

Monarch High School Booster Club By-Laws

Article I: Name and Mission

Article I, Section 1: The name of the organization shall be the Monarch High School Booster Club.

Article I, Section 2: Mission Statement

To support and enhance excellence in Monarch High School Student Organizations and Activities

Article II: General Membership

Article II, Section 1: Types of Membership

This Association shall include three types of membership: Parent, Community and Affiliate.

Article II, Section 2: Requirements of Membership

Current dues must be paid. In order to qualify for one of the three types of membership, the following requirements must be met for each category of membership being sought.

1. **Parent/Family Membership** – Parent/family members who currently have students attending Monarch High School.
2. **Community Membership** – Community Members/Businesses who meet the requirement of sharing interest in promoting activities and athletics for students of Monarch High School and the MHS Booster Club.
3. **Affiliate Memberships** – Individuals who hold positions of teacher, coach and/or sponsor of/for extracurricular activities of Monarch High School.

Article II, Section 3: Dues

Community memberships are \$35. Dues are divided into \$30 to general fund and \$5 to designated activity. Affiliate membership will be complimentary.

Article II, Section 4: Rights and Privileges

All members shall receive the rights and privileges accorded their membership categories.

Designated members may vote on all matters coming before the Booster Club if in attendance at the monthly meetings and shall be eligible to serve as members of the Executive Board as duly elected. No student shall be a designated member for an Affiliate Member.

Article II, Section 5: Nondiscrimination

The Monarch High School Booster Club does not knowingly engage in or support activities that discriminate on the basis of race, color, religion, national origin, sexual orientation, disability or age.

Article III: Recognized Organizations of the Booster Club

Article III, Section 1: Organization of Recognized Groups

Any group of an affiliate organization residing or working within Monarch High School may apply for a recognized membership, provided that the group must consist of a sanctioned school activity, athletic or other extra-curricular program.

Article III, Section 2: Formation of Affiliate Organizations

Groups that desire to be recognized by the MHS Booster Club must submit an application to the Executive Board. An application considered by the Executive Board shall be submitted via the

Director of Athletics or Activities of Monarch High School and be recognized as a legitimate student program of MHS.

Article III, Section 3: Representation of Affiliate Organizations

Affiliate organizations can be represented by any of the general membership categories. That representative will be referred to as an Affiliate Representative (a.k.a. Parent Rep given the predominance of that type of member holding this position).

Article III, Section 3A: An Affiliate Organization's recognized coach or sponsor must approve the Affiliate Representative.

Article III, Section 3B: Affiliate members or Affiliate Representatives may only represent one group/club/sport/activity per school year.

Article III, Section 4: Requirements of Affiliate Organizations

In order to receive financial support and be considered in good standing from the MHS Booster Club, Affiliate Organizations must meet the required participation guidelines.

Article III, Section 4A: Affiliate Representatives must attend regular MHS Booster Club meetings or assign representation to another MHS Booster Club member.

Article III, Section 4B: Affiliate Organizations must participate in MHS Booster Club fundraising activities.

Article III, Section 4C: Affiliate Representatives must assist with the MHS Booster Club activities such as clothing booths, fundraiser deliveries and mailings.

Article III, Section 5: Rights and Privileges

All Affiliate Organizations in good standing shall receive the rights and privileges accorded their status as a recognized member of the MHS Booster Club.

Article III, Section 5A: Affiliate Organizations may request financial assistance in the form of an annual grant from the MHS Booster Club. The office of the Athletic Director must approve all such requests first. Grants can be made to cover reusable items that benefit a majority of students in the requesting Affiliate Organization. Capital improvement requests can also be granted. The Executive Board will set limits based on the annual budget.

Article III, Section 6: List of Affiliate Organizations

Affiliate organizations that may qualify for membership are approved annually by the Athletic Director's office.

Article IV: Annual Meeting

Article IV, Section 1: Composition and Membership at the Annual Meeting

Article IV, Section 1A: The annual meeting voting membership shall be composed of voting members of the Executive Board, recognized members (one per parent/family member, one per community/business membership and one per affiliate organization of the chartered membership of the MHS Booster Club as described in policies that address membership representation. The meeting shall be held on the designated meeting night in May.

Article IV, Section 1B: A member shall submit to the Executive Board's secretary their name and contact information upon entering the annual meeting.

Article IV, Section 1C: The term of membership of any member shall coincide with the calendar school year of Monarch High School.

Article IV, Section 2: Functions of the Membership

The voting membership shall be the highest legislative body of the Monarch High School Booster Club.

Article IV, Section 2A: The membership and Executive board shall identify and present current issues, trends and concerns that affect or may affect the Monarch High School Booster Club and its constituents.

Article IV, Section 2B: The voting membership at the annual meeting or at any monthly meeting shall act on recommendations from the Executive Board, committees and/or the membership at large.

Article IV, Section 2C: The membership in attendance at the annual meeting or designated voting members at the monthly meetings shall exercise such other functions as may be in the best interest of the MHS Booster Club, not in conflict with the by laws.

