



BY-LAWS OF THE HIGH POINT HIGH SCHOOL ATHLETIC BOOSTERS CLUB

**Enacted September, 2007
Johnnie Blackwell, President
hphsboosters@gmail.com**

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ARTICLE 1: NAME

This organization, which shall be non-profit, non-political and non-sectarian, shall be known as the “High Point High School Athletic Boosters Club,” and shall be referred to as the “High Point Boosters Club.”

ARTICLE 2: PURPOSE

The High Point Boosters Club shall promote a mutual unity of action toward fulfilling the following objectives:

1. The stimulation of community interest in the High Point High School Athletic Programs.
2. The raising of funds for worthwhile athletically related school projects approved by the Board of Directors.
3. Maintaining liaison and coordination with other organizations to foster interest and support for athletic activities at High Point High School.

ARTICLE 3: MEMBERSHIP

Any individual or organization interested in High Point High School and the purposes(s) of the High Point Boosters Club is eligible for membership.

Annual membership fees shall be determined by the Board of Directors.

ARTICLE 4: ORGANIZATION

Section A: Creation and Affiliation

The High Point Boosters Club will be Created under the current High Point High School Parent Teacher Student Association (PTSA).

Section B: Board of Directors

The Board of Directors shall have the responsibility for administering and governing the affairs of the High Point Boosters Club. Each voting member of the Board of Directors shall be entitled to exercise one vote per issue.

The Board of Directors shall be comprised of the following members and may also be referred to as voting members. Two thirds of the board of directors must be present in person or by proxy to constitute a quorum.

1. The Executive Officers of the High Point Boosters Club. Five (5) President, Vice President, Secretary and two (2) Co-Treasurers
2. Five (5) Elected Directors.
3. One (1) Faculty Representative.
4. The immediate past President of the High Point Boosters Club, who shall serve as a **non-voting** member for one year following the completion of his/her term of office as President. This position will begin in 2008-2009 school year. If a president is elected for a second term then this position will be vacant the following year.

Section C: Responsibilities of Executive Officers, Directors and Faculty Representative

The Executive Officers and Directors will serve a one-year term. All positions will be available for new nominees each school year. (September)

The Executive Officers shall consist of the President, Vice President, Secretary, and two (2) Co-Treasurers.

The **President** shall preside at all meetings (General and Board of Directors), manage the affairs of the organization; sign all agreements; report to the members at the annual meeting of the High Point Boosters Club concerning the operation of the High Point Boosters Club; and appoint committee chairpersons as deemed necessary to ensure the effective operation of the High Point Boosters Club.

The **Vice President** shall perform such duties as may be assigned by the President and shall act in the absence or disability of the President.

The **Secretary** shall sign and issue notice of all meetings, maintain the complete records (minutes) of the proceeding meetings, furnish reports, work closely with the Web Site Developer and Web Site Administrator to ensure accurate content and perform such other duties as are incident to the office. The Secretary shall act in the absence of the President and Vice President.

The **Co-Treasurers** shall have custody of the checking and savings accounts, disburse funds based on approved invoices, make all cash and check deposits, review

cancelled checks and statements, ensure that the annual tax returns and other critical regulatory reports are completed, and perform other duties as are incident to the office.

The Five (5) **Directors** shall assist in the formulation and implementation of policies and practices to fulfill the stated purpose (Article 2) of the organization.

The **Faculty Representative** will be designated by the Principal and Athletic Director and will serve a one year term from September to September. The Faculty Representative shall act as a liaison between the High Point Boosters and the Administration and Athletic Department of High Point High School. The Faculty Representative **should not** be a current member of any High Point High School coaching staff.

The Executive Board (5), the Directors (5) and the Faculty Representative (1), constitute the voting authority for the High Point Boosters Club.

Section D: Standing Committees

The President shall appoint the Chairperson of Standing Committees at the first General Meeting (September). Standing Committees should include, but are not limited to the following:

- Membership Committee
- Publicity Committee
- Fundraising Committee
- Concessions Committee
- Web Development/Web Administration Committee
- Nominating Committee

All Executive Members and Directors shall volunteer to be a member of a minimum of one standing committee, but are not limited to one committee. All general members of the High Point Boosters Club should volunteer for a minimum of one committee, but are not limited to one committee. Each Standing Committee should have a minimum of four (4) members.

Section E: Duties of the Standing Committees:

The **Membership Committee** shall work with the High Point High School parents, faculty, administration, and community members, both private and commercial, in order to increase the membership in the High Point Boosters Club and to fulfill the stated purpose (Article 2) of the organization.

The **Publicity Committee** shall work directly towards the stimulation of community, faculty and student interest in the High Point High School Athletic Programs and fulfill the stated purpose of (Article 2) of the organization.

The **Fundraising Committee** shall focus on raising funds for the High Point Boosters Club through fundraising activities and events within the community and should also be responsible for the solicitation of donations from community businesses and organizations.

