

INDIANETTE SERVICE ORGANIZATION BYLAWS

ARTICLE I NAME

The name of this organization shall be the Indianette Service Organization. Within these Bylaws, it will be referred to as “the Organization” or “ISO”.

ARTICLE II PURPOSE

Section 1. The object of this Organization is to be of service to the Keller High School (“KHS”) Indianette dance/drill team. The Organization will work in cooperation with school officials to promote the Indianettes achievements, to support them financially, and to help them achieve their goals as set forth by the Indianette Director, Indianette officers and Indianette members.

Section 2. Said Organization is organized exclusively for charitable, religious, educational, and scientific purposes, including such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 3. Meetings of the Organization will be conducted in a positive and supportive atmosphere and the Organization will refrain from any negative actions.

Section 4. No part of the net earnings of the Organization shall inure to the benefit of or be distributed to its members, trustees, officers, or other private persons except that the Organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. No substantial part of the activities of the Organization shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Organization shall not participate in or intervene in (including publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the Organization shall not carry on any other activities not permitted to be carried on (a) by a corporation/organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

**ARTICLE III
MEMBERSHIP AND DUES**

Section 1 Any adult person having an interest in the objectives of the Organization shall be eligible for membership upon the payment of the current year's dues.

Section 2 Membership may be of two (2) categories:

- (1) Active membership shall be open to parents/guardians of dance/drill team members who are presently on the team. Dues will be \$30.00 per student. Payment of the prescribed dues will allow the individual the following privileges: participation in all ISO activities, the right to vote and hold office.
- (2) Inactive membership shall be open to parents/guardians that do not have a daughter/son currently engaged in the varsity Indianette organization. Dues will be \$15.00 per non-varsity student. Payment of the prescribed dues will allow the member all privileges except the right to vote and hold office.

Section 3 The Indianette Director(s) and the High School Administrator shall be exempt from paying dues.

Section 4 The term of membership will be from May 1 to April 30, but persons may be admitted to membership at any time. Voting privileges will be extended to all active members whose dues are paid in full. Dues are payable at the first ISO meeting attended.

**ARTICLE IV
MEETINGS**

Section 1 Regular meetings of the Organization will be held monthly on the second Tuesday at 7:30 p.m. of the months of August, September, October, November, January, February, March, April and May. The May meeting will be for the purpose of electing and installing officers. The President, with the consent of the majority of the Executive Council, or with the consent of the members of the Organization, will have the power to change the date of a meeting or eliminate a meeting entirely.

Section 2 Special meetings will be held at the call of the President, or the President will call a special meeting at the written request of at least one-fourth (1/4) of the Organization's membership provided the reason for the request is given in the written petition. Seventy-two (72) hours notification must be given prior to the call of a special meeting. Email correspondence will be considered written notice.

Section 3 The order of business will be as follows:

- A. Call to order
- B. Secretary's Report and adoption
- C. Treasurer's Report

- D. Unfinished Business
- E. New Business
- F. Announcements/Committee Reports
- G. Director's Report
- H. Adjournment

Section 4 Absent a 2/3 Majority Vote of the ISO General Membership. In the event there is no upcoming ISO meeting scheduled or when a two-thirds (2/3) majority vote is needed from the ISO members on an issue, the following method of voting may be used. The President shall prepare a written explanation of the matter to be voted on and transmit such written explanation to each member via US Postal Service (mail), Electronic Mail (e-mail), facsimile (fax) or Telephonically. When voting by any of the aforementioned methods, the voter may be directed to reply within a specified period of time, to be determined by the President, and to indicate the name of the voting party on such return vote in order to confirm an active/paid membership in ISO for the current year.

ARTICLE V OFFICERS AND THEIR ELECTIONS

Section 1 Positions: The officers shall include President, Vice-President, Secretary and Treasurer. Within these Bylaws, these officers will hereafter be referred to as the "Executive Board".

Section 2

- A. Election Date: The officers shall be elected at the May meeting immediately following the report of the Nominating Committee. Nominations will be accepted from the floor. Only those who have consented to serve shall be eligible for nomination, either by Committee or from the floor. If there is more than one (1) candidate for any office, a vote by written ballot with the majority of those voting, will be required to elect the officer for the position in question.
- B. Eligibility: Only paid returning Active Members with a child on the team are eligible to vote.

Section 3 Officer Eligibility: Only those parents/guardians of current varsity team members will be eligible to hold office.

Section 4 Assuming Office: The new officers will assume office at the May meeting immediately following the close of the prior year May meeting after installation with the beginning of the "New Business." They will serve for a period of one (1) year or until

their successors are elected. No person will serve the same office for more than two (2) full consecutive terms.

Section 5 The Resignation or Termination of Office. In the event of the resignation of office, a letter or resignation must be submitted to the President from the resigning officer. Termination of office will occur when the officer no longer has a child who is a member of the team.

