

Jefferson Academy High School Booster Club
Bylaws as Amended October 5, 2015

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ARTICLE I - NAME

- A. This organization shall be known by the name of Jefferson Academy High School Booster Club ("Boosters").

ARTICLE II - PURPOSE

- A. The purpose of this organization is to be a financial and organizational support to the Jefferson Academy Junior High and Senior High community ("Jefferson Academy").
- B. Boosters shall respect the established school policies and practices as set forth by Jefferson Academy Secondary School and Jefferson County School District.
- C. The purposes for which this organization is organized are exclusively charitable and educational within the Section of 501(c)(3) of the Internal Revenue Code or the corresponding provision of any future United States Internal Revenue Code.
- D. Specific goals of Boosters include:
- a. Promoting clear communication and interaction between parents, teachers, students, academic and athletic coaches and school administrators.
 - b. Encouraging cooperation between school and home.
 - c. Providing opportunities for parental involvement through committees and other functions.
 - d. Providing information on issues related to education, school events and activities.
 - e. Promoting a positive understanding and support of Jefferson Academy Junior High and Senior High Schools within the community.

ARTICLE III – MEMBERSHIP

- A. Membership is open to all faculty, staff, parents and legal guardians of Jefferson Academy students.
- B. All members shall pay annual dues as determined by the Boosters Board and detailed in the Boosters Board Policies and Procedures.
- C. The right to vote for Officers at the Annual Meeting is granted exclusively to families of Jefferson Academy Secondary students who are members of Boosters.
- a. Each member family shall have one (1) vote at the Annual Meeting.
- D. All members are eligible to serve on committees.
- E. All members are welcome to attend Boosters Board meetings.

ARTICLE IV – OFFICERS

- A. The officers of the organization shall be: President; Vice President; Secretary; Treasurer; Junior High Parent-at-large; High School Parent-at-large; Junior High Faculty Representative; and High School Faculty Representative.
- B. Each Officer shall have a term of one year.
- C. All Officers must be Boosters members and current with annual dues.
- D. All Officers are eligible to vote at all regular, Annual, Emergency and Special Boosters meetings.
- E. The election of Officers shall be conducted each year in May at the Annual Meeting.

ARTICLE V – DUTIES OF OFFICERS

- A. The duties of the President shall be as follows:
 - 1. Serve as a voting member of the Boosters Board.
 - 2. Serve as the presiding officer at all Boosters meetings.
 - 3. Communicate with the JA secondary school administration and JA Board of Directors regarding Boosters activities.
 - 4. Resolve any problems that may arise with officers, membership, and committee chairs, and ensure that they are operating within these Bylaws.
 - 5. Appoint all Committee Chairs
 - 6. Set the agenda for each meeting to prioritize and address issues.
 - 7. Review the financial records with the Treasurer.
 - 8. Serve as a signer on all Boosters bank accounts.
 - 9. Ensure that the Treasurer files the annual 990 IRS report, and complies with any other State and Federal laws.
 - 10. Schedule an annual audit of records.
 - 11. Act as a visible representative of the Boosters organization by attending as many school events as possible.
- B. The duties of the Vice President shall be as follows:
 - 1. Serve as a voting member of the Boosters Board.
 - 2. Act as the President's representative in his/her absence.
 - 3. Be familiar with all of Boosters current activities, in case he/she is called on to step in for the President.
 - 4. Perform administrative functions as delegated by the President.
- C. The duties of the Secretary shall be as follows:
 - 1. Serve as a voting member of the Boosters Board.
 - 2. Keeps the minutes of all Boosters meetings and is responsible for properly documenting details during monthly meetings.
 - 3. Files an approved copy on the Boosters web page.
 - 4. Maintains records of attendance of each Board member.
 - 5. Notifies the Boosters membership of the Annual Meeting in May of each year.
- D. The duties of the Treasurer shall be as follows:
 - 1. Serve as a voting member of the Boosters Board.
 - 2. Act as the authorized custodian of the funds of the organization.
 - 3. Oversee and keep a detailed account of income and disbursement of all Boosters funds.

4. Provide a monthly Financial Statement with copies to all Boosters Board members.
 5. Develop an annual budget.
 6. Keep detailed records for each club and sport for which Boosters maintains an account.
 7. File the annual 990 IRS report on behalf of Boosters.
 8. Reconcile all bank statements monthly.
 9. Present financial statements, bank statements, and bank reconciliation statements each year to the Audit Committee.
 10. It is highly recommended that the Treasurer have an accounting background.
- E. The duties of the Junior High and Senior High Parent-at-large Representatives shall be as follows:
1. Serve as voting members of the Boosters Board.
 2. Take Boosters Board meeting minutes in the absence of the Secretary.
 3. Assist the other Officers as needed.
- F. The duties of the Junior High and Senior High Faculty Representatives shall be as follows:
1. Serve as voting members of the Boosters Board.
 2. Act as representatives and liaisons between the JA Secondary faculty and the Boosters Board.

ARTICLE VI – BOOSTERS BOARD

- A. The Boosters Board shall consist of the organization's Officers and all Committee Chairs.

ARTICLE VII – MEETINGS

- A. Agenda items to be addressed at any meeting shall be given to the President no later than five (5) days prior to the meeting.
- B. The Boosters Board shall hold regular Board meetings approximately once per month during the academic year.
- C. The Annual Meeting shall be held in May of each year.
- D. Special Meetings and/or Emergency Meetings shall be called as needed as determined by the President or a majority vote of the Officers.

