

**JOHN MARSHALL HIGH SCHOOL STAR STEPPERS
SPIRIT CLUB
BY – LAWS**

ARTICLE I

The name of this organization shall be the John Marshall High School Star Stepper Spirit Club.

ARTICLE II

The purpose of this organization is:

- Section 1:** To build and maintain an organization which, in cooperation with those in charge of the Star Steppers, will help promote the activities and further the goals of the Star Steppers.
- Section 2:** To lend all possible support, both moral and financial to the John Marshall High School Star Steppers
- Section 3:** To lend moral support to the Director of the Star Steppers.
- Section 4:** To encourage and maintain an enthusiastic interest by parents and community members participating in the various activities of the Star Steppers.
- Section 5:** To support fund-raising activities, promote scholarship, excellence in dance, encourage high moral standard and encourage school spirit within the Star Steppers.

ARTICLE III

Membership

- Section 1:** There shall be two classes of membership in the Spirit Club: Active members and Alumni members.
- A) Active membership is the only voting membership category. This is open to parents and/or legal guardians of the active members of the Star Steppers.
- B) Alumni membership is open to graduated Star Steppers and their parents and/or legal guardians who are interested in maintaining contact with Star Stepper activities. Alumni members can receive the Star Steppers Newsletter for one-half (1/2) the cost of the active membership dues.
- Section 2:** The term of membership will be from May 1st through April 30th. However, members may be admitted at any time during the year.
- Section 3:** The Principal of the school, the Director and Spirit Administration of the Star Steppers are considered honorary members of the organization.

ARTICLE IV

Dues

Annual dues will be determined at the April meeting at the suggestion of the Spirit Club Executive Board and approved by the general membership. 2005-2006 Dues will be \$10.00 per family.

ARTICLE V

Membership Meetings

- Section 1:** Meetings of the Spirit club shall be held as determined and set by the Executive Board during the April meeting. Regular monthly meetings shall be held unless one is deemed unnecessary by the Executive Board.
- Section 2:** Special meeting may be called by President(s) by notifying Sprit Club
- Section 3:** A majority of the voting membership present at each meeting shall constitute a quorum for the transaction of business.
- Section 4:** The first annual meeting shall be held in May.

ARTICLE VI

Election of Officers

Section 1:

- A) Officers of this organization shall be the Presidents(s), Vice Presidents(s), Recording and Communication Secretary(s), Treasurer(s), Recorder/Historian(s), and Parliamentarian.
- B) Officers shall be elected annually in the month of April and shall assume their duties at the May meeting.
- C) A Person shall not be eligible to serve more than two consecutive terms in any one office

Section 2:

- A) There shall be a nominating committee appointed by the President(s) consisting of five members, two from the Executive Board and three from the general membership. (The Star Stepper Director shall serve as an advisor, and the President(s) shall serve as an ex-officio member of the nominating committee.)
- B) The nominating committee shall report the candidate or candidates for each office to be filled at the regular April meeting of the Spirit Club.
- C) Nominations may be submitted from the floor.
- D) The consent of each candidate must be obtained before his/her name is placed in nomination either by the nominating committee or from the floor.

- Section 3:** In the event of resignation or vacancies in the Office of President(s), the Vice President(s) shall fill the unexpired term. The Executive Board shall fill vacancies in any office other than the President(s) for the unexpired term, subject to the Spirit Club approval.

ARTICLE VII

Roles of Officers

Section 1:

PRESIDENT(S) – The President(s) shall serve as chairperson(s) and preside at all Membership and executive Board meetings. He/she shall seek volunteers to be appointed chairpersons of all standing and special committees and shall serve as ex-officio member(s) to all such committees. The President(s) will also be one of the signatories on the Spirit Club checking account.

Section 2: **VICE PRESIDENT(S)**- The Vice President(s) shall assume the duties of the President(s) in his/her absence. He/she shall be in charge of fund-raising and will coordinate all fund-raising activities through the appointed chairperson.

