

Sample By-Laws

BY-LAWS FOR THE (Name of Club) BOOSTER CLUB

ARTICLE I - PURPOSE STATEMENT

SECTION 1. NAME

The name of this organization shall be the _____ Booster Club, and hereinafter be referred to as the Club or the Booster Club.

SECTION 2. PURPOSE

The purpose of the Club is to support and promote ALL educational activity groups at _____ School by uniting students, parents, coaches, faculty, staff, and community in a way that enhances the sharing of school spirit, and provides moral as well as financial support. To assure the ongoing improvement to (*define program and groups served*) group programs the Club shall recognize and work in conjunction with individual educational activity booster groups.

SECTION 3. ORGANIZATION

A) The Club shall be formed as an Arizona Not-For-Profit Corporation and will maintain Internal Revenue Code Section 501 (c) (3) tax status.

B) Each educational activity booster group that is deemed appropriate by the administration of (*school*) and the policies of the Scottsdale Unified School District shall be governed and represented by the Club.

ARTICLE II – MEMBERSHIP

SECTION 1. MEMBERSHIP CLASSES

Membership in the Club shall be in **four** classes:

- A) Individual/Family Membership
- B) Business Membership
- C) (*School/program*) Alumnus Membership
- D) Ex Officio Membership

SECTION 2. DESCRIPTION OF MEMBERSHIP CLASSES

The membership classes shall be described as follows:

A) A Booster Club Individual/Family Membership shall be any person or family paying full Individual / Family membership dues.

B) A Booster Club Business Membership shall be any Business paying full Business dues.

C) A Booster Club Alumnus membership shall be any person who was graduated from and (*School/program*) who qualifies for membership and pays dues.

D) A Booster Club Ex Officio Membership shall be a dues free membership given to the following persons:

1. Athletic Director, _____ School.

2. Principal _____ School.
3. Varsity Head Coach(es) at _____ School.
4. Sponsors of all activity groups at _____ School.
5. Past Presidents of the Club

SECTION 3. ENTITLEMENTS

Members in good standing are entitled to all benefits and privileges of the Club.

SECTION 4. TERMINATION OF MEMBERSHIP

Any member of the Club may be removed by a 3/5 (60%) vote of the Directors of the Club at any regular scheduled meeting, or at a special meeting called for that purpose, for conduct deemed in violation if the Club's governing documents or applicable policies of the Scottsdale Unified School District and detrimental to this Club, provided that such member shall first have been served with written notice of the conduct deemed detrimental to the Club, and shall be given the opportunity to be heard at the meeting at which such vote is taken. At the time a membership is terminated, all entitlements and privileges of the Club shall be immediately revoked, and the club treasurer shall reimburse the terminated member a prorated percentage of the current year's dues as paid by the terminated member. Termination of membership in the General Club shall terminate membership in all individual activity groups.

SECTION 5. MEMBERSHIP YEAR

The membership year shall be defined as between July 1 and the following June 30, except for the initial startup year as between the date of ratification of these By-laws and June 30, (*year club was started*).

SECTION 6. DUES AND ASSESSMENTS

Dues are established and assessed on a fiscal year basis. The fiscal year shall be concurrent with the club's membership year. No assessments other than regular membership dues shall be levied; HOWEVER, various dues levels may be set with commensurate special recognition, such as membership premiums or placement of names in listings or plaques. The amount of membership dues shall be determined by a vote of the Club Directors for the ensuing club membership year no later than the regularly scheduled May meeting of the current club year.

ARTICLE III-CLUB OFFICERS

SECTION 1. DESIGNATION OF OFFICERS

No person shall hold more than one Officer position. The Officers of the Club shall consist of the following:

- A) President
- B) Vice-President
- C) Secretary
- D) Treasurer
- E) Athletic Director/Head Coach/Sponsor, _____ School.
- F) Past President- The most recent past President of the Club.

SECTION 2. DUTIES OF THE OFFICERS

The duties of the Officers shall be described as follows.