ARTICLE VIII – VOTING

- A. A quorum must be present to vote on any issue presented at any Board meeting. A quorum is defined as at least 50% of the total number of Boosters Board members.
- B. Issues requiring a vote must be presented as a motion. Discussion shall be allowed on all motions. The motion shall pass with a simple majority.
- C. All Boosters Board members in attendance are eligible to vote at all Boosters meetings.
- D. All Boosters member families in attendance are eligible to vote for Officers at the Annual meeting.

ARTICLE IX – ELECTIONS

- A. The Nominating Committee shall consist of the Secretary, one Faculty Representative, and one other parent appointed by the President who is not a candidate.
- B. Any Boosters member interested in running for office shall submit a letter of interest to a member of the Nominating Committee.
- C. Current officers who wish to run for re-election must notify the Nominating Committee.
- D. New officers shall be nominated by the April meeting and elected at the May meeting.
- E. All Boosters member families at the May meeting shall be entitled to vote for Officer candidates.
- F. The Secretary is responsible for advertising the meeting using all methods of communication possible.
- G. If there is only one candidate for an elected position, the election may occur by voice vote. If there is more than one candidate, a written ballot is required.
- H. Election of an Officer requires a majority vote of the Boosters member families present at the Annual Meeting.
 - a. If three or more candidates are nominated for an office and none receives a majority vote, there will be continued balloting pursuant to Roberts Rules of Order until one nominee receives a majority vote.
- I. In the event of an Officer position vacancy, notification must be sent to all current Boosters members. A replacement shall be nominated and then elected by majority vote of the remaining Officers and shall be held at the next Boosters meeting.
- J. Following elections, there shall be a proper transfer of records and information to include: notebooks; agendas; calendar of events; audit information and financial records.
 - a. The transfer should be completed prior to Fall registration each year.
 - b. In addition to the above items, new signature cards on all Boosters accounts must be updated whenever a new Treasurer or President is elected.

ARTICLE X - COMMITTEES

- A. Standing committees shall include: Boosters Scholarship, After Prom, Scrip, Hospitality and Concessions.
- B. New committees shall be established by a majority vote of the Boosters Board.
- C. Committee Chairs shall be appointed by the President or by a majority vote of the Boosters Board.
- D. Committees can be changed, added or dissolved as needed and approved by the Boosters Board.
- E. The Boosters Board shall vote on funds directly or indirectly related to the operation of the committees.
- F. New products, promotions and fundraisers require presentation to the Boosters Board at a regularly scheduled meeting.
- G. Committee Chairs shall keep the Boosters Board informed of the committee's work at each monthly Boosters Board meeting.
- H. Requests for funds for a committee should be presented for a Boosters Board vote at the next regularly scheduled Boosters Board meeting, and should include a specific amount requested as well as details about how the funds will be allocated and used.
- I. Duties of the Committee Chairs shall be detailed and outlined in the Boosters Policies and Procedures.

ARTICLE XI – FINANCIAL POLICY

- A. The Boosters fiscal year is January 1 to December 31.
- B. A budget for the organization shall be developed by the Treasurer and approved no later than October of each school year.
- C. The President and Treasurer who are in office on December 31 are responsible for the completion and signing of the IRS 990 Form, which is due in May of each year.
- D. A current financial statement outlining each committee and organization with a Boosters account shall be presented at each regularly scheduled and annual Boosters meeting by the Treasurer.
- E. Any changes to the Boosters budget during the fiscal year must have proper notation on the financial reports and must be presented to the general membership for informational purposes only.
- F. The president shall renew annually with the Secretary of State the organization's Annual Report and file the receipt in the Boosters records.
- G. The Treasurer shall be the primary signer, and the President the secondary signer, on all Boosters bank accounts.
- H. The Treasurer and the President shall have access to all Boosters bank account information at all times.

ARTICLE XII– DISCIPLINARY POLICY

- A. If any of the infractions below are discovered, an Emergency Meeting shall be called to determine resolution.
 - a. Embezzlement
 - b. Improper tax filings
 - c. Inability of the President or Treasurer to fulfill position requirements as stated in the Bylaws.
- B. The Emergency Meeting shall include all of the Boosters Board members, a JA Board of Directors member, the JA Secondary principal or superintendent, and other involved parties.
- C. Any infraction of the adopted Bylaws of this organization shall result in disciplinary action as follows:
 - a. President shall issue a verbal warning to the Board member. If the issue involved the President, the Vice President will issue the verbal warning.
 - b. If infractions continue to occur, the President shall issue a written warning. If the issue involves the President, the Vice President will issue a written warning.
 - c. If infractions continue to occur, the Board may hold a formal vote to remove the Board member in question, and appoint a replacement according to the Bylaws.
 - d. All verbal and written warnings shall be documented within the minutes of the next Boosters meeting.

ARTICLE XIII – AMENDMENTS TO THE BYLAWS

- A. These bylaws may be amended by a majority vote of the Boosters Board at any regular, annual, special or emergency meeting.
- B. Amendments to the Bylaws, unless otherwise specified, shall be in full force and effect immediately following the adjournment of the regular, annual or special meeting at which they were adopted.
- C. Following any bylaws changes, a copy shall be provided to the JA Board of Directors and the JA Secondary administration.

ARTICLE XIV- SEVERABILITY

- A. If any provision of these Bylaws, or the application thereof, is held invalid, such invalidity shall not affect the other provisions of these Bylaws or their application.