

ENTERPRISE HIGH SCHOOL BOOSTERS CLUB BY-LAWS AND CONSTITUTION

Article I

Name

Enterprise High School Boosters Club

Article II

Purpose

- Section 1. To contribute to the growth and betterment of all athletic activities within the confines of Enterprise High School and Shasta Union High School District.
- Section 2. To promote and foster high standards of conduct and sportsmanship on the part of all spectators at athletic events.
- Section 3. It is agreed that the Enterprise High School Boosters Club officers and members will not interfere directly or indirectly in the implementation of the athletic policy of Enterprise High School. Club school projects must have the approval of school authorities.
- Section 4. To provide financial assistance for sports activities and programs.
- Section 5. To provide financial assistance to needy athletes.
- Section 6. To purchase athletic equipment and other sports related items not otherwise furnished by the school and district.

Article III

Membership and Dues

- Section 1. The qualifications for membership shall be any person interested in carrying out the ideals as stated in Article II.
- (Revised 5/08)
- Section 2a. Family Booster membership: **To be determined by the current BOD on an annual basis.**
- 2b. Community merchant and service club Booster membership fees are the same as listed in Section 2a.
- 2c. Both memberships entitle members to full voting rights and receipt of all schedules and announcements of all official Boosters meetings.
- Section 3. Payment of dues. The fiscal year shall begin July 1 and terminate June 30 for each school year.

Article IV

Officers

- Section 1. The officers of this Club shall be President, Vice President(s), Secretary, Treasurer and at large board members not to exceed a maximum of nine.
- Section 2. Elections shall be held annually at the regular April meeting, and all officers shall assume their duties as of May 1 with a transitory period until July 1.

(Revised 5/08)

Section 3. It shall be the duty of the President to attend all **District Sponsored Athletic Fundraisers** and if unable to attend, appoint a representative.

Section 4 The Principal and Athletic Director (or their delegates) shall be members of the Board in addition to the four (4) listed above.

(Revised 5/08)

Section 5 Removal of an Officer or Member: Any officer or member may be removed with written notice after a hearing by the officers and a majority vote of BOD

OFFICER RESPONSIBILITY

PRESIDENT

(Revised 5/08)

1. Organize and direct all Booster meetings.
2. Delegate and determine all volunteer jobs to be done.
3. Make sure that all the bills of the athletic program are being paid in a timely manner while working closely with the Athletic Director and the Treasurer.
4. Make sure the Club is always solvent.
5. Meet periodically with the Athletic Director and the Athletic **Administrator** to update financial situation on upcoming events.
6. If problems arise, inform the Board and the Athletic Director if necessary.
7. Make sure the Club members are kept informed that the purpose of the Club is to lend financial assistance to the athletic program and to support student-athletes if they need financial assistance to participate in sports.
8. The Club will not make or influence any coaching decision.
9. Must attend or make sure a representative attends every **District Sponsored Athletic Fundraiser** usually held on the 1st Monday of every month.
10. Determine the yearly athletic budget by sport.
11. Assist in all fundraisers.
12. Assist in all snack bar responsibilities.
13. Provide help whenever and wherever needed.

VICE PRESIDENT

(Revised 5/08)

1. Assist the President with all decisions involving the sports program.
2. Fill in when the President cannot attend the monthly meeting of **District Sponsored Athletic Fundraisers**.
3. Fill in and direct the general monthly meeting if the President is unable to attend.
4. Responsible for locating team parent reps and keeping in close contact with them.
5. Assist in all fundraisers.
6. Assist in snack bar responsibilities.
7. Provide help whenever and wherever needed.

SECRETARY

1. Record minutes of each general monthly meeting.
2. Be prepared to read these minutes to members at each general monthly meeting.
3. Responsible for sending all thank you cards and letters to individuals or organizations that have assisted the club in raising funds.
4. Responsible for ordering team trophies and team championship patches for the athletes.
5. Work with the Club Treasurer to keep track of all sport sign-up cards (white cards).
6. Responsible for tracking the enrollment of the Club and what duties these members can be counted on to assist with.
7. Assist in all fundraisers
8. Assist in all snack bar responsibilities.
9. Provide help whenever and wherever needed.

