

Long Reach Boosters Club By-Laws

ARTICLE 1: NAME AND OBJECTIVES

Section 1 – NAME: The name of the organization is Long Reach High School Boosters Club (also referred to as LRHS Boosters or the Club).

Section 2 –MISSION: The Long Reach High School Boosters Club is a 501c3 non-profit organization. The Club is an organized group of volunteers that promotes school spirit and pride by supplementing funding of LRHS extra -curricular activities through partnerships with the school administration, club sponsors, coaches, student support groups and local businesses.

Section 3 – SPECIFIC OBJECTIVES:

The purposes of the Club shall be:

- a) To develop student and community interest and attendance in all Long Reach High School’s scholastic sports activities and extracurricular school- sponsored activities.
- b) To conceive, create and develop ideas, projects and other assistance to further the athletic program and to improve the athletic facilities at LRHS.
- c) To be organized and operated exclusively for the charitable and educational purposes related to LRHS students participating in LRHS student sponsored activities.
- d) To help maintain and improve communications and cooperation between and among parents, coaches, teachers, students, student athletes, athletic director, administrators, and the County School Board for the advancement and improvement of the interscholastic athletic programs and clubs.
- e) To raise funds in support of school-sponsored programs and facilities.

ARTICLE 2: MEMBERSHIP

Section 1 – GENERAL:

- a) Any parent, staff member, student or other member of the community who desires to support LRHS Boosters may become a member.
- b) Annual membership dues are to be paid at the time of joining.
- c) Dues to be agreed upon by a majority vote of the Board of Directors (BOD).

ARTICLE 3: GOVERNANCE

Section 1 – OFFICERS: The Executive Committee of the Club shall be the President, Vice President, Treasurer and Secretary.

- a) The President shall lead the meeting.
- b) The Vice President shall lead in the absence of the President.
- c) The Treasurer shall submit a financial report in writing at each board meeting.
- d) The Secretary is to summarize the events of the LRHS Board meetings in the minutes and distribute within 1 week from conclusion of meeting.

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Section 2 – BOARD OF DIRECTORS: The Board of Directors (BOD) shall be Concessions, Fundraising, Marketing, Membership, and Spirit Wear. The BOD voting members and their responsibilities are as follows:

President

The President shall oversee the general welfare of the organization. They will be a representative with the administration on behalf of the Club. The President will run monthly meetings and work with board members to ensure all responsibilities are met. The President shall conduct a minimum of two audits a year of the treasurer's books. The President will lead an overview of the By-laws at the beginning of each new school year. The President is responsible for ensuring current By-laws are followed and uploaded on the Club's website. The President shall ensure accounts roll-over to new members.

Vice President

The Vice President will serve as President in their absence. The scholarship program and administration of any camps will be managed by the Vice President. The Vice President will assist the President with overseeing the success of all committees. The Vice President is also responsible for informing grant requesters of grant approvals/rejections

Treasurer

The Treasurer will oversee all monies of the organization. They will be in-charge of the bank account and documenting all credits and debits in the bookkeeping system. The Treasurer will report all deposits and expenses at the monthly meetings. The Treasurer will pay and distribute all accounts payable in a timely manner and make all deposits on behalf of other committees. The treasurer will keep record of any cash boxes out to committees and ensure they are accounted for by the end of the year. The Treasurer will also make sure any tax reports are properly filed.

Secretary

The Secretary will take minutes at all meetings. Minutes are to be typed and shared with all board members within one week of meeting. The minutes will be posted in the designated folder which is shared with all board members.

Membership

The Director of Membership is responsible for promoting and managing membership from parents, administrators, teachers, staff, coaches, club sponsors, and other members of the community. Membership will conduct an annual enrollment campaign. Membership data will be used to support other Boosters Club activities (e.g., email addresses may be used for broadcast messages and request for volunteers).

Fundraising

The Director of Fundraising shall oversee all fundraising goals of organization other than Concessions and Spirit Wear. Fundraising chair shall develop annual fundraising programs. They should develop committee chairs and volunteers to oversee success of annual fundraising

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event and other events/programs. Fundraising chair is responsible for reporting revenues and expenses from activities to the Treasurer.

Concessions

The Director of Concessions oversees all operations of concession throughout the year. The Director of Concessions purchases all items, inventory as needed and coordinate volunteer schedule through volunteer sign-up system. They coordinate trained openers and coordinate all monies between openers and treasurer. Reports should be maintained for income per event, items purchased. The Director of Concessions also ensures that volunteer contributions from teams and other clubs are tracked.

Spirit Wear

The Director of Spirit Wear oversees all sales of Spirit Wear merchandise at events and through our online store. They shall place all necessary orders for items under the approved annual budget. All monies collected should be given to the treasurer for deposit. All reports of credit card sales through the Booster's website and POS (point of sale) should be shared with the Treasurer. They will also be the administrator for the online store; maintain inventory, prices, and available items through current store with online payment system.

