



CONSTITUTION & BY-LAWS

For

GOLDEN VALLEY HIGH SCHOOL DANCE TEAM BOOSTER CLUB

27051 Robert C. Lee Parkway,
Santa Clarita, CA. 91350

Incorporation Date:

October 17, 2023

Effective Date of Bylaws Approval: November 4, 2023

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BY-LAWS

GOLDEN VALLEY HIGH SCHOOL DANCE BOOSTER CLUB

PREAMBLE

These Bylaws are adopted for the organization of the Golden Valley High School Dance Booster Club of Los Angeles County, California. Their purpose is to provide a framework for Golden Valley High School to discharge its responsibilities in matters involving the efficient operation of Golden Valley High School Dance Booster Club and to govern the orderly resolution of those purposes, while maintaining Accountability to the governing body. The Bylaws provide the professional and legal structure for booster club operations, organized relations with the Golden Valley High School Dance Booster Club Board and relations with the Golden Valley High School Dance Booster Club membership.

ARTICLE I: Name of Organization

Section 1.1: Name

The name of this organization shall be **Golden Valley High School Dance Booster Club**, hereinafter referred as "GVHS Dance Booster Club". The mailing address shall be 27051 Robert C. Lee Parkway, Santa Clarita, CA. 91350.

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ARTICLE II: Purpose & Mission

Section 2.1: Purpose

The Golden Valley High School Dance Booster Club shall operate under the applicable laws of the State of California and as a 501(c)(3) non-profit organization of the Internal Revenue Code, established for the sole purpose of promoting and serving the Golden Valley High School Dance Program in the William S. Hart Union High School District. The Golden Valley High School Dance Booster Club will work to achieve its mission through seeking the active participation in booster club events of as many parents or legal guardians, families, educators, administrators, dance alumni, and the community as possible. The Golden Valley High School Dance Booster Club will also work closely with the dance advisor, coaches and Golden Valley Administrators to promote the GVHS Dance Program by doing the following:

- A. Organize and operate for the charitable and educational purposes of supporting the Golden Valley Dance Program.
- B. The GVHS Dance Booster Club will work to encourage active parental involvement, community support and promote the active participation of GVHS dancers.
- C. To lend all possible support, financial and nonfinancial, to the activities of the GVHS Dance program within guidelines specified by the William S. Hart Union High School District ("WSHUHSD") Board of Education, the GVHS administration, the GVHS Dance Advisor and the GHVS dance coaching staff.
- D. Raise funds through any of the activities permitted by nonprofit organizations under Section 501(c)(3) of the Internal Revenue Code and applicable laws of the State of California.

Section 2.2: Administration

The purpose of GVHS Dance Booster Club shall be carried out by committees and projects related to the GVHS Dance Booster Club.

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ARTICLE III: Definitions

Section 3.1: Definitions

The following definitions apply to the provisions of these Bylaws:

- 3.1.1 "Golden Valley High School Dance Booster Club" is referred to in these Bylaws as *GVHS Dance Booster Club*.
- 3.1.2 "Executive Board" means the governing board of Golden Valley High School Dance Booster Club. As appropriate to the context and consistent with the bylaws and authority of the Executive Board, it may also mean any committee of the Executive Board or any individual authorized by the Executive Board to act on its behalf on certain matters.
- 3.1.3 "Quorum" is defined as the minimum number of members of the Golden Valley High School Dance Booster Club that shall be present for the transaction of business at any meeting of the *GVHS Dance Booster Club*.
- 3.1.4 "Majority" is the minimum number of Executive Board Members that must be present at any of its meetings to make the proceedings of that meeting valid. Three-fourths of the Executive Board Members will constitute a "majority".

