

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

Membership shall be open to anyone interested in promoting the purpose of the organization.

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 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 have (***change to 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 at (***change to 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 ex-officio members (***should be 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 meetings shall take place one a (***per instead of a***) month on a night set by the Executive Committee.

Section 2.

The presence of six members shall constitute a quorum.

Article VII

Requests for Funds

Section 1.

Requests for funds shall be presented at a regular meeting of the general membership and shall be voted upon by the Executive Committee at or before the next regular meeting.

Section 2.

All requests shall be presented in written form and will be presented at the regular meetings by the Athletic Director, or his (***or her***)(***change his to an***) appointed

representative. It is strongly recommended that a team requesting funds also have a representative present at the meeting.

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.

Requests for uniforms, equipment and related practice and game requirements, as well as transportation needs, will be considered by the **(Booster)** Club. The **(Booster)** Club will not consider requests for funds to be used for team banquets.

Section 5.

If a Varsity team should win a **(an)** NHIAA State Championship, the **(Booster)** Club will pay, not more than \$35.00 per team member and Coach toward a Team jacket. If a Varsity team wins consecutive State Championship **(s,)** the **(Booster)** Club will only pay for Team Jackets for new members of the team. The **(Booster)** Club will pay up to \$10.00 per team member and Coach for additional lettering on existing team jackets to signify an additional Championship year.

(Most of the upper case letters for varsity, team, jacket, coach, championship probably should NOT be capitalized.)

Article VIII

Fund Raising Activities

Section 1.

All funds **(raised)** by the (Booster) Club will go into the general fund and be dispersed as directed by the Executive Committee.

Section 2.

All funds raised by teams at each sports level through fundraisers (i.e. carwashes, bake sales, raffles, Luisa or Panera dollars, program books, X-mas **(Christmas)** tree sales, etc.), **(comma not needed)** must be approved in advance by the Athletic Director and would require a 10% contribution to the Booster Club general fund. The Booster Club treasurer would hold the remaining 90% of the funds raised in a separate team fund. The team parent would collect the money and deliver it to the treasurer, receipt of which would be evidenced by the monthly publication of the Booster Club Treasurers report.

These funds can be used at the coach's discretion, with Booster Club and Athletic Director approval, for team related expenses, (i.e. special equipment, training tools, shirts, hats, team functions, etc.) Unless agreed upon by the team, each athlete **(correct spelling)** on the team should benefit equally. Cash cannot be awarded as an incentive for performance as this might jeopardize amateur status or positive team moral.

Example: If the girls freshman soccer team has a carwash and raises \$250., than \$25. (*either add the zeros after the decimal point or drop the decimal point*) (10%) would go to the Booster Club general fund and remaining \$225.00 would be Held (*lower case*) in the Booster Club checking account for team use.

At the end of the school year, all remaining unused funds will stay in a “sports specific” account until needed, Example: The girl’s freshman soccer team raised \$250. After contributing the 10%, they only spend \$125.00, the remaining \$100.00 will not revert into the general fund but will be allocated to the “girls soccer” account to be used in the Future (*lower case*) as needed by all levels of that sport.

(This section needs some editing for grammar – ex. Booster Club Treasurer’s Report, extra period, verb tense with “would”, etc. and spelling such as “athletet”.)

Section 3.

Every sports team is expected to run a fund raiser every year, **but must run one at least every other year.** (*This was highlighted.*)

Article IX

Scholarships

Section 1.

The Scholarship Committee 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 on a yearly basis and will depend upon available funds.

Section 3.

The scholarship(s) will be announced in June at the Knight Court of Honor and given to the student after completion of their first semester of post secondary school.

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 sport or sports related (***add a hyphen in between sports and related***) activities within the West High School, anytime after ninety (90) days, provided school is in session.

Amended: September, 2001

(Along with some possible grammatical editing, which are italicized and bold, the only other changes I made were in the spacing. I deleted extra spacing between the heading and the body to the heading and I deleted extra spacing between numbered items within some of the bodies. The numbered parts under the Sections are pushed in more than on the original document.)

(The page with Article VII information was faded but seemed to be the same font and style as the rest of the document. Article VIII was in a slightly different size and style as the rest of the document. The following section was also in the pages I was given with no heading and in a different size print and style from all other pages.)

In the case of the general fund, at the end of the year funds will be dispersed as follows:

All scholarship awards that were won by deserving students (***aren't they all deserving??***) will stay in a reserved or escrow account until the student is eligible to collect the award. (In most cases the recipients must first fulfill academic requirements to remain eligible and collect an award.)

An estimated amount should be designated and reserved to pay for the Fall Awards Night for the following year. This would insure that the first ceremony in the upcoming year is fully funded and can be prepared for.

An estimated amount will be set aside for start up costs associated with inventory for the concession stand for the Fall season. This amount should be based upon the previous year's startup cost plus inflation consideration.

- After reserving the for the above, and any other expenses the present board decides on, any balance left in the general fund will be divided equally among the sport specific accounts. In the event that a particular established sport or team shows additional need, the board may choose to dispense additional funds to help that sport or team thrive.

Suggested method of dispersal:

Using the total amount of excess funds in the general budget, Divide by the total number of student athletes who participate on sports teams at West High. Then multiply that number by the total number of athletes participating in each of the various sports. That amount will be deposited in the sport specific account.

It is the mission of the Booster Club to support our athletes and teams. By distributing the general funds at the end of the year, it is the hope that each team can do less “team fundraising” and participate in the larger general Booster Club events. (i.e. Super Raffle, Outback dinner auction, membership registration)