

Charleston County School of the Arts Dance Booster Club

Constitution and Bylaws

Article I: Name

The name of this organization shall be the School of the Arts Dance Booster Club hereinafter referred to as the Dance Booster Club and is associated with the Charleston County School of the Arts in Charleston, South Carolina.

Article II: Purposes

The purpose of the Dance Booster Club is to provide financial and logistical support to the dance department and its administrators. The organization shall promote and maintain an enthusiastic interest in the various phases of dance at the school, lend volunteer services and financial support to the dance programs in the school in order to maintain a quality program, and to cooperate with the administrators to promote overall communication and efficiency.

This organization will be non-profit, non-sectarian, and non-partisan.

This organization will not seek to direct the activities of the administrators or to control their policies, either collectively or individually.

Article III: Membership

The members of this organization shall not be limited because of race, sex, religion or national origin. There shall be one class of membership; any adult members of any household who have paid a current dance fee.

Any personal information gathered or requested by the Booster Club is for the sole use of the Booster Club and will not be made available to any other organization.

Article IIII: Officers

The officers of this organization shall be President, Vice-President, Secretary, and Treasurer. An individual must be a member in good standing prior to taking office.

The Executive Board shall be the governing body of the booster organization.

The officers of the organization shall be elected by ballot for a three year term and shall serve until a successor has been elected and qualified. An officer may succeed himself/herself if re-elected for one additional term.

Should an officer be unable to perform his/her duties or fail to attend three (3) consecutive meetings, without probable cause, the Executive Board will consider the position resigned/vacated. Until an election can be held to replace that officer, the Executive Board shall appoint a temporary officer.

All past Presidents may serve on the Executive Board as resource persons with full voting rights.

Article IV: Executive Board and Duties

The Executive Board shall be composed of the Dance Booster Club officers, administrators, and chairperson of committees as deemed necessary by the board. Each officer is expected to be present or have a representative at meetings.

No officer shall serve in the same office for more than two consecutive terms.

Regular or special meetings may be called by the President or by three (3) members of the Executive Board. A quorum for the Dance Booster Club board meetings will be a majority of the Executive Board members present.

The President and Administration reserve the right to meet prior to/or when necessary to discuss matters that they consider essential in the operation/effectiveness of the Dance Booster Club. Such informal meetings are not required to follow the *Robert's Rules of Order*.

The duties of the Executive Board will be to transact the organization's business. The board may transact business by email or phone.

The **President** shall:

- *preside at all meetings of the organization and impartially enforce the bylaws;
- *assure that all officers and committees perform their duties;
- *appoint and/or dissolve standing committees;
- *work with the Dance Administrators in planning and directing activities;
- *provide to the parents a newsletter proceeding general organization meetings;
- *serve on the Principal's Cabinet and when unable to attend ensure that there is a representative from the Executive Board at such meetings;
- *all volunteer positions for dance performances, etc. will be filled by the President and/or her/his designee.
- *have an official signature card on file with the bank utilized to manage funds.

The **Vice-President** shall assume the duties of the President in his/her absence, and shall assist in any communications or assigned duties as needed.

The **Secretary** shall

- *keep the records and minutes of all meetings;
- *attend to the correspondence;

- *keep a copy of these minutes and other pertinent information in a permanent record on file for a period of three (3) years;
- *maintain a current list of all students and email addresses.

The Treasurer shall

- *receive all funds due to the organization;
- *research financial inquiries as needed;
- *keep a full and accurate account of all receipts and expenditures;
- *make disbursements in accordance with the budget or as authorized by the officers of the organization;
- *present these records for reference and reporting when called upon to do so;
- *ensure that the incorporation status with the Secretary of State is maintained;
- *provide financial statements annually to the school;
- *books of accounts will at all reasonable times be open to the inspection by members;
- *at each meeting of the Executive Board a copy of the Treasurer's Report will be presented for review and approval and a copy maintained by the Secretary.
- *have an official signature card on file with the bank utilized to manage funds.

All officers shall attend all meetings of the association, perform the duties outlined in these bylaws and those assigned from time to time and deliver to their successors or the President all official materials within fifteen (15) days following the date at which their successors assume their duties. Any and all officers may be removed for cause by majority vote of the members.

Article V: Meetings

The organization's meetings will be held every other month beginning in September during the school year. A summary of decisions reached and Executive Board members present at each meeting should be distributed to all Executive Board members within a reasonable timeframe following the meeting and before the next general meeting.

The Annual Business Meeting will be held at the May Awards Banquet unless otherwise specified by the Executive Board.

Article VI: Committees

Only members in good standing will be eligible to serve in any position.

The Executive Board may create such special committees as it may deem necessary to carry on the work of the organization. The term of each chairperson shall be two (2) years or until the selection of a successor. If re-elected a chairperson may serve two (2) additional terms.

The President or their designee shall be a member ex-officio of all committees except the nominating committee.

All standing committee chairpersons shall deliver to their successors or the President all official materials within fifteen (15) days following the date at which their successors assume their duties.

No committee work shall be undertaken without approval from the Executive Board.

All committees shall meet at the discretion of the committee chairperson in the place designated by him/her. The time and place of the initial meeting of each committee will be announced in advance. Committees will submit reports to the Executive Board.

Article VII: Elections

Elections will be held in the spring of the school year and will be a simple majority of votes cast. The President will select a nominating committee to present nominees to the Executive Board. The President will contact each nominee individually to confirm their interest in serving on the Executive Board. Nominees will be taken and an election held if more than one nominee is selected for any position. All members in good standing will have the opportunity to vote.

The process for collecting nominations and casting votes will be the sole discretion of the Nominating Committee Chairperson. It may be by paper ballot, electronically, or via email. The President will send out an email advising members of the opportunity to nominate/vote for the coming school year.

The term of office shall be for one three year term, with the option of serving one additional term, if re-elected.

Article VIII: Amendments

The Constitution and Bylaws may be amended by a majority voice of vote of the members present at any regular meeting. The amendments must have been presented at a preceding regular meeting of the organization, or by a written memoranda to all members.

These Bylaws shall be reviewed and updated every three (3) years or as needed by the Dance Booster Club members. The Bylaws and financial statement must remain updated semiannually on the SOA Dance website in order for the link to our website to be made available via the SOA website.

Article IV: Dissolution

The booster organization can be disbanded by a majority vote of all active members or by a request of the administrators and with approval of the principal. All monies collected by the organization will be turned over to the Dance Fund at the school to be used at the discretion of the Dance Administrators.