

STERLING HEIGHTS HIGH SCHOOL BOOSTER CLUB BYLAWS

(Revised May 18, 2014)

Article I NAME AND PURPOSE:

- Section 1** The name of this organization shall be the Sterling Heights High School Booster Club, hereafter referred to as the Booster Club. The Booster Club shall remain a 501(c)(3) organization forever.
- Section 2** This is a non-profit organization whose purpose is to encourage, partially fund, if necessary, and to assist in academic and athletic related endeavors of the Sterling Heights High School; within the guidelines established by the Warren Consolidated Board of Education and the policies of Sterling Heights High School.
- Section 3** The Booster Club will annually fund and award nine (9) \$500.00 scholarships and one (1) \$750.00 Synergy Scholarship. The scholarships will be awarded to the senior recipients at the class Convocation Ceremony in May. *(See the Sterling Heights High School Booster Club Scholarship Guidelines and Criteria for details of the program.)*
- Section 4** All monies raised in any Booster Club sponsored fundraising activities are controlled by the Club. All expenditures will be made by the Booster Club. *Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes with the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any federal tax code, or shall be distributed to the federal government; or to a state or local government for a public purpose.*
- a) If the Booster Club dissolves all money will be given to Sterling Heights High School to be used to continue the scholarship program
 - b) If Sterling Heights High School closes, Booster Club money shall be disbursed on a percentage basis in relationship to the high school(s) that the students will be attending
- Section 5** All monetary requests must be made in writing using proper forms available in the front office. All requests must be submitted one week prior to the Booster meeting.
- a) A representative of the activity must attend the Booster Club meeting at which their request will be acted on or to answer any questions the Booster Club may have.
 - b) A stipend of \$100 per event, per individual, with a cap of \$500 per group, per event, may be requested by students and/or organizations **who have earned the right to represent Sterling Heights High School at a special event.** A special funding request form must be filled out and presented to the

Executive Board for their approval before the event.

- c) Disbursements will be made to SHHS students only if participating in an event supported by SHHS, WCS, or the State of Michigan educational or athletic governing bodies.
- d) Regulations: Funds will not be disbursed to groups formed for a single event such as a field trip, banquets, or athletic activities or organizations, or for “out of season” activities (summer camps, etc.).

Section 6 All concessions for athletic events are the sole responsibility of the Booster Club. Any athletic group wishing to run a concession stand, at one of their own events, for the purpose of a one-time fundraising effort must have the approval of the concession chairperson and the executive board. This does not include any special events the school may be hosting (e.g. Cancer Awareness football game, district or regional events). All details for such a one-time concession must be negotiated with the concession chairperson and Executive Board.

Article II

MEMBERSHIP AND DUES:

Section 1 Membership shall be open to any adult who is willing to subscribe to the purposes of the Booster Club.

Section 2 An active member/family shall:

- a) Contribute \$5.00 membership dues per academic year
- b) Attend meetings and actively participate and support the activities of the Booster Club
- c) Complete and submit an application for membership on or before the first general membership meeting of the school year. If application is completed at a later date (after the first meeting) the new member is not eligible to vote for 30 days or the next booster meeting, whichever is greater

Section 3 Associate membership shall be open to all school staff and administrators. An associate member shall not have voting privileges and shall not pay dues.

Section 4 Honorary members shall be any outstanding individual that the Booster Club desires to elect to its membership. The honorary member will not have voting privileges and will not pay dues.

Article III OFFICERS:

Section 1 The Executive Board of the Booster Club shall consist of:

- a) President
- b) Vice-President
- c) Secretary
- d) Treasurer

Section 2 Any officer may be removed from office by a majority vote of the Executive Board and a majority vote of the active membership in attendance at a regular meeting, with said officer having the right to appeal his or her removal to the membership at the next regular meeting of the general membership.

Section 3 Should any vacancy occur on the Executive Board, the Board shall appoint a member to fill the vacancy until the next General Membership Meeting, at which time a special election will be held.

