

Westside High Booster Club, Inc. Bylaws

Last Updated August 9th, 2021

Article I - Purpose Statement

Section 1. Name

The name of this organization shall be the Westside High Booster Club, Inc., and hereinafter be referred to as the Club or the Booster Club.

Section 2. Purpose

The purpose of the Club is to support and promote all athletic activity groups at Westside High School by uniting students, parents, coaches, faculty, staff, and community in a way that enhances the sharing of school spirit, and provides moral as well as financial support. To assure the ongoing improvement to all Westside High School athletic and activity group programs the Club shall recognize and work in conjunction with individual athletic activity booster groups.

Section 3. Organization

- A) The Club shall be formed as a Georgia Not for Profit Corporation and will maintain Internal Revenue Code Section 501(c) (3) tax status.
- B) Each athletic activity booster group that is deemed appropriate by the administration of Westside High School and the policies of the Richmond County School District shall be governed and represented by the Club.

Article II - Membership

Section 1. Membership Classes

Membership in the Club shall be in four classes:

- A) Individual/Family Membership
- B) Business Membership
- C) Westside High School Alumni Membership
- D) Ex-Officio Membership

Section 2. Description of the Membership Classes

The membership classes shall be described as follows:

- A) A Booster Club individual/family membership shall be any person or family paying full individual/family membership dues.
- B) A Booster Club business membership shall be any business paying full business dues.
- C) A Booster club Westside High School Alumnus membership shall be any person who has graduated from Westside High School and who pays full Westside High School alumni dues.
- D) A Booster Club Ex Officio membership shall be a dues free membership given to the following persons:
 - a) Athletic Director, Westside High School
 - b) Principal, Westside High School

- c) Varsity Head Coaches of all interscholastic sports at Westside High School
- d) Past Presidents of the Club

Section 3. Entitlements

Members in good standing are entitled to all benefits and privileges of the Club.

Section 4. Termination of Membership

Any member of the Club may be removed by a $\frac{2}{3}$ (60%) vote of the membership of the Club at any regular scheduled meeting, or at a special meeting called for that purpose, for conduct deemed prejudicial to this Club, provided that such member shall first have been served with written notice of the conduct deemed prejudicial to the club, and shall be given the opportunity to be heard at the meeting at which such vote is taken. At the time a membership is terminated, all entitlements and privileges of the Club shall be immediately revoked, and the Club treasurer shall reimburse the terminated member a prorated percentage of the current years dues as paid by the terminated member. Termination of membership in the General Club shall terminate membership in all individual activity groups.

Section 5. Membership Year

The membership year shall be defined as between July 1 and the following June 30, except for the initial startup year as between the date of ratification and these By Laws and June 30, 2008.

Section 6. Dues and Assessments

Dues are established and assessed on a fiscal year basis. The fiscal year shall be concurrent with the Club's membership year. No assessments other than regular membership dues shall be levied. However, various dues levels may be set with commensurate special recognition, such as membership premiums or placement of names in listings or plaques. The amount of membership dues shall be determined by a vote of the Club members for the ensuring club membership year no later than the regularly scheduled May meeting of the current club year.

Article III - Club Officers

Section 1. Officers

No person shall hold more than one Officer position. The Officers of the Club shall consist of the following:

- A) President
- B) Vice President
- C) Secretary
- D) Treasurer
- E) Principal, Westside High School
- F) Past President - the most recent past President of the Club

Section 2. Duties of the Officers

The duties of the Officers shall be described as follows.

