessary.
- 5. Resignations must be written notification to the President.

ARTICLE VII - MEETINGS

A. A minimum of six (6) Executive Board meetings will be held each year, with the understanding that the yearly meeting term begins on July 1st. Executive Board meetings will occur on the third Wednesday of the month, unless this day falls on a holiday, in which case a new day for the month must be agreed upon by all Board Members.

1. An overview of the Executive Board meeting will be on file at the Hampden Studio

B. A minimum of six (4) General meetings will be held each year, with the understanding that

the yearly meeting term begins in July 1st. General meetings shall be held every quarter and all Board Members must be present.

1. Minutes of each General meeting will be on file at the Hampden Studio

C. Special meetings can be called by:

1. President

2. Executive Board

3. Written request of five (5) members of Dancing Kids Fundraising

4. The purpose of the special meeting shall be stated in the call/e-mail. In cases of emergencies, a minimum of three (3) days notice shall be given.

5. Minutes of each Special meeting will be on file at the Hampden Studio.

ARTICLE VIII - DUTIES OF THE EXECUTIVE BOARD

A. Approve all projects and work plans of all appointed committees.

B. Make recommendations to the Dancing Kid Fundraising memberships

C. Approve and submit all proposed expenditures over \$500

D. Approve and submit all proposed expenditures over \$500 to the General Membership for authorization

E. Disclose any potential conflict of interest to the Executive Board

F. Each appointed officer shall, at the expirations of his/her term, turn over to their successor all records pertaining to their office.

G. Shall present a written annual report Fundraising including all itemized financial accounting to date to his/her successor.

ARTICLES IX - DUTIES OF COMMITTEE CHAIRPERSONS

A. Review and adhere to the formalities outlined in the Dancing Kids Fundraising Procedure for Committee Chairpersons document.

B. Guide and supervise the activities of their committee.

C. Promote and discuss with participating Dancing Kid Fundraising members what is needed to reach their fundraising goals.

D. Chair Persons will communicate a time line to the Executive Board, especially to the treasurer, according to guidelines outlined in the Procedure for Committee Chairpersons document and the Dancing Kids Fundraising Proposal Forms.

ARTICLE X - VOTING

A. A simple majority vote of the members present is required of any voting issue.

B. General Members do not vote at Executive Board meetings.

C. Past President does not vote at Executive Board meetings, except in a situation of a tie breaker.

ARTICLE XI - REVIEW AND AMENDMENT OF BY-LAWS

A. Shall be reviewed as needed

B, Shall be submitted to the Executive Board as least one meeting prior to needed approval.

C. Can be amended at any General meeting of Dancing Kids Fundraising by a two-thirds vote present, provided that the amendment has been approved by the Executive Board.

ARTICLE XII - FUNDRAISING PROVISIONS

A. It is the policy of Dancing Kids Fundraising to support all dancers even if the dancer's parents or child do not participate in fundraising activities. The support of a dancer will not depend on the fundraising effort of the member's parents or child.

B. All positive credits left in accounts after the end of a season/last required competition with the dancer(s) not returning will be evenly distributed to the general DK Fund and will be used to pay off any delinquent account balances. This will be determined after dance team acceptance and signed contract for the upcoming season. Remaining funds may also be disbursed into active members' accounts at the discretion of the member who is not returning.

C. Dancing Kids fundraising proceeds will be used to pay for costumes, choreography, competition/convention entry fees, master classes and administration fees. This excludes tights, shoes (not ordered to go with a costume specifically), tuition, auditions or recital fees and/or costumes for recital. Costumes purchased for competition through MDF/costume specific catalogs (and billed through MDF) can be paid through Dancing Kids. Excluded are costumes purchased through facebook, a second hand resale or costume designer.

D. Dancing Kids Fundraising members will be comprised of those dancers and their parents who wish to be a part of the group. This will be a membership-only group.

Officially adopted by Dancing Kids Fundraising Executive Board on 15 of November, 2017.