

# WEST HIGH BOOSTER CLUB BY-LAWS

## Article 1

### Name

The name of the organization shall be West High Booster Club, a group organized within West High School for the purpose of promoting organized ~~sports-related~~ activities.

## Article II

### Purpose

1. To lend support, both moral and financial, to organized ~~sports-related~~ activities at West High School.
2. To cooperate with those in charge of organized ~~sports and related~~ activities.
3. To provide scholarship(s) for graduating senior(s).

## Article III

### Members

1. Membership shall be open to ~~adults anyone~~ interested in promoting the purpose of the organization.
2. Active membership is defined as a Booster Club member attaining 1 credit for attending and participating in a Booster Club meeting and 2 Booster Club activity credits each year. The following are examples of Booster Club activities, and the amount of activity credits earned for each activity:
  - a. Booster Club Specific Events – 1 activity credit (For example: Homecoming, Blue & White Night, Sports Awards Night, Teacher Appreciation Breakfast, Fund Raisers)
  - b. Executive Officers – 2 activity credits
  - c. Committee Chairperson – 2 activity credits
  - d. Committee Member – 1 activity credit
  - e. Team Parent Liaison – 2 activity credits

Anything outside of the above parameters concerning credit allotment must be agreed upon by the President and Vice President, and the activity MUST be specific to the Booster Club (i.e. sports teams fund raisers are not considered Booster Club events even though Booster Club members may be involved.)

- Active members, and members actively working towards an active membership, are allowed to vote at Booster Club meetings.
3. Inactive membership is defined as a Booster Club member not attaining the required membership meeting or activity credits each year.  
Inactive members are not allowed to vote at Booster Club meetings.

## **Article IV**

### **Officers**

#### Section 1.

1. The elected officers shall be President, Vice President(s), Secretary and Treasurer. They shall serve for one year terms and shall be eligible for re-election for the following year.
2. The officers shall be elected in May and take office after the regular ~~June~~ May meeting.

#### Section 2.

1. The Executive Committee shall consist of the officers of the Booster Club.
2. The Executive Committee shall have the authority to transact necessary business between the regular meetings of the Booster Club.
3. The Executive Committee shall have the sole power to expend funds of the Booster Club other than the authority given to the President. Three members of the Executive Committee will constitute a quorum.
4. The formation of special committees shall be left to the discretion of the Executive Committee.

#### Section 3.

1. There shall be a Nominating Committee consisting of three, and a maximum of five, elected at the March regular meeting. The Nominating Committee shall report at the April regular meeting the names of candidates for each office to be filled. Additional nominations may be made from the floor, provided the consent of the nominees has been obtained.
2. In the event of a vacancy occurring in an office, the Executive Committee shall appoint someone to fill the vacancy for the unexpired term.

## **Article V**

### **Duties of the Officers**

1. The President shall preside over all meetings of the Booster Club and of the Executive Committee; shall appoint special committees; shall have the authority to disburse funds up to \$200.00; and shall be an ex-officio member of all other committees, except the Nominating Committee.
2. The Vice President(s) shall preside in the absence of the President and shall act as an aide to the President.
3. The Secretary shall keep a record of the minutes of the meetings; shall present these minutes at the following meeting; and shall conduct all correspondence of the Booster Club.
4. The Treasurer shall receive all money of the Booster Club; shall pay out funds as authorized; and present a statement of account at each regular meeting.

## **Article VI**

### **Meetings**

#### **Section 1.**

The Booster Club meetings shall take place one per month, August through June, on a night set by the Executive Committee. A meeting may be cancelled or rescheduled at the discretion of the Executive Committee.

#### **Section 2.**

The presence of six members shall constitute a quorum.

## **Article VII**

### **Requests for Funds from the General Account**

#### **Section 1.**

All funds donated to or raised by the Booster Club, as an organization, will go into the general fund and be dispersed as directed by the Executive Committee.

## Section 2.

All requests for funds from the General Account shall be presented in written form and will be presented at the regular meetings by the student Club or Organization Advisor Athletic Director, or an appointed representative. For any organization, it is strongly recommended that an organization team-requesting funds also have a representative present at the meeting. Requests for funds shall be voted upon by the general membership at that meeting, and require 2/3 vote of approval of the attending active membership.

## Section 3.

All requests shall have a suggested value and the Executive Committee reserves the right to seek additional prices before making a decision.

## Section 4.

The Booster Club will not consider requests for funds to be used for team banquets. The team making the request will participate in fundraisers to reimburse those costs.

## ~~Section 5.~~

~~If a varsity team should win a NHAA class and/or state championship, or an individual athlete should win a class championship for an event or sport, the Booster Club will purchase a jacket for each team member and coach of a winning team or for the individual athlete, at an amount to be determined by the Executive Committee. The Booster Club will pay for additional lettering on existing team jackets to signify an additional championship year, at an amount determined by the Executive Committee. The funds will come from the team account and/or the general fund, as determined by the Executive Committee.~~

## Section 5

The President shall receive administrative, sports and organizational requests for funds at least ten (10) days prior to the next regularly scheduled meeting, and those requests shall be added to the agenda of the next scheduled meeting. Requests will be accepted only if there is money available for the purpose of additional financial requests.

