

**CONSTITUTION AND BYLAWS**  
**UNIVERSITY HIGH SCHOOL BOOSTER CLUB**

**ARTICLE ONE**

**Name**

The name of this association shall be "University High School Booster Club."

**ARTICLE TWO**

**Objectives**

SECTION 1. The objectives of this association shall be to provide financial support and volunteer assistance to the U-High co-curricular activity program and to promote positive relations and involvement between parents, students and school. Co-curricular activities are defined as any activity a student is involved related to their being a student at U-High.

SECTION 2. Any activities sponsored by this group shall have the general consent of school administration and be compatible with school policy and administrative rules.

SECTION 3. The association will be a non-profit and non-political entity existing only in the interest of furthering the co-curricular program at University High School.

**ARTICLE THREE**

**Membership and Dues**

SECTION 1. Parents of students, teachers, administrators, former students, and friends of University High School are eligible for membership.

SECTION 2. Annual membership dues are not required. A monetary contribution or donations within the means of each member is encouraged to support the financial needs of the association.

**ARTICLE FOUR**

**Board Members – Nomination and Election**

SECTION 1. The Booster Board will consist of positions for officers and other members. The officer positions are president, vice president, recording secretary, and treasurer. Other member positions include the immediate past president and a chairperson representing the following committees or positions:

Band	Orchestra
Clubs and Organizations	Promotions
Corresponding Secretary	Speech and Drama
Fall Festival	Sports
Hospitality	Textbooks
Membership	Vocal Music
Newsletter/Publicity	Yearbook

Fund Raising and Nominating are additional standing committees which shall be chaired by the vice president.

The U-High administration will be represented by the principal or other administrative staff member chosen by the principal as a non-voting ex-officio member.

SECTION 2. Nominations for board member and officer positions shall be made by the Nominating Committee. The chairperson of the Nominating Committee shall be the vice president. The committee will consist of not less than two additional members from the board and two members at large from the general membership, appointed by the chair. Nominations shall be presented to the general membership for voting and election each spring, usually in April. Only parents of current U-High students are eligible to be nominated. Announcement of the new board members shall be made prior to the June board meeting.

SECTION 3. All board members shall be elected for one full term of office with the exception of the vice president who will succeed the president.

SECTION 4. A term of office shall begin immediately after adjournment of the last board meeting of the year, and end after the last board meeting of the following school year.

SECTION 5. Board positions may be added or deleted as deemed necessary and appropriate.

## **ARTICLE FIVE**

### **Duties of Officers and Chairpersons**

SECTION 1. The president shall preside at all meetings of the Booster Board. He/she shall appoint all special committees and shall perform such duties usually pertaining to the office of president. The association president shall be an ex-officio member on all committees, except the Nominating Committee.

SECTION 2. The vice-president shall perform the duties of the president in the absence of the president and shall assist the president when called upon. He/she will be responsible for conducting an annual audit of Booster Club funds and reporting the results to the board, usually at the February meeting. He/she shall chair the Fund Raising and Nominating Committees.

SECTION 3. The recording secretary shall prepare a written record of all meeting minutes for distribution to board members and perform other duties as required.

SECTION 4. The treasurer shall receive all monies of the association and shall keep an accurate record of all receipts and disbursements and shall be authorized to sign all checks drawn upon the accounts of this association or delegate others to do so in accordance with the approved disbursement procedures.

SECTION 5. Chairpersons are responsible for selecting members for their committee. Chairpersons shall work with the school staff in planning, co-ordinating and executing any co-curricular support activities relating to their particular areas of responsibility. Chairpersons shall keep the board informed of activity plans and obtain prior approval of any financial commitments.

SECTION 6. The immediate past president will serve on the board in an advisory capacity and represent the Booster Club for the Citizens Advisory Council (if such representation is requested by CAC).

## **ARTICLE SIX**

### **Special Committees**

SECTION 1. There shall be such special committees appointed as deemed necessary by the board to properly execute all programs and activities.

SECTION 2. Special committee chairpersons shall be appointed from members of the board.

SECTION 3. Special committee members may be appointed from the general membership.

## **ARTICLE SEVEN**

### **Meetings**

SECTION 1. Booster Board meetings shall be held on the second Tuesday of each month or at such other times as determined by the board.

SECTION 2. General Booster Club Meetings may be called at the discretion of the president or the board.

SECTION 3. Ten per cent of the membership shall constitute a quorum for the transaction of business at all general meetings.

SECTION 4. A quorum for the transaction of business at board meetings shall exist if at least one third of the board members are present.

## **ARTICLE EIGHT Monies and Records**

SECTION 1. All monies of the association shall be kept in the Booster Club's accounts and shall be paid out only in accordance with the approved disbursement procedure. Booster Club funds are allocated between Operating Funds and Special Use Funds, both of which are used for the benefit of the U-High co-curricular activity program. Following is the approval process required for the disbursement of said funds:

### Operating Funds

Requests for funds for ongoing or new activities planned for the coming year should be submitted for approval at a regular meeting of the board.

Emergency requests for funds between board meetings or during the summer months must be submitted to the Booster Board President for approval:

1. The president, treasurer and two other board members can approve the allocation of funds, not to exceed \$100.00, outside of the normal approval process.
2. Fund requests in excess of \$100.00 require the majority vote of the board.

### Special Use Funds

Requests for funds for the purchase of equipment, other material items, or for the special use of funds benefiting an entire club, organization or athletic team must first be approved by U-High Administration (Principal's Office).

Once approved, a written request should be submitted to the Booster Board President by the principal at least one week prior to the next board meeting at which it will be presented.

SECTION 2. All records, financial and secretarial, shall be kept on file and available for reference or audits by the Booster Club.

## **ARTICLE NINE Rules**

The rules contained in Roberts Rules of Order, Revised shall govern this association in all cases in which they are applicable and in which they are inconsistent with this constitution and bylaws.

## **ARTICLE TEN Amendments**

These bylaws may be amended by the following procedure and order:

By a two-thirds vote of the members present, at any board meeting, providing the proposed amendment has been previously provided to the entire board in writing at least one week prior to the voting date.