

# **ESCADRILLE BOOSTER ASSOCIATION STANDING RULES**

Adopted April 25, 2002

The objective of this document is to govern the day-to-day workings of the Escadrille Booster Association. Standing Rules should contain only such rules as may be adopted without previous notice by a majority vote at any business meeting of the Association.

## **ARTICLE I – ADOPTION OF DOCUMENT**

**Section 1** - The Standing Rules shall be reviewed by the Board annually prior to the end of the school year. The new incoming Board will adopt or amend the Standing Rules during their first meeting.

## **ARTICLE II - MEMBERSHIP AND DUES**

**Section 1** - Dues for the 2002-2003 school year shall be \$20.00 per family.

## **ARTICLE III - OFFICES AND DUTIES**

**Section 1 - President:** The president shall preside at all meetings of the Association and of the Board of Directors; shall perform such other duties as may be prescribed in these Standing Rules or assigned to him by the Association or by the Board of Directors; and shall coordinate the work of the other officers and committees in order that the objectives of the Association may be promoted. The President will be responsible for coordinating the Association support of all Escadrille events, such as games, contests, recitals, parades, or special events. The President will promote group projects in the summer including team building and summer fundraising. The President will be the direct liaison with the Escadrille staff and will be responsible for obtaining Director final approval on all Escadrille activities. The President may appoint the immediate Past President as a non-voting member of the Board of Directors to act as aide and assistant to the President. Previous experience on the Escadrille Board is a prerequisite for all potential candidates for this position. Should no one with prior experience be willing to serve, then this prerequisite may be waived as a last resort.

**Section 2 - 1<sup>ST</sup> Vice President (Membership):** This officer shall act as an aide to the President and shall perform the duties of the President in the absence of, or inability of the President to serve. In addition, this officer shall be responsible for the membership drive and roster, by-laws distribution, and background checks. Committees or Activity Chairman may be appointed by this officer and approved by the Board of Directors. Suggest committee for Membership drive.

**Section 3 - 2<sup>ND</sup> Vice President (Ways and Means):** This officer shall be in charge of all Escadrille fund-raisers. Committees or Activity Chairman may be appointed by this officer and approved

by the Board of Directors. Suggest committees for establishing fund-raisers, and implementing fund-raisers.

**Section 4 - 3<sup>RD</sup> Vice President (Equipment and Props):** This officer shall be in charge of transportation of instruments, props, refreshments, and other items required by the Escadrille. This officer would also coordinate the efforts to create props (not related to costuming) as necessary. Committees or Activity Chairman may be appointed by this officer and approved by the Board of Directors. Suggest committees for Equipment transportation and Prop creation.

**Section 5 - 4<sup>TH</sup> Vice President (Concessions):** This officer will be in charge of all Escadrille concession operations. This officer will coordinate the concession's volunteer training, staffing, and clean-up of the concession operations. Committees or Activity Chairman may be appointed by this officer and approved by the Board of Directors.

**Section 6 - 5<sup>TH</sup> Vice President (Volunteer Coordinator):** This officer will be responsible for recruiting volunteers as needed to serve at Escadrille functions, as chaperones, concession operators, and any other volunteer requirements. This officer may assist the Escadrille Staff in the distribution of forms for conducting AISD criminal background checks. Furthermore, this officer will maintain a master list of volunteer appointments and responsibilities. Committees or Activity Chairman may be appointed by this officer and approved by the Board of Directors.

**Section 7 - 6<sup>TH</sup> Vice President (Publicity):** This officer will coordinate the publishing of an Escadrille Booster Association newsletter, publicity (both internal and external communications), photography of Escadrille events and activities, and maintain the Escadrille web-site. Committees or Activity Chairman may be appointed by this officer and approved by the Board of Directors. Suggest committees for each of the following: Web page management, Newsletter, Photography (Recording at game, photos).

**Section 8 - 7<sup>th</sup> Vice President (Social Coordinator):** This officer shall plan and coordinate internal Escadrille social functions (i.e. banquets, awards ceremonies, dances, membership gatherings, etc.) Committees or Activity Chairman may be appointed by this officer and approved by the Board of Directors.