ARTICLE IV: Membership

Section 4.1: Qualifications of Membership

Membership in the Golden Valley High School Dance Booster Club is open to all parents, legal guardians and other individuals associated with current and past members of the Golden Valley Dance Team, and any person or organization interested in the GVHS Dance program upon Executive Board Approval. The Principal, Assistant Principals, dance advisor, and members of the licensing teaching staff shall be non-voting, advisory members of the organization. The GVHS Dance Booster Club may offer corporate sponsorships at levels to be determined annually by the Executive Board. There are two types of membership:

- 4.1.1 Family Membership:** (includes parents and legal guardians) All parents and legal guardians who have children enrolled in the GVHS Dance Program are eligible to become members of the GVHS Dance Booster Club. A family membership gives one adult in each family the right and responsibility to attend all meetings and events sponsored by the GVHS Dance Booster Club, serve on committees, be nominated and elected to office, and participate in discussions and vote on all motions presented to the general membership.
- 4.1.2 Alumni, Business and Community Membership:** Anyone who does not have a child currently enrolled in the GVHS Dance Program or Dance Team may join as a GVHS Dance Alumni, an individual, community, or business organization representative. Alumni, business and community membership with this classification of member, allows them the opportunity to show support of GVHS Dance Booster Club and GVHS Dance Program and Dance Team. Alumni, business and community members can be appointed to serve as committee members at the request of the committee chair, but cannot hold office in the Executive Board. Alumni, business and community members have the right to vote at general membership and committee meetings.

Section 4.2: Rights and Responsibilities of Membership

Members shall have the following rights:

- 4.2.1 Attend Booster Club Meetings and events sponsored by the booster organization.**

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- 4.2.2 Participate in Booster organized fundraising activities.
- 4.2.3 Voting rights that include voting for officers, review and approve the annual budget and approve amendments to these bylaws. (Voting rights are based on one vote per dancer and one vote per approved person/organization).
- 4.2.4 Receipt of Booster Club Correspondence.
- 4.2.5 Be able to serve on committees and nominate elected officers
- 4.2.6 Only Parents/Legal Guardians of current or new GVHS Dancers that have a Family Membership can hold office in the Executive Board.

Section 4.3 Members in Good Standing

All members must meet the following criteria to be considered in good standing"

- 4.3.1 Members that are positively promoting and upholding the objectives of the GVHS Dance Booster Club.
- 4.3.2 Attendance record of 50% or more at all General Membership Meetings.
- 4.3.3 Volunteer a minimum of 2 hours or sponsor a minimum of 2 GVHS Dance Booster Club activities.

Section 4.4: General Membership Meetings

General Membership Meetings to discuss activities concerning the GVHS Dance Program will take place as indicated below:

- 4.4.1 General Membership Meetings shall be held to address upcoming events, fundraising opportunities, any item of general concern, and to get an update from the Dance Advisor or his/her designee about activities of the dance program.
- 4.4.2 There shall be at least five General Membership Meetings held per each school year, as determined by the Executive Board.
- 4.4.3 The Executive Board shall set the agenda for each meeting.
- 4.4.4 Members shall be notified of a meeting at least 5 business days in advance with the time, location, and agenda of the meeting posted to the GVHS Dance Booster Club Website as the official notifications.
- 4.4.5 All GVHS Dance Booster Club Members will be encouraged to attend and participate at the general meetings.

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- 4.4.6 Any changes to the meeting date, time, and/or location shall be posted at least 3 business days in advance of the meeting.
- 4.4.7 All members have the right to request an item to be placed on the General Membership Meeting Agenda. Items to be placed on the General Membership Meeting Agenda must be communicated to the President no later than 7 business days in advance of the General Membership Meeting.
- 4.4.8 A GVHS Dance Booster Meeting Schedule of proposed meetings for general members should be posted at the beginning of the school year on the booster website. More meetings can be added as determined by the Executive Board and a revised General Meeting Schedule should be posted on the booster website.

