

BYLAWS OF
A V Dance Studio 81 Parent Organization
(AVD81PO)

ARTICLE ONE- ORGANIZATION

1. The name of this corporation shall be: AV Dance Studio 81 Parent Organization (AVD81PO)
2. The organization shall have a seal which shall be in the following form: (Provided by LegalZoom.com)
3. The organization may at its pleasure vote of the membership body change its name.

ARTICLE TWO - PURPOSES

The following are the purposes for which this organization has been organized:

AV Dance Studio 81 Parent Organization Inc. is a charitable organization that will provide opportunities for our community to grow physically and emotionally through the art of dance.

The main purpose of AVD81PO is to accomplish fundraising to reach the goal to pay competition group dance fees and costume fees for competition group dances for members of AVD81PO.

ARTICLE THREE – MEMBERSHIP

Membership in this organization shall be open to all who are parents of children/young adult members of AV Dance Studio 81 Company Teams.

Members in good standing will receive equal benefits as distributed by AVD81PO.

Minimum required amounts of monies raised, events participated in and hours/shifts volunteered set forth by the Board must be met in order to maintain good standing in general membership.

If any member is not in good standing, they will be suspended from membership. If a member is suspended from membership, they will not receive benefits distributed by AVD81PO.

Minimum required monies must be raised by March 15th for the following dance season. Members failing to meet minimum required monies by due date are at risk of affecting their standing with AVD 81 Parent Organization and their membership.

ARTICLE FOUR – MEETING

The annual membership meeting of this organization shall be held within 2 weeks of the announcement of the result on the Annual Competition Team Auditions that are typically held in August or September. The secretary will cause to be mailed to every member in good standing at his or her address as it appears in the membership roll book of this organization a notice telling the time and place of such annual meeting.

Regular meeting of this organization will be held quarterly thereafter.

The presence of not less than 51% members (considering at least 1 person representation of each family of company team members) will constitute a quorum and will be necessary to conduct the business of this organization; but a lesser number may adjourn the meeting for a period of not more than 2 weeks from the date scheduled by these bylaws and the secretary will cause a notice of this scheduled meeting to be sent to all those members who were not present at the meeting originally called. A quorum as hereinbefore set forth will be required at any adjourned meeting.

Special meetings of this organization may be called by the President when he deems it for the best interest of the organization. Notices of such meetings will be mailed or emailed to all members at their addresses as they appear in the membership roll book at least but not more than 7 day(s) before the scheduled date set for such special meeting. Such notice will state the reasons that such meeting has been called, the business to be transacted at such meeting and by whom called.

At the request of two-thirds of the members of the Board of Directors or two-thirds of the members of the organization the President shall cause a special meeting to be called but such request must be made in writing at least 7 days before the requested scheduled date.

No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting.

ARTICLE FIVE – VOTING

At all meetings, except for the election of officers and directors, all votes shall be viva voce, except that for election of officers ballots shall be provided and there shall not appear any place on such ballot any mark or marking that might tend to indicate the person who cast such ballot.

At any regular or special meeting if a majority so required any question may be voted upon in the manner and style provided for election of officers and directors.

At all votes by ballot the chairman of such meeting shall immediately prior to the commencement of balloting appoint a committee of three who shall act as “Inspectors of election” and who shall at the conclusion of such balloting certify in writing to the chairperson the results and the certified copy shall be physically affixed in the minute book to the minutes of that meeting.

No inspector of election shall be a candidate for office or shall be personally interested in the question voted upon.

ARTICLE SIX – ORDER OF BUSINESS

1. Roll call.
2. Reading of the minutes of the preceding meeting.
3. Reports of committees.
4. Reports of officers.
5. Old and unfinished business.
6. New business.
7. Good and welfare.
8. Adjournments.

ARTICLE SEVEN - BOARD OF DIRECTORS

The business of this organization shall be managed by a Board of Directors consisting of 5 members together with the officers of this organization.

The directors to be chosen for the ensuing year shall be chosen at the annual meeting of this organization in the same manner and style as the officers of this organization and they shall serve for a term of 2 years with the ability to opt out due to extenuating circumstances. As of 18-19 term year the President and Treasurer 1 positions are serving their 2nd year. The elections for those positions will take place for the 19-20 term and every 2 years thereafter. Vice President, Treasurer 2 and Secretary positions are newly elected and election for these positions will take place for term 20-21 and every 2 years thereafter.

The Board of Directors shall have the control and management of the affairs and business of this organization. Such Board of Directors shall only act in the name of the organization when it shall be regularly convened by its chairman after due notice to all the directors of such meeting.

Two-thirds of the members of the Board of Directors shall constitute a quorum and the meetings of the Board of Directors shall be held monthly as calendared by the governing board and posted publicly (e.g. AVD81PO.org, Facebook).

Each director shall have one vote each and such voting may not be done by proxy.

The Board of Directors may make such rules and regulations covering its meetings as it may in its discretion determine necessary.

Vacancies in the Board of Directors shall be filled by a vote of the majority of the remaining members of the Board of Directors for the balance of the year.

