

# **Fruita Monument High School Booster Club Bylaws**

## **ARTICLE I -- Organization**

This organization shall be non-profit, unincorporated association, unless state laws require differently.

The name of the organization shall be  
Fruita Monument High School (FMHS) Booster Club

## **ARTICLE II – Purpose/ Goal/ Mission**

Recognizing that a positive experience in High School extracurricular activities is essential to the success, well-being, and overall high school education experience of students:

- Support and promote high standard of integrity, good sportsmanship/citizenship and overall positive character building
- Fulfill special financial needs for activities that are above budgeted basic standards set forth by the extracurricular directors. We will recruit parental involvement to provide support to the directors, coaches, organization representatives, and pledge to find a way to work within the guidelines established by the administration and Booster Club members.

## **ARTICLE III – Membership**

- Parents, students, community members and representatives of organizations are members of FMHS Booster Club.
- Parent members may serve as the official representative for only one club/sport each school year.

## **ARTICLE IV- Officer Elections**

### **Section I – Officers**

There are six Executive Board Members: President, Vice- President or Co-president, Past- President, Treasurer, Secretary, and a Bingo Representative. If not enough officers can be recruited, the treasurer and/or secretary duties will be assumed by another officer. All Executive Board members have voting rights. If any Board members are unable to assume their duties, then the Executive Board will appoint a new member.

### **Section II – Election of Officers**

Election of officers shall take place at the meeting held in April of each year or as near to there as reasonable (the election meeting). Nominations for officers shall be made from the floor during the nominating meeting. The nominations must be accepted by the Executive Board. The nominees will be presented at the election meeting.

### **Section III – Term**

Officer term: one year and cannot serve more than six consecutive years.

#### **Section IV- Removal of Officers**

Any elected executive board member may be removed from office upon majority vote of membership during a specially called business meeting of the membership. Removal proceedings are allowed for just cause only.

#### **Section V – Voting**

- Voting shall take place at the election meeting.
- It is the duty of the FMHS Booster Club Executive Board to distribute, collect, and count all ballots. The treasurer and two representatives will count the ballots during the election meeting and announce the results.
- If there is only one candidate, written ballots are not necessary.
- If a tie in voting occurs, the Executive Board will make the final decision.

#### **Section VI – Installation**

Installation of officers shall be at the May meeting, at which time new officers will be oriented by the outgoing officers, and shall take over their duties the subsequent school year.

### **ARTICLE V – Duties of Officers**

#### **Section I – President**

Term: One Year

It shall be the duty of the FMHS Booster Club President to preside over all regular, special meetings, and Board meetings. The president shall perform all the duties of the office, shall appoint all committees and committee chairpersons, and shall be an ex-officio member of all committees. The President shall mentor the Vice-President to succeed her/him. The President will have the ability to sign all contracts, to the approval or ratification by the FMHS Booster Club executive board. Ensure that all practices and decisions are transparent and consistent with the standards operating procedures and posted on the intranet.

#### **Section II – Past- President**

Term: School year following Presidency

It shall be the duty of the Past President to attend meetings the following year as a member of the FMHS Booster Club executive board and advise the President, board, and members on business matters.

#### **Section III Vice –President or Co-PRESIDENT**

Term: One Year

It shall be the duty of the Vice President to attend meetings be mentored to the role of President, and facilitate projects as assigned. The Vice President will automatically become FMHS Booster Club President the following school year.

Fulfill the duties of the President in their absence.

#### **Section IV – Treasurer**

Term: One Year.

It shall be the duty of the treasurer to receive all monies due to the FMHS Booster Club and deposit monies into an account approved by members of the FMHS Booster Club. The FMHS Booster Club treasurer shall present a statement of account at regular meetings, and post a copy to the website each month. The FMHS Booster Club treasurer will handle all

financial matters and be one of the two authorized Board members to write checks The Bingo Committee Treasurer is also authorized to write checks from Bingo funds. In both cases, approval by email is required if the check exceeds \$500. The FMHS Booster Club treasurer shall submit a full report at the annual meeting. A professional review of the FMHS Booster Club accounts will be performed annually by a CPA to assure the timely filing of documents to the IRS.

#### **Section V –Secretary**

Term: One Year.

It shall be the duty of the FMHS Booster Club Secretary to record the minutes of all meetings, making sure they are posted to the website for review and approval within one week of the meeting. The Secretary will also conduct correspondence as requested, as well as maintain the email contact list of all members, notify the members of the meetings, and facilitate the agenda and assignments.

#### **ARTICLE VI – Executive Board**

The FMHS Booster Club Executive Board shall consist of four officers and the immediate Past-President, as well as a Bingo committee representative. Duties of the FMHS Booster Club Executive Board shall be to transact necessary business, as needed, in the intervals between FMHS Booster Club meetings.

#### **ARTICLE VII – Meetings**

- Regular meetings of FMHS Booster Club shall be held the first Wednesday of every month at 7PM during the school year, unless otherwise announced by the FMHS Booster Club or Executive Board.
- The annual meeting shall be the scheduled May meeting.
- A Quorum shall consist of not less than two- thirds of the Executive Board.
- Recommended Agenda
- Celebrations
- Sharing (scheduled presentation from club, organization, etc. in the school that may have been impacted by Booster)
- Treasure Reports (Bingo/Booster)
- Approval of Minutes (as posted on the internet within seven days of the meeting)
- Attendance for Bingo disbursements
- Quarterly updates on strategic goals
- Booster 101 – Review of Standard Operating Procedures and Expectations of Members

#### **ARTICLE VIII – Committees/ Programs**

The Executive Committee may create standing committees as deemed necessary to promote and carry on the work of the FMHS Booster Club.

#### **ARTICLE IX – Property Rights**

Membership in the FMHS Booster Club shall not title or vest any of the members with any property rights or rights having monetary value of any kind what so ever, including, but not limited to, property rights, or monetary rights in the school or in the FMHS Booster Club.

#### **ARTICLE X - Relationship with School Administration**

The FMHS Booster Club shall operate in full support of representatives of FMHS. At no time should the FMHS Booster Club make recommendations or become directly involved in the day to day operation of programs. The FMHS Booster Club serves only to support FMHS programs and has no influence in policies established by FMHS programs.

#### **ARTICLE XI – Amendment**

These FMHS Booster Club Bylaws shall be approved in a meeting of the general membership by a majority vote. These Bylaws may be amended by a two-thirds vote of members present at any regularly called meeting. Such amendments shall be presented in writing and read at the regular meeting prior to the time of voting, tracking the change.

#### **ARTICLE XII- Annual Meeting**

The annual meeting of the FMHS Booster Club shall take place in May. At the annual meeting all annual reports shall be submitted. The outgoing officers, retiring board, and newly elected officers and board members shall hold a joint session. At the joint session, the outgoing officers and board shall transfer all books and documents pertaining to FMHS Booster Club to the new administration, and otherwise advise the new administration to the status of the FMHS Booster Club.

Annual reports include but are not limited to unless reported prior to the annual meeting:

- Bingo and Disbursements (specified by request and received)
- Split the Pot
- Wreaths sales
- Scholarships
- Programs
- Treasure (Booster and Bingo)
- Financial Audit/IRS Standing
- Updates to Bylaws, Booster 101, and standard operating procedures as posted on the internet