

# Murrieta Diamond Guard Booster Bylaws



July 2018  
Revised January 2019

## Table of Contents

ARTICLE	PAGE
ARTICLE I - ORGANIZATION NAME	3
ARTICLE II - PURPOSE AND MISSION	3
ARTICLE III - MEMBERSHIP and ORGANIZATION MEETINGS	4
ARTICLE IV - FINANCES	6
ARTICLE V - OFFICERS AND ELECTION	7
ARTICLE VI - DUTIES OF OFFICERS	10
ARTICLE VII - EXECUTIVE BOARD	20
ARTICLE VIII - FISCAL YEAR	22
ARTICLE IX- DISBANDING	23
ARTICLE X- AMENDMENTS	23

# Murrieta Diamond Guard Booster Club Bylaws

## ARTICLES OF ORGANIZATION

### ARTICLE I - ORGANIZATION NAME

#### Section 1. Name

The name of this Organization shall be the **Murrieta Diamond Guard Booster Club** (aka: MDG Boosters, aka: Monarch Diamond Guard) which is a non-profit Section 501(c)(3) of the Internal Revenue Code and is registered with the Murrieta Valley Unified School District and the State of California. Hereafter in these Bylaws the Organization will be referred to as the "Organization".

This Organization is a nonprofit public benefit Organization and is not organized for the private gain of any person. It is organized under the Nonprofit Public Benefit Organization Law for public purposes.

No substantial part of the activities of this Organization shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the Organization shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

#### Section 2. Location

The principal office of the Organization shall be 23930 Cadenza Drive, Murrieta, CA 92562.

### ARTICLE II - PURPOSE AND MISSION

#### Section 1. Purpose

The purpose of this Organization shall be to provide physical, financial, and morale support to the Students of the Color Guard, its Coach(es) and Agents/Staff, and to create a bond between the Color Guard and the community such that their united efforts will secure, for every Student, the highest educational and performance opportunities available. This Organization shall serve to supplement and complement, but not take the place of, the administrative or professional and/or technical staff such as designated staff, or coach(es).

#### Section 2. Mission

It is the mission of the Organization to assist the Coach(es) and Agents/Staff of the Murrieta Diamond Guard Booster Club in providing our Students with the highest level of live performance education possible. We will strive to build close relationships between our Murrieta Valley Unified School District's Elementary, Middle, and High School Color Guard Programs to provide support and consistency as our Student's progress throughout their color guard/winter guard experiences. We will dedicate ourselves to developing team spirit and pride, promoting the spirit of fellowship and goodwill, and

encouraging our students to be disciplined in mind, dedicated in heart, and excellent in their performance.

### **Section 3. Status**

The Organization is organized exclusively for educational purposes under section 501(c)(3) of the Internal Revenue Code. This Organization is organized as a non-profit, unincorporated Organization of natural persons for benevolent purposes and not that of pecuniary profit. No part of the material earnings of this Organization shall inure to the benefit of any private member or individual. Notwithstanding any other provision of these articles, the Organization shall not carry on any other activities not permitted to be carried on (a) by an Organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an Organization contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code 1986 (or corresponding provision of any future United States Internal Revenue Law).

### **Section 4. Property**

No part of the net earnings of the Organization shall inure the benefit of, or be distributed to its members, trustees, officers or other private person, 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 the purpose clause hereof. Notwithstanding any other provision of this document, the Organization shall not carry on any other activities not permitted to be carried on (a) by an 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, or (b) by an Organization, contributions to which are deductible under sections 170(c)(2) of the Internal Revenue Code, or correspondence section of any future tax code.

The property of the Organization shall not be used or operated by the Organization, or any other person, so as to benefit any officer, member or contributor of the Organization, or any other person through the distribution of profits, payment, or excessive charges of compensation or the more advantageous pursuit of his business or profession.

## **ARTICLE III - MEMBERSHIP and ORGANIZATION MEETINGS**

### **Section 1. Membership**

Membership in the Organization shall consist of parents, guardians, or family members of students currently enrolled in the Booster Club's programs.

A member shall be entitled to voting privileges for the Booster Club's general membership meetings.

The Coach(es) are neither a member of the Board, Executive Board, nor an Officer of the Organization and cannot be held responsible/liable for the Organization's actions. The

Coach(es) shall serve in an advisory role only and shall not have any voting privileges. The Coach(es) will act as the liaison between the Murrieta Valley Unified School District, School Principals, School Staff and the Organization.

