

**Charleston County School of the Arts**  
**Fashion and Costume Design Booster Club**  
**Constitution and By-Laws**  
**Revised October, 2022**

**Article I**

**Name:**

The name of this organization shall be the SOA Fashion and Costume Design Booster Club and is associated with the Charleston County School of the Arts in Charleston, South Carolina.

**Article II**

**Purpose:**

The purpose of the SOA Fashion and Costume Design Booster Club is to provide logistical and financial support to the Fashion and Costume Design department, students, and its administrators. The organization shall maintain and promote interests of the various phases of the Fashion and Costume Design program, lend volunteer services and financial support to the Fashion and Costume Design programs in the school in order to maintain a quality program, and to cooperate with the administrators to promote overall communication and efficiency.

This organization will be non-profit, non-sectarian, and non-partisan. will not seek to direct the activities of the administrators.

### **Article III**

#### **Membership:**

All parents and guardians of SOA Fashion and Costume design students are members, along with the SOA Fashion and Costume Design faculty.

The SOA Fashion and Costume Design faculty will have the authority to return any decisions made by the SOA Fashion and Costume Design Booster Club for further discussion and/or modification. In the unlikely event that there remains a disagreement between the SOA Fashion and Costume Design faculty and other members of SOA Fashion and Costume Design Booster Club, the SOA principal shall have the authority to make the decision.

Membership in the SOA Fashion and Costume Design Booster Club will terminate if a member no longer has a student enrolled in the fashion and costume design major.

The members of this organization shall not be limited because of race, sex, religion, or national origin.

## **Article IV**

### **Executive Board, Officers and Permanent Committees:**

The Executive Board shall be the governing body of the Booster Club.

The Booster Club President, Vice-President, Secretary and Treasurer are mandatory offices. These officers will sit on the Executive Board.

Executive Board members must be able to attend the majority of Executive Board meetings.

The Fashion and Costume Teacher/s is an ex-officio member of the Executive Board.

The Executive Board plus the Assistant Treasurer, Website/PR Manager, Volunteer Coordinator, Outreach Coordinator, and other committee chairs, and all at-large and emeritus members will serve as voting officers on the Booster Club Board.

### **Conflict of Interest:**

The board shall adopt and periodically review a conflict of interest policy to protect the corporation's interest when it is contemplating any transaction which may benefit any director, employee, affiliate, or member of a committee with board-delegated powers.

## **Article V**

### **Officers and Permanent Committees Duties:**

**President** — Plans, attends and chairs Booster Club and Booster Board meetings.

Liaison between the SOA Fashion and Costume Design Booster Club and the Fashion and Costume faculty, SOA administration and SOA PTSA. Coordinates the "mission" of the Major by overseeing annual goals and objectives, organizes Officers and Committee Chairs to plan, coordinate and implement Fashion and Costume Goals regarding registration, fundraising, department/teacher/student needs, Fashion Show, parent involvement, connection with community, corporate sponsors, and scholarships. Serves on the Executive Board. The ideal candidate for the role President is a parent of a 10th or 11th grade design student.

**Vice-President** — Oversees efforts to develop and manage community partnerships and sponsorships. Organizes committee to orchestrate annual Fashion Show and other event needs (sponsorships, publicity, logistics, etc.). Works closely with President. Serves on the Executive Board. Attends Board meetings. Assists with registration. The Vice President is encouraged but not required to assume role of President the following year. The ideal candidate for the role of Vice President is the parent of a 10th or 11th grade design student.

**Secretary** — Attends meetings and records meeting discussion points and makes minutes available to membership. Creates Major roster with up-to-date student and parent contact information. Works with President as "hub" communicator for Fashion and Costume Design related activities with membership and relevant others. Emails periodic updates to membership per input from officers or teachers. Assists with registration. Provides minutes and other updates to the Website/PR Manager to be posted on the Fashion and Costume Design's website. Assists with logistical support of the Booster Club initiatives. Serves on the Executive Board.

**Treasurer** — Maintains SOA Fashion and Costume Design Booster Club checking account, financial transactions, financial record keeping, files annual statement with SC Department of State and the IRS. Attends board meetings. Provides SOA Fashion and Costume Design Booster Club financial reports at the end of each fiscal year (June 30). Works closely with Fashion and Costume Faculty, President, Officers and Committee chairs per financial initiatives with registration, Fashion Show, fundraisers, classroom supply needs, etc. Serves on the Executive Board. Attends board meetings. The ideal candidate for the role of Treasurer is the parent of a 10th or 11th grade design student. The optimal term for Treasurer is two years.

**Assistant Treasurer** — Assists treasurer and learns the accounting processes and IRS requirements of the 501c3. Organizes committee to support fundraising needs of the SOA Fashion and Costume Design Booster Club including fundraising efforts to support students for out-of-town field trips. Assists with registration. Attends board meetings. The ideal candidate for the role of Assistant Treasurer is the parent of a 9th or 10th grade design student. The Assistant Treasurer is expected to transition into the role of Treasurer.

