



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 and exists to enhance, encourage and assist with the student academic and 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.
- 1.4. All the property of the Warren Mott High School Booster Club will remain on school property and will not be loaned out, borrowed or used for non-school events.

2. Membership

- 2.1. Membership is open to any adult who is not a current student of the school, who is willing to subscribe to the purposes, constitution and bylaws of the organization and has a current or incoming student of Warren Mott High School.
- 2.2. An active (i.e., voting) member must:
 - 2.2.1. Complete and submit a membership form and turn into Chairperson of Membership, is ineligible to vote until the following meeting;
 - 2.2.2. Actively support and attend the activities of the club, and;
 - 2.2.3. Subscribe to the purposes, constitution and bylaws.
- 2.3. An honorary (i.e., non-voting) member shall include:
 - 2.3.1. The Warren Mott High School athletic director, and all coaching staff;
 - 2.3.2. All Warren Mott High School Staff;
 - 2.3.3. Any outstanding individual nominated and approved by a majority vote of voting members at a regular membership meeting;

2.3.4. 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.

3. Officers

3.1 The Officers of the club shall be:

3.1.1. President

3.1.2. Vice President(s)

3.1.2.1. Communication/Information-needs to have or recruit people with organizational skills, computer skills and artistic skills.

3.1.2.2. Athletics-needs to have or recruit people with organizational skills, athletic understanding and a desire to attend events.

3.1.2.3. 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 Concessions

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.

3.5. Any Officer and Chairperson Position may be split into co-position with equal responsibility to handle the business for the club.

3.6. Co-presidents will share in all club activities and will both be signers for the checking account along with the Treasurer.

3.7. No two members of the same immediate family shall hold office at the same time.

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 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. The Booster President may approve the expenditure of no more than \$100.00 between general membership meetings, with a simple majority vote of the remaining board members;
- 4.1.10 Act as one of the primary signature authorities (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
- 4.2.1.4. Can act as one of the secondary signatures authorities (together with the Treasurer) for back transactions.

4.2.2. Communications/Information Vice President duties and responsibilities:

- 4.2.2.1. Establish a calendar and record all school activities for the year. Update the website regularly and promote the Booster's programs on the website, and;
- 4.2.2.2. Attend general membership meetings and Executive Council meetings. Report on your responsibilities.

4.2.3. Athletic Vice President duties and responsibilities:

- 4.2.3.1. Shall coordinate all Booster activities with the athletic department;
- 4.2.3.2. Attend athletic club meetings/functions and give booster support. Let the clubs know that the boosters care and want to help;
- 4.2.3.3. Keep abreast of athletic happenings at middle schools, in essence act as the booster's athletic liaison to feeder schools;
- 4.2.3.4. Assemble information required in this area and coordinate it with the Communication/Information Vice President and keep the information updated;
- 4.2.3.5. Network with each athletic teams booster liaison, oversee security at athletic events (i.e., football and basketball); and
- 4.2.3.6. Work closely with concession chairperson(s), and;

- 4.2.3.7. Attend general membership meetings and Executive Council meetings. Report on your responsibilities.
- 4.2.4. Fundraising Vice President duties and responsibilities:
 - 4.2.4.1. Shall coordinate and develop all booster fundraising;
 - 4.2.4.2. Coordinate booster fund raising efforts with the fundraising efforts of individual school groups/clubs;
 - 4.2.4.3. Assemble information required in this area and coordinate it with the Communication/Information Vice President and keep the information updated, and;
 - 4.2.4.4. Develop alumni relations for fundraising;
 - 4.2.4.5. Attend general membership meetings and Executive Council meetings. Report on your responsibilities.
- 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;
 - 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 \$100.00 without vote of the general 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, and;
 - 4.3.6. Attend general meetings and Executive Council meetings. Report on your responsibilities.
- 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;
 - 4.4.5. Acts as one of the required signatories on all bank transactions, and;
 - 4.4.6. Keeps and maintains all federal and state tax related documents and insures appropriate filings are completed annually, and
 - 4.4.7. Attends general membership meetings and Executive Council meetings. Report on your responsibilities.
- 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 requested;
 - 4.5.3. Maintain and publish the list of active members;
 - 4.5.4. Report on membership issues at the meetings, and;

4.5.5. Attend general membership meetings and Executive Council meetings.
Report on your responsibilities.

4.6. The Chairperson for Concessions duties and responsibilities:

4.6.1. Shall coordinate concessions with VP of athletics;

4.6.2. Recruit and coordinate workers for concessions;

4.6.3. Take responsibility for any club or school assets under their control, and;

4.6.4. Purchase supplies and food as are required for the concessions events.

4.6.5. Provide receipts to treasurer

4.6.6. Attend general membership meetings and Executive Council meetings.
Report on your responsibilities.

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 along with the General Membership shall have the power of approval on all activities, projects and financial expenditures of the club. A simple majority vote at any General Membership meeting will be required.

