

**EL CAMINO REAL
CHARTER HIGH SCHOOL
DANCE GUARD BOOSTERS**

MISSION STATEMENT

ARTICLE 1: ORGANIZATION DEFINITION

1.1 NAME

The name of this organization shall be “El Camino Real Charter High School Dance Guard Boosters,” hereinafter referred to as ECRCHSDG Boosters.

1.2 MISSION STATEMENT

The goal of the ECRCHSDG Boosters shall be to promote and support the activities of El Camino Real Charter High School Dance Guard. Support is defined as financial assistance through fundraising, and physical assistance through organization, transportation, equipment and planning of events.

1.3 ORGANIZATIONAL STRUCTURE

ECRCHSDG Boosters is an authorized booster organization operating under the umbrella of El Camino Real Charter High School. ECRCHSDG Boosters has been authorized to use El Camino Real Charter High School 501(c)3 Letter of Determination. All finances run through the El Camino Real Charter High School’s Business Office.

1.4 MEMBERSHIP

The membership of the ECRCHSDG Boosters shall be composed of, but not limited to, parents and guardians of members of the El Camino Real Charter High School Dance Guard, and school staff or coaches who support the mission of this organization.

1.5 BOARD OF DIRECTORS

The Board of Directors shall consist of the following:

- President
- Vice-President
- Secretary
- Treasurer
- Communications Coordinator
- Uniform Coordinator
- Transportation Coordinator
- Fundraising Coordinator
- Sponsor Advertising Coordinator
- Hospitality Coordinator
- Dance Guard Director
- Dance Guard Coaches

1.6 ORGANIZATION POLICIES

1.6.1 Officers of the Board of Directors shall not serve more than three consecutive years in the same office. If the Nominating Committee is unable to find a candidate and the

position remains unfilled, the current officer can volunteer to remain in the position. Non-Coaching Officers of the Board of Directors may be removed by a majority vote of “No Confidence.”

1.6.2 The newly-elected Board of Directors shall assume office on July 1 of the election year.

1.6.3 Eligibility for an Officer consists of fully supporting the goals of the Boosters and having a student in the Dance Guard program.

1.6.4 If any Booster Board or General Member behaves in any way that is harmful to students, other adults, or this organization, or in ways that are considered to be detrimental to ANY of Dance Guards programs or events, that person shall be required to disassociate themselves from the organization by request of the Dance Guard Director with the concurrence of the Booster Board President and a majority vote of the Booster Board members.

ARTICLE 2: DUTIES OF THE BOARD OF DIRECTORS

2.1 PRESIDENT

2.1.1 The President shall be responsible for organizing, presiding at, and setting the agenda for all board, regular, or special meetings in conjunction with the Dance Guard Director. If the President cannot attend a meeting, the Vice President will preside over the meeting.

2.1.2 The President shall be responsible for seeing that all activities of the ECRCHSDG Boosters are carried out.

2.1.3 2.1.3 The President shall approve all official Booster information to be communicated, including website content.

2.1.4 2.1.4 The President shall maintain liaison with the School Administration and will cooperate and interface with Dance Guard Director.

2.1.5 2.1.5 The President shall assure all correspondence requiring action is assigned and shall follow-up to ensure satisfactory results.

2.2 VICE PRESIDENT

2.2.1 The Vice President shall be responsible for overseeing all fundraisers agreed to by the group and supporting the President.

2.3 SECRETARY

2.3.1 The Secretary shall keep the records of the ECRCHSDG Boosters general meetings, the Board of Directors meetings, and any special meetings that may be called.

2.3.2 The Secretary shall coordinate delivery of appropriate information with the Communications Coordinator.

2.4 TREASURER

2.4.1 The Treasurer shall be responsible for all monies that belong to the ECRCHSDG Boosters and shall establish proper procedures for receipt and deposit of monies with El Camino Real Charter High School Business Office as approved by the Board of Directors.

2.4.2 The Treasurer shall keep permanent books of accounts and records sufficient to establish the items of income, expenses, receipts and disbursements of the organization for five (5) years including the current year.

2.4.3 The Treasurer shall be responsible for the account balances and the records showing all deposits and withdrawals of the organization's funds and shall submit bills to be paid as authorized by the Board of Directors. Bills will be submitted to El Camino Real Charter High School Business Office to be processed for payment.

2.4.4 The Treasurer shall give a full report of the status of the treasury at each meeting and whenever asked to do so upon sufficient notice by a member of the Board of Directors.

2.4.5 The Treasurer shall give a full report at the end of each season to the Board of Directors.

2.4.6 The Treasurer shall submit the proposed itemized annual budget to the Board of Directors for approval at the July board meeting.

2.5 COMMUNICATIONS COORDINATOR

2.5.1 The Communications Coordinator shall be responsible for communications within the organization.

2.5.2 The Communications Coordinator shall be responsible for the El Camino Real Dance Guard website. The website is the primary communication vehicle for the calendar, maps and times of competitions, and information on upcoming events.

2.5.3 The Communications Coordinator shall coordinate the Booster e-mail and contact database. The contact database will be used to communicate information directly to the Guard Members and and/ or parents and guardian.