- A) President - To call meeting of the general membership, Officers, and special membership meetings; Preside at such meetings; Appoint special committees from the membership; Represent the Club at meetings of any other group(s) where the purposes

an actions of the Club have pertinences; Perform other duties as prescribed by the Officers of this Club

- B) Vice President - To serve as the first backup officer to the President, and perform the duties of President at such times as the President is unable to serve at any Club function; Perform other duties as prescribed by the Officers of this Club
- C) Secretary - To maintain and keep records of the Club, its Officers, and direct support groups as it pertains to the Club, Handle all correspondence for the Club, Perform other duties as prescribed by the Officers of this Club.
- D) Treasurer - To collect, deposit and disperse the funds of the Club as directed by the Officers; Keep all financial records of the Club; at the direction of the Club will present for examination all records pertaining to the office; make such further reports and perform other duties as prescribed the the Officers of the Club.
- E) Principal, Westside High School - To serve as the main liaison of this club with the faculty and staff of Westside High School; represent the Club, along with the President, at meetings of any other group(s) where the purposes and actions of this Club have pertinence; serve the Club as the principal authority and advisor as to the needs and priorities in the programs and facilities at Westside High School
- F) Past President - To assist the President in ensuring a smooth and orderly transition of office; serve as advisor to the Officers on parliamentary procedures and on the historical affairs of the Club.
- G) These Officers shall have the right to meet as a group, on an as needed basis, to plan the agenda and the strategy of the General Club.

Section 3. Election of Officers

Election of Officers, except for the Principal Westside High School, and Past President, shall be conducted at the May meeting of the Club annually. The nominating committee shall submit a slate of candidates at the regular April meeting. Additional nominations will be accepted from the floor providing prior approval has been obtained from the nominee to serve in the office for which he/she is nominated. Voting shall be reserved to members in good standing. All nominees must be members in good standing of the Booster Club.

Section 4. Terms of Office

The terms served by all Officers, except for the Principal, Westside High School, shall coincide with the membership year as described in Article II, Section 5. No individual may be elected to more than four consecutive terms in any office.

Section 5. Vacancies

Vacancies of Officers shall be filled by appointment made by the remaining Officers, and the new appointee shall serve until the vacant term expires. Appointees shall be made from the ranks of members in good standing of the Booster Club.

Article IV - Meetings

Section 1. Regular Meetings

Regular Meetings shall be held **a minimum of six times throughout the membership year** at such places as designated by the Officers. Notice of any change in time, date, or place shall be given to the membership by the Secretary as soon as possible before the scheduled meeting.

Section 2. Special Meetings

Special meetings may be called by the President or by a majority vote of the Officers. Notice of these meetings shall be given to the membership by the Secretary.

Section 3. Conduct of Meeting

All membership meetings shall be conducted as follows.

- A) In accordance with Roberts Rules of Order, except where they are in conflict with the by laws of this document, in such events, these bylaws shall govern.
- B) Equal time - It shall be the policy of this Club to allow equal time to all persons wishing to be heard on a specific issue. In order to fairly administer this policy, the President shall be empowered to determine the amount of time allowed to each member to speak on that issue insofar as that amount of time is identical to limitations put on any other group wishing to be heard.

Article V - Committees

Section 1. Committees

There shall be two types of committees; Operational committees and Special committees. Operational committees are relatively permanent in nature and are the backbone of the Club's operations. Special committees are appointed to accomplish special objectives and tasks, and will generally expire as soon as those objectives and tasks are completed.

Section 2. Committee Chairpersons

Committees may be chaired by Officers or Club members in good standing.

Section 3. Operational Committees

Operational committees shall include, but not be limited to the following:

- A) Membership Committee. This committee shall be responsible for securing new members, maintaining current membership, and issuing a paid up membership list.
- B) Nominating Committee. This committee shall be responsible for the nomination of a complete slate of Officers for presentation at the April regular club meeting. Rules to govern these nominations:
 - a) Each nominee must provide prior approval to serve in the office for which she/he is nominated
 - b) Prior approval by a nominee may be given verbally if that person is present at the meeting in which her/his name is placed in nomination. If a nominee is not present, prior written approval must be obtained by the committee and presented at the meeting in which the nomination is made.
 - c) Nominees for President, Vice President, Treasurer, and Secretary must be members in good standing of the Booster Club.