- A) **President-** To call meetings of the general membership, Officers, Directors, and special membership meetings; Preside at such meetings; appoint special committees from the membership; Represent the club at meetings of any other group(s) where the purposes and actions of the Club have pertinence; Perform other duties as prescribed by the Officers and Directors of this club. The President shall not be the Director of any individual activity group.
- B) **Vice-President-** To serve as the first backup officer to the President, and perform the duties of President at such times as the President is unable to serve at any Club function; Perform other duties as prescribed by the Officers and Directors of this Club.
- C) **Secretary-** To maintain and keep records of the Club, its officers, Directors, and direct support groups as it pertains to the Club; Annually publish a list of all Individual Activity Groups; Handle all correspondence for the Club; Perform other duties as prescribed by the Officers and Directors of this Club.
- D) **Treasurer-** To collect, deposit and disburse the funds of the Club as directed by the Officers and the Directors; Keep all financial records of the Club; At the direction of the club will present for examination all records pertaining to the office. Make such further reports and perform other duties as prescribed by the officers and directors of the Club.
- E) **Athletic Director or Head Coach/Sponsor,** _____ School. - To serve as the main liaison of this club to the faculty and staff of _____ School; Represent the Club, along with the President, at meetings of any other group(s) where the purposes and actions of this club have pertinence; Serve the Club as the principal authority and advisor as to the needs and priorities in the programs and facilities at _____ School.
- F) **Past President-** To assist the President in assuring a smooth and orderly transition of office; Serve as advisor to the officers and directors on parliamentary procedures and on the historical affairs of the Club.
- G) These Officers shall have the right to meet as a group, on an as-needed basis, to plan the agenda and the strategy of the General Club.

SECTION 3. ELECTION OF OFFICERS

Election of Officers, except for Athletic Director/Head Coach/Sponsor, _____ School, and past President, shall be conducted at the April meeting of the Club annually. The nominating committee shall submit a slate of candidates at the regular March meeting. Additional nominations will be accepted from the floor providing prior approval has been obtained from the nominee to serve in the office for which he/she is nominated. Voting shall be reserved to members in good standing. All nominees must be members in good standing of the Booster Club.

SECTION 4. TERMS OF OFFICE

The terms served by all Officers, except for the Athletic Director/Head Coach/Sponsor, _____ School, shall coincide with the membership year as described in Article II, Section 5. No individual may be elected to more than four consecutive terms in any office.

SECTION 5. VACANCIES Vacancies of Officers shall be filled by appointment made by the remaining officers, the new appointee shall serve until the vacant term expires. Appointees shall be made from the ranks of members in good standing of the Booster Club.

ARTICLE IV-BOARD OF DIRECTORS

SECTION 1.

The Board of Directors of the Club shall consist of the following persons: All Directors representing individual activity groups with the proviso that a single activity group shall have no more than one Director and an At-Large Director selected by at-large members. To qualify as an at-large member, the individual shall have no child participating in any group represented by the Club.

SECTION 2. DUTIES OF THE DIRECTORS

The duties of the Directors shall be as follows:

- A) To serve as chairpersons and members of standing and special committees.
- B) To attend meetings of the Club, and serve as voting members in determining the affairs of the Club.
- C) To be a natural source for persons wishing to become Officers in the Club.
- D) To serve as liaison persons to their individual booster group.

SECTION 3. ELECTION OF DIRECTORS

Election of Directors shall be determined by the individual activity groups (members at large for the At-Large Director).

SECTION 4. TERMS OF OFFICE

The terms of office shall be identical to those of Club Officers as described in Article III, Section 4.

SECTION 5. VACANCIES

Vacancies of Directors shall be replaced in a timely manner consistent with the by-laws of the individual activity group.

ARTICLE V-MEETINGS

SECTION 1. REGULAR MEETINGS

Regular meetings shall be held monthly at such places as designated by the Officers and Directors. Notice of any change in time, date, or place shall be given to the membership by the Secretary at least ten days before the scheduled meeting.

SECTION 2. SPECIAL MEETINGS

Special meetings may be called by the President or by a majority vote of the Officers or Directors. Notice of these meetings shall be given to the membership by the Secretary.

SECTION 3. CONDUCT OF MEETING

All membership meetings shall be conducted as follows:

A) In accordance with Roberts Rules of Order, except where they are in conflict with the by-laws of this document, in such event, these by-laws shall govern.

B) EQUAL REPRESENTATION. The concept of ONE ACTIVITY- ONE VOTE shall prevail and is to be administered in the following manner;

1. Each Director shall, at the time of their nomination declare the specific activity group that he/she represents. Persons with no child participating in an existing activity group and with no affiliation to an existing activity group shall be considered "at large". Any at-large Director shall have voting privileges, but his/her vote shall not take the place of the voting privilege of an individual activity group.
2. Each activity group having a representative present at any club meeting shall have one vote on any business put to a vote at that meeting. In the case of more than one representative of a specific activity group being present, the sequential priority of casting a vote shall be as follows:
 - a) Director of the Club
 - b) By written, signed proxy of the Director.
3. Officers of the Club will vote only in the case of a tie vote by the Directors, in which case each officer present will vote on the measure. The majority decision of the Officers will be cast as a single vote added to the tied Directors' vote. If the vote of Officers is a tie, the measure fails. If the Director of an individual activity group is also an Officer of the Club and has voted as a Director, then that Director/Officer shall not participate in the tiebreaking vote.

