

JEFFERSON WEST BOOSTER CLUB, INC BYLAWS

Revised October 2010

ARTICLE I. NAME

Section 1. Name

The name of this organization shall be JEFFERSON WEST BOOSTER CLUB, INCORPORATED, hereinafter sometimes called the Booster Club.

Section 2. Seal

The corporate seal shall have inscribed thereon the name of the club, and the words “Corporate seal, Kansas.”

ARTICLE II. PURPOSE AND POLICIES

Section 1. Purpose

The purpose of the Jefferson West Booster Club is to further the interest of academics, athletics, good sportsmanship, community pride and spirit by promoting parent, patron, and staff involvement within our schools.

Section 2. Policies

The policies of the Jefferson West Booster Club shall be in harmony with the policies of USD 340.

The Jefferson West Booster Club does not discriminate on the basis of race, creed, religion, or national origin.

ARTICLE III. MEMBERSHIP

Section 1. Levels of Membership

Family and/or individual membership is available to all patrons of USD #340 throughout the school year. The levels are as follows:

A) Silver B) Gold C) Platinum D) Diamond

Silver Membership – free school activities calendar; name printed in sports program.

Gold Membership – free school activities calendar; name printed in sports program; free admission for family (up to 5 members) to one sporting event of their choice (excluding district &/or regional playoffs); coupon for \$5 off purchase of one apparel item; student directory, when published.

Platinum Membership – free school activities calendar; business name printed in sports program; business name printed in school activities calendar; free admission for family (up to 5 members) to one sporting event of their choice (excluding district &/or regional playoffs).

Diamond Membership – free school activities calendar; business name printed in sports program; business name printed in school activities calendar; free admission for family (up to 5 members) to one sporting event of their choice (excluding district &/or regional playoffs); advertisement in school activities calendar; advertisement is sports program.

ARTICLE IV. OFFICERS

Section 1. Personnel

The Booster Club Board shall consist of a President, Vice-President (President-Elect), Secretary, Treasurer, and school representatives from the high school, middle school and elementary school. The representatives will work with the respective building principals.

Section 2. Nomination

All Booster Club members are eligible to hold office and may submit nominations to the President for each position. The positions to be filled are: Vice-President (President-Elect), Secretary, Treasurer, and the school representations for each of the three school buildings. The President will appoint a committee who will develop a slate from all submitted nominations.

Section 3. Election and Term

- A. The Booster Club Board will be elected at the April Booster Club meeting by closed ballot.
- B. All Booster Club members are eligible to vote for the Booster Club Board.
- C. Booster Club Board shall assume their duties at the end of the May meeting.
- D. The term of office for each position is not limited.

Section 4. Duties

- A. President – The President shall be the executive officer of the Booster Club; shall preside at meetings of the Booster Club and shall be an ex-officio member of all committees, except the nominating committee. The President shall, with the other board members, create other committees not otherwise provided for and shall assign their duties. The President shall sign with the treasurer; all contracts and obligations authorized by the Booster Club board and shall perform the duties usually pertaining to the office.
- B. Vice-President – The Vice-President shall be the President-Elect, and shall assist the President and assume the duties of the President in the absence of the President. The Vice-President shall preside over the membership drive.
- C. Secretary – The Secretary shall keep the minutes of the Booster Club meetings and shall maintain a file of essential records which shall be transferred to the successor at the close of the term of office.

- D. Treasurer- The Treasurer shall be the chief financial officer of the Booster Club. The Treasurer shall have responsibility for all funds of the Booster Club.
- E. School Representatives – The School Representatives will work with the building principals. They will schedule time(s) to meet with that principal to plan upcoming events and expenses. They will be responsible for concession standards, other in-house fundraisers, act as hosts for specific school events and assist in any other way that will further the purpose of the Booster Club. They will represent their building at Booster Club meetings giving a monthly report on activities and expenditures. They will go through the treasurer to secure payment of their bill.

ARTICLE V. MEETINGS

Section 1.

