

Parkway South High Football

Booster Club By-Laws



ARTICLE I: NAME

The name for this organization shall be the Parkway South High School Football ("PSH") Booster Club (hereafter the "Booster Club").

ARTICLE II: PURPOSE AND MISSION

The purpose of the Booster Club is to provide positive and active moral support and financial assistance for the benefit of the football program of Parkway South High School. It is the mission of the Booster Club to enhance the experience of playing football at Parkway South High School through participation in and sponsoring of various activities and events to boost the spirit and interest in Parkway South High football and to raise funds on an annual basis to support the Parkway South High School football players, teams, coaches and facilities.

ARTICLE III: MEMBERSHIP AND GOVERNANCE

Section 1: ELIGIBLE MEMBERS AND GOVERNING BODY. The membership of the Booster Club shall include all parents and legal guardians of PSH football players. Any other person interested in the progress and development of the Parkway South High School football program who wishes to be a member needs to be approved by the Booster Club Executive Board. The Booster Club shall be governed by elected Officers and the PSH Varsity Head Football Coach, who shall comprise the Executive Board.

Section 2: CODE OF CONDUCT. All members and Officers of the Booster Club shall abide by any applicable Parkway School District Code of Conduct. Any member or Officer who is in material violation of any such Code of Conduct may be removed from the organization.

ARTICLE IV: EXECUTIVE BOARD MEMBERS, OFFICERS AND ELECTIONS

Section 1: EXECUTIVE BOARD COMPOSITION. There shall be an Executive Board elected by the membership of the Booster Club, except that the PSH Varsity Head Football Coach shall be a non-elected member of the Executive Board. The Executive Board shall be comprised of five (5) Members, including: President, Vice President, Secretary, Treasurer and the PSH Varsity Head Football Coach. The Executive Board (hereafter "Board") shall be elected by the membership of the Booster Club in November preceding each calendar year; provided, however, the Varsity Head Football Coach of the Parkway South High School Football Team shall serve as a standing Member of the Board at all times and not be subject to election.

Section 2: OFFICERS. Officers of the Booster Club shall include the President, Vice President, Secretary and

Treasurer.

Section 3: ELECTION OF OFFICERS. Any member of the Booster Club is eligible for election as an Officer upon nomination by any other member of the Booster Club. For any Officer position, the recipient of the most votes cast among one or more candidates during a general membership meeting in November shall be considered duly elected. No individual or formal balloting procedure must be followed for the election of Officers. The current Secretary of the Booster Club shall note in the Minutes the election of new Officers of the Booster Club.

Section 4: TERM OF OFFICE. All Officers shall serve one year terms on a calendar year basis from January 1 through December 31 following each November election. All Officers are eligible for re-election.

Section 5: OFFICER VACANCIES. In the event of a vacancy of any other Officer other than President, the President shall appoint one or more other Members of the Board to fulfill the duties of the vacant Officer. Any Officer vacancy shall be filled by majority vote of the Board as soon as practicable; provided, however, in the event the Office of President shall become vacant, the Vice President shall serve the remainder of the President's term as President and the vacant Vice President position shall be filled by the Board as soon as practicable.

ARTICLE V: EXECUTIVE BOARD AND GENERAL MEMBERSHIP MEETINGS

Section 1: EXECUTIVE BOARD MEETINGS. The Board may adopt such rules and regulations for the conduct of its meetings and the supervision of the organization, as it may judge proper. Executive Board meetings shall be held as needed.

Section 2: GENERAL MEMBERSHIP MEETINGS. General membership meetings of the Booster Club will be held as needed and set by the Executive Board. However, there shall be a general membership meeting in May of each year in conjunction with a meeting of parents and football coaches to address various deadlines and the Spring and Summer schedule for the Parkway South Football Program and there shall be a general membership meeting in November of each year to elect Officers for the succeeding calendar year. Notice of the time, date and place of the general membership meetings of the Booster Club shall be posted on the Parkway South High School Football website (www.parkwaysouthfootball.com) ("Website") and all such meetings shall be open to all interested persons. The Executive Board shall undertake any additional measures to publicize the general membership meetings of the Booster Club, specifically including Notice by e-mail to known Booster Club members.

Section 3: QUORUM AND VOTING. The five Members of the Board shall all be voting Members. Three or more Members of the Board shall constitute a quorum for holding and conducting Board meetings and business. Three or more Members of the Board must approve any action to be taken by the Board in conducting its business.