**Website/PR Manager** — Manages and updates the Fashion and Costume Major webpage on the SOA website. Posts information relevant to the Major class and the SOA Fashion and Costume Design Booster Club to the website as well as adding classroom and events photos. Coordinates with other social media posting for the Major and SOA (Facebook, Instagram, Twitter, for example) though not responsible for posting on those mediums. Invites design students to use their social media accounts to broaden awareness of the SOA design program and successes. Assists with registration. Attends board meetings.

**Volunteer Coordinator** — Assists Fashion and Costume Design faculty in the classroom; assists students in special projects; coordinates with parents to ensure volunteer support as needed for specific projects. Managing the volunteer scheduling and coordination for the annual fashion show. Assists with registration. Attends board meetings.

**Outreach Coordinator** — Organizes outreach initiatives in the community as well as in CCSD middle schools to help broaden awareness of the Fashion and Costumer Design program. Works closely with the faculty to aid with student recruitment and the audition process. Communicates with Website/PR Manager to broaden social media footprint. Leads committee to aid in these endeavors. Assists with registration. Attends board meetings.

**Emeritus Board Members** — Retired or past members of the Executive Board (Pres, VP, Secretary, Treasurer). They continue to serve on the board as advocates, provide advice, technical expertise and logistical support to the Booster Club.

**At-Large Board Members** — Current Booster Club members who are not current officers, but who have been identified by the Executive Board as willing and helpful contributors and/or potential future office holders. At-Large Board Members will provide logistical support to the Booster Club and its Committees. They will also observe the workings of the Booster Club and learn duties of officer positions that they may be interested in holding in the future. Attend board meetings.

Additional Committees can be added to or formed at the meetings as needed.

## **Article VI**

### **Meetings:**

The SOA Fashion and Costume Design Booster Club meetings will be scheduled as needed. Members will be notified by email when a meeting has been scheduled. A fall meeting shall be held at the beginning of each new school year to announce the agenda for the upcoming year.

## **Article VII**

### **Elections:**

Officer and committee positions will be filled by member volunteers. If more than one club member wishes to hold the same office, elections will occur in late May/early June so that all officers for the following school year are in place before the beginning of the Booster Club's fiscal year, which starts July 18th.

The term of all officers\* shall be for one year beginning at the start of the Booster Club's fiscal year, July 1st, and ending at the end of the fiscal year, June 30th.

\*The optimal term for Treasurer is two years.

The Executive Board may elect Emeritus Board Members and At-Large Board Members to support the mission of the SOA Fashion and Costume Design Booster Club. Any standing member of the Executive Board can nominate eligible individuals as an



Emeritus Board Member or At-Large Board Member. Nominations must be approved by a majority vote of the standing members of the Executive Board. The term of office is for one year and may be renewed.

### **Article VIII**

#### **Revenue:**

The SOA Fashion and Costume Design Booster Club will hold one bank account with the Treasurer's and one additional SOA Fashion and Costume Design Booster Club officer's name on the account. The SOA Fashion and Costume Design Booster Club will take responsibility for managing this account.

Monies collected by the SOA Fashion and Costume Design Booster Club may only be used to provide financial support for the Fashion and Costume Design department, students, and its administrators in order to maintain a quality program.

At the beginning of each school year, The Booster Club Executive Board will budget a set amount of funds available to the Fashion and Costume faculty that will not require the faculty to seek the Booster Club Executive Board approval to access. The Faculty will be required to provide the Booster Club Treasurer the receipts for the items or services purchased for bookkeeping purposes.

The Treasurer will seek majority approval of the SOA Fashion and Costume Design Booster Club Executive Committee before making purchases or expenditures, not included in the Faculty budget, exceeding two hundred dollars. This approval may be received through an email poll conducted by the Secretary or at a SOA Fashion and Costume Design Booster Club meeting. The Treasurer will provide financial reports to the Fashion and Costume Design faculty or SOA Fashion and Costume Design Booster Club officers after the end of each fiscal year and per request. The fiscal year ends June 30th.

**Distribution Upon Dissolution:**

Upon termination or dissolution of the Fashion and Costume Design Booster Club, any assets lawfully available for distribution shall be distributed to one ( 1) or more qualifying organizations designated as nonprofit corporations under Section 501(c)(3) of the Internal Revenue Code and have a charitable purpose which, at least generally, includes a purpose similar to the Fashion and Costume Design Booster Club.

In the event that the court shall find that this section is applicable but that there is no qualifying organization known to it which has a charitable purpose, which, at least generally, includes a purpose similar to the Fashion and Costume Design Booster Club, then the court shall direct the distribution of its assets lawfully available for distribution to one or more qualifying organizations designated as nonprofit corporations under Section 501 (c)(3) of the Internal Revenue Code and have a charitable purpose.

## **Article IX**

### **Solicitation and Public Communication:**

Any person soliciting funds, goods and services or communicating on behalf of the Booster Club or Faculty shall use the Booster Club's pre-approved letter of introduction. They will also provide both the donor and the Booster Club with a receipt for any solicitations. Copies of the letter and receipts will be emailed to the students and Booster Club members and will be available by request to the club secretary or our website email.