

MAMMOTH HIGH SCHOOL BOOSTER CLUB
BY-LAWS

ARTICLE I – NAME

SECTION 1. Name

The name of the organization shall be known as the Mammoth High School Booster Club, hereinafter referred to as MHS Booster Club, and will be located in Mammoth Lakes, CA., and will be associated with the Mammoth High School.

ARTICLE II - MISSION STATEMENT, PURPOSE, AND OBJECTIVE

SECTION 1. Mission Statement

The MHS Booster Club's mission is to give assistance to Mammoth High School, which will foster cooperation and communication between parents, staff, students, and the public, and to promote success in academics, athletics, and the arts.

SECTION 2. Purpose

The purpose of the MHS Booster Club is to provide a parent and community avenue to give such support and assistance to all students of Mammoth High School.

SECTION 3. Objectives

- A. To provide volunteer time and money for special events, materials, and other services.
- B. To promote the education and welfare of children through projects and programs.
- C. Support will be confined to Mammoth High School related needs and activities.

ARTICLE III - GOVERNMENT AND BASIC POLICIES

SECTION 1. Government

- A. The MHS Booster Club shall be under the direct supervision of the Executive Board of Directors and governed by the basic policies set forth in Article III, Section 2.
- B. The Executive Board of Directors are President, Vice President, Secretary, Treasurer, Membership Director, Publicity Director, Fundraising Director, Concession Director, all chairpersons, and the principal of the school or a representative appointed by the principal, and all shall be current paid members of this organization. One or more positions may be combined at the discretion of the Executive Board of Directors. Elected Officers of the Executive Board of Directors include the offices of President, Vice President, Secretary, and Treasurer. These officers shall be elected annually. Appointed positions of the Executive Board of Directors include Membership Directors, Publicity Director, Concession Director, and all chairpersons. Appointed positions shall be selected annually.
- C. "Robert's Rules of Order Revised" shall govern this organization and procedures of all meetings in which they are applicable and not in conflict with these Bylaws.
- D. Five (5) current members, including at least two (2) Elected Officers of the Executive Board of Directors, shall constitute a quorum for the transaction of business at any meeting of the Executive Board of Directors. All matters of policy shall be decided at official meetings of the Executive Board of Directors by a 2/3-majority vote of attending current members and must include at least two (2) Elected Officers of the Executive Board of Directors.
- E. The Executive Board of Directors shall conduct meetings in a consistent manner. Following election each year, the Elected Officers of the Executive Board of Directors shall develop a schedule of regular meetings and tentative activity schedules (see attached example). All current paid members are welcome at any meeting of the Executive Board of Directors and all activities of the MHS Booster Club.

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- F. Each Elected Officer of the Executive Board of Directors is expected to attend all meetings with all other members of the Executive Board of Directors attending as applicable to activities pending or as agenda directs.
- G. All meetings shall be presided over by the President or an Elected Officer of the Executive Board of Directors. In the absence of the President, the Vice-president shall assume the President's duties. In the absence of the President and Vice President, delegation of authority goes to the Treasurer and Secretary in succession.
- H. The following may form part of the order of business and procedure at regular meetings:
 - 1. Call to order.
 - 2. Reading/approval of minutes of previous meetings.
 - 3. Treasurer's report.
 - 4. Reading of communications.
 - 5. Committee reports.
 - 6. Old business.
 - 7. New business.
 - 8. Close of meeting.
- I. Special business meetings shall be convened as follows: by vote of the membership at a regular business meeting; by direction of the President, by the President upon written request of seven members. Said request must state the objective of the meeting. Due notice of specially called business meetings and their purpose shall be given to each member and no other business shall be transacted at any such meeting.
- J. The following shall be order of business and procedure at special business meetings:
 - 1. Call to order
 - 2. Roll call of Board
 - 3. Special order of business
 - 4. Close meeting
- K. It shall be the duty of all Elected Officers of the Executive Board of Directors to attend each meeting and for all other members of the Executive Board of Directors to attend according to agenda matters scheduled. In case of inability of any Executive Board of Director member to attend a meeting, due notice shall be given to the President and arrangements made to have all necessary books and papers in the possession of a substitute at the meeting.
- L. If any meeting shall fall on a legal holiday, said meeting shall be held the following day unless the Executive Board of Directors, by vote at a previous meeting, annuls such meeting and reschedules.
- M. The fiscal year for the MHS Booster Club shall be August 1 through July 31 of the following year.