The **Concessions Committee** shall be responsible for running the concessions at all High Point High School Athletic events and should seek other opportunities at High Point High School Functions with approval from the High Point High School Administration.

The **Web Development/Web Administration Committee** shall be responsible for creating and maintaining a Web site in order to post pertinent information as a means of communicating High Point Boosters Club activities and fund raisers to the general public and other members of the High Point Boosters Club.

ARTICLE 5: MEETINGS

The revised “Roberts’ Rules of Order” shall be used as a guide for any parliamentary procedure not covered by these By-Laws at all meetings of the High Point Boosters Club.

Section A: General Membership and Board of Directors Meetings

The High Point Boosters Club shall hold bi-annual meetings for the General Membership in September and February of each year. During the September General Membership meeting there will be an election of officers and directors for the coming school year. Only current High Point Boosters Club members will be allowed to partake in the election of new Executive Members and Directors.

A monthly Board of Directors meeting, which is open to all members, coaches and faculty, will be held on the first Thursday of each month in the High Point High School conference room 108.

A General Membership meeting will be held in place of the Board of Directors meeting on the first Thursday of September and February.

Due notice (two weeks) shall be given to High Point Boosters Club members concerning the change of dates of General Membership meetings.

The President shall present a written bi-annual report of the High Point Boosters Club activities, which should include achievements, plans and problems, to the General Membership at the bi-annual General Membership meetings.

For General Membership meetings, a minimum of three (3) voting members constitute a quorum and is required to hold a vote. A simple majority is needed to pass a motion.

Special meetings of the Board of Directors may be called upon receipt of a written request to the President signed by at least three (3) members of the High Point Boosters Club voting membership. The request shall state the reason(s) and necessity for the meeting. The President shall normally call a Special Meeting of the Board of Directors within fourteen (14) days following the receipt of such a request.

Section B: Committee Meetings

The Standing Committees and other duly appointed Committees shall hold meetings at the discretion of the Committee Chairperson in order to effectively conduct business of the respective committees. Minutes will be kept at those meetings and submitted to the High Point Boosters Club Secretary at the next scheduled General or Board of Directors meeting.

ARTICLE 6: NOMINATING COMMITTEE

The President shall solicit nominations from the Nominating Committee for the positions of Executive Officers and Directors. The nominations should appear on the Web site.

The Nominating Committee shall be responsible for the nomination of a slate of Executive Officers (see Article 4, Sections A and B) and Directors for presentation and voting at the September General Membership meeting.

ARTICLE 7: FINANCIAL STATEMENTS

The Co-Treasurers will ensure that the monthly financial statements are provided to the members at each scheduled meeting. At a minimum, the following reports will be required:

1. Balance Sheet
2. Cash Flow
3. Check Reconciliation
4. Transactions for the Month

It shall be High Point Boosters policy that all checks must be signed by two officers: one of the Co-Treasurers and one other Executive Officer or Director.

ARTICLE 8: AUDIT COMMITTEE

The Audit Committee will be comprised of a minimum of two High Point Boosters Club members. The names of the individuals serving as Audit Committee Members will be nominated and voted on at the September and February meetings.

The Co-Treasurers are responsible for providing the cancelled checks, bank statements and invoices for review by the Audit Committee for the scheduled January and June meetings.

The Audit Committee members will provide a written report to be included in the subsequent High Point Boosters Club scheduled meeting minutes.

ARTICLE 9: SUCCESSION

The High Point Boosters Club shall have the right of perpetual succession.

In the event that the High Point Boosters Club shall become dissolved, all properties, including the balance in the treasury (after the liquidation of any and all liabilities) shall be vested and shall be applied to the High Point High School Athletic Department.

ARTICLE 10: AMENDMENTS

Any amendment to these By-Laws must be adopted by a minimum two-thirds (67%) vote of the present voting members, provided written notice of the proposed amendment(s) shall have been given each voting member at least fourteen (14) days prior to the General or Board meeting at which the amendment(s) is to be considered for adoption. Proxy votes will be accepted if received prior to the actual vote.

ARTICLE 11: ADOPTION OF BY-LAWS

These By-Laws shall be adopted by a two-thirds (67%) of the High Point Boosters Club voting members. The approval will be duly noted in the minutes of the appropriate High Point Boosters Club meeting. Proxy votes will be accepted if received prior to the actual vote.

Following adoption of these By-Laws, any By-Law changes will be announced to all interested individuals via the Web site. A copy of the By-Laws will be provided to those individuals submitting a written request with a self-addressed stamped envelope.

ARTICLE 12: MAILING ADDRESS

There will be two locations associated with the High Point Boosters Club. One will be the “Physical Address” for meetings and deliveries and one will be the “Mailing Address” for legal and other important correspondence.

The Physical Address will be: High Point Athletic Boosters Club
High Point High School
3601 Powder Mill Road
Beltsville, MD 20705
301-572-6400

The Mailing Address will be: P.O. Box to be set up at a later date.