C) EQUAL TIME. It shall be the policy of this club to allow equal time to all persons wishing to be heard on a specific issue. In order to fairly administer this policy, the President shall be empowered to determine the amount of time allowed to each activity group to speak on that issue insofar as that amount of time is identical to limitations put on any other group wishing to be heard. The number of speakers from a specific activity group shall not be limited, but their total time to speak shall not exceed the amount of time predetermined by the President.

ARTICLE VI-COMMITTEES

SECTION 1. COMMITTEE DESIGNATIONS

There may be two types of committees; Operational committees and Special committees.

Operational committees are relatively permanent in nature and are the backbone of the Club's operations. Special committees are appointed to accomplish special objectives and tasks, and will generally expire as soon as those objectives and tasks are completed.

SECTION 2. COMMITTEE CHAIRPERSONS

Committees may be chaired by Officers, Directors, or Club members in good standing.

SECTION 3. OPERATIONAL COMMITTEES Operational committees shall include, but not be limited to the following:

A) **MEMBERSHIP COMMITTEE.** This committee shall be responsible for securing new members, maintaining current membership, and issuing a paid-up membership list.

B) **NOMINATING COMMITTEE.** This committee shall be responsible for the nomination of a complete slate of Officers for presentation at the March Regular club meeting. Rules to govern these nominations:

1. Each nominee must provide prior approval to serve in the office for which she/he is nominated.
2. Prior approval by a nominee may be given verbally if that person is present at the meeting in which her/his name is placed in nomination. If a nominee is not present, prior written approval must be obtained by the committee and presented at the meeting in which the nomination is made.
3. Nominees for President, Vice-President, Treasurer, and Secretary must be members in good standing of the Booster Club.

C) **WAYS AND MEANS COMMITTEE.** This committee shall work in conjunction with the Treasurer in preparation of budgets and other club fiscal and administrative matters.

D) **COMMUNICATIONS COMMITTEE.** This committee shall work in conjunction with the Secretary in providing such notices to the general membership as are required; work with the membership committee relative to communications with current and prospective members; shall be responsible for the preparation and distribution to various media, information concerning club activities; and shall also be responsible for attending meetings of other organizations whose activities would be of interest to the Club.

E) **CONCESSIONS COMMITTEE.** This committee shall be responsible for the development and maintenance of the programs and policies concerning club handling of concessions at home events. Because the chair requires specialized knowledge and abilities, as well as a significant time commitment, the Concessions Committee may be chaired by two co-chairs.

F) **FACILITIES COMMITTEE.** This committee shall work in conjunction with the Athletic Director/Coach/Sponsor to assist in exploring and recommending needs relative to facility expansion and upgrades; and shall assist in determining the best method to achieve these needs.

G) **MERCHANDISE COMMITTEE.** This committee shall be responsible for the selection of “Official _____ School Booster Club” merchandise & apparel. Additionally, this committee shall purchase, inventory and sell these items, with profits to the general Booster Club Account.

I) **SCHOLARSHIP COMMITTEE.** This committee shall recommend the number and amounts of annual Booster Club Scholarships as well as selection criteria for recipients.

J) **SENIOR & VARSITY AWARD NIGHT COMMITTEE.** This committee shall plan and host an award ceremony/event, either one for the school year or one per season. A budgeted amount to run the event(s) must be approved by the Directors no later than the regular June meeting for the next year’s event(s).

ARTICLE VII-FUNDS

SECTION 1. DEPOSIT OF FUNDS

All funds of the Club shall be deposited in a qualified depository or depositories within the community of the Scottsdale Unified School District under the name of _____ School Booster Club as the Officers and Directors may designate by resolution.

SECTION 2. DISBURSEMENTS

All disbursements shall be made by checks signed by 2 of the Officers. All signatories shall be required to be bonded, and the cost thereof shall be borne by the club.

SECTION 3. All funds shall be controlled according to the rules established with the approval of the Board of Directors and in accordance with District Policies and Procedures as applicable.

ARTICLE VIII-AMENDMENTS

SECTION 1. AMENDMENT PROPOSALS

Amendments to these by-laws may be proposed in the following manner:

- A) By majority of the current Directors.
- B) By written request of the membership, submitted to the Officers and Directors, and a petition signed by a minimum of 10% of the members in good standing.

SECTION 2. PRIOR NOTICE OF VOTE

Copies of all proposed amendments shall be made available to the Officers and Directors at least 10 days prior to the time at which they will be considered. The Internal Communications Committee shall be responsible for providing notice to the General Membership, and send copies of the proposed amendment to any member upon request.

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