

**West High Athletic Booster Club
Bylaws
(Waterloo West High School)**

Article I – Name:

The name of the Booster Club of this organization shall be the West High Athletic Booster Club.

Article II – Objectives:

The objectives of the organization are as follows:

1. To encourage excellence in athletic education and performance;
2. To support these efforts financially;
3. To encourage student, parent and community participation in the Athletic Program;
4. To foster enjoyment of and encourage lifelong appreciation for athletics; and
5. To provide support and assistance to the athletes and coaches.

Article III –Membership:

The membership of this club shall not be limited. Anyone interested in the progress and development of the Athletic Program at Waterloo West High School is eligible to join.

All members of the organization are encouraged to attend General Membership meetings, join committees of the organization and bring forth issues and recommendations for the good of the organization. The General Membership is responsible for the election of Officers, the approval of the organization's annual budget and any amendment of the organization's Bylaws.

The Board of Directors may, at its discretion, establish different levels of membership, such as individual, family or honorary.

Article IV – Board of Directors:

- Section 1.** The Board of Directors shall consist of the Club's Officers, Standing Committee Chairs and the Athletic Director.
- Section 2.** All members of the Board of Directors shall have one vote with the exception of the Athletic Director, who shall serve as a non-voting, ex-officio member. In the event that two or more people are assigned to one office or position, they will have one collective vote.
- Section 3.** The Board of Directors shall have general supervision of the affairs of the organization.
- Section 4.** The Board of Directors shall meet monthly from August to June or as requested by the President. Special meetings may be called with three days notice. Notice may be given by telephone contact.
- Section 5.** The Board of Directors shall annually, at the August Board meeting, review the Bylaws and all other standing policies of the organization.
- Section 6.** A simple majority shall constitute a quorum.

Article V – Officers:

- Section 1.** The Officers of the Organization shall be President, Vice-President, Immediate Past President, Secretary and Treasurer. All elected officers shall serve for a one-year term.
- Section 2.** The President shall preside at all meetings of the Membership and Board of Directors; appoint Chairs of all Standing and special committees; serve as non-voting ex officio member of all committees; coordinate the work of the officers and committees of the organization; arrange for an annual internal audit of the financial records of the organization to be performed by a minimum of three (3) people, at least one of which shall not be a Board member; and shall perform such other duties as may be prescribed in these Bylaws or assigned to him/her by the Board of Directors.
- Section 3.** The Vice-President shall assume all duties of the President in his/her absence and shall assume such duties as requested by the President. The Vice-President shall be the President-Elect and serve as the Chair of the Fund Distribution Committee.
- Section 4.** The Secretary shall keep the records and printed minutes of all Board of Directors and General Membership meetings and attend to the correspondence of the organization in a timely manner. He/She shall be responsible for the distribution of the printed minutes at the Board of Directors and General Membership meetings.
- Section 5.** The Treasurer, or his/her designate, shall receive all funds due the organization; deposit the funds with the depository; keep a full and accurate account of receipts, expenditures, receivables and payables; make all payments on behalf of the organization in accordance with the approved budget; present a printed financial statement at Membership and Board of Directors meetings; prepare, in coordination with the President, and submit for approval an annual budget; and other duties as authorized by the Board of Directors. All reports and budgets submitted shall include all Athletic Booster Club activities including information from the Ways & Means, Merchandise, Program, Concessions and other appropriate committees. The Treasurer shall ensure that any expenditure not approved as part of the annual budget must come to the Board of Directors for approval prior to payment.
- Section 6.** The Immediate Past President shall assist the President as necessary and serve as Chair of the Nominating Committee.

Article VI –Committees:

- Section 1.** All Standing Committees should have a minimum of five (5) members. The term of each chairperson shall be one year. All Standing Committee Chairs shall be members of the Board of Directors and shall report on their activities at the monthly General Membership meetings. The Standing Committees are:
- a) The **Membership Committee** is charged with obtaining broad community involvement in the organization through the solicitation of memberships