The President of the organization by virtue of the office shall be chairperson of the Board of Directors. The Board of Directors shall select from one of their number a secretary.

Executive Director of the Parent Organization will be appointed by the Board. A director may be removed when sufficient cause exists for such removal. The Board of Directors may entertain charges against any director. A director may be represented by counsel upon any removal hearing. The Board of Directors shall adopt such rules as it may in its discretion consider necessary for the best interest of the organization, for this hearing.

ARTICLE EIGHT - OFFICERS

The officers of this organization shall be as follows:

President: Teresa Cole
Vice President: Tami Ortiz-Gonzales
Secretary: Cristina Hopkins
Treasurer(s): Emem Asapokhai (1)
Melanie Pagliaro (2)

The **President** shall preside at all membership meetings, by virtue of the office be chairperson of the Board of Directors, present at each annual meeting of the organization an annual report of the work of the organization, appoint all committees, temporary or permanent, see that all books, reports and certificates as required by law are properly kept or filed, be one of the officers who may sign the checks or drafts of the organization, and have such powers as may be reasonably constructed as belonging to the chief executive of any organization.

DUTIES INCLUDE:

- be at all meetings
 - begin and end meetings and follow agenda (keep meeting agenda)
 - handle all sign-ins for fundraisers
 - together with Executive Director and Secretary create meeting agendas

The **Vice President** shall in the event of the absence or inability of the president to exercise his or her office become acting president of the organization with all the rights, privileges and powers as if he or she had been duly elected president. VP is one of the officers that will be required to sign the checks and drafts of the organization.

DUTIES INCLUDE: •if President is not present VP begin and end meetings and follow agenda (keep meeting agenda)

- help and double check fundraiser sign-ins with President
- help count money with treasurer 2 if treasurer 1 is not there
- if secretary is not at meeting VP takes the notes

The **Secretary** shall keep the minutes and records of the organization in appropriate books, file any certificate required by any statute, federal or state, give and serve all notices to members of the organization, be the official custodian of the records and seal of the organization, be one of the officers required to sign the checks and drafts of the organization, present to the membership at any meetings any communication addressed to the secretary of the organization, submit to the Board of Directors any communications which shall be addressed to the secretary of the organization, attend to all correspondence of the organization and exercise all duties incident to the office of the secretary.

DUTIES INCLUDE:

- take notes at all meetings and brings to following meeting

- contact the board members and parent liaisons to remind about meetings
- notice organization members of quarterly and annual meetings
- keep record of all members and member contact information (addresses, emails, phone numbers etc.)
- together with the President and Executive Director create meeting agendas

The **Treasurers** shall have the care and custody of all monies belonging to the organization, be solely responsible for such monies or securities of the organization and be one of the officers who shall sign checks or drafts of the organization. No special fund may be set aside that shall make it unnecessary for the treasurer to sign the checks issued upon it.

The **Treasurers** shall render at stated periods as the Board of Directors shall determine a written account of finances of the organization and such report shall be physically affixed to the minutes of the Board of Directors of such meeting and shall exercise all duties incident to the office of the treasurer.

This organization has 2 Treasurers:

Treasurer Duties Include:

Treasurer 1:

- manage budget and brings to board meetings
- collect receipts
- deposit/withdrawal
- count money at the end of fundraisers, IF Treasurer 2 is not available
- assist Executive Director with preparing tax forms

Treasurer 2:

- make sure change is procured for every fundraising event and delivered to fundraising site
- count money at the end of fundraisers (along with 1 other board member)
- assist Executive Director with fundraising/earnings distribution for members

Officers shall by virtue of their office be members of the Board of Directors.

No officer or director shall for reason of the office be entitled to receive any salary or compensation, but nothing herein shall be constructed to prevent an officer or director from receiving any compensation from the organization for duties other than as a director or officer.

ARTICLE NINE - SALARIES

The Board of Directors shall hire and fix the compensation of any and all employees which they in their discretion may determine to be necessary in the conduct of the business of the organization.

ARTICLE TEN – COMMITTEES

All committees of this organization shall be appointed by the Board of Directors and their term of office shall be for a period of 3 months or until completion of the assigned task of the committee or less if sooner terminated by the action of the Board of Directors.
The permanent committees shall be determined by the Board of Directors.

ARTICLE ELEVEN –AMENDMENTS

These bylaws may be altered, amended, repealed or added to by an affirmative vote of not less than two-thirds members.

ARTICLE TWELVE- FINANCIAL

All monies distributed by AVD81PO must be signed for by at least 2 members of the Board of Directors.
The Board of Directors has agreed that Mission Bank shall be the bank of record.

ARTICLE 13 – DISSOLUTION

Upon dissolution of AVD 81 PO Inc. remaining assets must be used exclusively for charitable purposes.

The above listed bylaws have been approved as amended on 09/14/18 Lancaster, CA by AV Dance Studio 81 Parent Organization Inc. Board Members.

_____	Teresa Cole, President
_____	Tami Ortiz - Gonzales, Vice President
_____	Emem Asapokhai, Treasurer (1)
_____	Melanie Pagliaro, Treasurer (2)
_____	Cristina Hopkins, Secretary