## Section 6

Beyond those items detailed as "Mandatory Expenditures" in these by-laws, no organization shall receive in excess of \$300 in one school year. This restriction may be waived only by a unanimous vote by all members present at the meeting. The requesting

organization must have raised matching funds on their own, and must provide proof of funds raised.

In an extreme unusual situation, the Booster Club may vote to waive the matching fund requirement. An extremely unusual situation is defined as the theft, loss or damage of organizational property that inhibits the participation in a curricular or extracurricular competition.

## **Article VIII**

### **Request for Funds from Team Accounts**

~~All funds raised by teams at each sports level through fundraisers (i.e. carwashes, bake sales, raffles, Luisa or Panera dollars, program books, Christmas tree sales, etc.) must be approved in advance by the Athletic Director and would require a 10% contribution to the Booster Club general fund. The remaining 90% of the funds raised shall be deposited in a separate team fund Booster Club account. The team parent or coach shall collect the money and deliver it to the Treasurer, receipt of which would be evidenced by the monthly publication of the Booster Club Treasurer's report.~~

~~These funds can be used at the coach's discretion, with prior approval of the Athletic Director, for team related expenses, (i.e. special equipment, training tools, shirts, hats, team functions, etc.)~~

~~Example: If the girls freshman soccer team has a carwash and raises \$250, then 10% or \$25 would go to the Booster Club general fund and the remaining \$225 should be held in the Booster Club checking account for team use.~~

~~At the end of the school year, all remaining unused funds will stay in the team account until needed. At the last Booster Club meeting of the school year funds from freshman and junior varsity teams will be transferred to the varsity account. Example: The girl's freshman soccer team raised \$250. After contributing the 10%, they only spend \$125. The remaining \$100 will not revert into the general fund but will be allocated to the Girls Varsity Soccer account to be used in the future as needed by all levels of that sport.~~

### **Mandatory Expenditures**

The Booster Club has a history anchored in the Athletics organization at West High School, beginning as a mens only organization supporting football, transitioning in the 1970's to an organization allowing men and women to join to support all athletics. To this extent, this section describes those core expenditures that will always be supported by the Booster Club before any other financial requests may be entertained. These expenditures are supported by the Booster Club being responsible for all of the Concession related activity for all sporting events including jamborees.

1. Sports Awards Nights – A fall, winter and spring Sports Award Night is presented by the Booster Club, including award letters and pins for the athletes, team sport t-shirts and light concession food.
2. Homecoming – A school celebration week, normally held in the fall, celebrating all athletics but including participation from all students.
3. Scholarships – Graduating seniors allowed to apply as long as they have a parent or guardian who is an active Booster Club member.
4. Teacher Appreciation Breakfast – Celebration of our teachers and coaching staff.

## **Article IX**

### **Scholarships**

#### Section 1.

The Scholarship Committee, comprised of Booster Club members ~~from all communities which have students attending West High School~~, will select the recipient(s) of the club scholarship(s) with the help of an independent outside source. All scholarship applicants will be reviewed on a “blind” basis.

#### Section 2.

The number of scholarship(s) and the dollar amount will be decided by the Executive Committee, in conjunction with the Scholarship Committee, on a yearly basis and will depend upon available funds.

#### Section 3.

The scholarship(s) will be announced at the scholarship awards presentation and given to the student after completion of his or her first semester of post secondary school.

#### Section 4.

A student is eligible to apply for a scholarship if his or her parent or guardian maintains an active membership with the Booster Club by a specified date on the scholarship application.

#### Section 5.

The total requirement for parents or guardians of a West High senior applying for a scholarship is they must have attained a minimum 2 years of accumulated meeting and activity credits (i.e. 2 meeting credits and 4 activity credits), with a minimum of 1 meeting credit and 2 activity credits occurring in the senior year.

Parents and guardians with students graduating in 2014 and earlier will be credited for the school years prior to the start of the 2012/2013 school year as long as they were active Booster Club members.

## **Article X**

### **Amendments**

#### Section 1.

Proposed amendments to these By-Laws may be made at a regular business meeting and be voted on at the next regular meeting of the Booster Club or a special meeting by a two-thirds (2/3) vote of the members present.

#### Section 2.

A review of the By-Laws by the Executive Committee shall be made annually.

## **Article XI**

### **Disbanding**

If the Booster Club disbands, all moneys shall be submitted to the Principal of West High School, to be used for organized ~~sports or sports-related~~ activities within the West High School, anytime after ninety (90) days, provided school is in session.

Amended: June 5, 2008

Amended: February 2, 2012