Section 4: RULES OF PROCEDURE. Neither Robert's Rules of Order nor any other formal procedures shall govern the procedures and conduct of the Board during its meetings or any general meetings with the membership of the Booster Club. However, any Board Member shall have the right to request a vote of the Board following adequate opportunity for all Board Members to discuss any issue or agenda item in reasonable

fashion. All Board meetings shall be conducted with civility, order and respect at all times.

Section 5: MINUTES. Minutes of all Board and general membership meetings of the Booster Club shall be prepared by the Secretary of the Board following each meeting. If the Secretary is unavailable or unable to prepare such minutes, the President shall prepare Minutes of the meeting or delegate that another member of the Board do so. The Board shall review and approve all Minutes of meetings. The Minutes of meetings are not required to be in great detail but should include those in attendance, matters discussed and any specific action taken during any general membership or Executive Board meeting. Minutes of Board and general membership meetings shall be readily available to all Booster Club members and reasonable efforts shall be made to post all minutes on the Website.

Section 6: EXIGENT CIRCUMSTANCES. Under rare or exigent circumstances, the Board may conduct business without the necessity of convening a formal Board meeting. If such action is taken, the Secretary of the Board shall duly note the particular item or items of business addressed by the Board, the reason for taking action without convening and the specific action authorized by the Board Members. Such a procedure shall be used sparingly and only when it is impracticable to convene a meeting on an urgent item of business or the action taken by the Board involves an isolated issue which, in the judgment of the President, does not warrant the scheduling of a Board meeting. In rare or exigent circumstances, a Board member may be permitted to vote in absentia on a particular item of business. The Board may also conduct meetings or call for votes on any item of business by telephone conference and permit any Board member to participate in a Board meeting by telephone if reasonably feasible and requested in advance of any Board meeting.

Section 7: BOARD MEETING ATTENDANCE. Board meetings shall be open to the general membership. The Board may invite any guest to its meetings if such participation and attendance would be considered beneficial in conducting Board and Booster Club business.

ARTICLE VI: DUTIES OF OFFICERS

Section 1: PRESIDENT. The President shall preside at all meetings of the Booster Club, appoint all Committee Chairpersons with the concurrence of the Board, appoint and/or dissolve all other Committees as required, serve as signer on all contractual obligations of the Booster Club, serve as primary spokesperson for the Booster Club and as liaison to the PSH Varsity Head Football Coach, and oversee goals and budget performance.

Section 2: VICE PRESIDENT. The Vice President shall perform all the duties of the President in his/her absence and other duties as may be assigned by the President. The Vice President shall serve as co-signer on Booster Club bank accounts, coordinate and assist in team/player development (camps, transportation, uniforms, meals, game drinks, snacks, etc.).

Section 3: PRESIDENT/VICE PRESIDENT. The Vice President and President shall be responsible for the coordination of all fundraising activities of the Booster Club, securing necessary Chairpersons, volunteers and grade level coordinators, with the assistance and guidance of all Board Members.

Section 4: TREASURER. The Treasurer shall take care of all funds and assets and pay out all monies, keep books and accounts of receipts and keep records of expenditures of funds. The Treasurer shall provide financial

updates at each Board meeting and each general membership meeting. The Treasurer shall deposit all monies received in an account in the name of the Booster Club, obtain Board approval for all unbudgeted or previously unapproved expenditures and establish an annual budget to be approved by the Board. The Treasurer shall also collect and disburse funds relating to the Junior Patriots football program.

Section 5: SECRETARY. The Secretary shall keep a record of all the proceedings of the general membership meetings of the Booster Club, keep a record of the proceedings and decisions of the Board, conduct the official correspondence of the Booster Club and maintain a file for all such correspondence, work with the web site administrator to keep the Booster Club's website maintained and updated, maintain and update as required the player and parent email distribution lists, keep membership informed of football activities via email messages and phone blasts as requested by the President or Board as a whole.

ARTICLE VII: COMMITTEES AND CHAIRPERSONS

Section 1: MARKETING COMMITTEE. There shall be a Marketing Committee with a Chairperson. The Marketing Chairperson shall be responsible for the coordination of all social activities of the Booster Club, including Kick Off Day, Spirit Night and the Awards Banquet. The Marketing Committee is responsible for coordinating the design and sale of PSH merchandise.

Section 2: FUNDRAISING COMMITTEES. The Board may appoint any individual or individuals to serve on Fundraising Committees, either generally or in connection with any specific fundraising event. Any Fundraising Committee shall include a Chairperson.

