

# **BYLAWS**

## **Garland High School Class Booster Clubs**

### **Article I: Name**

The name of this organization is the Garland High School Class Booster Clubs, an unincorporated association of its members.

### **Article II: Objectives**

The objectives of the Garland High School Class of Parent Booster Clubs are:

- A. to support and encourage the Class and its activities,
- B. to assist with fundraising,
- C. to assist with other needs as determined by the Student Class Officers and/or members, Parent Booster Club members and/or the faculty class sponsors.

### **Article III: Policies**

The following are the basic policies of the Garland High School Class Parent Booster Clubs:

- A. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- B. The name of this organization or the names of any to endorse or promote a commercial concern or in connection with any partisan interest.
- C. The name of this organization shall not be used for any purpose not appropriately related to promotion of the objectives of this organization or in any way that contradicts the policies of the Garland Independent School District or Garland High School.
- D. The organization shall not—directly or indirectly—participate or intervene in any way in any political campaign of a candidate for public office.
- E. No part of the net earnings of this organization shall members, directors, trustees, officers or other private persons except that this organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth in Article II hereof.
- F. Upon the dissolution of this organization (at the end of the senior year), after paying or adequately providing for the debts and obligations of this organization or its corresponding student and the Parent Club accounts shall be combined. A portion of these funds, as designed by the Senior Class Officers, shall be set aside for a school gift or for use as determined by the Executive Committee of the Senior Class. The remaining funds shall be set aside for use by the Class Reunion committee.

## **Article IV: Members and Dues**

Section 1: Membership in this organization shall be made available without regard to race, color, creed or national origin to any individual who subscribes to the Objectives and basic policies of this organization as described in Articles I and II and who is a parent, grandparent or guardian of a student enrolled at Garland High School.

Section 2: This organization shall conduct an annual enrollment of members but may admit persons to membership at any time.

Section 3: Only members of this organization shall be eligible to vote on matters brought before the organization in its business meetings or serve in any elected or appointed position.

## **Article V: Officers and Their Election**

Section 1: Each officer shall be a member of this organization.

Section 2: Officers and their election:

- A. The officers of this organization shall consist of President, First Vice President (Fundraising), Second Vice President (Communications), Secretary, Treasurer, and Parliamentarian. These persons shall serve as the Executive Committee. The Executive Committee may appoint such other persons to serve as committee chairpersons as are needed to fulfill the duties and obligations of this organization.
- B. Officers shall be elected by ballot unless there is but one nominee for an office. In that case, election for that office shall be by voice vote. Freshman officers shall be elected in September and assume their duties immediately. Sophomore, Junior and Senior officers shall be elected in April and assume their duties in May.
- C. There shall be no Nominating Committee for the Freshman Class. At the September meeting, nominations shall be taken from the floor and elections held immediately.
- D. Officers shall serve a term of one (1) year or until their successors are elected.

Section 3: Nominating Committee for Sophomore, Junior, and Senior Classes:

- A. There shall be a Nominating Committee elected by the general body at a regular meeting at least one month prior to the election of officers in April for the Sophomore, Junior, and Senior Class Parent Booster Clubs. Elections shall be by majority. The committee shall be composed of three (3) members with one (1) alternate to serve in the event a member is unable to serve. The committee shall elect its own chairman immediately following the meeting.

- B. The Nominating Committee shall nominate one eligible person for each office to be filled and report its nominees at the regular meeting in April, at which time additional nominations may be made from the floor.
- C. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
- D. No member shall automatically serve on this committee because of his/her office or position in this organization or the school with the exception of the faculty sponsor who shall serve on this committee.
- E. The President does not serve as a member of this committee, nor does he/she appoint any member of the committee.

#### Section 4: Vacancies

- A. A vacancy occurring in any elected office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board, notice of such election having been given.
- B. In case a vacancy occurs in the office of President, the First Vice-President shall serve notice of the election.

#### Section 5: Reason to Remove

By two-thirds (2/3) vote of the Executive Board an officer or chairman may be removed from office for failure to perform duties.

### **Article VI: Duties of Officers**

#### Section 1: The President shall:

- A. preside at all meetings of this organization and all Executive Board,
- B. appoint chairmen of special committees subject to the approval of the Executive Committee,
- C. coordinate the work of the officers and committees of this organization,
- D. be an ex-officio member of all committees except the Nominating Committee,
- E. be authorized to sign on the Parent Booster Club bank account,
- F. perform other such duties as may be prescribed in these bylaws or assigned by this organization.