SECTION 2. Basic policies

- A. The organization shall be non-profit, noncommercial, nonsectarian, and nonpartisan.

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- B. The name of this organization, or the names of any members in their official capacities, shall not be used in connection with any commercial concern, any partisan interest, or any purpose not appropriately related to the promotion of the objectives of this organization.
- C. This organization shall not, directly or indirectly, participate or intervene in any way, including the publication or distribution of statements in any political campaign, on behalf of or in opposition to any candidate for public office.
- D. This organization shall not enter into membership with other organizations but may cooperate with other organizations and agencies concerned with child welfare, but a MHS Booster Club representative shall make no commitments that bind this organization.
- E. No part of the net earnings of this organization shall inure to the benefit of, or be distributed to its members, directors, trustees, officers, or other private persons, except that this organization shall be authorized and empowered to pay reasonable compensation for authorized services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
- F. The principal office of this organization shall be the physical address of Mammoth High School, unless otherwise ordered by the Executive Board of Directors. The MHS Booster Club shall purchase and use a post office box at Mammoth Lakes Post Office for the purpose of receiving correspondences..

ARTICLE IV - MEMBERSHIP AND DUES

SECTION 1. Membership

Any individual, organization, or business interested in supporting Mammoth High School and Mammoth High School students, and who subscribes to the goals, objectives, and policies without regard to race, color, creed, or national origin, under such rules and regulations, not in conflict with the provisions of these Bylaws, is eligible to become a member. Annual membership fees will be reviewed and determined by the Executive Board of Directors in June each year for the following fiscal year. Membership fees are due at the start of each fiscal year. The Membership Director shall conduct an annual enrollment drive at the start of each fiscal year; however, membership may be accepted at any time. Paid members are considered current members and shall be entitled to benefits as determined by the Executive Board of Directors in June each year for the following fiscal year.

ARTICLE V - ELECTED OFFICERS AND ELECTION

SECTION 1. Elected Officer requirements

- A. Each officer of the MHS Booster Club shall be a current paid member.

SECTION 2. Elected Offices

- A. The Elected Offices of the Executive Board of Directors include President, Vice President, Secretary, and Treasurer. These officers shall be elected annually.
- B. Election of officers will be held during the June Board meeting. Elected Officers shall hold office for a period of one year and are eligible for reelection each ensuing year.
- C. Any member (see Article IV, Section 1) of the MHS Booster Club, or potential member of the following fiscal year, is eligible to run for office. Any member wishing to run for office must submit their name to a current member of the Executive Board of Directors and be nominated by two or more Executive Board of Director members at the June board meeting.
- D. The election of officers shall be by ballot of all Executive Board of Directors and members attending the June Board meeting. If there is but one candidate for any office, the ballot for that office may be dispensed with and the election held by voice vote.

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- E. The newly Elected Officers shall assume their positions in July, one month following the election and one month prior to the start of the next fiscal year. Outgoing Elected Officers shall assist newly Elected Officers with recommendations, instruction, and suggestions. Outgoing Elected Officers shall turn over to their successor, without delay, all records, books, and other material pertaining to the office.
- F. Elected Officers shall serve for a term of one (1) year or until their successors are elected. Each Elected Officer shall be eligible for re-election the following year.
- G. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by the Executive Board of Directors. Election to fill a vacancy shall require a 2/3-majority vote of the Executive Board of Directors and all attending current members in attendance at the election. The Vice President shall serve notice of the election to the Executive Board of Directors in case a vacancy occurs in the office of the President.
- H. If an office remains unfilled after election, it shall be considered a vacant office to be filled by the board elect.