2.5.4 The Communications Coordinator shall coordinate the publicity of program events and fundraisers, to include, but not be limited to, newspapers, television channels, banners in public places, marquee messages, window displays, contacts with local feeder schools, etc.

2.6 UNIFORM COORDINATOR

2.6.1 The Uniform Coordinator shall work with the Directors and Coaches to design and create all uniforms and costumes.

2.6.2 The Uniform Coordinator shall oversee the maintenance of the Guard uniforms and costumes.

2.6.3 The Uniform Coordinator shall oversee the ordering of gloves and other accessories for the Guard uniforms/costumes, and the ordering of spirit/booster wear.

2.7 TRANSPORTATION AND PROP COORDINATOR

2.7.1 The Transportation and Prop Coordinator shall be responsible for creation of props, transportation of props and equipment, equipment, first aid supplies, general maintenance of the props, and coordinate prop volunteers for each event and also on the field.

2.8 FUNDRAISING COORDINATOR

2.8.1 The Fundraising Coordinator reports directly to the Vice President on the progress of the various Booster Club fundraising activities.

2.9 SPONSOR/ADVERTISING COORDINATOR

2.9.1 The Sponsor Advertising Coordinator shall seek individuals and/or companies from our community and our vendors to sponsor the Dance Guard, either through advertising on t-shirts, signage, or website.

2.10 HOSPITALITY COORDINATOR

2.10.1 The Hospitality Coordinator shall coordinate providing the refreshments for the Dance Guard and the ECRCHSDG Boosters during their functions that involve food or drink. These would include, but are not limited to: Guard camp, potlucks, rehearsals, and refreshments at football games, performances, parades, competitions, sporting events, award banquets, and general or special meetings.

ARTICLE 3: MEETINGS

3.1 BOARD OF DIRECTORS MEETINGS

3.1.1 Meetings will be held monthly as determined by the Board of Directors. Meeting date and time is to be posted on the ECR Danceguard website a minimum of 48 hours in advance.

3.1.2 Meetings will be held at a location chosen by the President. Board members shall be notified of meeting location a minimum of 72 hours in advance via e-mail.

3.1.3 All members of the ECRCHSDG Boosters are invited to attend board meetings as non-voting visitors. Non-voting visitors will be asked to leave for any closed portion of the meeting.

3.1.4 A majority vote shall prevail.

3.1.5 The President can call for a Board of Directors vote via e-mail or other electronic technology such as email, go-to-meeting, conference call, Facebook Staff page, or any other as yet unknown technology.

3.2 GENERAL MEMBERSHIP MEETINGS

3.2.1 Meetings will be as needed at El Camino Real Charter High School, unless a change of venue and/or time is identified at least one month in advance on the website.

3.3 PROCEDURE

3.3.1 Meetings shall be held as indicated above unless changed with the general approval of the membership. If a conflict causes rescheduling, the new date should be announced as soon as the new date is known, but a minimum of one-week advance notice by e-mail is required.

3.3.2 Special meetings requiring a vote from the general boosters may be called as approved by a majority vote of the Board of Directors. Special meetings may be held to consider only agenda items announced to the general membership at a prior general meeting, or through advance notice by mail, telephone tree committee, and/or e-mail with a minimum of one-week advance notice.

3.3.3 A majority vote shall prevail.

3.3.4 The President shall vote at regular meetings of the general membership only in the event of a tie.

3.3.5 3.3.5 The meeting shall contain:

3.3.6 Reading of the minutes of the last board meeting

3.3.7 Treasurer's Report

3.3.8 Old Business (from prior meeting)

3.3.9 New Business

ARTICLE 4: ELECTIONS

4.1 TIMING OF ELECTIONS

4.1.1 The Nominating Committee is appointed in April by the Board of Directors

4.1.2 The Nominating Committee shall present a slate of candidates at the board meeting in May for elections at the June general meeting.

4.2 PROCEDURE

4.2.1 In June the announced slate of candidates shall be voted on, and a majority vote shall prevail.

4.2.2 If more than one candidate is nominated for a given board position, the vote will be taken by secret ballot.

4.3 VACANCIES

4.3.1 A vacancy exists on the board when a duly elected member tenders their respective resignation.

4.3.2 The Board of Directors shall present a replacement(s) to be voted on by the board within one month of the stated vacancy. If vacancy is an appointed position, the Guard Director shall appoint a replacement.

4.3.3 The term of the replacement Board Member will be for the remainder of the term which is to be, or has been, vacated.

ARTICLE 5: PURCHASES AND EXPENDITURES

5.1 BUDGET PREPARATION

5.1.1 The budget is presented with expense items necessary to run the performing units and the anticipated funds required to meet those needs. The Booster Board will vote to affirm the amount they believe they will be able to raise either in fees and/or fundraising for these anticipated needs during the upcoming fiscal year based on the proposed budget. Once the budget is approved, no expenditures beyond that amount, nor any expenditure not specifically identified in the approved budget that is over \$100, will be allowable unless specifically approved by the Board of Directors.