Ex Officio members shall include the Coach(es) or the designated representative of the coach(es). Ex- Officio members may retain all rights except the right to vote.

There are no fees for membership in this Organization.

## **Section 2. Meetings**

- A. Organization meetings are meetings of the general membership. There shall be no less than one (1) general meeting in a fiscal year. General meetings shall be open to the public.
- B. Business of the general meetings will be transacted by a simple majority vote of eligible members present.
- C. The general meetings will be scheduled and notification given with a minimum of forty eight (48) hours notice. Any changes to the general meeting will require twenty four (24) hours notice.
- D. Executive Board meetings shall be held each month prior to the general meetings, or as deemed necessary by the President to be in the best interest of the Organization. The President shall ensure that the time and place of a meeting is communicated to the Executive Board Members.
- E. All Executive Board members must be notified no less than four (4) days prior to any Executive Board meeting of date changes. Executive Board meetings shall be open to all Executive Board members and, Coach(es). A quorum shall be at least 50% of the filled Executive Board membership positions.
- F. Emergency Meeting of the Executive Board. Emergency meetings of the Executive Board may be called on demand by the President, Coach(es), or any two (2) members of the Executive Board. All Executive Board members must be notified no less than twenty four (24) hours to the Emergency Executive Board meetings.
- G. Executive meetings must meet 50% quorum to hold an authorized meeting and a binding vote.

## **Section 3. Notice of Meetings**

Members shall be notified of general meetings via email, newsletters, social media and/or posted to the website calendar.

## **Section 4. Voting**

All members have the right to cast a vote on matters of business brought before the

general membership at a general meeting. All voting will be decided by stated quorum.

#### ARTICLE IV - FINANCES

- A. The President may authorize expenditures for budgeted items, not to exceed the amount approved by the membership in the annual budget. The President shall have the authority to approve non-budgeted expenditures not to exceed \$500 per month. Expenditures of non-budgeted funds expected to exceed \$500, shall first be presented to the Executive Board for approval by majority vote of the Board prior to being obligated. This shall be limited to \$500 per month.
- B. Financial records shall be submitted no later than June 15<sup>th</sup> of each year. Transfer of records to the new officers shall take place within fifteen (15) days following the date which their successors assume office. The audit of records shall be the responsibility of the incoming Treasurer.
- C. The expenses of the Organization shall be borne by the revenues from fundraising, donations, grants, community partners, and sponsors, when applicable.
- D. The Organization reserves the right to move money as it sees fit and any funds received over and above the budget of the solicited purpose will be put into the general fund.
- E. Any donations made directly or indirectly through fundraising, grants, community partners, and sponsors are non-refundable.
- F. The fiscal year of the Organization shall be July 1st through June 30th.
- G. At every general meeting, the status of the current budget shall be presented along with any proposed changes.
- H. Drafts, checks, transfers or withdrawals involving any accounts of the Organization must be signed by two (2) members of the Executive Board, specifically the Booster Treasurer and the President, Vice President or Recording Secretary. All checks must have two (2) authorized signatures.
- I. The following duties are requirements to be followed in order to ensure accurate financial record keeping:
  - 1. Reconcile bank statement to checkbook ledger each month. Provide a copy of reconciliation at every Executive Board meeting.
  - 2. Keep checkbook balance current at all times.
  - 3. No check is to be issued with Payee, Amount and Date completed prior to signature and release unless amount is unknown at the time and Treasurer received original receipt within twenty four (24) hours.

4. No check shall be issued without a completed "Payment Authorization Form" and invoice for documentation.
5. Any monies collected shall be verified by the Treasurer and other elected board member. "Deposit Notice" forms must be signed by both parties.
6. Deposits of monies must be made within three (3) business days (Monday thru Friday) excluding holidays.
7. Any returned check shall be forwarded to the President for any further action.
8. Submit books for audit up to 2 times per year but at least once per year.

## **ARTICLE V - OFFICERS and ELECTION**

The officers of the Organization shall come from the General Membership. No elected officer shall serve in the same office more than three (3) consecutive years. No elected officer shall succeed any family member in any elected position (family members shall be defined as husband, wife, brother, sister, in-laws, etc.). No two (2) family members shall serve as officers together in the same term. No spouse or family member of any elected officer shall assume or "take over" the responsibilities of the officer. Booster Club officers are as follows:

### **Section 1. Officers**

- A. Each Officer or Board Member of this Organization shall be a member of this Organization. (see membership under Article III).
- B. An Organization member shall not serve as an officer of this Executive Board while serving as a paid employee of or under contract to this Organization.
- C. The Executive Board shall consist of the following seven (7) elected officers:
  1. President
  2. Vice President
  3. Financial Treasurer
  4. Recording Secretary
  5. Fundraising Coordinator
  6. Color Guard Coordinator
  7. Concessions Coordinator
- D. Each elected officer shall have a single vote.
- E. The Executive Board shall meet at a designated time (at least one (1) day prior to the first General Meeting of the school year) to prepare an annual budget to submit at the first General Meeting of the school year for approval by the General

Membership.