ARTICLE VI - DUTIES OF ELECTED OFFICERS

SECTION 1. Duties of the President

The President shall be the Chief Executive of the MHS Booster Club and shall, subject to the control of the Executive Board of Directors, have general supervision, direction and control of the business and affairs of the MHS Booster Club and coordinate the work of officers and committees of the organization in order that the goals and objectives may be promoted.. The President shall become acquainted with the activities of all officers and committees and be an ex officio member of all committees except the nominating committee. The President shall preside at all meetings of the Executive Board of Directors. The President shall have the authority to appoint such committees, as deemed necessary, subject to approval of the Executive Board of Directors. The President shall perform such other duties as may be prescribed in these Bylaws or assigned to the President by the organization. The President shall delegate specific duties to other Elected Officers of the Executive Board of Directors that will aide in the President's performance of duties. The President will ensure Executive Board of Director's completion of the annual budget and schedule of meetings and events at the start of the new fiscal year for approval at the annual membership meeting to be held in August. The President may sign checks, disbursements, and withdraws with the Vice President, Secretary or Treasurer.

SECTION 2. Duties of the Vice President

The Vice President shall act as an aide to the President and in the absence of the President; the Vice President shall assume the duties of an authority thereof. Vice President shall have such other powers and perform such other duties as directed by the President of the Executive Board of Directors. The Vice President shall be in possession of the Reports and Procedures Notebook, which is kept for historical purposes and future reference and have it available for review at all meetings. The Vice President shall be responsible for requesting and collecting reports from all required Elected Officers and appointed positions of the Executive Board of Directors, committee chairperson(s) or any such person in charge of any action or event, and be responsible for maintaining the Notebook.

(See ARTICLE X) The Vice President may sign checks, disbursements, and withdraws with the President, Secretary, or Treasurer.

SECTION 3. Duties of the Treasurer

The Treasurer shall maintain or cause to be maintained accurate permanent books, records, and accounts of the properties and business transactions of the MHS Booster Club. This includes accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital and all income derived by the MHS Booster Club from any of its activities. Upon written request from any member, the treasurer shall provide within 30 days of said written request, a chart of accounts for inspection.

The Treasurer shall promptly deposit all monies and other valuables, in the name of, and to the credit of, the MHS Booster Club with such depositories as shall be designated by the Executive Board of Directors. The Treasurer shall disburse the funds of the MHS Booster Club in such a manner as may be ordered by the Executive Board of Directors and shall render

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to the President or to the Executive Board of Directors whenever they request it, an account of all transactions as Treasurer and of, the financial condition of this organization. The Treasurer shall keep the membership informed of expenditures as they relate to the budget adopted by the organization. A monthly treasurer report containing all financial activity shall be presented at each Executive Board of Director meeting. All reports will be filed in the Treasurer's notebook to be passed on from year to year.

The Treasurer shall prepare fiscal year-end financial reports and provide all information necessary to ensure that all appropriate tax returns and documents are filed with the Internal Revenue Service, California Franchise Tax Board, and/or any Government Entity as required by law. The Treasurer may prepare and file the required Government Entity Reports and Returns or forward to an Executive Board of Directors approved tax accountant for preparation and filing.

The Treasurer will assist the President to ensure Executive Board of Director's completion of the annual budget at the start of the new fiscal year for approval at the annual membership meeting to be held in August. The Treasurer will secure two signatures on all checks, disbursements, and withdraws, from any two of the following authorized signers: President, Vice President, Secretary, and Treasurer. The Treasurer shall have such powers and perform such other duties as may be prescribed by the Executive Board of Directors or the By-laws.

SECTION 4. Duties of the Secretary

The Secretary shall keep, or cause to be kept, a book of minutes of all meetings of the Executive Board of Directors, that shall be passed on from year to year, and be prepared to refer to minutes of previous meetings. A copy of all minutes shall be provided to the Elected Officers of the Executive Board of Directors.

The Secretary shall be the custodian of the By-laws of the MHS Booster Club and shall have said By-laws at all meetings.