Section 4.5: Quorum

In order to conduct business in a general membership meeting, a minimum of 5 members must be present to meet quorum. In the absence of a quorum, the membership may not take action and the meeting must be rescheduled at a later time. Three-fourths of the majority must be present to make the proceedings of a meeting valid.

ARTICLE V: Executive Board Officers

Section 5.1: Authority

The affairs of GVHS Dance Booster Club shall be governed by its Executive Board.

Section 5.2: Executive Board

To serve on the Executive Board a candidate must be a member of the GVHS Dance Booster Club and have a student that is currently active in the GVHS Dance Program. Executive Board offices may be held by individuals or couples (parents or legal guardians of the same student). The election and general responsibilities of the officers are described further in the later sections of these bylaws. The following positions constitute the Executive Board: President, Vice-President, Treasurer, and Secretary.

Section 5.3: Terms of Office

The Elected Officers will serve for a one-year term, beginning on July 1 through June 30th of each year. The Elected Officers can only serve up to two (2) terms in the same office position. However, they can serve on the Executive Board under a different position.

Section 5.4: Nominations of Executive Board

On a yearly basis, the Elections Committee of the GVHS Dance Booster Club shall begin accepting nominations for officers during the General Membership Meeting in the month of March. The Elections Committee will keep a record of the nominations made and of those who have accepted their nomination. Additional nominees may be solicited from the floor on the day of the election. Only those who have consented to serve shall be eligible for nomination. Final nominations will be taken during the General Membership Meeting in the month of May. Nominations will be taken yearly for the following positions:

1. President
2. Vice-President
3. Treasurer
4. Secretary

Section 5.5.: Elections of Executive Board

If there is only one member nominated for office and the member accepts the nominations, the member will be the elected officer for the Executive Board. If

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there is more than one nomination for the same position, there must be a written ballot and a secret vote will be conducted as follows:

- 5.5.1 The Elections Committee will announce the list of nominations for each office during the General Membership Meeting in May.
- 5.5.2 The Elections Committee will distribute the secret ballots to voting Members only. Only one ballot will be given to each member according to voting rights established in Article IV. Membership will be verified.
- 5.5.3 The Elections Committee will receive the ballots from each member and once voting is completed, the Elections Committee will count the votes during the General Membership Meeting.
- 5.5.4 The Elections Committee will announce the voting results and present the new elected officers for the upcoming year at the end of the meeting.

Section 5.6: Executive Board Meetings

The Executive Board has the authority to meet and make decisions on behalf of the GVHS Dance Booster Club in between General Membership Meetings and as needed to conduct GVHS Dance Booster Club affairs. Executive Board Meeting Minutes, discussions, decisions and actions shall be recorded by the Secretary and kept in the Secretary's books. Executive Board Meetings are closed to the general membership.

Section 5.7: Quorum

A quorum of the Executive Board for the conduct of business shall consist of at least (3) officers in attendance. In the absence of a quorum, the Executive Board may not take action and the meeting must be rescheduled at a later time.

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ARTICLE VI: Duties of Officers

Section 6.1: Duties of Executive Board Officers

The Elected Officers will serve for a one-year term, beginning on July 1 through June 30th of each year. The duties of each elected office will be as follows:

President

- a) Call and preside over all meetings of the general membership and the Executive Board.
- b) Create meeting agendas for Executive Board Meetings and General Membership Meetings.
- c) Act as a liaison between GVHS Dance Booster Club, GVHS Dance Advisor, and GVHS administrators.
- d) Appoint the chairperson and members of the standing committees.
- e) Co-sign all checks issued by the organization (all checks and allocations of funds must have two signatures).
- f) Review the structure and organization of the Executive Board and Standing Committees annually and recommend changes, as necessary, to the Executive Board for approval.
- g) Oversee fundraising planning and execution.
- h) Oversee all potential sponsorship.
- i) Maintain GVHS Dance Booster Club Website.
- j) Shall designate a Booster Club Member to assist in auditing the organization books annually.