- F. The Executive Board shall conduct all affairs of the Organization in accordance with these Bylaws.
- G. The officers of the board shall be elected annually by the general members at a general membership meeting to be held in June. The election of each office will be by majority vote of the members present.
- H. Notice will be given to the general membership at least one (1) month prior to the June election requesting nominations for officer positions for the following fiscal year. The nomination committee, which shall include the Coach(es), will prepare the slate of nominees for the June election. The current President may not be a member of the nomination committee.
- I. Nominees for the offices of President, Treasurer, Recording Secretary, or any elected Officer authorized to sign checks shall not be related by blood or marriage or reside in the same household.
- J. After the June election meeting, the incoming President may call meetings of the Officers-Elect and other advisors as necessary to ratify the appointments of Officers and Chairmen of committees, to fill vacancies on the board-elect and to make plans for the coming year's work.

## **Section 2. Election of Officers**

The following officers will be elected at the June general membership meeting of each year:

1. President
  2. Vice President
  3. Financial Treasurer
  4. Recording Secretary
  5. Fundraising Coordinator
  6. Color Guard Coordinator
  7. Concessions Coordinator
- A. Nominations shall be made by an appointed Nominating Committee formed at the May executive board meeting. The Nominating Committee shall consist of three (3) to five (5) voting members. The President shall appoint this committee. The Nominating Committee shall select at least one (1) nominee for each of the offices listed in of these Bylaws. Nominees shall be eligible voting members of the Booster Club. The consent of each nominee must be obtained before his/her name is placed in nomination. Members of the Nominating Committee and incumbent officers shall be eligible to become nominees unless prohibited by these Bylaws.
  - B. The Nominating Committee shall post the names and its nominees in a conspicuous location at least one (1) week in advance of the June meeting and the committee shall



report formally at the June meeting.

- C. Additional nominations may be made from the floor at the June meeting, provided that the nominee(s) is (are) a voting member(s) of the Organization and they consent to having their name placed in nomination.
- D. If there are two (2) or more nominees for an office, the election for that office must be by secret ballot. Election by unanimous or general consent shall be permitted if there is only one (1) nominee for an office. Elections will take place at the March meeting.
- E. In case of a tie vote, the election procedure shall be repeated for an office involved until there is a majority vote.
- F. Officers shall hold office from July 1st through June 30th.

## **Section 2. Term of Office**

The term of office shall coincide with the fiscal year of the Organization (July 1st to June 30<sup>th</sup>). The period from the June election through June 30<sup>th</sup>, will serve as a transition period between the outgoing board and incoming board-elect. This transition time should be used to plan next year's budget, calendar, and to fill any vacancies.

## **Section 3. Vacancies**

If an office remains unfilled after election, it shall be considered a vacant office to be filled by the President-elect, and approved by the executive board-elect.

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by the Executive Board and will serve the remainder of the term. Election to fill vacancy shall require a majority vote of the Executive Board.

## **Section 4. Removal**

Any voting board member of the Organization may initiate an impeachment of an appointed officer. Removal must be by a 2/3 vote of eligible board members present.

If the Coach(es) feel it is in the best interest of the team, and/or Organization, they may dismiss any board member from their position at any time.

Each Officer, upon his expiration of the term of office or in case of resignation or termination, shall turn over to the President, without delay, all records, books, and other material pertaining to the office, and shall return to the Treasurer, within two (2) days, all funds belonging to the Organization.

## ARTICLE VI - DUTIES OF OFFICERS

### Section 1. President

Serving as President of a Booster includes the responsibility to lead that Booster toward specific goals chosen by its members. The goals must be consistent with the policies and purposes of the Booster. The President is the presiding officer and the official representative of the association. All written materials produced by Booster (e.g., newsletters, fliers, website postings, or notices) are to be cleared with the Booster President and Coach(es) before publishing. The Coach(es) are responsible for the accuracy of school information and compliance with the State Education Code and school district policy. The Booster President is responsible for the accuracy of Booster information and compliance with Booster policies and bylaws.