The Secretary shall conduct the correspondence of the MHS Booster Club. Upon receipt of any correspondence, communications or other materials, the Secretary shall expeditiously route same to person having cognizance knowledge thereof.

The Secretary may sign checks, disbursements, and withdraws with the President, Vice President, or Treasurer.

The Secretary shall have such other powers and perform such other duties, including press releases, as may be directed by the President, Executive Board of Directors or these By-laws.

SECTION 5. Elected Officer term expiration or resignation

Each Elected Officer of the Executive Board of Directors, upon the expiration of the term or in case of resignation, shall turn over to their successor, without delay, all records, books, and other material pertaining to the office, and shall return to the Treasurer without delay, all funds pertaining to that office. In addition, all Elected Officers of the Board of Directors will prepare and turn into the Vice President, a written report outlining the activities and functions of the office in which they served to be filed in the Reports and Procedure Notebook.

ARTICLE VII - APPOINTED POSITIONS OF THE EXECUTIVE BOARD OF DIRECTORS, ASSIGNMENT, AND DUTIES

SECTION 1. Appointed position requirements

- A. Each appointed position of the MHS Booster Club shall be a current paid member.

SECTION 2. Appointed positions

- A. The appointed positions of the Executive Board of Directors include Membership Director, Publicity Director, Fundraising Director, Concession Director, and committee chairpersons. These appointed positions shall be assigned annually or as needed.
- B. Selection and assignment of appointed positions for the following fiscal year may occur starting at the June Board meeting after election of officers. Appointed positions shall hold position for a period of one year and are eligible

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for reassignment each ensuing year.

- C. Any member (see Article IV, Section 1) of the MHS Booster Club, or potential member of the following fiscal year, is eligible for assignment to appointed positions. Any member wishing to serve in an appointed position must submit their name to a current member of the Executive Board of Directors.
- D. The newly appointed positions shall assume their duties in July, one month following the election and one month prior to the start of the next fiscal year, or at the onset of their specific committee, project, or event. Outgoing appointed positions shall assist newly appointed positions, if possible, with recommendations, instruction, and suggestions. Outgoing appointed positions shall turn over to their successor, without delay, all records, books, and other material pertaining to the position.
- E. A vacancy occurring in any appointed position shall be filled for the unexpired term by a person assigned by the Executive Board of Directors.

SECTION 3. Duties of the Membership Director

The Membership Director shall provide recommendations to the Executive Board of Directors for current fiscal year's membership solicitation plans. The Membership Director shall update and prepare current fiscal year's membership form, solicit membership from parents and the community, prepare and distribute membership benefits, and to promote membership in all ways possible. The Membership Director shall prepare a current list and/or database of all paid members of the organization and provide updated information to the Elected Officers of the Executive Board of Directors. Any monies collected shall be promptly turned in to the Treasurer.

SECTION 4. Duties of the Publicity Director

The Publicity Director shall prepare, submit for Executive Board of Director approval, and distribute all information to be released to the public through any type of medium (radio, television, newspaper, flyer and word of mouth)

SECTION 5. Duties of the Fundraising Director

The Fundraising Director shall provide recommendations to the Executive Board of Directors for current fiscal year's fundraising activities. The Fundraising Director shall work with parents and volunteers, distribute information on fundraising events, appoint and establish committees with approval of the Executive Board of Directors, organize and/or head, or oversee committees appointed to organize and head, all fundraising activities of the MHS Booster Club. The Fundraising Directors shall maintain a log of all transactions, money collected, etc. Any monies collected must be turned over promptly to the treasurer.

SECTION 6. Duties of the Concession Director

Responsibilities of the Concession Director include, but are not limited to:

- 1. Working with parents and other volunteers to coordinate adult workers in snack shack.
- 2. Maintain or cause to be maintained a log of all money transactions concerning the snack bar.
- 3. Maintain or cause to be maintained a log of supplies needed and used in the snack bar.
- 4. Keep supplies in stock and snack bar in a clean, orderly and operative status.