- b) The **Spirit & Hospitality Committee** is charged with providing programs and activities that demonstrate a positive school spirit. The Committee shall seek to identify ways to generate and recognize a positive image of West High School and its Athletic Program. Sub-committees will be responsible for the Seasonal Sports Kick-Offs and the Ceramic dolls, with Chairs to be appointed by the President.
- c) The **Concessions Committee** is charged with the general operations of the concession stands at the Waterloo Memorial Stadium. This includes, but is not limited to, ordering necessary supplies, scheduling volunteers to operate the athletic concession booths during all assigned activities and special events occurring throughout the school year and overseeing the maintenance of all equipment.
- d) The **Merchandise Committee** shall be responsible for the purchasing and distribution of West High School merchandise, not including those items handled separately by individual committees. The Committee is responsible for accurate accounting of all expenses and revenues and shall report monthly to the Board of Directors.
- e) The **Program Committee** shall be responsible for the creation, printing, funding and distribution of the West High Program. The Committee is responsible for the accurate accounting of all expenses and revenues and shall report monthly to the Board of Directors.
- f) The **Marketing & Public Relations Committee** shall be responsible for all media contact on behalf of the “Wahawk Talk” newsletter. The Committee shall work to ensure effective communications with school officials, parents, students and the public to increase awareness of all West High Athletic events and programs.
- g) The **Freshman Liaison Committee** shall work with Freshman student athletes and parents to assist in their transition to West High School. The Committee shall create programs and events to ensure a positive experience for those new to West High Athletics.
- h) The **Nominating Committee** is charged with presenting a single slate of candidates for the Election of Officers at the Annual Meeting in April of each year. The Committee is also responsible for submitting names to the General Membership throughout the year for consideration in the event of a vacancy in an office. The Committee will also submit names to the Board of Directors nominees for special awards and recognition. Such awards and guidelines must be pre-approved by the Board of Directors. The Immediate Past President of the organization shall serve as Chairman of the Nominating Committee.

- i) The **Funding Distribution Committee** shall establish guidelines which identify criteria for the allocation of the Athletic Booster Club funds to the sports program, identify long-range needs and make proposals to meet these needs. The Vice President will review requests with the Athletic Director and provide a written report to the General membership two (2) times per year regarding the recommendations and results of the Funding Distribution Committee.
The Committee will review all requests for funds and determine their eligibility based on the guidelines. The Committee will approve/disapprove funding requests at the October and April meetings. The Committee will consist of the officers of the organization, the standing committee chairs and a parent representative in good standing from each varsity sport.
- j) The **Ways and Means Committee** shall identify and implement activities and projects necessary to assist the organization in raising funds, e.g., Golf Outing, Brick Plaza.
- k) The **Parent Rep Coordinator** shall work with the coaches to secure Parent Representatives for each sports team at West High School. The Parent Rep Coordinator shall educate and orientate the Parent Representatives to Parent Representatives responsibilities and work with them to ensure that all parents/guardians of their team members belong to the Athletic Booster Club. In the absence of the coach, the Parent Rep Coordinator or the Parent Representatives shall be asked to report on that sport's activities at the General Membership meetings. One Parent Representative in good standing of each varsity sport shall be a member of the Funding Distribution Committee.
- l) **Alumni Relations Committee:** The purpose of Alumni Relations is to maintain relationships with past boosters and booster supporters to keep them engaged in booster news and involvement.

Section 2. The President shall establish as hoc committees as necessary for the efficient operation of the organization, e.g., Audit.

Article VIII – Relationship with School Administration:

Section 1. The West High School Athletic Director shall be an ex officio, non-voting member of the Board of Directors and shall be asked to attend all Board and General Membership meetings.

Section 2. The Athletic Director shall update the organization on the activities of the Administration and serve as the liaison between the organization and the Administration.

Section 3. The Athletic Director shall coordinate with the organization and Administration to determine appropriate activities for the organization and the Administration.

Article IX – Meetings:

Section 1. General Membership meetings shall be held monthly during the regular school year. One meeting will be the Annual Meeting held during April of each year or at such time as best suits the needs of the organization. Twenty-five (25) members constitute a quorum for General Membership meetings.

Section 2. The Board of Directors shall meet in August or as requested by the President. A simple majority shall constitute a quorum for Board of Directors meetings

Article X – Fiscal Year:

The fiscal year of the organization shall begin on the first day of July and end on the last day of June in each year.

Article XI – Membership Dues:

Membership levels shall be established yearly at the May meeting by the Board of Directors upon recommendation from the Membership Committee.

Article XII – Elections:

Section 1. The Nominating Committee shall present a single slate of candidates for the election of Officers at the April Annual Meeting. Nominations may also be made from the floor after the report from the Nominating Committee.

Section 2. A person(s) may serve in the same office for up to two (2) consecutive one-year terms.

Section 3. Election of Officers shall require a simple majority of those members present.

Section 4. Newly-elected officers shall assume office on July 1 of each year.

Article XIII – Amendments and Rules:

Section 1. Proposed amendments to the Bylaws may be made at any regular meeting of the General Membership by a two-thirds (2/3) vote of the members present , provided that the proposed changes have been read in full at the previous meeting or have been mailed at least ten (10) days prior to the meeting.

Section 2. Roberts Rules of Order (newly revised) shall be used to conduct all meetings of the organization.