#### Prior to Taking Office:

To ensure a successful term of office, certain responsibilities begin as soon as new officers are elected. The President-elect should confer with the Coach(es) and call meetings, as necessary, of the board-elect (elected Officers and Coach(es)) soon after election to ratify appointed officers, fill any vacant offices, and make plans for the coming year. When appointed officers are ratified, they become part of the board-elect.

The President-elect shall:

- Hold brainstorming session(s) with the board-elect to establish unit goals

- Review past unit activities

- Become familiar with the bylaws

- Set realistic goals

- Prioritize projects

- Start recruiting committee members; strive for a balance of experienced and new members, keeping in mind that all areas of the community should be represented.

- Prior to taking office, request the outgoing President's procedure book and review it and all material received from previous President.

- Coordinate with Treasurer-elect to have the signature cards for bank accounts updated with new officers and submitted to the bank at the beginning of the new term.

#### During Term of Office:

Be sure a signed facility use permit is on file, if required by the school district. Never sign a Hold Harmless Agreement on behalf of the Organization. If the Organization is asked to sign a Hold Harmless Agreement for any reason, the Organization should contact their insurance broker. When planning Booster events and activities you must always refer to the Insurance Policy. If you have any questions or concerns about the event, contact the insurance broker.

Appoint a committee to review and/or revise the bylaws. Work with committees in charge of activities, fundraising, competitions, etc. Confer with officers regarding plans for the year and progress toward set goals.

Prepare a master calendar that includes executive board meetings, general membership meetings, and Booster special events. Order Booster materials that will be helpful to officers in fulfilling their responsibilities. This is a legitimate Booster expense.

Schedule a budget committee meeting with the Coaches, and Officers whose input to the budget is important. Verify that programs and fundraising activities comply with insurance guidelines. Have the proposed budget, including programs, fundraisers, and other plans, presented to the executive board. The association must approve the proposed budget, including programs, fundraisers, and other plans, before implementation (which includes the signing of contracts). A motion for each fundraiser, including how the money will be used, must be approved by the executive board and coaches. This should be done at the first executive board meeting of the new fiscal year.

Remind the Treasurer to schedule audits of the financial books at least once a year. Prepare for Association Meetings. Be sure the proposed budget, including programs and fundraisers, is presented for adoption at the first general association meeting.

Check bylaws for the procedures to elect the nominating committee, and include that election on the appropriate month's agenda. Check bylaws for the meeting designated for the election of officers, provide the required notice of the election to the membership.

### **End of Term:**

Work with the President-elect to plan the installation of new officers  
Invite incoming President to attend meetings  
Continue President's responsibilities until new officers assume office  
Encourage cooperation and sharing of materials between outgoing and incoming board members  
Make a motion at the last association meeting of the school year authorizing the executive board to pay necessary summer bills

A motion may also be made to appoint a committee to read the minutes of the last association meeting of the year and report at the next association meeting. See that outstanding bills have been paid, committee reports have been filed, projects have been completed, and financial books are scheduled for audit. Be certain that any correspondence, including thank you notes and acknowledgments, have been sent. When the term as President is completed, stay involved but not in charge.

### **Summary of Duties:**

- A. Carry out the purposes of the Organization in accordance with the Articles of Incorporation and the Organization's Bylaws
- B. Preside at all meetings of the Executive Board and the general membership
- C. Exercise voting privileges only in the event of a tie
- D. Act as Parliamentarian to ensure that meetings are conducted in accordance with Robert's Rules of Order and/or the standing rules established by the Board
- E. Ensure all Officers and Coordinators perform their duties in the best interests of the Organization
- F. Prepare a yearly calendar agenda, and help prepare the proposed annual budget
- G. Be an Ex Officio member of all committees
- H. Serve as an advisor to the Executive Board during the year following his/her elected term as needed
- I. Serve as advisor to incoming students and parents
- J. Prepare an end-of-the-year report to aid the incoming President

## **Section 2. Vice President**

The Vice President is an elected officer and member of the executive board. The primary responsibility of the executive vice President is to assist the President and help lead the Booster Club toward specific goals chosen by its members. The goals must be consistent with the policies and purposes of the Booster Club. This position can be used to gain understanding of the requirements and duties of the President position, but it is not a President-elect position.

