

Reviewed and Updated  
August, 2015

## **University High School Booster Club**

### **ARTICLE I**

The name of the organization shall be UNIVERSITY HIGH SCHOOL BOOSTER CLUB.

### **ARTICLE II**

The purpose of this organization is:

1. To provide support for the Students and Activities of University High School.
2. To promote excellence in education through the goals of University High School.
3. To serve as liaisons between the community and school and to promote awareness of school needs.
4. To provide an economic support for ALL U-High activities when monetarily feasible.

### **ARTICLE III**

#### **MEMBERSHIP**

1. The membership of the University High Booster Club shall consist of those who have a sincere interest in the promotion and support of all educational and co-curricular activities.
2. Elected officers will be called the Executive Board.
3. Elected officers and all standing committee chairpersons will be called the Board of Directors (BOD).
4. All Board members must be current Booster Club members with paid dues by October 1 of elected year.
5. Meetings of this organization shall be held as deemed necessary by the President of a majority of the Executive Board Members. Special meetings of the entire membership may be called at the discretion of the Executive Board.
6. Meetings will be held on the first Monday of the month. If a holiday occurs on said Monday, the meetings will be held on the following Monday.

### **ARTICLE IV**

#### **VOTING PRIVLEDGES**

1. At any meeting, a majority of the BOD and Booster Club members present shall constitute a quorum.
2. Each BOD member and Booster Club member who is present shall be entitled to one vote for funds requests.
3. All official actions (i.e.: money dispersal) of the BOD will be authorized based upon the majority vote of said committee and budget amounts set for each committee.
4. Each Booster Club member shall be entitled to one vote on the following: Budget and by-laws acceptance and election of Executive officers. A majority vote will rule.

### **ARTICLE V**

#### **EXECUTIVE BOARD AND THEIR DUTIES**

1. President: The president shall preside at all meetings and supervise all activities. He/she will provide the school newsletter an article for publication of Booster

- Club activities. He/she will also provide a written description of all duties to the incoming president.
2. Vice President: The vice president shall assist the president in the performance of his/her duties. He/she will provide a written description of all duties to the incoming vice president
  3. Secretary: It shall be the duty of the secretary to keep all records of meetings and appropriate correspondence. He/she will provide a written description of all duties to the incoming secretary.
  4. Treasurer: The treasurer shall receive and be accountable for all funds belonging to the membership, pay all obligations incurred when payment is authorized (i.e. BOD authorized, receipt and/or PO account), maintain the bank account, and render financial reports at each Booster Club monthly meeting. He/she will provide a copy of the bank statement to the president each month. He/she will also work closely with all chairpersons regarding monies, receiving all monies in a timely fashion and accepting only those monies that have been separated and counted by two members. He/she will reimburse members who have purchased items on behalf of the Booster Club using their own monies providing they present a Booster Club reimbursement form with a receipt attached and the BOD approved the purchase. He/she will provide a written description of all duties to the incoming treasurer. Will have the responsibility to insure that the booster club account will have \$4000 carry over for the next school year and \$500 in the savings account to be used for maintenance/repairs of equipment i.e. freezer, popcorn poppers, hot dog cookers etc.

## **ARTICLE VI**

### **ELECTION OF OFFICERS**

1. A nominating committee, consisting of 3-5 Booster Club members shall be formed in January. The proposed slate of officers will be presented at the next Booster Club meeting in February.
2. The BOD of the organization shall be elected by a majority vote of the membership present at the March meeting.
3. April and May meetings and activities shall be conducted by the outgoing officers and observed by the incoming officers.
4. The term of office shall be for one year, commencing June 1. Any vacancy occurring on the Executive Board may be filled by a president appointed officer and shall be ratified by a majority vote of the BOD.

## **ARTICLE VII**

### **STANDING COMMITTEE CHAIRPERSONS**

All chairpersons will be responsible for compiling a notebook/information packet to give to incoming chairpersons.

1. The nominating committee shall solicit chairpersons for the following active committees:
  - a. Concessions:
    - i. Inventory: responsible for ordering and stocking food, pop, candy, etc.
    - ii. Volunteer Coordinator: responsible for scheduling workers for the concessions stand during events, no limited to varsity sports, in the outside and inside concessions stands. Must have a valid Food Handler's permit, issued by Spokane Regional Health Department.

- b. Hospitality: responsible for supplying the refreshments for Back-to-School night, Freshman Orientation and Honor Society Induction and Awards Night and any other necessary events
  - c. Membership: responsible for recruiting new members and making a membership list with phone numbers, addresses and email addresses.
  - d. Staff Appreciation: responsible for correlating recognition (twice a year) and appreciation activities for U-High employees.
  - e. Titan Clothing: responsible for providing a visible avenue to promote spirit and school unity. Responsible for presenting “new” ideas for clothing sales, keeping an inventory of stock available and advertising it through actual display and/or picture, and ordering additional clothing as approved by Booster Club BOD.
  - f. U-High Activity Director: responsible for communication between administration and the Booster Club.
2. The president may create any other committee as needed.
  3. Each standing committee chairperson has the responsibility to attend monthly Booster Club Meetings.

## ARTICLE VIII

### CONCESSION STAND

1. No one group, activity, and/or club may use the concession stand for their use without Booster Club permission.
2. All profits must be placed in the U-High Booster Club treasury to be used for the benefit of ALL U-High students.

## ARTICLE IX

### REQUEST FOR FUNDS

1. Distribution of concession stand profits from the accumulation of funds made during a current time frame of either the fall or winter sports season will be equally split between the groups (with a valid parent representative) that worked during that sport season. Each parent representative group will receive **a share of \$150.00 per event if only one parent group works event then all \$150 will be given to that group.** All concession workers must be members of the booster club **and have current food handler's permit on file.** To be a valid parent representative you must:
  - a. Be an active member of the U-High Booster club.
    - i. Must attend the Booster Club meeting just prior to the group's concession event date **if possible.**
    - ii. **If a worker has not paid a membership fee, it will be deducted from the \$150 disbursement of funds pay-out .**
  - b. Have a valid and current food handler's permit **all workers must have.**
    - i. Issued from Spokane Regional Health District – [www.srhd.org](http://www.srhd.org).
    - ii. Option to have permit fee reimbursed through reduction of group's profits prior to disbursement of funds.
  - c. Provide a list of parent volunteers from your group to the concessions volunteer coordinator), who will work event along with their phone numbers and email addresses no less than one (1) week prior to event date. Failure to provide list may result in group's forfeiture of right to work concessions for that date **Provide a list of parent volunteers (from your group to the concessions volunteer coordinator), who will work event**

along with their phone numbers and email addresses no less than one (1) week prior to event date. Failure to provide list may result in group's forfeiture of right to work concessions for that date. On the night of the event, each parent volunteer must sign in.

2. Booster Club may be considered a parent group who can be included in funds distributed during the sports season if they worked an event during that season.
3. All requests will be examined, discussed and voted on per article IV
4. All approved monetary requests must be paid by the end of the current school year. No requests can be carried over to the following year.
5. All other monetary requests by clubs, teams, individuals, and/or activities must be submitted by written request and presented by a representative of said group (i.e. coach, advisor, parent and/or student with adult/advisor) at a monthly meeting in order to be considered.