#### Section 2: The First Vice President (Fundraising) shall:

- A. preside at all meetings in the absence of the President,
- B. coordinate fundraising activities with the student Class Officers and faculty sponsors,
- C. make sure fundraising projects do not conflict with the policies of the Garland High School or the Garland Independent School District and secure the necessary approval from school officials,
- D. formulate and present fundraising projects to the Executive Board and to this organization for approval,
- E. be responsible for publicity for fundraising projects,

- F. submit any related expenditures to the Executive Board for approval prior to their remittance.

Section 3: The Second Vice President (Communications) shall:

- A. conduct an annual membership campaign,
- B. collect and record all membership dues (if any are authorized) before giving to the Treasurer for deposit,
- C. be responsible for forming a telephone committee and/or e-mail committee and distributing written information to the members as necessary,
- D. be responsible for general publicity of Class Booster Club meetings and activities including, but not limited to, notification of meetings to the local newspaper and/or on the school call-out system or on the school website at least two (2) weeks prior to the meeting and/or activity.

Section 4: The Secretary shall:

- A. attend, record and submit minutes of all Executive Board and regular meetings of this organization. The presiding officer shall appoint someone to record minutes in the absence of the Secretary who shall submit them to the Secretary at his/her earliest convenience.
- B. maintain a list of all committees, including the Telephone Committee and E-mail Committee,
- C. keep a current copy of the bylaws in the Secretary's record,
- D. keep attendance records of all Executive Board members for all meetings.

Section 5: The Treasurer shall:

- A. have custody of all funds of this organization in a separate off-campus account, which should be kept at a balance of approximately \$500.00 operating expenses most of the time, all other funds being deposited into the student school account where they are subject to audit. Any exception to this policy shall be agreed upon by the Executive Committee, and a proposal of financial needs that are above \$500.00 shall be submitted in writing to the Parent Booster Club to authorize that the Parent Booster Club account maintain more than the usually stipulated amount of \$500.00. This rule prevents Booster from having to pay for IRS filing fees, also.
- B. sign on the bank account. Two of three authorized signatures shall be required on all checks,
- C. be responsible for depositing funds in excess of \$500.00 from the Parent Booster Club account to the school student account once a month, unless the Executive Committee approves funds greater than \$500.00 to be kept in the Parent Account for special project operations,
- D. keep books of account and records including bank statement, receipts, budgets, invoices, paid receipts, and canceled checks for five years, and IRS records, and the federal tax ID# information for each Class Booster Club
- E. make disbursements as authorized by the President, Executive Board or this organization and as approved by the faculty sponsor,

- F. present a financial statement which shall be filed for audit at every Executive Board and general meeting or at other times when requested by the Executive Board, the organization or the faculty sponsor,
- G. submit books to the auditing committee or Executive Board as requested.

Section 6: The Parliamentarian shall

- A. advise the President when called upon questions of parliamentary law and matters of procedure,
- B. serve as chairperson of the Bylaws Revision Committee,
- C. serve as chairman of tellers for elections,
- D. keep a current copy of the bylaws and submit any changes to the Class faculty sponsor and to the Garland High School Activities Director.

Section 7: All officers shall deliver to their successors or the president all official materials within 15 days following the date upon which their successors are elected.

### **Article VII: Executive Board**

Section 1: The Executive Board shall consist of the officers of this organization, the chairpersons of the standing committees and the faculty sponsor(s). Each office (whether held by an individual or shared by a group) shall have only one vote at Executive Board meetings.

Section 2: The duties of the Executive Board shall be to

- A. transact necessary business in the intervals between general meetings and such other business as may be referred to it by this organization,
- B. create standing and special committees,
- C. approve the plans of work of all officers and committee chairpersons and submit such plans and projects to the faculty sponsor to obtain the necessary approval from the Activities Director or the Principal before implementation,
- D. appoint an audit committee consisting of not less than three members at least 30 days before fiscal year-end to audit the treasurer's accounts,
- E. fill vacancies of officers and chairpersons.

Section 3: Meetings

- A. Regular meetings of the Executive Board shall be held immediately following the student general meeting each month unless a different time and place is agreed upon by the members of the Executive Board, at which time, the Activities Director should be notified of the change in meeting schedule.
- B. Four (4) officers and a faculty sponsor or a designated substitute shall constitute a quorum.
- C. Vote on matters pertaining to the Booster Club only. Any issue pertaining to the Class, Class officers and faculty sponsor(s) is beyond the Booster Club

jurisdiction. In the event that a vote is needed in between meetings, an email\* or a telephone/tele-conference vote will be considered valid.

Email vote should be in the format:

I, (Officer Name), Class xxxx Booster (position) for SY xxxx-xxxx approve the (issue to be voted on) via email vote.

Please contact me via email (email address) or my cell/telephone (xxx-xxx-xxxx) for verification.