Section 6 The Neglect of Office. If any officer willfully neglects his/her duties to the detriment of the Organization, the Executive Council may petition the membership for his/her dismissal. The termination from office requires a majority vote of the membership present.

Section 7 The Vacancy of Office. In the event of a vacancy in the office of President, the office will be filled by the Vice-President, who will serve until the end of the unexpired term. In the event of a vacancy in the office of Vice-President, the Executive Board will present a candidate at the first subsequent meeting of the Organization. Nominations from the floor will be accepted. A majority vote of those present and eligible to vote will be necessary for election.

In the event of a vacancy in the office of Secretary or Treasurer, The Executive Board will appoint a replacement that will serve until the end of the unexpired term.

ARTICLE VI TEAM LEADERS AND COMMITTEES

Section 1 Team leaders shall be selected by the elected officers.

Section 2 The team leaders consist of Projects/Volunteer coordinator and Christmas Bazaar Coordinator.

Section 3 The Team Leaders will select their committees.

Section 4 Refer to Article V, Section 3.

Section 5 Refer to Article V, Section 5.

ARTICLE VII THE EXECUTIVE COUNCIL

Section 1 The Executive Council

- A. The Executive Council will consist of the Executive Board, Team Leaders and the Director. The Executive Council will serve for a period of one (1) year or until its successors take office.

- B. Two (2) members of the same family shall not serve on the Executive Board or the Executive Council during the same term of office.

Section 2 The Executive Council will have the power in the intervals between meetings to transact all business not otherwise provided for in the Bylaws or delegated to a special committee, except that of modifying any action taken by the Organization. All expenditures must be approved by a majority of the elected officers and expenditures of more than three hundred and no/100 (\$300) must be approved by the Organization. The Executive Council will approve the depository selected by the Treasurer. A majority vote of those present will be necessary to decide on a matter.

Section 3 The Executive Council will meet prior to each regular meeting of the Organization. The Executive Council will be subject to the call of the President or on the request of at least half of the members.

Section 4 Each retiring council member will be responsible for turning over council information in a timely manner to ensure a smooth transfer of authority of the ISO.

ARTICLE VIII DUTIES OF THE OFFICERS AND THE TEAM LEADERS

Section 1 The President will preside at all meetings of the Organization and the Executive Council. The President will appoint all Team Leaders and committees not otherwise provided for; and will be an ex-officio member of all committees except the Nominating Committee.

Section 2 The Vice-President duties are as follows:

- A. The Vice-President will preside at meetings of the Organization and/or the Executive Council meetings in the absence of the President. Should the President be unable to complete his/her term of office, the Vice-President will complete the unexpired term.
- B. The Vice-President will also serve in the capacity of Parliamentarian. As Parliamentarian, the Vice-President cannot comment on motions made from the floor and can only vote to break a tie. A copy of the Robert's Rules of Order, newly revised, and a copy of the Bylaws will be brought to each meeting for use in determining all points of procedure. The Vice-President will recommend a review of the Bylaws annually to determine whether any revisions should be recommended.
- C. The Vice-President will be responsible for the distribution of scholarship information for the Senior Indianettes, the Managers and Honor Guards. The Vice-President will communicate with the counseling department of the school regarding the Burge Twin Scholarship and the Chad Powell Memorial Scholarship. The information will be given to the Treasurer and Secretary for the official records.

- D. The Vice-President will act as ISO Historian, which includes keeping a record of ISO and team history and achievements.

Section 3 The Secretary will keep a record of the minutes of all meetings of the Organization and the Executive Council meetings. The Secretary will prepare and keep on file a correct list of names and addresses of the membership and will conduct the correspondence of the Organization and keep a file of correspondence received and copies of communication sent out.

Section 4 The Treasurer will be responsible for the collection of all dues and will control all funds of the Organization and disperse them as authorized by the Executive Council. The Treasurer will keep a written set of records showing all receipts and disbursements and will prepare an annual report for the Audit Committee at the first May meeting of each year, or immediately prior to the new Treasurer assuming office.

The Treasurer will present a statement at every meeting of the Executive Council and at every meeting of the Organizations. The Treasurer will be responsible for maintaining the currency of all required Internal Revenue Service and other federal government forms that may be required for tax-exempt organization.

Section 5 The duties of the Projects Team Leader will be to plan and carry out fund-raising projects other than the bazaar(s). All projects require approval of the Organization.

Section 6 Publicity of the Indianettes' achievements and activities of the ISO will be the responsibility of Projects/Volunteer Coordinator and may be delegated to a committee. This will include "Indianette of the Week".

Section 7 The Projects/Volunteer Coordinator will be responsible for keeping the Organization's members informed of upcoming events and activities.

Section 8 The Projects/Volunteer Coordinator will be responsible for organizing the props/sets in inventory, procurement of additional props/sets, set up/take down and transportation to and from appropriate events or functions in conjunction with the Indianette Director's instructions.