5.1.2 The Dance Guard Director and the Board of Directors will prepare a proposed "Budget of Expenditures" by July 31 for the next school year. The tentative budget will be reviewed and approved by the Booster Board with a vote in August.

5.1.3 If changes to the budget are needed at any time throughout the year, the Dance Guard Director and Board of Directors will re-submit or amend the budget to match the program priorities set by the Dance Guard Director, the Board of Directors, and the fundraising commitments of the Boosters.

5.2 LIMITS OF AUTHORITY

5.2.1 No emergency unbudgeted expenditure of more than \$100 shall be allowed without a meeting of and approval by the Board of Directors.

ARTICLE 6: FINANCES OF ORGANIZATION

6.1 FINANCES

6.1.1 The ECRCHSDG Boosters funds shall be administered by El Camino Real Charter High School's Business Office.

6.1.2 ECRCHSDG Boosters has been authorized to use El Camino Real Charter High School 501(c)3 Letter of Determination.

6.1.3 ECRCHSDG Boosters monies shall be reported on by the Treasurer at the monthly board meetings. The Treasurer shall obtain the financial information from El Camino Real Charter High School's Business Office.

6.1.4 The Treasurer shall have the authority to request the move of monies from one school account to another only with prior Booster Board approval.

6.2 DISTRIBUTION OF FUNDS

6.2.1 Any expenditure requiring a reimbursement check to be written by El Camino Real Charter High School's Business Office.

6.2.2 Reimbursements should be submitted through the Dance Guard Director or other authorized Board Member to El Camino Real Charter High School's Business Office.

6.2.3 The Board or Booster Member submitting the expense to the Dance Guard Direction must use the school's form detailing the amount to be reimbursed, the reason for the expenditure, and the budget category to which that expense should be charged.

6.2.4 If the expenditure is a budgeted item, the Treasurer will accept the form and supporting documentation

6.2.5 If the expenditure is unbudgeted and the expense has already been incurred, the Booster Board must vote on payment approval prior to the submission for reimbursement.

6.3 FINANCIAL REPORTING

6.3.1 All funds shall be reported on at every Booster Board meeting. Reports should include a Debit/Credit summary, a Budget Reconciliation, and a Balance Reconciliation. Format to be determined by Treasurer and President.

6.3.2 All receipts and disbursements shall be recorded in detail on the Debit/Credit summary and shall be presented for review at the monthly Booster Board meetings.

ARTICLE 7: LIABILITY

7.1 No person who is now or who later becomes a member of the El Camino Real Charter High School Dance Guard Boosters shall be personally liable to its creditors for any indebtedness or liability, and any or all creditors of the El Camino Real Charter High School Dance Guard Boosters shall look only to the assets of the El Camino Real Charter High School Dance Guard Boosters for payment.

ARTICLE 8: AMENDMENT OF MISSION STATEMENT

8.1 INITIATION OF AMENDMENT

8.1.1 This Mission Statement may be amended when necessary after it has been proposed by any Board Member and discussed at a Board of Directors meeting. Any Board

Member may propose amendments to the Mission Statement at any time after it has been discussed at a Board of Directors meeting. The amended Mission Statement must be formally presented in writing at a general meeting and shall be voted upon at the Board of Directors meeting following the one in which it was proposed.

8.2 PASSAGE OF AMENDMENTS

8.2.1 A two-thirds (2/3) vote of the Board of Directors present will be required to amend this Mission Statement.

ARTICLE 9: COMMITTEES

9.1 NOMINATING COMMITTEE

9.1.1 The Nominating Committee is a group of ECRCHSDG Boosters responsible for submitting a recommended slate of officers for the next school year.

9.1.2 The Nominating Committee is appointed in April by the Board of Directors.

9.1.3 The Nominating Committee shall present a slate of candidates at the Board of Directors meeting in May for elections at the June general booster meeting.

9.1.4 The list of candidates will be reviewed with the Dance Guard Director prior to presenting them to the board in May.

9.1.5 The Nominating Committee is not finished with their function until all of the positions have been filled.

9.2 NON-STANDING COMMITTEES

9.2.1 Upon occasion there will be a need for committees that are non-standing or “ad hoc.” These committees can only be formed with the approval of the Board. They shall be created for a specific purpose, meet, and report on their progress to either the Board or an entity specified by the Board. They shall only exist for the duration needed to accomplish their assigned purpose, or until the board determines their function is no longer necessary.

ARTICLE 10: STANDING RULES

10.1 The Fiscal Year is August 1st - July 31st

10.2 The Board of Director terms are July 1st - June 30th

10.3 If a Booster Board Member works at a ECRCHS Dance Guard sponsored event where admission is charged, their admission will be waived to the event. The Event Chair will prepare the volunteer list and submit to the admission table.

10.4 All Fall dues and/or fees must be paid in full before any money or fundraising dollars can be allocated toward a spring trip.

10.5 When a costume or performing uniform is included in the fees, the amount of the costume or uniform must be paid for in the form of fees before the student can receive the outfit. Such attire is sized per child and owned by the student.