## **Article VIII: Meetings**

### Section 1: Regular Meetings

- A. Parent Booster Clubs may observe the general students' meetings, although the student officer meetings are for student officers and faculty sponsor(s) only, unless the parent meeting or members are specifically invited to the officer meeting.
- B. The Parent Booster Club shall meet immediately follow the general student meeting with only parents and class officers, sponsor(s) present, unless otherwise stipulated by a change in meeting schedule that has been submitted to the Activities Director (off campus),
- C. Meetings shall follow the schedule below unless otherwise notified:
  - i. Student Officers & Sponsor(s): 6:30 p.m.
  - ii. General Student Meeting: 7:00 p.m.
  - iii. Parent Booster meeting: immediately following

**Freshman Class:** Every first (1<sup>st</sup>) Monday at 7:00 p.m. in the cafeteria beginning in October,

**Sophomore Class:** Every third (3<sup>rd</sup>) Monday at 7:00 p.m. in the cafeteria,

**Junior Class:** Every fourth (4<sup>th</sup>) Monday at 7:00 p.m. in the cafeteria,

**Senior Class:** Every second (2<sup>nd</sup>) Monday at 7:00 p.m. in the cafeteria

\*Note: Student Officer Meetings may be scheduled at other times and locations as needed for planning of projects, although a sponsor must be present when decisions are made.\*

- D. Meetings may be held on or off campus. All on-campus meetings must be approved for the calendar and scheduled by the Activities Director.
- E. Class sponsor(s) must be present at all class/club meetings, except during informal meetings of the Parent Booster Club held off campus to plan projects. Sponsor(s) must be informed of the Parent Booster Club plans if not present at these meetings.
- F. A sponsor must be present at all meetings where a student is present.

Section 2: An annual election of officers shall be held at the last regular meeting of the school year.

Section 3: Four (4) officers and a faculty sponsor or three (3) officers, a faculty sponsor, and two (2) members-at-large shall constitute a quorum.

### **Article IX: Standing and Special Committees**

Section 1: Only members of this organization shall be eligible to serve in any elective or appointed position.

Section 2: The President shall be a member ex-officio of all committees except the nominating committee.

Section 3: The Executive Board may create such standing committees as it may deem necessary to promote the Objectives and carry on the work of this organization. The term of each chairperson shall be one (1) year.

Section 4: The following standing committees may exist and any others that are deemed necessary:

A. **Recorder/Record Keeper:** This chairperson shall:

1. be responsible for all records of student and parent participation in fundraising events and activities for which points may be earned for use at the Senior Prom or deductions taken from the Senior Prom ticket price,
2. shall coordinate his/her duties with the First Vice-President (Fundraising) who shall be an ex-officio member of this committee and the faculty sponsor(s) to assure accuracy of record kept.

B. **Prom Chairperson:** This chairperson shall be appointed for the Senior year and shall:

1. be responsible for coordinating all the planning activities surrounding the prom with the coordinating student class officer and faculty sponsor(s),
2. work with the Activities Director to schedule the prom date,
3. work closely with the faculty sponsor(s) and student Prom Chairperson for site selection, colors, menu, decorations, and all other pertinent activities,

C. **Decorating:** This chairperson shall:

1. coordinate activities with the corresponding student Class Officer,
2. work closely with faculty sponsors and Activities Director,
3. assist in coordinating the decorating of assigned areas of the campus for special events (e.g., Homecoming, Winter Break, ect.),
4. solicit assistance for all projects,
5. seek decorating ideas at meetings and during other times prior to the special events,
6. solicit assistance to remove decorations after the special events.

## **Article X: Fiscal Year**

Section 1: The fiscal year of this organization shall begin the first (1<sup>st</sup>) of June and end on the thirty-first (31<sup>st</sup>) day of May.

Section 2: Audit Committee

- A. an audit must be done at the end of each fiscal year by the auditing committee,
- B. an auditing committee consisting of not less than three (3) members shall be appointed by the Executive Board,
- C. no person who signs on the bank account(s) of this organization may be a member of the auditing committee. The Treasurer shall be available to answer questions during the audit, although he/she need not to be present during the audit,
- D. the report of the auditing committee shall be presented to the Executive Board, the faculty sponsor(s) and the Activities Director at the earliest opportunity.

Section 3: The auditing committee report shall be presented and adopted by this organization at the first general meeting following the audit.

## **Article XI: Parliamentary Authority**

The rules contained in the current edition of Roberts rules of Order Newly Revised shall govern this organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

## **Article XII: Amendments**

Section 1: The bylaws may be amended by majority vote, provided notice of the proposed amendment(s) was given at the previous meeting, or they may be amended without notice by a two-thirds (2/3) vote of the voting body present and voting.

Section 2: A copy of the revised bylaws must be submitted to the Garland High School Activities Director to be approved and to be kept on file. Copies of the revised bylaws shall be given to the officers and to the faculty sponsor(s).