



CONSTITUTION AND BYLAWS WARREN MOTT HIGH SCHOOL BOOSTERS CLUB

1. Name and Purpose

- 1.1. The name of this organization shall be the Warren Mott High School Boosters Club.
- 1.2. The organization will remain non-profit forever and exists to enhance, encourage and assist with the student extracurricular activities sanctioned by Warren Mott High School, within the guidelines of the Warren Consolidated School District and the policies of the Warren Mott High School.
- 1.3. The Warren Mott High School Boosters Club is a registered 501(c)(3) not for profit organization.

2. Membership and Dues

- 2.1. Membership is open to any adult who is willing to subscribe to the purposes, constitution and bylaws of the organization.
- 2.2. An active (i.e., voting) member must:
 - 2.2.1. Complete and submit an application for membership prior to the first membership meeting of the school year, or if the application is completed at a membership meeting, is ineligible to vote until the following meeting;
 - 2.2.2. Contribute annual dues (see Section 5.5);
 - 2.2.3. Actively support the activities of the club;
 - 2.2.4. Subscribe to the purposes, constitution and bylaws, and;
 - 2.2.5. Regularly attend and contribute to club functions.
- 2.3. An honorary (i.e., non-voting) member shall include:
 - 2.3.1. The Warren Mott High School administrative staff;
 - 2.3.2. The Warren Mott High School athletic director and assistant;
 - 2.3.3. All Warren Mott High School coaches, or;
 - 2.3.4. Any outstanding individual nominated and approved by a majority vote of voting members at a regular membership meeting.
 - 2.3.5. An honorary member may become an active member by submitting an application, regularly attending meetings, and actively supporting club activities.

2.4. The sports liaison must:

- 2.4.1. Be an active member of the Warren Mott High School Boosters Club;
- 2.4.2. Report to the Boosters Club the performance of the team, upcoming team events (i.e., parent night, banquet, upcoming games, etc.) and any other noteworthy issues associated with the team;
- 2.4.3. Assist the coaching staff in organizing the team banquet and parent night.

3. Officers

3.1. The Officers of the club shall be:

- 3.1.1. President
- 3.1.2. Vice President(s) – as many as four
 - 3.1.2.1. Communication/Information – needs to have or recruit people with organizational skills, computer skills and artistic skills
 - 3.1.2.2. Academic/Fine Art – needs to have or recruit people with communication skills and “people persons”
 - 3.1.2.3. Athletics – needs to have or recruit people with organizational skills, athletic understanding and a desire to attend events
 - 3.1.2.4. Fundraising – needs to have or recruit people with organizational skills, computer skills and some business acumen
- 3.1.3. Secretary
- 3.1.4. Treasurer
- 3.1.5. Chairperson for Membership
- 3.1.6. Chairperson for Fundraising

3.2. The Officers shall be elected for one year terms by a majority vote of the voting membership, at the May general membership meeting.

3.3. The Officers may be removed by submission of a written petition including specific reasons and just cause, and with a majority vote at a regular membership meeting.

3.4. Any vacant Officer positions shall be filled at the next regularly scheduled membership meeting.

4. Duties of the Officers

4.1. The President:

- 4.1.1. Shall preside at all meetings of the Warren Mott High School Boosters Club;
- 4.1.2. Preside at all Executive Council meetings;
- 4.1.3. Vote on all equal basis with all members;
- 4.1.4. Appoint necessary committees and committee chairpersons;
- 4.1.5. Enforce observance of the constitution and bylaws;
- 4.1.6. Appoint annual Veramay Scholarship committee;
- 4.1.7. Direct the secretary in preparation of meeting agendas;

- 4.1.8. Be responsible for all day-to-day operations of the club;
- 4.1.9. Have the authority to approve expenditures up to \$100.00 between membership meetings;
- 4.1.10. Act as primary signature authority (together with the treasurer) for bank transactions, and;
- 4.1.11. Act as principle spokesperson for the club.

4.2. The Vice President(s):

4.2.1. General duties and responsibilities of each Vice President:

- 4.2.1.1. Shall preside at meetings in the absence of the President;
- 4.2.1.2. Aid and assist the President;
- 4.2.1.3. Assist and coordinate committee work as requested, and;
- 4.2.1.4. Act as alternate signature authority on bank transactions in the event either the President or treasurer is not available.

