

# **By-Laws of Leigh High School All Sports Boosters Club**

## **ARTICLE I – NAME**

This organization shall be known as the  
Leigh High School All Sports Boosters Club.

This organization is a standing committee of the  
Leigh High School Home and School Club.

## **ARTICLE II – PURPOSE**

1. To promote school spirit. To promote awareness of, and participation in, all aspects of all school sports.
2. To encourage membership and participation in the All Sports Boosters Club by all parents of students on sports teams, family members, and members of the Leigh community.
3. To acquire by purchase, gift, devise, bequest, exchange, promotion, and other fund raising activities, such funds and other personal property as may be necessary and useful in improving the Leigh boys' and girls' athletic programs and facilities.
4. Provide such other services and assistance that may be beneficial for the betterment of Leigh High School sports.
5. All of the above to be done in cooperation with the School Administration.

## **ARTICLE III – MEMBERSHIP**

1. Membership in the Leigh All Sports Boosters Club shall be open to any adult who genuinely is interested in our purpose.
2. The Leigh High School All Sports Boosters Club shall conduct an annual membership drive and will continue to solicit persons to membership throughout the school year. A suggested donation for membership will be annually set by the Executive Board.
3. The privilege of holding office, making motions and voting shall be restricted to members of the organization. Members need to have attended a minimum of one meeting during the current school year prior to having voting privileges. If it is the first meeting of the school year, a current

member will have voting privileges for this meeting, if they attended a minimum of one meeting the prior school year

4. A sports representative will be appointed by the coach of each team. The sports Rep will act as a liaison between Leigh High School All Sports Boosters Club and the coach. This sports Rep should attend the Leigh High School All Sports Boosters Club meetings during their sports season. If he or she cannot attend a meeting, a substitute should attend in his or her place.

#### **ARTICLE IV – GOVERNING BOARD**

1. The officers of this organization shall be: President(s), Vice-President(s), Secretary(s), and Treasurer(s).
2. All officers of this organization shall be elected annually by the general membership. Elections shall be held in the spring and the term of office shall be July 1- June 30.
3. The Governing Board shall consist of the elected officers.
4. Advisors to the Board, without voting rights, shall be the school Principal and the Girls' and Boys' Athletic Director(s), coaches, or their designated representatives.
5. Any club member may make a nomination for the next slate of candidates for election to office.
6. All elected officers shall serve for at least one year and may not hold the same office for more than two consecutive years unless voted on and approved by the Governing Board.

#### **ARTICLE V – FUNDING**

1. All funding requests are required in writing using the **Request for Funding Consideration Form**. Teams requesting funds should refer to required procedures as outlined in: **All Sports Boosters Club Team Funding Procedure** and **All Sports Boosters Club Fund Disbursement Procedure** documents.
2. Any team requesting funds is strongly encouraged do some form of fundraising in the current school year prior to requesting funds from the All Sports Boosters Club. Team uniforms are excluded from this requirement.
3. Personal property and funds acquired by the All Sports Boosters Club will be spent and used on a priority basis as voted upon by a 2/3 majority by the members present at the regularly scheduled meetings.

4. All funding requests for the amount of \$500 or less can be voted on by the Executive Board. A majority is needed to be passed, which can take place prior to the regularly scheduled monthly board meetings.

## **ARTICLE VI – OFFICERS AND DUTIES**

1. President – The President(s) shall preside at all meetings; shall appoint, with the approval of the Governing Board, all committee chairpersons and committee members to fill any vacancy; and shall have general supervision and direction of the affairs of the organization. This office may be shared by more than one person.

2. Vice-President – The Vice-President(s) shall assist the President in all matters concerning the organization and shall assume all duties of the President in her/his absence.

3. Secretary – The Secretary(s) shall keep the papers and written records of the organization, shall keep current and accurate minutes of the activities, shall send all notices of the meetings as may be required, and shall perform such other duties as are incident to the office.

4. Treasurer – The Treasurer(s) shall receive all income and deposit it in a bank approved by the Governing Board; shall disburse the funds as the Governing Board may determine and direct; shall keep accurate records of these activities and shall present a statement of record at each meeting or any other time the Governing Board directs; shall propose and submit an annual budget for the club; shall make available the books to the auditor of the Home and School Club for audit.

5. All officers shall maintain a written record of the activities of their position for the purpose of helping transition new Sports Booster officers into their individual responsibilities

## **ARTICLE VII – MEETINGS**

1. General Club meetings will typically meet the second Tuesday of the month throughout the school year or as otherwise scheduled and approved.

2. Emergency meetings may be called at any time by the President(s) or any other officer.

3. Quorum shall constitute a majority of the membership of the Governing Board and attending members for the transaction of any business of the organization.

## **ARTICLE VIII – RATIFICATION AND AMENDMENTS**

1. These By-Laws may be ratified, repealed, or amended by the Governing Board and members of the Leigh High School All Sports Boosters Club according to the Robert's Rules of Order, Revised.

## **ARTICLE IX – STANDING RULES**

1. This organization is formed exclusively for charitable and benevolent purposes and not for profit, and no part of its earnings shall directly benefit any member.

2. The proposed annual budget will be voted upon at the first meeting of the school year.

3. Signatory (check signing) privileges must include the President, Treasurer, and at least one other officer.

4. Upon liquidation, dissolution, or abandonment of this organization, any property or funds shall be turned over to the Leigh High School Home & School Club.

## **ARTICLE X – PROCEDURE**

1. The order of business shall be conducted according to basic parliamentary law as set forth in Roberts Rules of Order, Revised.

2. All business of this organization shall be governed by these By-Laws.

**Acceptance of above By-Laws for Leigh High School  
All Sports Boosters Club**

**Booster Officer Signatures**

**Date: 2011-2012**

President(s):

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Vice President(s):

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Treasurer(s):

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Secretary(s):

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