### **RESPONSIBILITIES:**

- A. Serve as the primary aide to the President
- B. Perform the duties of the President in the absence or disability of that officer to act
- C. Perform such other duties as may be prescribed in the bylaws and standing rules, or assigned by the association
- D. Attend Booster Club sponsored workshops or trainings
- E. Attend meetings as requested by the President
- F. Prepare and present a report to the Executive Board for each meeting attended on behalf of the President

- G. Provide guidance on Booster Club policies and procedures and therefore, should become knowledgeable of the contents of the bylaws
- H. Inform Booster Club Officers of new and updated Booster Club materials and information
- I. Safeguard the financial assets of the Booster Club by strictly adhering to Booster Club financial procedures as outlined in the bylaws
- J. Maintain a current procedure book to pass on to succeeding Officer
- K. Help facilitate smooth transitions with incoming officers
- L. Protect members' privacy by utilizing member information for Booster Club work only
- M. Contact President for assistance with issues, concerns, questions or procedural advice

### **Section 3. Financial Treasurer**

The Treasurer is an elected Officer and the authorized custodian of all funds of the Booster Club. Some responsibilities of the office are specified in the unit bylaws procedures. The Treasurer's duties also include keeping records and preparing reports to comply with local, state, and federal laws.

The outgoing Treasurer cannot pay bills after the end of their term when the books are closed for audit. Upon assuming office, the incoming Treasurer may pay authorized bills and deposit funds in the Booster bank account before the audit is completed.

#### **RESPONSIBILITIES:**

- A. Obtain hard copy of financial records and materials such as supplies, ledger, checkbook, tax records, and procedure book from predecessor.
- B. If the previous Booster Treasurer utilized a computer program to maintain the financial records, identify how those files have been saved, how the computer files will be transferred, and if a computer program will continue to be used.
- C. Include the standardized Booster Treasurer's book (ledger).
- D. File new signature cards for Booster account at bank approved by executive board. Require two signatures on all checks. Authorized signers SHALL NOT be related by blood or marriage or reside in the same household and shall only be those officers as authorized in the bylaws.

- E. Serve on and meet with budget committee appointed by President-elect as soon as committee appointment is made. It is important to meet as early as possible to establish goals, identify projects, and develop the budget for the upcoming term. The Treasurer is designated the budget committee chairman.
- F. Develop a carefully considered budget as a financial guide for the year.
- G. Present the proposed budget to the Executive Board for suggestions.
- H. Have the Executive Board recommend adoption of the budget to the association at the first regular meeting of the year. The association may amend the budget before voting on adoption.
- I. Issue a receipt for all monies received and, if there is no Financial Secretary, deposit all monies promptly in the unit Booster bank account.
- J. Pay by check all bills duly authorized. The budget is not an authorization to pay bills. Bills must be presented to the association or to the executive board for payment or ratification according to procedures specified in unit bylaws.
- K. Copies of government reporting forms, as required. (e.g., IRS 990/990EZ, CA/99, CARRF-1) and any employee and/or independent contractor report forms
- L. Keep in **ink** (no erasures or whiteout) an accurate and detailed account in the permanent Treasurer's book (ledger) of all monies received and disbursed.
- M. Amend notations by drawing a single line through the number to be changed. Note the changed amount above or in the margin.
- N. Keep Treasurer's book (ledger) and checkbook up to date, with current balance shown in checkbook at all times.
- O. Reconcile bank statement immediately upon receipt.
- P. It is strongly recommended for the protection of the Booster, that the auditor or another elected Officer who does not sign Booster checks also reconcile monthly bank statements in addition to the Treasurer.
- Q. Watch for checks that do not clear within a reasonable time and investigate.
- R. Submit written reports for each bank account at regular meetings of the executive board and the association.
- S. Keep proper and accurate financial records and accounts of the Organization in accordance with the following basic guidelines:
  - 1. Receive, record, and promptly deposit, and disburse all funds of the Organization subject to controls established under the Organization's financial procedures.

2. All transactions shall be documented by receipts, signed requests, or checks.
3. All checks shall be signed by two authorized signatures: The President, Treasurer, and /or the Executive Vice President.