TREASURER

1. Pick up and keep track of all incoming mail from the school at least once a week.
2. Be sure bills are paid in a timely manner while working closely with the President of the Club.
3. Work closely with the Athletic Director on the payment of the bills in terms of who is responsible for the invoice (ASB or the Club).
4. Prepare the monthly financial report for the Club.
5. Obtain a monthly financial report from ASB.
6. Prepare a year end financial report when the school year is over or when the term has expired.
7. Keep track of all club finances and keep the officers informed of the financial situation at all times.
8. Assist in all fundraisers.
9. Assist in all snack bar responsibilities.
10. Provide help whenever and wherever needed.

PARENT REPS

1. Attend all Booster Club monthly meetings.
2. Be present at each of their coach's parent meetings for the sport that they are responsible for and inform the parents of the importance of joining the Boosters Club and getting involved by donating their time in the various fundraising activities.
3. Obtain and keep an updated list of the athletes and their parents – phone numbers and addresses. Also get 3 or 4 parents to help call parents when the need arises.
4. Organize and make sure the snack bar is sufficiently supplied with volunteers to work it. Also includes 50/50 drawing.
5. Keep in close contact with all parents of your team and especially with your coach about things he or she may need during the season. Please bring these needs to the attention of the Booster Club or one of the officers.
6. Each representative should think of at least one fundraiser that could help the Club to raise money for the athletic program. Should be discussed at the next meeting.
7. Make sure communication lines are kept open between parents, coaches, Athletic Director and the Club.

Article V **Committees**

- Section 1. All committees shall be appointed at the discretion of the President with approval of the majority of the members present at a regularly announced meeting.

Article VI **Meetings**

- Section 1. A general meeting shall be held at least once a month.
- Section 2. Additional meetings shall be called at the discretion of the President.
- Section 3. Each Coach shall appoint one (1) or two (2) parent representatives to attend meetings. Coaches will provide a list of names and telephone numbers of all persons participating in their sport for Booster Club use.
- Section 4. A quorum for conducting business at a general meeting shall be ten (10) members including officers.

Article VII
Amendments

These By-Laws may be amended by a three-fourths vote of members present at any regular meeting of the club, provided notice of the proposed amendment shall have been given at the previous regular meeting at which the amendment is to be acted upon.

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Article VIII
Disbursement of Funds

- Section 1. By club check signed by the President or the Treasurer after proper authorization.
- Section 2. Authorizations for any action by the club will be by three-fourths vote of members present.
- Section 3. A quorum shall consist of ten (10) members.
- Section 4. The financial records shall be submitted for annual audit during the twelfth month of the first audit year.
- Section 5. A \$100.00 spending limit may be utilized by phone vote of four (4) out of five (5) officers.
- Section 6. Loans, under ordinary circumstances, to individual sports will not be made without notification that the possibility of such need exists. This must occur no later than the last scheduled monthly meeting prior to the need.
- Section 7. Loans, under emergency conditions, maybe made without pre-notification. Such emergency will be valid if the A.D. or Team Advisor (coach) is made aware of changing circumstances at the last minute and there is no monthly meeting scheduled prior to the need.
- Section 7a. Submission of emergency loan request may be made by phone to any board member, but must be evaluated and decided upon by at least four (4) voting members of the Board. The decision to grant/deny the loan request shall be in accord with past practice and precedent of the general meetings.
- Section 8. It is the intent of the Boosters to meet the needs of all the individual sports within the limits of its resources. In order to allocate funds fairly, Article VIII, Section 7., shall not be misused, and not all notification of emergency loans will receive "Carte Blanche" approval. Each case shall be evaluated at the time of notification and then reviewed at the next scheduled meeting. If it is found that Article VIII, Section 7, has been misused, the next request from the same sport, may be turned down summarily and with prejudice.
- Section 9. Any such loan made in accordance with Article VIII, Section 6.7., must be repaid. In the event that a loan is not repaid in a reasonable amount of time, no further disbursement of funds is made and a vote of "no confidence" in the ability of the sport is realized.
- Section 10. For students who cannot afford to pay the participation fee, they must contact the Booster Club President or designee in written form, requesting a work assignment before the first league game. The Booster Club will then reimburse the EHS/ASB account once verification the work has been completed.
- Section 11. Budget dollar substitutions will be allowed only if the coach attends the Booster meeting one month in advance and requests the change in writing and does not exceed approved dollar amount. The Booster Club will not be liable for payment of unauthorized purchases.
- Section 12. Spending Policy:
All Booster grants to individual sports are for expenses up to section level competition.
- 12a. Boosters will not be responsible for transportation fees the school or SUHS District cannot pay.