4.2.2. Communications/Information Vice President duties and responsibilities:

- 4.2.2.1. Shall assemble and organize information from the other vice presidents, president, and administration for use by boosters, parents, students, administrators, teachers, etc.;
- 4.2.2.2. Establish an agenda chart (i.e., calendar) of all school activities for the year and develop a system for information to and from the boosters through each vice president;
- 4.2.2.3. Create flyers, newsletters, web-site and create easy access to the Warren Consolidated television station for school groups;
- 4.2.2.4. Develop a database of administrators, counselors, coaches, athletic liaisons, school clubs and their leaders, to allow easy access to boosters, parents, students, administrators, teachers, etc. (i.e., Warren Mott high school booster club guide), and;
- 4.2.2.5. Develop a database of local businesses and alumni for fundraising and purchasing.

4.2.3. Academic/Fine Arts Vice President duties and responsibilities:

- 4.2.3.1. Shall coordinate booster activities with academic and fine arts departments (drama club, math, English, band, journalism, etc.);
- 4.2.3.2. Attend academic and fine arts club meetings and provide booster support. Let the clubs know that the boosters care and want to help;
- 4.2.3.3. Keep abreast of educational goals of the school and the district, working closely with the principal and other administrators;
- 4.2.3.4. Keep abreast of happenings at the elementary and middle schools, in essence act as the boosters academic/fine arts liaison to feeder schools;
- 4.2.3.5. Assemble information required in this area and coordinate it with the Communication/Information Vice President and keep the information updated;
- 4.2.3.6. Research academic and fine arts opportunities for our students such as local, state and national competitions for consideration of booster support, and;

4.2.3.7. Develop a guest speaking program for our school in the academic and fine arts area with help from the president, other vice presidents and school administrators.

4.2.4. Athletic Vice President duties and responsibilities:

4.2.4.1. Shall coordinate all booster activities with the athletic department;

4.2.4.2. Attend athletic club meetings/functions and give booster support. Let the clubs know that the boosters care and want to help;

4.2.4.3. Keep abreast of athletic happenings at middle schools, in essence act as the boosters athletic liaison to feeder schools;

4.2.4.4. Assemble information required in this area and coordinate it with the Communication/Information Vice President and keep the information updated;

4.2.4.5. Network with each athletic teams booster liaison, oversee security at athletic events especially at functions where the boosters receive compensation from the school district (i.e., football and basketball), and;

4.2.4.6. Filter requests for concessions at athletic events and work closely with concession administrators.

4.2.5. Fundraising Vice President duties and responsibilities:

4.2.5.1. Shall coordinate and develop all booster fundraising;

4.2.5.2. Coordinate booster fund raising efforts with the fundraising efforts of individual school groups/clubs;

4.2.5.3. Assemble information required in this area and coordinate it with the Communication/Information Vice President and keep the information updated;

4.2.5.4. Develop alumni relations for fundraising;

4.2.5.5. Create a fundraising "think tank" which will listen to ideas, explore possibilities, review past fund raising efforts and benchmark other schools fundraising efforts, and;

4.2.5.6. Ensure people that there are no "dumb ideas".

4.3. The Secretary duties and responsibilities:

4.3.1. Shall take minutes of all meetings, type minutes, copy and distribute to the Officers and members at the next meeting;

4.3.2. Prepare and copy meeting agendas as directed by the President;

4.3.3. Handle miscellaneous club mail and correspondence;

4.3.4. File and preserve non-financial records of the club, and;

4.3.5. Send condolence correspondence along with a memorial contribution on behalf of the Boosters Club to the family of a deceased member of the Warren Mott community (i.e., student, faculty, or staff). The Executive Council has the authority to determine the amount of the memorial contribution, not to exceed \$200.00, without vote of the Booster Club membership. Memorial contributions for deaths outside the Warren Mott community (as defined above) shall be brought before the membership and voted upon at a meeting of the Boosters Club.

4.4. The Treasurer duties and responsibilities:

- 4.4.1. Shall establish, monitor and maintain all club bank accounts;
- 4.4.2. Control all collections or disbursements of club funds as directed by the President, Executive Council (see section 5) or voting membership;
- 4.4.3. Keeps and maintains records of all club financial transactions;
- 4.4.4. Issues typed financial reports at meetings, and;
- 4.4.5. Acts as one of the required signatories on all bank transactions.

4.5. The Chairperson for Membership duties and responsibilities:

- 4.5.1. Shall circulate an attendance sheet at all meetings;
- 4.5.2. Arrange and coordinate periodic membership campaigns as required;
- 4.5.3. Maintain and publish the list of active members, and;
- 4.5.4. Report on membership issues at the meetings.