Article IV DUTIES OF OFFICERS:

Section 1 The President Shall:

- a) Preside at all meetings of the Booster Club
- b) Preside at all meetings of the Executive Board
- c) Call special meetings as necessary
- d) Appoint necessary committees and committee chairpersons
- e) Enforce observance of the Bylaws
- f) Appoint a committee for final book audit prior to new officer election
- g) Attend all President's meetings
- h) Review and explain Bylaws at the September General Meeting
- i) Set agenda with the input of the Executive Board

Section 2 The Vice-President Shall:

- a) Preside at meetings in the absence of the President
- b) Support the President at all times
- c) Be responsible for checking and coordinating the work of all committees
- d) Accept nomination for election of officers

Section 3 The Secretary Shall:

- a) Take minutes of all Executive Board and General Membership Meetings and provide copies to the officers prior to the next meeting
- b) Provide copies to the membership at the beginning of each General Membership Meeting
- c) Preserve all minutes

- d) Provide a copy of the minutes to the Webmaster and have them posted on the website prior to the next meeting

Section 4 The Treasurer Shall:

- a) Be in charge of collecting and disbursing all Booster Club funds in conjunction with the Executive Board and/or the general membership
- b) Keep records of all income and disbursements and financial transactions, including providing a year-end financial statement for the previous school year to the membership at the first meeting of the following school year
- c) Shall report on the financial standing of the Booster Club at the meetings and provide copies to the membership
- d) By June 30: Shall prepare a year-end financial statement and turn the books over to the incoming treasurer
- e) Treasurer shall be bonded for up to \$25,000.00
- f) All funds disbursed by check require the signature off two executive board members; treasurer and president. In the case one of these officers is unavailable then vice president can be the second signature
- g) Must complete filing of the Booster Club 990 paperwork and submit to the federal government no later then November 15th each year
- h) Must make sure all licenses and paperwork are current and up to date

Article V ATHLETIC DIRECTOR:

Section 1 The Athletic Director Shall:

- a) Act as liaison between the Booster Club and Sterling Heights High School athletic teams
- b) Be responsible for advising the Booster Club of Sterling Heights High School's athletic departments needs and requirements
- c) Be responsible in advising coaches to attend General Membership Meetings with any request for expenditures
- d) Provide athletic schedules and any changes to that schedule. Ask for volunteers or help when needed for special events
- e) Relay all verbal and written communication regarding athletic schedules that involve the Booster club, to the President, concession chairperson and game management
- f) Attend all General Membership Meetings and if unavailable send a representative in their place

Article VI EXECUTIVE BOARD:

Section 1 The Executive Board Shall:

- a) Consist of the officers of the organization
- b) Meet prior to general membership meeting to take up business of the Booster Club a minimum of once a month during the year to take up business of the Booster Club
- c) Work with the President to set the monthly agenda. This can be done via email
- d) Have the power of approval to pay routine bills within the limits. In the event of an emergency before the next scheduled general membership meeting, has the right to approve requests with a limit of five (5) percent of on-hand Booster club funds, not to exceed \$500.00
 - 1. Financial expenditures must have the approval of the majority of the Executive Board.
 - 2. Any request brought forth to the general membership may not be altered unless brought back to the general membership for another vote, and may not exceed 50% of the existing balance
 - 3. Start-up balance for the next school year must be at least \$3000. No request of funds that would cause the balance to drop below \$3000 will be approved.
- e) Have the power to delay the vote for any requested expenditures until the next General Membership Meeting if the Executive Board believes additional information is required.

Article VII Meetings:

- Section 1** Regular scheduled meetings will be set and announced by the Executive Board once a month or as needed.
- Section 2** Special meetings may be called by the President or by petition to the Executive Board signed by at least ten (10) percent of active members. Active members must be notified at least one week prior to special meetings.
- Section 3** Emergency meetings may be called at any time by the President.
- Section 4** A quorum at meetings shall consist of five (5) active members and a majority of three (3) of the Executive Board members. A quorum must be present for business to take place.

Article VIII ELECTION OF OFFICERS:

- Section 1** The nomination period will be open two (2) months prior to the election meeting and remain open. The Vice President will accept all nominations during the two (2) month period. The nomination period will be closed at the election meeting after a final call for nominations has been declared.
- Section 2** The Membership Committee shall be responsible for notifying the active membership at least two (2) weeks prior to the election meeting.
- Section 3** Candidates will be elected to office by ballot at an election meeting by a majority vote of quorum. **If** there is no majority of quorum, the candidate with the least number of votes will be dropped from the ballot until one candidate gets a majority of quorum.
- Section 4** The election of officers named in Article III, Section 1, shall take place during the election month each school year. The term of office shall be from July 1 to the following June 30.