T. Collect all monies and deposit them in the bank within three (3) business days.

**Include in each report:**

The total balance on hand at the beginning of the period covered by the report  
Listing separately, amounts credited to the general fund and any special fund  
Receipts and disbursements detailed as to origin and recipient and corresponding to budget line items  
The total balance on hand and the ending of the period as of the date of report  
Signature of person preparing report and date prepared  
Details of all income and disbursement transactions, including all supporting documentation

**Prepare an annual financial report following and covering the current fiscal year to include:**

Name Booster and IRS Employment Identification Number (EIN)  
Balance on hand at the beginning of the fiscal year  
Receipts and disbursements listed according to budget line items and separated by general or any special transient funds  
Total balance on hand at the ending of the fiscal year  
Signature of person preparing report and date prepared  
Check amount of gross receipts to determine if a tax return is required  
Check for current regulations and instructions concerning tax reporting requirements  
Make all financial records available for audit at the times specified in the bylaws. Books must be audited mid-year and fiscal year end and at any time a financial officer or check signer resigns or is terminated, before the new officer assumes the duties, and whenever deemed necessary  
Comply with State Board of Equalization sales tax requirements - Boosters are considered consumers rather than retailers and are not required to hold sales tax permits or to collect, report or pay sales tax on fundraising activities. **Boosters pay sales tax at the time of purchase.**  
Keep all financial records - the Treasurer's book (ledger) and other specific records are to be retained as permanent records  
Coordinate the filing of IRS and Franchise Tax Board reports within the time specified by law

## Section 4. Fundraising Coordinator

Booster Club fundraising activities are carried out by a committee whose chairman is an elected member. The committee may include any Officer and/or any member of the Booster Club.

The major responsibility of the fundraising committee is to raise the amount needed to meet the proposed Booster Club budget. The unit share of per capita dues is usually insufficient to meet all Organizational expenses, including but not limited to, insurance, postage, mileage, duplicating costs, paper, telephone, publications (newsletters and fliers), hospitality, student aid, reimbursement of Officer's and/or committee member's out-of-pocket expenses, field trips, parades, competitions, music, and equipment.

One fundraising event may generate enough income to meet all costs, but if the booster association votes to fund a special project in addition to meeting budgeted expenses, an additional event may be necessary. It also may be necessary to raise funds for an emergency or other urgent need. Special assessments and frequent solicitation of contributions from members are unwise. They are irritating to many, and may embarrass and drive away those who cannot afford them.

Booster Club funds are raised and used for purposes approved by the association in advance of any fundraising event. No contract may be signed nor expense incurred without advance Executive Board and Coach(es) approval of the event. This approval **must be recorded in the minutes**. Coach(es) reserve the right to veto any fundraiser for any reason. Contracts should be signed by two elected officers, one of whom must be the President.

Please read the contract carefully prior to signing. Do not sign any contract that makes the Booster responsible for all injury and damages, or when there is a Hold Harmless Agreement with the other party. Booster MUST NOT sign a Hold Harmless Agreement (Signing such a contract naming the Booster responsible may increase Booster's liability and the amount Booster might have to pay, if a claim occurs.)

If there are questions about a contract, please ask your President to obtain the number of the insurance broker.

### **RESPONSIBILITIES:**

- A. Study and become familiar with the Booster Insurance Policy
- B. Become familiar with state and local requirements for fundraising projects
  - a. School district policy on use of school grounds, equipment and food services
  - b. Local permits needed for charitable solicitations or sales
  - c. State and local laws regulating games of chance (Legal Raffles for Booster, Operation of Bingo Games and Poker Nights)
  - d. Local regulations for public gatherings (e.g., fire, curfew, traffic, food sales, health and safety)



- C. Plan activities to be within the standards and qualifications of Booster's general liability insurance
- D. Hold committee meetings early in the Booster year for pre-planning before presenting recommendations to the executive board and association. Evaluate all proposed activities to ensure that they will comply with all laws, school regulations, health and safety requirements; be inexpensive, involve many members and be fun; respect religious and ethnic groups in the community; not exploit children; not burden school staff; not conflict with other Booster, school or community events; create goodwill for the Booster in the community
- E. **Remember:** plans for any proposed fundraising project must be presented to the Executive Board and Coach(es) for approval and must be recorded in the minutes. Any bills connected with the event will be paid from the gross income. Only the net profit belongs to the Booster, and it must be spent for the purpose(s) for which it was raised;
- F. If needed, a small amount of funds approved by the executive board (not exceeding the amount authorized in the bylaws/standing rules) may be advanced for deposits or other supply expenses before the event
- G. If a detailed outline of the Fundraising Coordinators responsibilities is not included in the procedure book, make one for the successor. Assign specific tasks to members of the committees, such as invitations, publicity, tickets, food, work schedule telephone calling, entertainment, equipment, games, first aid, clean up, etc. Recruit additional help or solicit donated materials by circulating questionnaire(s) to members
- H. Clear date(s) with the school and community calendars, reserve needed facilities and local equipment and obtain any required permits well in advance of the event
- I. Make firm arrangements with concessionaires. Be absolutely sure any concessionaire is fully covered by his own liability insurance and Workers' Compensation. Have-concessionaire sign a Hold Harmless Agreement. The unit should obtain a copy of the concessionaire's certificate of insurance
- J. Make arrangements with the Booster's bank for a night bank deposit. If money cannot be deposited in the bank immediately, establish advance arrangements with the Booster to use the school safe. It is recommended the Booster purchase a small safe or lock box to place inside of the school safe prior to placing money in the school safe, two (2) Booster executive board members must count it.
- K. It is essential that at least two persons count money together and complete a Deposit Notice Form. **Funds should never be handled by one person alone.** It is unfair for any individual to be required to have the sole responsibility for Booster Club funds or to be expected to prove that the total of monies received