4.6. The Chairperson for Fundraising duties and responsibilities:

- 4.6.1. Shall coordinate all related activities and report at meetings;
- 4.6.2. Recruit and coordinate the efforts of all necessary sub-committee personnel;
- 4.6.3. Take responsibility for any club or school assets under their control, and;
- 4.6.4. Issue a financial report to the membership at the next meeting following a major activity.

5. Executive Council

- 5.1. The Executive Council shall consist of the Officers of the Warren Mott High School Booster Club as defined in Section 3.
- 5.2. The Executive Council may meet as required in order to conduct necessary business of the club.
- 5.3. The Executive Council shall have the power of approval on all activities, projects and financial expenditures of the club.
- 5.4. The Executive Council must advise the membership of any significant activities at the next membership meeting.
- 5.5. The Executive Council shall have the authority to establish annual membership dues.

6. Meetings

- 6.1. Regularly scheduled general membership meetings will be set by the President and approved by the Executive Council for each school year.
- 6.2. The order of business for membership meetings shall be:
 - 6.2.1. Minutes of previous meeting;
 - 6.2.2. Treasurer's report;
 - 6.2.3. Executive Council report;
 - 6.2.4. School administration update;
 - 6.2.5. Athletic director's report;
 - 6.2.6. Old business;

- 6.2.7. New business;
- 6.2.8. Committee reports.

- 6.3. A quorum at the general membership meetings shall constitute not less than 5% of the registered voting members – a quorum and a majority of the Executive Council must be present to conduct club business at regular membership meetings.
- 6.4. Any person wishing to have an item placed on the membership meeting agenda must notify the President at least one week in advance of the meeting date.
- 6.5. General membership meetings shall not take place without the knowledge of the school administration.
- 6.6. General membership meetings are for the conduct of club business and discussion of topics of general interest and concern. As such, the President is empowered to limit discussion of any topic deemed inappropriate, or occupying an inordinate amount of meeting time. The President may be overruled by a majority vote of the Executive Council members that are in attendance.
- 6.7. New Officers will assume their positions as soon as possible following the meeting and always prior to the next meeting.

7. Elections

- 7.1. Nominations for the annual election of Club Officers will be opened to the general membership in the April membership meeting.
- 7.2. Nominations will remain open until closed in the May membership meeting prior to the vote.
- 7.3. Nominees will be given the opportunity to accept or refuse the nomination for Office.
- 7.4. Candidates for Club Officers will be elected at the May general membership meeting by a voting majority of the quorum.
- 7.5. Lacking a majority vote of the quorum, the candidate with the least votes will be dropped from the ballot and another vote shall be taken.
- 7.6. Unless a secret ballot is directed by the Executive Council, all votes will be done by a show of hands.
- 7.7. New Officers will assume their positions as soon as possible following the meeting and always prior to the next meeting.

8. Amendments to Constitution and Bylaws

- 8.1. Any proposed amendment or revision to these bylaws must be presented in written form and distributed to members present at a general membership meeting. The item(s) must be opened for discussion and subsequently tabled until the next regular meeting.
- 8.2. At the next regular meeting the item(s) must again be presented in written form and distributed to the members present at the meeting. The item(s) must be reopened for discussion prior to taking vote. Upon completion of the discussion a majority vote of the members present will officially enact the change if adopted.

9. Request for Boosters Club Support

- 9.1. All requests for club or team assistance should be submitted, in written form, to the Club President no less than one week prior to the general membership meeting. A form

for this purpose is available through the Warren Mott High School front office or the secretary of the club.

- 9.2. All requests from club sponsors, coaches or faculty members must be reviewed and approved by the Warren Mott High School administration (and athletic director for athletic teams) prior to submission to the boosters for consideration.
- 9.3. It is strongly recommended that requests from the membership also be submitted in writing and reviewed with the administration and athletic director, if required, in advance. This will serve to research item availability through the school district, as well as whether state, conference or district policy would render approval inappropriate.
- 9.4. In general, all requests for club support should be district and school sponsored student curricular or extracurricular activities.
- 9.5. All request received without sufficient detail, justification, or prior review will be tabled until a subsequent meeting.

10. Dissolution of Boosters Club

- 10.1. In the event of dissolution of the Warren Mott High School Boosters Club, all assets, and real and personal property will revert to the local government (i.e., City of Warren).

11. Record of Changes

- 11.1. May 4, 2004:
Bylaws reformatted with all previous amendments rolled into base document. A copy of the original bylaws with amendment history is available from the secretary.
- 11.2. November 21, 2005:
Sections 1.3, 2.4 and 4.3.5 added by vote of Active Members present.