- C) Ways and Mean Committee. This Committee shall work in conjunction with the Treasurer in preparation of budgets and other club fiscal and administrative matters.
- D) Communications Committee. This committee shall work in conjunction with the Secretary in providing such notices to the general membership as are required; work with the membership committee relative to communications with current and prospective members; shall be responsible for the preparation and distribution to various media, information concerning club activities; and shall also be responsible for attending meetings of other organizations whose activities would be of interest to the club.
- E) Concessions Committee. This committee shall be responsible for the development and maintenance of the programs and policies concerning club handling of concessions at home events. Because the chair requires specialized knowledge and abilities, as well as a significant time commitment, the concessions committee may be chaired by two co-chairs.
- F) Facilities Committee. This committee shall work in conjunction with the Principal to assist in exploring and recommending needs relative to facility expansion and upgrades; and shall assist in determining the best method to achieve these needs.
- G) Merchandise Committee. This committee shall be responsible for the selection of "Official Westside High School Booster Club" merchandise and apparel. Additionally, this committee shall purchase, inventory and sell these items, with profits to the general Booster club account.
- H) Scholarship Committee. This committee shall recommend the number and amounts of annual Booster Club Scholarships as well as selection criteria for recipients.
- I) Award Night Committee. This committee shall plan and host an award ceremony/event, either one for the school year or one per season. A budgeted amount to run the event(s) must be approved no later than the regular June meeting for the next year's event(s).

Article VI - Funds

Section 1. Deposit of Funds

All funds of the Club shall be deposited in a qualified depository of depositories within the community of Westside under the name of Westside High Booster Club, Inc. as the Officers may designate by resolution.

Section 2. Disbursements

All disbursements shall be made by checks signed by 2 of the Officers. All signatories shall be required to be bonded, and the cost thereof shall be borne by the club.

Section 3. Control of Funds

All funds shall be controlled according to the rules established with the approval of the Officers, under the supervision of the Principal.

Article VII - Amendments

Section 1. Amendment Proposals

Amendments to the by laws may be proposed in the following manner:

- A) By majority of the current Officers

- B) By written request of the membership, submitted to the Officers, and a petition signed by a minimum of 10% of the members in good standing.

Section 2. Prior Notice of Vote

Copies of all proposed amendments shall be made available to the officers at least 10 days prior to the time at which they will be considered. The Internal Communication Committee shall be responsible for providing notice to the General Membership, and send copies of the proposed amendment to any member upon request.

Section 3. Amendment Vote

Amendments to the By laws shall be made by a two thirds majority of the members casting an affirmative vote at a scheduled meeting.

Article VIII - Individual Educational Activity Booster Groups

Section 1. Purpose

Students participate in specific extracurricular activities based upon their interest and talent. Naturally, the major support for an individual activity is from the participants and their parents. Consequently, to best achieve the Club Purpose as specified in Article I, Section 2, the Club is organized as a confederation of Individual Educational Activity Booster Groups.

Section 2. Individual Athletic Activity Booster Groups

All varsity and junior varsity sports are eligible. As of July 2021, there are no known individual athletic booster clubs operating under the Westside High Booster Club, Inc. When/if one is created, the bylaws will be amended.

Section 3. Changes to Individual Athletic Activity Booster

Any individual activity group that is recognized by the Westside High School Administration, and approved by the Westside High Booster Club and that is willing to abide by these bylaws, may participate in the Westside High Booster Club, Inc.

Section 4. Duties of Individual Athletic Activity Booster Groups

- A) Enact Bylaws covering the Individual Activity Group's method of operation.
- a) Officers, minimally
 - i) President
 - ii) Secretary
 - iii) Treasurer
 - iv) Booster Club Representative
 - b) Method of Officer Selection, Term of Office
 - c) Definition of Membership
 - d) Conduct of Meetings
 - i) Majority or Supermajority requirements for passage of specified issues.
 - e) Bylaws must be submitted and approved by the Booster Club. The General Booster Club will provide a minimal set of approved bylaws to individual activity

groups for adoption or for modification and subsequent approval by the Booster Club.

B) Abide by the Rules and Policies of the Booster Club