is correct. Money should be counted at the event by two (2) Executive Board Members. The Treasurer (or Recording Secretary) should issue a receipt for all money received and deposit the funds in a Booster Club bank account. Itemized bills, sales slips, etc., are given to the Treasurer for payment by check, and the final accounting report is given to the association and filed for audit. **Pay everything by check or debit card; NEVER USE CASH.**

## Section 5. Recording Secretary

The Recording Secretary is elected by the association and is one of the three required officers for a Booster. The secretarial responsibilities may be assigned to one person.

### **RESPONSIBILITIES:**

- A. Attend Booster-sponsored workshops or trainings.
- B. Obtain the secretary's record book, which contains the minutes from previous executive board and general association meetings.
- C. Obtain the procedure book which contains the master set of the bylaws and other official documents and records of the Booster.
- D. Keep an accurate, concise, permanent record of the proceedings of all meetings of the association and of the executive board - these minutes are the legal record of the Booster and the original copy of the minutes is known as the master copy.
- E. Enter minutes into a bound book. Minutes may be handwritten in permanent ink, typed, or computer generated; the original copy must be bound.
- F. Record action taken by the group in the order it took place - personal opinion and discussion are not included.
- G. Prepare a list of unfinished business items for the President, and assist with preparation of the agenda and calendar if requested.
- H. Have on hand for reference at each meeting a copy of the bylaws and standing rules, copies of agendas, motion forms, minutes of previous meetings, list of all committees, and an up-to-date calendar.
- I. Read the minutes of any previous meeting, when called upon to do so.
- J. Prepare copies of the association minutes for each member to expedite the meeting, or association minutes may be published.
- K. With approval of the association, reading of the minutes may be postponed to a succeeding meeting, or a committee may be appointed by the President to read the minutes and report.

- L. Do not post Minutes on any website; however, a summary of association minutes is appropriate.
- M. Prepare the minutes and give a copy to the President soon after each meeting.
- N. Make all corrections to the official minutes. Corrections to the minutes are made immediately following the reading of the minutes, during the time specified on the agenda for minutes, or at any subsequent meeting when errors are discovered. The current minutes shall reflect that a correction was made. In the master copy of the minutes, the secretary circles the incorrect words with a red ink pen and notes the correction in the margin. Corrections must be dated and initialed. Only the group that held the meeting for which minutes were taken (executive committee, executive board, association) may correct them.
- O. Prepare and read a report (not the full minutes) of each executive board meeting at each association meeting, and move the adoption of board recommendations.
- P. Sign, with the President, authorizations for payment after the association votes to pay a bill. Record all expenditures in the minutes.
- Q. Enter all amendments to the bylaws in the minutes, at the meeting at which the vote is taken.
- R. Call meeting to order in the absence of the President and vice Presidents, and preside until the election of a chairman pro tem, unless the bylaws specify otherwise.
- S. Be prepared to help count a rising vote when requested, and have blank paper available for voting by ballot.
- T. Be responsible for all records, documents and papers (except those assigned to others).

**Minutes should contain:**

Name of the association and kind of meeting (association, executive board, special)  
 Date, time and location of meeting  
 Name and title of presiding officer (or pro tem)  
 Attendance list  
 Disposition of minutes of previous meeting - whether read and approved/corrected, or their reading postponed, including when and how they are to be approved  
 Statement of account as given and list of bills approved for payment.  
 Summarized reports of other officers and chairmen (important reports such as budget should be attached to the minutes)  
 Record of each motion voted upon, the name of member who made the motion, and whether adopted or defeated (the name of the member who seconded the motion is not recorded); if counted vote requested, record if a quorum or majority was

needed and the number for and against the motion; if a two-thirds vote was required; i.e., for bylaws changes, it must be noted after the outcome of the motion  
Copy of any resolutions adopted  
Record of results of any election and votes cast  
Brief notation of program topic, names of participants, and method of presentation.  
Time of adjournment  
Signature of secretary, using own given name and date approved

### **Section 6. Color Guard Coordinator**

The Color Guard Coordinator is elected by the association.