- 12b. Expense for lodging shall be four (4) persons to a room which may include the advisor and shall be held to a maximum of the reasonable rate at motels that do not charge in excess of \$55.00 per night, double occupancy tax included.
- 12c. Expenses for meals will be incurred by individual athletes and not by Boosters.
- 12d. It is not the policy of the Boosters to pay for entertainment for athletic participants. This is meant to include in-room movies, amusement parks, or extra days lodging that allows for side trips, etc.
- 12e. Meal expenses, for coaches, shall have spending limits not to exceed \$25.00 per day: (\$5.00 breakfast, \$5.00 lunch, \$15.00 dinner) and are not cumulative from one day to the next. Any expense above this limit will be borne by the individual incurring said expense. Weekend meal expenses are as follows: Thursday dinner \$15.00, Friday all means, \$25.00, Saturday breakfast and lunch \$10.00.
- 12f. Pre-approved expenses for transportation, lodging, and meals for coaches attending tournaments or conferences, shall be submitted to the Athletic Director for a cash advance to be reimbursed by Boosters to the EHS/ASB account upon receipt of all receipts for such expenses as stated in Article VIII, Section 12b and 12e. Funds will not be dispersed without receipts.
- 12g. In the case where no advance was received, all expenses must be documented by receipts and submitted to Boosters no later than the next regular meeting after the conclusion of said trip, for disbursement of funds. Funds will not be disbursed without receipts.
- 12h. All expenses incurred during Section and State playoffs, will be paid by the California Interscholastic Federation (CIF).
- 12i. Disbursement of funds for trophies and plaques for each sport shall not exceed \$12.00 each including tax and will be allocated as follows: Varsity, three (3), Junior Varsity, two (2), Freshmen, (1). Any expense over and above allowed limit, will be borne by the individual incurring said expense.
- 12j. Purchase of non-inventory, but mandatory uniform items must be pre-approved and a sample of item displayed two months before purchase.
- 12k. With regard to Article II, Section 4., all individual sports may make efforts to augment their own budgets. All fund raising activities and projects are to be approved by the Athletic Director and or the Booster Club President. Any funds made from an unauthorized fund raiser will be deducted from that teams budget.

Article IX **Scholarship**

(Revised 9/04)

- Section 1. It is the intent of the Booster Club to recognize multiple outstanding male and female athletes every year with the Enterprise High School Athletic Boosters Athlete Award in the amount not to exceed \$250.00 each and not to exceed a total distribution of \$1,000 per calendar year.
- Section 2. To qualify a candidate must meet the following requirements: Apply for the scholarship, maintain a 3.0 grade point average, participate in at least one sport and maintain good sportsmanship. A parent or guardian must be a member of the Booster Club.
- Section 3. The recipients will be screened by a committee made up of one faculty member, one board member, Athletic Director or Assistant Athletic Director. The final decision will be made by the Athletic Director and the site counselor in charge of scholarships.
- Section 4. The recipients will be recognized at the annual spring awards ceremony. The scholarship funds will be disbursed upon receiving written proof of registration verifying a minimum of 12 unites at an accredited college.
- Section 5. EHS Parent Club will be allocated \$2,000 annually for scholarships providing they assist the athletic program by providing gate personnel, assist with the snack bar, and any other responsibilities as deemed by the Booster Club and EHS/ASB.

Article X
Records Management

It shall be the responsibility of the Enterprise High School Boosters Club President to assure that the original or duplicate copies of all records are kept on file at Enterprise High School.

Article XI
Rules of Order

The rules maintained in ROBERTS RULES OF ORDER, Revised, shall govern this organization in all Parliamentary Procedure in which they are not inconsistent with these By-Laws.