5.4. The Executive Council must advise the general membership of any significant activities at the next general membership meeting;

5.5. The Executive Council shall have the authority to establish annual membership dues.

5.6 All checks must be signed by two authorized members of the Executive Council.

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 general membership meetings shall be:

6.2.1. Approve Agenda

6.2.2. Minutes of previous meeting

6.2.3. Treasurer's report

6.2.4. President Report

6.2.5. Communication/Information Vice President Report

6.2.6. Athletics Vice President Report

6.2.7. Fundraising Vice President Report

6.2.8. Chairperson for Membership Report

6.2.9. Chairperson for Concessions Report

6.2.10. School administration update

6.2.11. Athletic director's report

6.2.12. Old business

6.2.13. New business

6.2.14. Committee reports

6.2.15. Sports Liaison 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 general membership meetings.
- 6.4. Any person wishing to have an item placed on the general membership meeting agenda for booster support, must notify the President at least one week in advance of the meeting date. Filling out the paperwork and having it signed by the principal per timing listed on form.
- 6.5. General membership meetings shall not take place without the knowledge of the school administration.
- 6.6. General membership meetings are to conduct 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.

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 general 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 immediately following the end of the school year. All new officers will shadow the outgoing officer for the remainder of the current school year. All outgoing officers will turn over their records at the end of the current school year.
- 7.8. A term limit of 3 years will be in place for all elected positions, but if no new person volunteers to fill that position you are eligible to continue on for one more year by majority Executive Council vote.

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 general membership 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 Booster 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. The form for this purpose is available through the Warren Mott High School front office, or the Secretary of the Booster Club.
- 9.2. All requests from club sponsors, coaches, faculty members or general membership must be reviewed and approved by the Warren Mott High School administration (AND Athletic Director for athletic teams) and submitted to club President no less than 1 week prior to the general membership meeting.
- 9.3. All requests for club support should be district and school sponsored student curricular or extracurricular activities.
- 9.4. All request received without sufficient detail, justification, or prior review will be tabled until a subsequent meeting.
- 9.5. All requests for equipment for a team or organization as a whole will become the property of the school district. No support can be approved for individual students clothing, costumes, uniforms or warm ups that will not stay with the team and become the property of the school district, nor can we pay for transportation at any time. Therefore, student's names may not be printed on any clothing, costumes, uniforms or warm ups purchased with Booster Club support.
- 9.6. All requests for club sponsored or faculty sponsored overnight trips will be limited to no more than 10% of the student's cost. The request should not exceed \$250.00 per student and not exceed \$4,000.00 per group provided it does not exceed 25% of the budget of the month of the request.
- 9.7. No donations or reimbursements can be made to any of the following organization; 501(c) organizations, political groups, booster clubs, or PTO.

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 Warren Mott High School or Warren Consolidated School District respectively.

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. were added by vote of Active Members present.

APPROVED: October 20, 2014

- 11.3. November 19, 2008-Sections 2.3.3., 2.4., 4.19., 4.2.2.-4.2.5., 4.3.6., 4.4.6., 4.5.5., 4.6. 4.7., 5.3, 6.4., 6.7., 7.7., 9.6., and 9.10 were revised and voted by Active Members present.
- 11.4. May 16, 2011-9.7 added by vote of Active Members present.
- 11.5. September 19, 2011-3.1.7., 3.5 & 3.6. added by vote of Active Members present.
- 11.6. March 19, 2012-1.2, 2.1., 2.3.2., 2.4.3., 2.4.4., 3.1.2., 3.1.6., 3.1.7., 3.7., 4.1.3., 4.1.9., 4.2.1.4., 4.2.2.2., 4.2.3.2., 4.2.4.5.-4.2.4.7., 4.2.5.4., 4.2.5.5., 4.3.5.-4.3.7., 4.4.6., 4.4.7., 4.5.5., 4.6., 4.6.1., 4.6.2., 4.6.4.-4.6.5., 4.7., 4.7.1.- 4.7.3., 5.4., 6.2., 6.2.1.-6.2.16., 6.3.-6.7., 7.2., 7.7., 8.2., 9.2-9.10. and 10.1 were revised and voted by Active Members present.
- 11.7. October 21, 2013-1.4., 3.1.2.2., 3.6., 4.1.10., 4.2.3., 6.2.6., 7.7., were revised and voted by Active Members present.
- 11.8. October 20, 2014 – Revision date added at top of all pages, minor formatting including the addition of the Booster Club, Warren Mott HS and Mott’s new logo added to front page. Secondary signatures on checks are required & Term limits established. The following were revised; 2.0, 2.2.1, 2.2.3, 2.3.2, 4.1.10, 6.4, 9.1 & 9.5. The following were deleted; 2.2.2, 2.2.5 & 2.3.1. The following were added; 4.2.1.4, 5.6 & 7.8. All changes were voted on by Active members present.