

**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 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 Athletic Director, or an appointed representative. It is strongly recommended that a 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.

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 NHIAA 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.

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.

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.

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