Section 3: **RECORDING SECRETARY(S)** – The Recording Secretary(s) shall (1) record and transcribe the minutes of all Executive Board Meetings and forward a copy of the minutes to the Star Stepper Director, Principal and all Executive Board Members; (2) record and transcribe the minutes of all General Spirit Club Meetings and make a copy available at the General Spirit Club Meetings and make a copy available at the General Spirit Club meeting by posting the most recent General Spirit Club meeting minutes in the Dance Team; (3) keep a record of all members present at the General Membership meeting; (4) keep a current copy of the by-laws, revising as needed. (5) Email minutes from meeting to all members.

COMMUNICATIONS SECRETARY(S) – The communications Secretary (s) shall (1) keep a current list of volunteers and their areas of interest; (2) handle all correspondence for the Spirit Club; (3) help to coordinate and organize and volunteer activities of the Spirit Club; (4) send birthday cards to all Star Steppers from the Spirit Club and Executive Board; (5) mail all thank you notes and necessary card/correspondence to Spirit Club members.

Section 4: **TREASURER(S)** – The Treasurer(s) shall (1) collect all monies and keep an accurate record of all receipts and disbursements; (2) receive and deposit all Spirit club monies in the Spirit Club Depositories; (3) make disbursements on instruction of the President(s) of Vice President(s); (4) make an oral financial report at each meeting; (5) provide the Secretary(s) with a monthly financial report on the status of the Spirit Club; (6) Provide reconciled bank statements along with other treasury reports for audit purposes; (7) keep an accurate account of all paid/unpaid spirit club memberships; (8) file all required tax returns; (9) be one of the signatories on the spirit club checking account. If the President(s) and Treasurer(s) are from the same family, the Recording Secretary(s) will take the place of the President(s) as a signatory on the spirit club checking account.

Section 6: **RECORDER/HISTORIAN(S)**- The Recorder/Historian(s) shall be responsible for publicizing the activities of the Star Stepper Club functions. He/she will be responsible for assisting in photographic coverage of all Spirit functions, providing material to be delivered to area newspapers to publicize Spirit events. He/she will be responsible for the production of a quarterly newsletter. He/she will maintain accurate files for the Spirit Club. He/she will keep a current membership list to include the names and addresses of all Spirit parents with their home and work phone numbers; and copy this list to all of the Executive Board members and the Star Stepper Director. Will be in charge of getting a Star Stepper website started and updated.

ARTICLE VIII

Committees

Section 1: The President(s), with the approval of the Executive Board, shall seek volunteers to be appointed chairpersons of all standing and special committees and shall serve as member(s) to all such committees and their chairperson as may be required.

ARTICLE IX

Executive Board

Section 1: The Executive Board shall have the supervision, control and direction of the affairs of the Spirit Club. They shall determine its policies or changes therein, within the limit of these by-laws, and they shall actively prosecute its purposes and have discretion in the disbursement of its funds.

- Section 2:** The Executive Board shall transact necessary business during regularly scheduled monthly meetings set at the beginning of each fiscal year.
- Section 3:** The Executive Board shall be composed of the elected officers of the Spirit Club, the Director of the Star Steppers, the Spirit Administrator of the Star Steppers, and the Principal or designee of John Marshall High School.
- Section 4:** A majority of the members present at a monthly meeting constitutes a quorum.
- Section 5:** An Executive Board member must be present at all fund-raising events.
- Section 6:** The Executive Board member is expected to follow the same standards of conducts as district employees when chaperoning, sponsoring, or attending student activities. Non-compliance can result in termination of that Board member from the Executive Board.

ARTICLE X

Vice President Authority

Loose Version of Robert's Rules of Order, Revised, shall govern this organization in all cases when they are not in conflict with these BY-LAWS.

ARTICLE XI

Amendments

These **BY-LAWS** may be amended by a majority vote of the members present at any regular Spirit Club meeting, provided the proposed amendment has been submitted in writing at the previous Spirit Club meeting.

ARTICLE X11

The Spirit Club shall operate as a non-profit organization, and no part of its assets shall insure any individual member. All net earnings shall go toward the projects of the Star Steppers. In the event this organization is dissolved, the Executive Board shall designate the distribution of all funds of the Spirit Club in accordance with the laws governing non-profit organizations.