SECTION 7. Appointed position term expiration or resignation

Each Appointed position of the Executive Board of Directors, upon the expiration of the term or in case of resignation, shall turn over to their successor, without delay, all records, books, and other material pertaining to the appointed position, and shall return to the Treasurer without delay, all funds pertaining to that appointed position. In addition, all appointed

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positions of the Executive Board of Directors will prepare and turn into the Vice President, a written report outlining the activities and functions of the position in which they served to be filed in the Reports and Procedure Notebook.

ARTICLE VIII - COMMITTEES AND COMMITTEE CHAIRPERSONS

SECTION 1. Committees

Specific fundraising committees that may be required to ensure successful completion of each year's fundraising events, or any other specific committee needed to complete events or projects that facilitate the mission, goals and objectives of the MHS Booster Club, may be established by the Executive Board of Directors, by the Fundraising Director, or any other appointed position of the Executive Board of Directors with the approval of the Executive Board of Directors.

The President, followed by the Vice President, followed by the Fundraising Director, or specific appointed position of the Executive Board of Directors, followed by the committee chairperson(s), will have ultimate authority and responsibility of any committee activity. The appointed chairperson(s) may appoint members of said committees with the approval of the appointed position of Executive Board of Directors, or the Executive Board of Directors. A majority of the committee shall constitute a quorum for the transaction of the specific committee.

SECTION 2. Committee Chairperson(s)

The President, with the approval of the Executive Board of Directors, shall appoint the chairperson(s) for each specific committee.

Committee chairperson(s), upon the expiration of the term or in case of resignation, or completion of event or project, shall turn over to their successor or appropriate member of the Executive Board of Directors, without delay, all records, books, and other material pertaining to the committee chair, and shall return to the Treasurer without delay, all funds pertaining to that committee chair. In addition, all committee chairperson(s) will prepare and turn into the Vice President, a written report outlining the activities and functions of the committee chair in which they served to be filed in the Reports and Procedure Notebook.

ARTICLE IX - EXECUTIVE BOARD OF DIRECTORS

SECTION 1. Members of the Executive Board of Directors

Members of the Executive Board of Directors consist of the Elected Offices of President, Vice President, Secretary, Treasurer, the appointed positions of Membership Director, Publicity Director, Fundraising Director, Concession Director, all chairpersons, and the principal of the school or a representative appointed by the principal, and all shall be current paid members of this organization.

SECTION 2. Duties of the Executive Board of Directors

- A. The Executive Board of Directors shall transact necessary business between meetings of the organization and such other business as may be referred to by the organization.
- B. Create and approve the current fiscal year budget and schedule of meetings and events at the start of the new fiscal year for approval at the annual membership meeting to be held in August and authorize expenditures, donations, and scholarships or book awards throughout the fiscal year.
- C. Create committees deemed necessary to promote the goals and objectives of the MHS Booster Club, and to carry on the work of the organization.
- D. Fill all vacancies in appointed positions and Elected Offices, including that of the President.
- E. Present reports at the regular meetings of the organization as may be necessary.
- F. Receive a financial report from the Treasurer each meeting.

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- G. The Executive Board of Directors is subject to the orders of the organization and none of its acts shall conflict with action taken by the organization
- H. The Executive Board of Directors shall meet at least once each month, unless otherwise ordered by the Executive Board of Directors. Special meetings of the Executive Board of Directors may be called by the President.
- I. Each member of the Executive Board of Directors, upon the expiration of the term or in case of resignation, shall turn over to their successor, without delay, all records, books, and other material pertaining to their position, and shall return to the Treasurer without delay, all funds pertaining to that position. In addition, all members of the Executive Board of Directors will prepare and turn into the Vice President, a written report outlining the activities and functions of their Elected Office or assigned position in which they served to be filed in the Reports and Procedure Notebook.