Vice President

- a) In the absence of the President, perform all duties of the President.
- b) Perform administrative functions as delegated by the President.
- c) Assist with maintaining communications with the parents.
- d) Assist with maintaining the GVHS Dance Booster Club Website.
- e) Create a sign-up list of all volunteers for all events and fundraisers.

Treasurer

- a) In the absence of the President and Vice President, perform all duties of the President.
- b) Keep an accurate record of all receipts and disbursements, showing each activity separately, as well as complete records of all funds.
- c) Present a financial report at each Executive Board meeting and make that report available at each general membership meeting as a Treasurer's Report.
- d) Co-sign all checks issued by the organization (all checks and allocations of

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- funds must have two signatures).
- e) File tax returns and other legal documents as necessary. Services of an outside firm that specializes and is qualified in preparing tax returns and/or audits may be utilized with approval by the Executive Board.
 - f) Maintain records pertaining to the tax-exempt status of the organization.
 - g) Supervise the financial operations of the booster club.
 - h) Assist with coordination of fundraising opportunities.
 - i) Carry out other duties assigned by the President.

Secretary

- a) In the absence of the President, Vice President, and Treasurer perform all duties of the President.
- b) Take minutes of the Executive Board Meetings and distribute the minutes to the Executive Board for approval.
- c) Take minutes of the General Membership Meetings and archive them.
- d) Have minutes of the Executive Board Meetings and general membership meetings available at the general membership meetings for review, if requested by a member.
- e) Carry out other duties assigned by the President.
- f) Maintain attendance at all booster club meetings.
- g) Maintain records of all volunteers for all events and fundraisers submitted by the Vice-President.
- h) Upon completion of the term in office, shall deliver all books, documentation, reports to the new Secretary.

Section 6.2: Vacated Officer Position:

If an Executive Board Member position is vacated for any reason, the Executive Officers shall appoint a replacement to that position for the remainder of the term, for all positions with the exception of the President's position. In case that the President resigns, the Vice-President should take over that position and a vacancy shall be filled for the Vice-President position. Any resignation of a position shall be provided in writing and addressed to the Executive Board, with at least a two-week notice to be able to fill that position.

Section 6.3: Dance Directors

The Dance Directors shall consist of at least 5 appointed officers by the President to include: Dance Advisor, coach(es), and at least 2 Dance Captains and 1 student leader from the Dance Program selected by the Dance Advisor. The Appointed Directors will do the following:

6.3.1 Collaborate with Dance Directors and submit a proposed budget that

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includes a list of desired equipment and dance expenditures for the upcoming year to the Executive Board by May of each school year.

6.3.2 Report on dance activities and events at each GVHS Dance Booster Club Meeting.

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ARTICLE VII: STANDING COMMITTEES

Section 7.1: Standing Committees

Standing committees are individuals or teams designed to help the Executive Board fulfill their responsibilities and execute the activities of the Booster Club.

Standing Committees also provide the opportunity for other members to become involved with the GVHS Dance Booster Club. Standing Committees are appointed by the President at the beginning of the year or as needed. The Standing Committees include the following:

- a) Fundraising Committee
- b) Dance Competition Committee
- c) Dance Performance Committee
- d) Hair and Makeup Committee
- e) Scholarship Committee
- f) Banquet Committee
- g) Audit Committee
- h) Elections Committee

Section 7.2: New Standing Committees

New Standing Committees may be formed, or existing standing committees modified or deleted, at the President's discretion, to facilitate the execution of the GVHS Dance Booster Club activities. Members of Standing Committees must be members of the GVHS Dance Booster Club.

ARTICLE VIII: FINANCES

Section 8.1: Financial Procedures & Controls

The fiscal year of the GVHS Dance Booster Club shall be from July 1st through June 30th of each year. The GVHS Dance Booster Club shall adopt appropriate financial controls to ensure the integrity of its funds. The board shall prepare an annual budget and membership shall approve the annual budget by a majority vote. The Treasurer shall reconcile bank accounts monthly and prepare and publish a monthly financial statement for membership review.