Article IX CHAIRPERSONS:

Section 1 The following are standing chairpersons

- a) Arts and Crafts
- b) Concessions**
- c) Publicity
- d) Membership
- e) Fundraising
- f) Game Management**
- g) Spirit Wear/School Store

** Co-chairs are recommended for these committees

**Article X
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DUTIES OF CHAIRPERSONS:

Section 1 The Arts & Crafts Chairperson Shall:

- a) Organize crafters
 - 1. Solicit and invite crafters
 - 2. Confirm crafters and receive payment for table rental
 - 3. Table assignment of crafters
- b) Be responsible for table rental from an outside agency
 - 1. Ordering and scheduling of tables
 - 2. Making payment to rental agency
- c) Work with the publicity chairperson to determine the publicity needs. Also, coordinate all volunteers that are necessary for a successful craft show.
- d) Appoint a person to handle hourly raffles
- e) Arrange for fire inspection and be available to walk through with Fire Inspector
- f) Run program day of craft show
- g) Coordinate with Booster Club regarding:
 - 1. Tarp rental, pick up and return
 - 2. Gate and ticket takers
 - 3. Lawn signs
 - 4. Parking lot night before craft show when crafters are arriving
- h) Coordinate with Athletic Department regarding:
 - 1. State of gym area prior to show
 - 2. Tear down of gym after show
 - 3. Parking lot day of show
- i) Report on status of craft show receipts at General Membership Meetings

Article X DUTIES OF CHAIRPERSONS (Continued):

Section 2 The Concession Chairperson Shall:

- a) Purchase supplies and food for concession events
- b) Set up schedules and co-chairpersons for concession events
- c) Check on scheduling of workers for concession events
- d) Keep records and receipts of all concession events
- e) Turn in concession money to the Treasurer
- f) Move equipment as necessary between concession stand and school
- g) Be responsible for maintenance and repairs of concession equipment as needed
- h) Maintain records for concession events
- i) Be responsible for a set of keys provided by the school
- j) Report on status of concession receipts at General Membership Meetings

Section 3 The Publicity Chairperson Shall:

- a) Publicize all Booster Club events, including information for school pre-registration packet
- b) Meet deadlines of school news media available to Booster Club
 - 1. In-school announcements
 - 2. School newsletters
 - 3. School cable channel
 - 4. Feeder schools
 - 5. Contact district to publicize event on all social media, websites and local papers.
- c) Publicize any Booster Club event
 - 1. Cable announcement
 - 2. Make and distribute flyers
 - 3. Make and distribute lawn signs
 - 4. Place advertisements in local newspapers
 - 5. Obtain and place large sign in front of school day of events
 - 6. Retrieve all lawn signs after the events

Article X DUTIES OF CHAIRPERSONS (Continued):

Section 4 The Membership Chairperson Shall:

- a) Collect all dues from membership
- b) Keep all membership records current
- c) Notify membership of all meetings

Section 5 The Fundraising Committee Chairpersons Shall:

- a) Coordinate and oversee all assigned fundraising activities of the Booster Club and General Membership Meetings and coordinate volunteers

Section 6 The Game Management Chairperson(s) Shall:

- a) Work with the Athletic Director and coaches to recruit volunteers/liaison parents to work at the designated sporting events held at Sterling Heights High School
- b) Keep a schedule of each event and work with the parent team liaison to form a list of parents that are willing to work at each event. Give the Athletic Director a duplicate copy.
- c) Be responsible for the ticket booth at all football games (freshmen, JV, Varsity)
- d) Be responsible for the Booster Club security jackets
- e) Participate at all the coaches' parent meetings explaining the volunteer program

Section 7 The Sterling Wear/School Store Chairperson(s) Shall:

- a) Develop a schedule of academic events at which Sterling Wear items can be sold (i.e. parent teacher conferences, open houses, etc.) and have the School Store open for said events.
- b) Develop a schedule of outdoor sporting events to sell Sterling Wear items. The events identified as large enough draws need to be identified to make a profit.
- c) Recruit and schedule volunteers for the aforementioned schedule of events.

Article XI BYLAW CHANGES:

- Section 1** The Bylaws of the Booster Club may be amended, altered, and new provisions may be adopted by a majority vote of active members present at a General Membership Meeting, provided that the membership has been advised of the proposed changes at least four (4) weeks prior to the General Membership Meeting.

The undersigned board members certify that they execute these bylaws for the purpose herein stated.

President _____
Lisa Harness Date

Vice President _____
Lila Saba Date

Secretary _____
Sandra Marchi Date

Treasurer _____
Christine Close Date