Article IV, Section 3: Governing Board Meetings of the Monarch High School Booster Club

Article IV, Section 3A: The Executive Board and designated affiliate organization members (Governing Board) shall meet monthly in conjunction with the calendar of Monarch High School and hold one annual meeting for elections and by law changes. Additional meetings may be called by majority vote of the membership in attendance at any meeting and/or by the Executive Board.

Article IV, Section 3B: A majority of eligible voting members in attendance of any meeting shall constitute a quorum with regard to the total number attending any meeting.

Article IV, Section 3C: Each member of the Executive Board shall have one vote. Each affiliate organization may have one voting member. Decisions of the MHS Booster Club shall be made by a simple majority vote except in cases involving issues that require a greater majority, as defined in these by laws.

Article IV, Section 3D: Meetings of the Monarch High School Booster Club shall be conducted in accordance with standing rules adopted by the membership at the annual meeting.

Article V: Monarch High School Booster Club Officers and Executive Board

Article V, Section 1: Officers

The officers of the Monarch High School Booster Club shall be the President, Vice President, Immediate Past President (advisory), Treasurer and Secretary.

Article V, Section 1A: Executive Board

Members of the Executive Board shall consist of the elected officers of the Monarch High School Booster Club and the Monarch High School Director of Athletics and/or Activities. Additional affiliate representatives serving as committee chairperson may be asked to represent the membership at large on the Executive Board.

Article V, Section 2: Powers and Functions

Article V, Section 2A: The Executive Board shall conduct the business of the Booster Club but shall not take any action contrary to the by laws adopted by the membership.

Article V, Section 2B: The Executive Board has the authority to create necessary policies to carry out the mission of the Monarch High School Booster Club if approved by the voting membership at monthly or annual meetings.

Article V, Section 3: Governing Board Members and Terms of Office

Article V, Section 3A: The voting members of the monthly meetings shall consist of the members of the Executive Board and the recognized voting member from the affiliate organizations in attendance.

Article V, Section 3B: The President shall serve one year as President and one year as Immediate Past President.

Article V, Section 3C: The Vice President shall serve one year as Vice President and the following year as President.

Article V, Section 3D: The Secretary shall serve one year unless reelected. The secretary may only serve for two consecutive terms.

Article V, Section 3E: The Treasurer shall serve two years as the treasurer. The treasurer may only serve for two consecutive terms.

Article V, Section 3F: The term of office for any elected officer shall coincide with the school year of Monarch High School or until a successor is elected or appointed.

Article V, Section 4: Nominations and Elections of Executive Board Members

Article V, Section 4A: The President, Vice President, Secretary and Treasurer shall be elected annually at the annual meeting unless a private vote is necessitated.

Article V, Section 4B: To be eligible for any elective office, a member must be a member in good standing of the MHS Booster Club.

Article V, Section 4C: Nomination and Election guidelines shall be developed by the Executive Board. The Executive Board shall accept nominations from the membership at large and be submitted in writing before the annual meeting.

Article V, Section 4D: If any elected candidate should be unable to assume office by the beginning of the school year, the candidate with the next highest number of votes in the election shall be asked to serve in the vacant position. If none of the candidates agrees to serve, the Executive Board shall fill the vacancy.

Article V, Section 5: Duties of Executive Board Members

Article V, Section 5A: The President shall serve as the presiding officer of the Booster Club in accordance with ASCA policies that address governance.

Article V, Section 5B: The Vice President shall serve as the presiding officer in the President's absence in accordance with the MHS Booster Club policies that address governance and/or if the President steps down due to conflict of issues.

Article V, Section 5C: The immediate Past President shall serve in an advisory capacity if they choose to continue on the Executive Board for one year following their term as President.

Article V, Section 5D: The Secretary shall serve as the recording secretary of all meetings in accordance with the MHS Booster Club policies

Article V, Section 5E: The Treasurer shall serve as the fiduciary officer of the Booster club in accordance with the MHS Booster Club policies and be responsible in the collection and distribution of all monies.

Article V, Section 6: Executive Board Meetings

Article V, Section 6A: The Executive Board shall meet at least once each month prior to the general monthly meeting. Meetings of the Executive Board may be called by the President or by majority vote of the Board.

Article V, Section 6B: Three/fifths of the members of the Executive Board must be present to constitute a quorum.

Article V, Section 6C: Each member of the Executive Board shall have one vote. Decisions of the Executive Board shall be made by a simple majority vote except in cases involving issues that require a greater majority, as defined in these By-laws and the MHS Booster Club policies that address governance.

Article V, Section 6D: Executive Board members agree to attend each Executive Board meeting and monthly/annual meetings in accordance with MHS policies that address governance. Executive Board members who miss consecutive meetings may be subject to removal by a vote of the members in attendance at the next monthly meeting.

Article V, Section 7: Vacancies

Article V, Section 7A: In the event of a vacancy in the office of President, the Vice President assumes the office of President.