ARTICLE X - REPORTS AND PROCEDURE NOTEBOOK

Upon expiration of term, resignation, completion of duty, conclusion of project, or completion of any event, the appropriate Elected Officer of the Executive Board of Directors, appointed position of the Executive Board of Directors, committee chairperson(s), or any such person in charge of any action or event, shall complete a written report to be turned into the Vice President to be filed in the MHS Booster Club Reports and Procedure Notebook for historical purposes and future reference. The Vice President shall be responsible for requesting and collecting such reports and maintaining the Notebook.

ARTICLE XI - ANNUAL MEETING

Section 1. Annual meeting

The MHS Booster Club annual membership meeting shall be held in August at the start of each new fiscal year unless otherwise ordered by the organization or the Executive Board of Directors. The privilege of making motions, debating, and voting shall be limited to members of the organization who are present and who have paid the new fiscal year membership dues.

ARTICLE XII - AMENDMENTS

Any recommended changes or amendments to these by-laws must be presented in writing to the Executive Board of Directors. Recommended changes will be reviewed at the first regularly scheduled Mammoth High School Booster Club meeting following receipt of recommended changes. Approval of a 2/3-majority vote of attending current members including at least two (2) Elected Officers of the Executive Board of Directors is necessary to adopt the recommended changes.

STANDING RULE

At the beginning of each term of office or position, each member of the Executive Board of Directors shall be given a copy of these By-laws by the Secretary and shall be responsible for making a thorough study of them. A copy of these By-laws shall be made available to any current member of the organization upon request.

By-laws adopted this 17th day of January 2001

Linda Williams, Secretary

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SCHEDULE EXAMPLE-ATTACHMENT TO BYLAWS

July

1. New Elected Officers and new appointed positions of the Executive Board of Directors assume position
2. Committee Selections
 - A. Fundraising
 1. Fall program
 2. Spiritwear
 3. Bulls Eye Bingo
 4. 50/50 Raffle
 5. Admissions
 6. Christmas Trees
 7. E-Scrip
 8. New fundraising events
3. Fall Event Scheduling
 - A. Fall sports kickoff
 - B. Back to School participation
 - C. Performing arts
 1. Drama
 2. Band and choir
 3. Other events
 - D. Club activities
4. Academic, athletic, and arts needs

August - Annual Membership Meeting

1. Completion of appointed positions of the Executive Board of Directors
2. Completion of committee selections
3. Budget preparation and approval and events scheduling
4. Academic, athletic, and arts needs
5. Fall events

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September

1. Fall events
2. Fundraising reports
3. Academic, athletic, and arts needs

October

1. Fundraising reports
2. Academic, athletic, and arts needs
3. Fall events

November

1. Fundraising reports
2. Fall events
 - A. Season end events
3. Academic, athletic, and arts needs

December

1. Fundraising reports
2. Academic, athletic, and arts needs
3. Winter events scheduling
 - A. Winter sports kickoff
 - B. Performing arts
 1. Drama
 2. Band and Choir

January

1. Fundraising reports
2. Academic, athletic and arts needs
3. Winter events
4. Custody of funds and materials for Graduating Senior Celebration turned over to parent committee

February

1. Fundraising reports

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2. Academic, athletic, and arts needs
3. Winter events

March

1. Fundraising reports
2. Academic, athletic, and arts needs
3. Winter events
 1. Season end events
4. Spring events
 - A. Spring sports kick off
 - B. Performing arts
 1. Drama
 2. Band and choir
 - C. Club activities
5. Senior book awards selection requirements review

April

1. Fundraising reports
2. Academic, athletes, and arts needs
3. Spring events
4. Solicitation for nominations for June election
5. Finalize requirements for senior book awards selections
6. Senior celebration donation and participation determination

May

1. Fundraising reports
2. Academic, athletic, and arts needs
3. Spring events
 - A. Season end events
 - B. Performing arts
 1. Drama

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2. Band and choir

C. Club activities

4. By-law review and suggested amendments

5. June election nominations

June

1. Approval of amendments of by-laws

2. Election

3. Senior book award selection

4. Senior celebration participation

5. Membership fee determination and benefits for next fiscal year

6. Recommendations for next fiscal year