A regular meeting the Jefferson West Booster Club will be held every month from August through May, unless the Booster Club orders otherwise, in advance. Meetings are open to all Booster Club members and the public.

Section 2.

The regular meeting in April shall be know as the Annual Meeting and shall be for the purpose of electing officers and conducting any other business that may arise.

Section 3.

A special meeting may be held upon the call of the President or on the written request of any ten members of the Booster Club. The purpose of the meeting shall be set forth in the notice.

Section 4.

One more than one half (1/2) of the Booster Club board shall constitute a quorum.

ARTICLE VI. PARLIMENTARY AUTHORITY

The rules contained in the Modern Edition of Roberts Rules of Order shall govern the Booster Club in all cases where they are not inconsistent with these bylaws and any special rules of order the Booster Club may adopt.

ARTICLE VII. AMENDMENT

These Bylaws may be amended at any regular or special meeting of the Booster Club by a two-thirds (2/3) vote of the Booster Club board provided that previous notice of the amendment was given to all members at least five (5) days in advance.

ARTICLE VIII. STANDING RULES

In order to comply with the specific provisions of the Booster Club Bylaws, the Booster Club board may, from time to time, establish Standing Rules, which have the same force and effect as the Bylaws. Standing Rules may be amended or rescinded (without previous notice) by a two-thirds (2/3) vote of the Board present at a meeting or by a majority vote of the Board present with such notice.

AMENDMENT 1. Effective August 2, 1995

Following the resignation of an officer, the officers present at the next regularly scheduled Booster Club meeting will appoint by vote a suitable replacement.

STANDING RULES OF THE JEFFERSON WEST BOOSTER CLUB, INC *Effective 1994, Revised October 2010*

PART 1. MEMBERSHIP RESPONSIBILITIES AND PRIVILEGES

Section 1. Membership Fees

- A. Silver \$5.00
- B. Gold \$25.00
- C. Platinum \$40.00
- D. Diamond \$75.00

Silver Membership – free school activities calendar; name printed in sports program.

Gold Membership – free school activities calendar; name printed in sports program; free admission for family (up to 5 members) to one sporting event of their choice (excluding district &/or regional playoffs); coupon for \$5 off purchase of one apparel item; student directory, when published.

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PART II. ATTENDANCE

Section 1. Board Attendance

Booster Club Board members are expected to attend six regular meetings plus attendance at the Annual Meeting.

- A. A Board member may be excused from a regular meeting upon notification to any board member prior to said meeting.
- B. To be excused from missing more than two regular meetings, a board member shall give written notice to the secretary stating the reasons the absences were necessary, either prior to or within two weeks following the last missed meeting. Upon recommendation of the secretary, the board may:
 - a. Excuse the absence(s) OR
 - b. Remove the board member from membership by a two-thirds (2/3) vote by ballot.

PART III. FUNDRAISERS

Section 1.

The All School Carnival will be held yearly. Other fundraisers will be approved by the Booster Club board.

PART IV. BUDGET

Section 1.

The Booster Club will divide the profits from the carnival by a formula which takes into consideration a participation percentage by each school. The principals and building representatives will have authority to determine expenditures of allotted money, with at least 50% of the money earned at the carnival, needing to be spent/allocated by the beginning of the following school year.

Section 2.

Any group or individual requesting money/funds to support an activity sponsored by USD 340, or to purchase an item or items for use at USD 340 must attend the Booster Club meeting to request such funds and should submit, in writing, a proposal requesting said funds prior to said meeting.

Section 3.

The Booster Club will utilize their funds for the general operation of the Booster Club.

Section 4.

Booster Club funds should be used to support school activities. To provide such funding for non-school activities would violate public trust through which funds are earned.

Booster Club funds should directly benefit, enhance, and contribute to the learning experience for all students who participate in the program. Funding should enrich the school's (students') participation in academic and extra-curricular activities. Booster Club funding will be based on the number of students who will benefit from the funds.

Section 5.

A one time starter supplement may be given, at the request or start up of any new student activity organization/group.