**Section 9 - 8<sup>th</sup> Vice President (Food Services):** This officer will coordinate refreshments for Escadrille members during events and functions (i.e. half-time drinks, UIL meals, Welcome lunch for Freshman, etc.) Committees or Activity Chairman may be appointed by this officer and approved by the Board of Directors.

**Section 10 - Treasurer:** This officer shall be responsible for the financial matters of the Escadrille Booster Association. These responsibilities include writing checks, making deposits and keeping records of such transactions. Reports shall be filed at regular Board and Association meetings. This officer is responsible for providing necessary documents to accountant for audit and income tax purposes for the fiscal year ending June 30 of the term served. Additional responsibilities, as agreed upon by the staff and board, shall include but not be limited to, management of student accounts, keeping records of trip payments, and records of registration payments.

**Section 11 – Secretary / Historian:** This officer shall record the minutes of all meetings and file written reports. This officer shall be responsible for maintaining historical documents for the Association and shall assist the Publicity Vice President in providing historical information. This officer shall document Escadrille activities, maintain a scrapbook and coordinate the year-end video and/or picture CD with input from the Publicity VP. Committees or Activity Chairman may be appointed by this officer and approved by the Board of Directors. Suggest committee to document Escadrille events.

#### **ARTICLE IV - BOARD OF DIRECTORS AND THEIR ELECTION**

**Section 1 - Nominating Committee:** Appointees to the Nominating Committee shall be Escadrille Board members with outgoing Escadrille students and have no other children in the Escadrille or entering the program in the coming year. If these requirements cannot be met, a current Board member will be selected by the Board to complete the nominating committee. The Escadrille Staff should serve as non-voting members of the Nominating Committee to serve in an advisory capacity. The Nominating Committee shall be given a list of board positions, duties, and recommended qualifications for their use in filling the slate of candidates. Following the report of the nominating committee, an opportunity shall be given for nominations from the floor.

**Section 2 –** Each Board member shall maintain an accurate and detailed description of their role and/or function. This record shall document but not be limited to events, plans, contacts, and resource requirements.

#### **ARTICLE V - MEETINGS AND VOTING**

**Section 1 -** The Board agrees to meet at least three times a year before General Meetings and at other times as necessary. Board meetings will be scheduled with two weeks advance notice to Board members and Staff. All meetings shall be coordinated and approved with Staff to minimize conflicts and maximize participation. Working meetings may take place without the above requirements, however, no voting shall take place.

**Section 2 –** Voting at regular business meetings is the preferred method for making Board decisions. Other voting methods, such as email and phone voting, may be beneficial for expediting urgent business items. However, care must be taken to maintain the integrity and validity of such voting, and should include the following guidelines:

- A. Robert’s Rules of Order generally apply for voting outside a regular Board meeting, i.e., someone should be able to request a discussion of the proposed vote, or request that the proposed vote be deferred to the face-to-face meeting, etc.
- B. Failure to respond to a vote request made outside of a regular Board meeting (e.g., an e-mail or phone call) shall not constitute a vote.
- C. A vote cannot be considered closed until the resolution has either been passed or rejected by a simple majority of votes of all officers (a quorum cannot be determined in a non face-to-face situation).

D. Voting results shall be published when the resolution is declared as passed or rejected.

## **ARTICLE VI – BUDGETING AND EXPENDITURE AUTHORITY**

**Section 1** – The Board of Directors shall approve the budget by September 30 of the current budget year and at such times as changes are necessary.

**Section 2** – The Board of Directors shall endeavor to forecast revenue from various fundraising activities and shall keep such forecast as accurate as possible throughout the year.

**Section 3** – The Board of Directors, in association with the Escadrille Staff, shall forecast major expenditure opportunities (such as trips) so that planning for such expenditures shall be included in the budget process.

**Section 4** – The President may appoint individual members of the Board of Directors to be responsible for and champion individual line items of the budget to carry out their assigned areas of responsibility.

## **ARTICLE VII – AMENDMENTS**

**Section 1** – This document may be amended by a majority vote at any General business meeting.