#### **RESPONSIBILITIES:**

- A. Attend Booster-sponsored executive meetings, workshops, and events.
- B. Represent the Color Guard Coach(es), staff and designated officials
- C. Request for materials needing approval at executive meetings
- D. Communicate financial and material needs to the executive board
- E. Act as the liaison between the Boosters and the Color Guard
- F. Secure a Team Parent for the Guard

### **Section 7. Concessions Coordinator**

#### **RESPONSIBILITIES:**

- A. Organize and manage sales of concessions
- B. Be responsible for picking up items needed for concessions
- C. Get items approved by School District/School
- D. Secure a Team Parent for the Guard

## **ARTICLE VII - EXECUTIVE BOARD**

### **Section 1. Members and Voting Rights**

- A. The voting members of the Executive Board shall consist of the Officers, and coordinators of the Organization.
- B. The non-voting member(s) shall consist of the Coaches.
- C. An Organization member shall not serve as a voting member of this Executive Board while serving as a paid employee of/or under contract to this Organization.
- D. The Executive Board is subject to the orders of the Organization and none of its acts shall conflict with action taken by the Organization.
- E. The President of the Organization shall serve as the Chairperson of the Executive Board and will only vote in the event of a tie.

## **Section 2. General Duties of the Board**

The Executive Board shall:

- A. Meet at least once a month during the school year and a minimum of one (1) day prior to the Organization meetings, unless otherwise ordered by the Executive Board. No later than the first month of the school year, the Executive Board shall schedule the day and week for the monthly Executive Board meetings.
- B. Transact necessary business between meetings of the Organization and such other business as may be referred by the Organization.
- C. Authorize the payment of Organization bills within the limits of the budget adopted by the Organization. Such action must be recorded in the Organization minutes.
- D. Authorize the payment of other emergency Organization expenses not to exceed five hundred dollars (\$500) between meetings of the Organization. Ratification of payment of these bills must occur at the next Organization meeting and must be recorded in the Organization minutes.
- E. The Executive Board, by majority vote (quorum), shall have the power to authorize the undertaking of contractual obligations on behalf of the Organization.
- F. The Executive Board shall present a proposed annual budget at the beginning of each school year for review by the Organization.
- G. Create committees as are deemed necessary to promote the purposes and to carry on the work of the Organization.
- H. Present a report at the meetings of the Organization.
- I. Receive a written financial report from the Treasurer or Recording Secretary at each Executive Board and Organization meeting.

## **Section 4. Vacancies**

A vacancy on the Executive Board shall be deemed to exist in the case of death, resignation, disability, or removal of an officer from elected or appointed office, or if the officer abandons the responsibilities of the office as determined by the President, the Executive Board, and/or the Coaches.

## **Section 5. Meetings**

- A. Executive Board meetings shall be held once a month. The date, time, and location will be coordinated each year by the new Executive Board and will be listed as part of that year's standing rules. The meetings shall be held at a regular time and place.

- B. Emergency meetings may be held at a date, time and place designated by the President whenever matters of business deem it necessary.
- C. The President or Recording Secretary shall notify the Executive Board members of the date, time and place of emergency meetings in writing, electronic mail, or by telephone within ten (10) days of the meeting.
- D. Emergency meetings of the Executive Board may be called at any time by the Coach(es), President, or if the President is unable or refuses to act, by any two Executive Board members.

### **Section 6. Email Voting**

Email voting may be held in lieu of special meetings as follows:

- A. Email votes may be called only by the President or Coaches.
- B. Email voting shall be employed for pressing issues only and shall not be used excessively.
- C. The President shall provide a clear description of the item at hand and sufficient reason that it cannot be handled at a regular board meeting.
- D. The President shall establish a date and time by which all votes must be received, which shall be no less than 24 hours.
- E. Results of the vote shall be distributed to all Executive Board Members and shall include the name and vote of each member.
- F. Results of all email votes will be recorded in the minutes of the meeting immediately following the vote. The record shall indicate that the vote was conducted through email.

### **Section 7. Quorum**

A 50% majority of the currently filled Executive Board positions present shall constitute a quorum for the transaction of business.

## **ARTICLE VIII - FISCAL YEAR**

### **Section 1. Fiscal Year**

The Organization's fiscal year shall be from July 1 to June 30.