Section 9 The Christmas Bazaar Team Leader will receive and process all registration for the show and be responsible to the Organization by maintaining open communication about the needs of this Committee. The Team leaders will be responsible for all publicity for the Christmas Bazaar.

ARTICLE IX SPECIAL COMMITTEES

Section 1 Guidelines of the Nominating Committee. The Nominating Committee will consist of five (5) members. One (1) member from each grade level and one (1) member from the Executive Council with no more than one (1) outgoing parent/guardian. The members of this committee will be elected from the Organization at the April meeting, at which time the Membership Interest Survey Form will be distributed.

The members of the Nominating Committee will not be allowed to run for an office while serving on the Nominating Committee, nor will they nominate their spouse or any family member for an office. However, another committee member may nominate a committee member's spouse or family member.

When voting on candidates, the Nominating Committee will vote by ballot, not a show of hands.

The Nominating Committee will elect a Chairperson at their first meeting. A member from the Nominating Committee will be selected to be in charge of contacting the potential candidates, informing them of the office they have been nominated to hold, and the responsibilities of that office. The contact person will request the nominees' acceptance or decline.

The entire committee's discussions and all information generated during the term of the committee will be kept completely confidential among the committee members. The committee's contact person will be the only committee member having contact with the nominees.

The Nominating Committee will report at the first ISO meeting in May. After this committee meets and reports, the committee will be dissolved with the exception of the Chairperson, who will conduct the installation of the new officers at the second meeting in May.

Section 2 Each year an annual external review will be conducted by an outside source.

Section 3 The President may appoint other special committees as the need arises.

ARTICLE X FINANCES

Section 1 Special Account. The ISO's special account will be held as an emergency fund with a minimum of \$1,000.00 Profits accrued as a result of borrowing money from that account may not be spent until the loan is repaid.

Section 2 A minimum start-up fund for the next ISO fiscal year will be \$1,500.00.

Section 3 Cut-off Date - All financial transactions shall be concluded by April 30th of each year. All receipts for expenses not received by that date will not be paid.

Section 4 Due date for year-end reports.

A. The Treasurer shall have the year-end report prepared by the first meeting in May.

B The External Review shall be presented to the General Body at a meeting for review and filed with the official minutes.

**ARTICLE XI
THE BURGE TWIN AND CHAD POWELL
MEMORIAL SCHOLARSHIP FUND**

Section 1 Scholarship Requirements:

- Student must have an 85 grade point average or above.
- Student must complete and submit a scholarship application to the Keller Independent School District Scholarship Committee by the first Monday in May.
- Student must write and submit, to the Scholarship Committee, an essay about themselves, including such pertinent facts as personal data, choice of college, personal goals, why they feel they deserve the scholarship, and other information which might help the Scholarship Committee with their selection.
- Student must agree to attend the college of their choice for one (1) semester.
- Student must submit a high school transcript.
- Student must submit two (2) written teacher references.
- Student must submit one (1) written personal reference. The individual writing the reference must be over eighteen (18) years of age and may not be a member of the student's family.
- The deadline for the submission of the above material is (designated deadline) to the scholarship counselor at KHS.
- A check will be made payable in their name at the college of the recipients choice upon request to the ISO Treasurer.

Section 2 Scholarship Amount. – Two (2) scholarships in the amount of five hundred and no/100 Dollars (\$500.00) each will be given to two (2) senior Indianettes by the ISO. One (1) scholarship in the amount of \$500 will be given to one (1) senior honor guard b the ISO. The selection is made by the KHS Scholarship Committee based on grades, merit, need and contribution to the Indianette organization.

- A. Expiration - If a recipient fails to request scholarship monies by October 31st of that year, the recipient may request a one (1)-semester extension.
- B. Disbursement – If the school is not notified by December of that same year, the ISO may request the Scholarship Committee to meet and choose another recipient.

**ARTICLE XII
DISBANDING A CHAPTER**

Upon the dissolution of the Organization, assets shall be distributed for one (1) or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or shall be distributed to the federal government, or to a state or local government, for public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Organization is then located, exclusively for such purposes or to such organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

**ARTICLE XIII
RULES OF ORDER**

Robert's Rules of Order, newly revised, will be the authority on all questions of procedure not specifically stated in the Bylaws of this Organization.

**ARTICLE XIV
AMENDMENTS**

An amendment to the Bylaws may be introduced at any regular meeting of the Organization, to be acted upon at the next regular meeting of the Organization. A copy of the proposed amendment must be filed with the Secretary and made available to any member requesting it. A two-thirds (2/3) majority vote of those voting or a majority of the entire membership is required to adopt a proposed amendment.

Adopted 1979

Amended November 1991

Amended April 1993

Amended May 1993

Amended March 1996

Amended May 1998

Amended August 1998

Amended May 1999

Amended May 2000

Amended January 2002

Amended August 2004

Amended August 2009

Amended October 2010