Article V, Section 7B: In the event of a vacancy in the office of a Vice-President who is serving a President's un-expired term, the Immediate Past President of the Executive Board shall be asked to assume the position of chairperson of the Executive Board until the Executive Board fills the vacancy by calling a special election of the general membership.

Article V, Section 7C: In the event of a vacancy in the office of Vice President, the Executive Board may fill the vacancy per the policies of the by-laws of the MHS Booster Club.

Article V, Section 7D: The Executive Board shall be the authority to fill any vacancy for which there are not other provisions.

Article V, Section 8: Removal from Office

An elected officer or member of the Executive Board may be removed from office for cause by a three fourths majority vote of the voting membership at a monthly meeting.

Article VI: Appointed Positions and Duties

Article VI, Section 1: Committees and Committee Chairpersons

Article VI, Section 1A: Committees shall be appointed by the president to accomplish specific tasks within specific time frames.

Article VII: Operational Structure

The Executive Committee will perform the following duties and roles for the general membership of the booster club.

1. Brings recommendations to the governing council.
2. Will act to perform the necessary functions as outlined in the by-laws.
3. Has the ability to call emergency board meeting to conduct immediate business that fulfills the mission and purpose of the booster club.
4. Performs the fiduciary and governing responsibility of the Monarch High Booster Club.
5. Performs an annual review prior to the new year.
6. Develops annual budget and formalizes requesting procedure for funds.
7. Plans the delineation of funds.
8. Works with the point of contact from MHS and review requests.
9. Executive Committee appoints committee chairs.

Article VII, Section 1: Standing Committees/Coordinators

The following standing committees or responsibilities shall be performed by an appointed MHS Booster Club member or Affiliate Representative:

Article VII, Section 1A: Seasonal Fundraising Coordinator:

1. Formulate fundraising plan with the Executive Board.
2. Coordinate fundraising activities with the Executive Board.
3. Plan, organize and run each fundraising activity. Staff working groups from membership of the club.
4. Work with the secretary to inform members of fundraising activities.

Article VII, Section 1B: Spirit Clothing Coordinator:

1. Ensure adequate stock of Booster Club spirit items
2. Work with outside vendors to provide items for sale.
3. Develop ideas for new items.
4. Coordinate sales events with the Executive Board.
5. Coordinate activities between events
6. Kick-off events by forming temporary groups to organize and run planned events.
7. Work with secretary to inform members of upcoming events.
8. Work with Treasurer to ensure bills are paid, monies are collected and deposited
9. Oversee events.

Article VII, Section 1C: Letterjacket Coordinator:

1. Communicate with Monarch families, affiliates
2. Perform jacket fittings
3. Place orders and coordinate purchases with outside vendors/contractors
4. Work with Treasurer to ensure bills are paid, monies are collected and deposited
5. Report to Executive Board on sales, issues

Article VII, Section 1D: Coyote Sign Program Coordinator:

1. Work with Executive Board to set policy and pricing for new signs and renewals
2. Work with membership and Affiliate Representatives to solicit new signs
3. Works with advertisers to design signs
4. Place orders and coordinate purchases with outside vendors/contractors
5. Work with Treasurer to ensure bills are paid, monies are collected and deposited
6. Work with school and assistant to ensure signs are hung as required
7. Report to Executive Board on sales, issues

Article VII, Section 1E: Coyote Plaques Program Coordinator:

1. Work with Executive Board to set policy and pricing for new plaques
2. Work with membership and Affiliate Representatives to solicit new plaques
3. Communicate with Monarch families, affiliates and community members
4. Place orders and coordinate purchases with outside vendors/contractors
5. Work with Treasurer to ensure bills are paid, monies are collected and deposited
6. Work with school to ensure plaques are mounted as required
7. Report to Executive Board on sales, issues

Article VII, Section 1F: Scholarship Program Coordinator:

1. Work with Executive Board to set scholarship availability and policy
2. Enlist committee members as needed
3. Communicate with Monarch families, affiliates and community members

4. Work with Treasurer to ensure scholarships are paid
5. Report to Executive Board on status, issues

Article VII, Section 1G: Coordinators may be asked to attend executive board meetings and represent the membership in voting.

Article VIII: Business Affairs of the Association

Article VIII, Section 1: Fiscal Year

The fiscal year shall begin after the annual meeting or no later than June 1st and end the following June 30th.

Article VIII, Section 2: Property of the MHS Booster Club

In the event the Booster Club should be dissolved, none of its property shall be distributed to any of the members. Instead, all of its property shall be transferred to such Monarch High School.

Article VIII, Section 3: Annual Meeting

The President of the Monarch High School Booster Club shall call an annual business meeting of the association in conjunction with the end of the current school year

Article IX: Amendment of the By-Laws

Article IX, Section 1A: Amendments.

These by-laws may be amended by majority vote of the Executive Board and be made available to the membership.

Article IX, Section 1B: Publication

The By-laws and the policies of the MHS Booster Club shall be published in their entirety periodically and shall be available to any member upon request.

Revised: February, 2010