Section 8.2: Income

Primary source of income for GVHS Dance Booster Club comes from fundraising, entry fees, concession stands, ads in the dance program, event sponsors, and charitable donations. All funds of GVHS Dance Booster Club shall be deposited in the financial bank account for this purpose.

Section 8.3: Charitable Donations

GVHS Dance Booster Club solicits and accepts gifts that will help the organization further and fulfill its mission. GVHS Dance Booster Club urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences. At the present time GVHS Dance Booster Club only accepts donations of cash gifts in any form, including check, money order, or credit card. GVHS Dance Booster Club will not accept gifts that: a) would result in GVHS Dance Booster Club violating its corporate charter; b) would result in GVHS Dance Booster Club losing its non-profit corporation status or future IRS Section 501(c)(3) tax-exempt organization; (c) would result in any unacceptable consequences for GVHS Dance Booster Club; or (d) are for purposes outside GVHS's Dance Booster Club's mission. Decisions on the restrictive nature of a gift, and its acceptance or refusal, shall be made by the Executive Board.

Section 8.4: Disbursements

Disbursements shall be by check and shall bear two signatures. All expenditures shall be adequately documented and available for review by the Executive Board and the general membership and public as requested. GVHS Dance Booster Club

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budgeted expense items that do not exceed the budgeted amount do not require Executive Board approval.

Section 8.5: Non-profit Status

The organization is irrevocably dedicated to, and operated exclusively for non-profit purposes and no part of the income or assets of the organization shall be distributed to or inure to the benefit of any member; provided that the organization may pay for expenses for actual costs incurred.

Section 8.6: Budget

The Executive Board shall prepare an annual budget for approval by the general membership at the first meeting. Modification to the budget shall be made by the Executive Board, as deemed necessary.

Section 8.7: Audit

The Executive Board shall be responsible for approval of selection of an independent auditor to conduct periodic audits or reviews of the GVHS Dance Booster Club's accounts as needed. The Executive Board will establish an Audit Committee to conduct yearly internal reviews of the books at the end of the year and determine if an independent audit is needed.

Section 8.8: Funding Requests

Requests to GVHS Dance Booster Club for funding or other assistance should be submitted in writing (email will also suffice) to the President and contain specifically what, or who, the request is for the requested amount. Routine requests should be forwarded to arrive no later than 30 days prior. In emergency or short notice situations, the extracurricular program coach/director can call the President. Officers may submit a request on behalf of a purchase based on their assessment of need determined by the Board. Requests "after the fact" should be avoided whenever possible. The Executive Board will take action on routine requests. The Board will ensure that maximum benefit is achieved for dollars expended. The President will forward the final decision to the originator.

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ARTICLE IX: FUNDRAISING

Section 9.1: Fundraising Activities

All fundraising activities of the GVHS Dance Booster Club require the approval of the Executive Board. The GVHS Dance Booster Club will participate in multiple forms of fundraising throughout the year. These may include but are not limited to the following:

- a) Business Partnership Events (e.g., restaurant nights)
- b) Bogo cards
- c) Discount cards
- d) Raffles
- e) Fundraising sales drives
- f) Carwashes
- g) Concession stands

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ARTICLE X: DISSOLUTION

Section 10.1: Dissolution

If the GVHS Dance Booster Club at any time disbands; any monies in the treasury shall be turned over to Golden Valley High School to be used specifically for the GVHS Dance Program. A special meeting for a vote should be conducted if the GVHS Dance Booster Club is in jeopardy of dissolution or disbanding. A written notice shall be given at least fourteen (14) days prior to the meeting, to the activities/athletics office and the Business Services Office, stating that the purpose of such meeting is to consider the advisability of dissolving the organization. Only voting members can vote.

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