Section 3: OTHER COMMITTEES. The Board may establish any other Committees as it determines necessary or appropriate to conduct any business of the Booster Club and appoint any individuals to serve as Committee Chairpersons for any such ad hoc or permanent committees.

Section 4: BOARD MEETING PARTICIPATION. The Board shall invite the Chairpersons of any Committee to attend Board meetings whenever appropriate.

ARTICLE VIII: CLASS REPRESENTATIVES

Each class year of students shall be encouraged to select a Class Representative to assist the Booster Club and Board in carrying out the objectives of the Booster Club. Such representatives may also be invited to Board meetings as deemed appropriate. In addition to communicating with the Booster Club members of their respective classes, the Class Representatives (from 6th through 12th grades) shall maintain and update a contact and communication list of Booster Club members in each respective grade and provide the current contact/communication list to the Secretary of the Board. The Secretary of the Board shall maintain a current list of Class Representatives.

ARTICLE IX: REMUNERATION

No Officer, Board Member or Committee Chairperson shall receive any compensation for his/her services on behalf of the Booster Club. No Officer, Board Member or Committee Chairperson shall profit financially,

directly or indirectly, from any of the Booster Club's activities.

ARTICLE X: FUNDS

Section 1: FUNDRAISING. The Booster Club shall raise funds through various fund raising activities. All fund raising activities must be approved by the Board prior to implementation.

Section 2: BANKING ACCOUNTS. All monies collected through fund raising, merchandise and social activities shall be deposited in the Booster Club's banking account(s). All distribution of funds shall be through the Booster Club Treasurer or, in the absence of the Treasurer, the Booster Club Vice President. The Treasurer and Vice President shall be the only authorized signatories on all Booster Club bank accounts.

Section 3: UNBUDGETED EXPENDITURES. All unbudgeted requests for money above \$250.00 must be presented in advance to the Board for approval.

Section 4: BUDGET INFORMATION DISTRIBUTION. The Board shall present information regarding the Booster Club annual budget at the general membership meeting in May. Upon request any member of the Booster Club shall be provided information regarding the Booster Club's budget, including copies of any Board approved budgets.

Section 5: EXPENDITURE PRIORITIES. When preparing the budget or determining how to disburse funds, the following spending priorities, in the order presented, shall be taken onto account:

1. **Team** - Any needs of the football team that are not included in the PSH or Parkway School District budgets; (i.e. uniforms, equipment, meals, officials and buses for preseason scrimmages, etc.)
2. **Player** - The safety and development of players shall be considered. This may include any reasonable specific equipment or medical supply needs and practice equipment, game films, weight room equipment, or other needs identified by the Varsity Head Coach for development of players.
3. **Coach** - Needs of coaches for stipends, apparel, clinics will be considered in disbursing funds of the Booster Club. Coaches herein refers to only those coaches who are employed by the Parkway School District.
4. **Community** - Communication beyond the scope of the Booster Club and Parkway South High School with community organizations and marketing of the PSH football program will be considered.
5. **Infrastructure Support** - Raising funds to support major expenditures such as a fitness center, locker room, field or stadium upgrades will be considered for expenditures. However, any substantial infrastructure support shall be handled on a project basis with separate funding and maintenance of a separate capital account.

ARTICLE XI: NONDISCRIMINATION

In conducting the business of the Booster Club, there shall be no discrimination against any individual or entity on the basis of race, color, sex, age, veteran status, religion, national origin or disability.

ARTICLE XII: DISSOLUTION

Upon dissolution of the Booster Club, all funds on hand after payment of all legal obligations, shall be distributed to the Parkway South High School Football Activities Fund.

ARTICLE XIII: MISCELLANEOUS

Section 1: Any person joining the Booster Club or anyone elected to the Board or appointed to any position with the Booster Club shall be bound by these By-Laws in all respects as if he/she had been a member at the time of their adoption.

Section 2: All members are expected to participate, if able, whenever needed for special functions and activities.

Section 3: No part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) of any political campaign on behalf of any candidate for public office.

Section 4: If the Booster Club maintains a Web Page, the content of the Web Page shall comply with all guidelines of the Parkway School District and any additional guidelines determined appropriate by the Board to respect the privacy interests of Parkway South High students. No Booster Club Web Page shall contain any open comment or question/answer Web pages.

ARTICLE XIV: UNCOVERED SITUATIONS

All situations not covered specifically by these By-Laws shall be handled as deemed appropriate by the Board.

ARTICLE XV: AMENDMENTS

Any amendments to these By-Laws shall be by vote of at least 80% of the Members of the Board.

Adopted: February 23, 2010