Marketing

The Director of Marketing oversees all marketing efforts of the organization. They serve as administrator of website content management system and all social media presence. They shall respond to all messages received through digital marketing efforts and alert the President of any issues that arise. The Director of Marketing leverages marketing strategies to supports the objectives of other Directors.

Section 3 – ELECTION: BOD positions shall be appointed at the May meeting each year. If a vacancy occurs during a year, the remaining members of the BOD shall appoint a replacement at the earliest opportunity.

Section 4 – TERM OF OFFICE: The term of each Board begins August 1st and ends July 30th. Positions are appointed annually.

Section 5 – FULFILLMENT OF DUTIES: BOD appointees shall reasonably fulfill the duties of their role during their term. If a BOD Member is not reasonably performing the duties needed for the organization to function, the BOD may remove the member from their position through a majority vote and appoint a replacement.

Section 6 – TRANSITION:

To provide for operational continuity, outgoing Directors shall transition their duties to new Directors. Specific transition duties are outlined in Transition Activities Amendment.

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Section 7 – ACCOUNTS: When a member leaves their office, all Boosters related account access shall be terminated.

ARTICLE 4: MEETINGS

Section 1 – BOARD MEETINGS:

- a) Meetings will be held once a month and the date will take into account the concessions schedule for that season.
- b) Meeting date will be set seasonally during the school year.
- c) A majority of the BOD shall constitute a quorum.
- d) Meetings are open to all Boosters members
- e) Any Boosters member may introduce an agenda topic by making a request to the President
- f) BOD members can miss no more than three (3) consecutive monthly meetings in the term they are serving.
- g) The President may call special meetings.

ARTICLE 5: MOTIONS AND RESOLUTIONS

Section 1 – GENERAL: The BOD shall consider no motion or resolution until it has been considered and recommended by a member of the Executive Committee.

Section 2 – APPROVALS AND AUTHORIZATIONS: No motion or resolution will be adopted by the Club until approved by a majority vote of the BOD. An expenditure up to \$200 may be approved by 2 members of the Executive Committee. In this instance, 1 of the approving members must be the President or Vice President. When the President is seeking approval for an expenditure, the President must seek approval of the Vice President and 1 other Executive Committee Member.

ARTICLE 6: MONETARY RESPONSIBILITY

Section 1 – FISCAL RESPONSIBILITY: The Treasurer is responsible for monies. Monthly reports will be provided to the BOD showing all transactions for the month.

Section 2 – BANK ACCOUNTS: Three (3) people will be on the bank account: Treasurer, President and Director of Concessions. Credit cards to be issued to the same 3 people on account. All receipts for charges are required to be handed in to the Treasure at the next scheduled BOD meeting.

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Section 3 – ELECTRONIC PAYMENT TOOLS: The Treasurer, President, Director of Concessions and Director of Spirit Wear shall have access to electronic payment systems.

Section 4– GRANT REQUESTS: Written grant requests must be completed to meet eligibility requirements prior to approval. Grants will be reviewed and voted on at the monthly meetings on a majority ruling. Off-cycling requests will be reviewed by BOD discretion. All grants for student organizations must be paid through the Long Reach High School Bookkeeper. Grant requests can only be approved for LRHS organizations or students/staff who are serving as a representative for LRHS.

ARTICLE 7: CONFLICTS OF INTEREST

Section 1 – AVOIDING CONFLICTS: The organization shall seek to avoid real or perceived conflicts of interest in its operations. The BOD shall operate in the spirit of fairness and impartiality.

- a) A BOD member cannot personally profit from fulfilling the duties of their role.
- b) BOD members shall disclose any possible conflicts of interest to the BOD in writing.
- c) When a conflict exists, the BOD shall demonstrate care to explore additional vendors/bidders to ensure the best outcome for the Club.
- d) BOD members who have a senior student in their family are not eligible to participate in the review and scoring of scholarship applications.
- e) Participation in the BOD does not guarantee benefits of the Club's programs and funds to members and/or student(s).
- f) BOD members are not eligible to submit Grant applications on behalf of clubs/teams.

ARTICLE 8: BY-LAWS ACCEPTANCE AND AMENDMENTS

Section 1 – AMENDMENTS: All proposed amendments shall be presented to the BOD at least 30 days prior to the vote to amend the by-laws. Amendments to the By-Laws shall require a majority vote of the BOD at a scheduled board meeting.

Section 2 – BY-LAWS ACCEPTANCE: Acceptance of these By-Laws will be by a majority vote. These By-Laws will be considered effective immediately upon their acceptance and will supersede all previously accepted By-Laws and Amendments.

Attachments: BOD Transition Activities

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Last reviewed and approved:

Draft Review on 2/24/2021

Jen Richardson

Danyette Young

Lizz Rogers

Israel Carunungan

Melissa Kohler

David Jarrell

Jen Jarrell

Tomi Thompson

Draft review 9/18/2019

MaryLou O'Rourke

Jen Jarrell

David Jarrell

Pat Powell

Lizz Rogers

Israel Carunungan

Lorien Brown