

# Booster Club West Athletic Council Bylaws

## Article I – Name

The name of the organization is the “Booster Club West Athletic Council”, also known as the “Club West” herein after called the “C.W.”

## Article II – Purpose

The purpose of the C.W. shall be to cooperate with the West High School District, their officials and athletic departments, including the schools’ coaching staffs in promoting wholesome and desirable school athletics; to honor members of the schools’ athletic squads; to stimulate fair play and good sportsmanship among our athletes; to increase the awareness of school spirit; and to develop all means and methods that will provide resources sufficient to assure athletes the maximum chance for success in all sports.

## Article III – Relationship of IC Booster Club to Club West

The C.W., representing the West High School District, will operate within the Booster Club organization. The C.W. shall have the autonomy of operations except as defined in these Bylaws, and except that we shall conduct our operations in a manner that does not conflict with the Bylaws or operating procedures of the Booster Club.

The President or his/her designee shall serve as a voting member of the Booster Club Board of Directors. A designee may change from meeting to meeting.

## Article IV – Activities

The C.W. shall become involved in activities which support athletics in the West High School District. The Activities shall include individual school fund raising, individual school athlete recognition, student participation, fan support, and contributions to individual school athletics.

The C.W. will support all Booster Club activities including district-wide fundraising, advocacy for athletics, district participation, district relations, and athlete recognition.

## Article V – Membership

Membership is open to any person, business or community group willing to give time and talent or monetary support to further the goals of C.W. Procedures for registration will be determined by the Booster Club Board of Directors. Individual members of C.W. are automatically members of Booster Club.

## Article VI – Dues

Suggested dues shall be set by the Booster Club Board of Directors annually. Income from the individual dues shall support programs of the West High School District. Income from business or community group dues shall remain in the Booster Club General fund.

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## Article VII – Board of Directors

The Board of Directors shall consist of the Officers, the Athletic Director, and the Presiding Chairpersons of the standing committees.

## Article VIII – Officers

The Officers are comprised of the immediate Past President, President, Vice President, Secretary, and Treasurer. A Nominating Committee composed of the Athletic Director, President, Vice President, Secretary and Treasurer shall select a slate of candidates for the above offices. Nominations may be made from the floor at the May meeting of the Board of Directors. The Officers shall be elected by the Board of Directors at the June meeting for a one year term, starting in July.

Duties of the Officers are as follows:

- President - Presides at all meetings of the C.W., the Board of Directors and is a Board Member of the Booster Club.
- Vice President - Presides at all meetings in the absence of the President and assumes the Presidency for the next term of office;  
The VP will be in charge of the “Boost Coupon” fundraising program; and  
The VP will also be assigned to support special committee appointments.
- Past President - Provides counsel to the Officers and Board of Directors.
- Secretary - Maintains minutes of the meetings and handles all correspondence of the C.W.
- Treasurer - Collects funds, maintains books of accounts, and disburses funds by the C.W. Board of Directors.

In the event of resignation of an officer, the Board of Directors shall select a replacement to fill that term, by majority vote, from those persons nominated at the next Board meeting.

## \*Article-IX - Committees

Committees are of two types – Standing Committees, which are on-going and Appointed Committees, which are for special projects only. The Nominating Committee, as defined in Article VIII, shall select a slate of chairpersons to be approved by the Board of Directors at the June meeting for a one-year term, starting in July. Each Standing Committee is allowed one voting privilege on the Board of Directors with the exception of the Concession Committee, who shall be allowed two (2).

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Standing Committees and their duties are as follows:

- Elementary Outreach - Comprised of at least three (3) persons and entitled to one (1) vote:
- Communicates with elementary schools regarding upcoming athletic events which include participation of elementary students;
  - Coordinates the elementary football Punt, Pass and Kick event in the fall and the basketball Free Throw contest in the winter;
  - Coordinates the basketball league for 5<sup>th</sup> and 6<sup>th</sup> grade West side elementary students maintaining its direction of growth, learning skills, and fun; and
  - Coordinates other elementary tournaments throughout the school year to be held at West High or Northwest Jr. High Schools as fundraising events for C.W.
- Junior High Outreach – Comprised of at least two (2) persons and entitled to one (1) vote:
- Communicates with the Northwest Jr. High School regarding events which include participation of junior High students;
  - Coordinates concession stand for athletic events at Northwest Jr. High; and
  - Coordinates tournaments throughout the school year for junior high students held either at West High or Northwest Jr. High Schools as fundraising events for C.W.
- Membership - Comprised of at least two (2) persons and entitled to one (1) vote:
- Recruit new members;
  - Maintain a database of current C.W. members to facilitate their use as volunteers by other committees; and
  - Identify parents who would represent C.W. at team/parent meetings.
- Concessions - Comprised of at least two (2) Chairs and an unlimited number of persons, and entitled to two (2) votes:
- Run concessions at athletic events designated by the Athletic Director.
- Alumni - Comprised of at least two to three (2-3) persons and entitled to one (1) vote:
- Provide means to involve West High alumni in Club West;
  - Coordinates and contacts alumni for recognition of athletic teams during West High homecoming and other athletic events; and
  - Coordinates the annual Alumni Golf Tournament
- Spirit Store - Comprised of at least one (1) person and entitled to one (1) vote:
- Promote School spirit through the sale of West High Trojan clothing and accessories.

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Formation of Appointed Committees will be done as projects are identified. These committees may be created by the Board, but will not be afforded voting privileges.

If a committee chairperson resigns, the Board shall appoint a replacement, and that person shall fill the remainder of the vacated term subject to the majority vote of the board.

Parent Representatives – At least one parent representing each sport as:

- a communicator to the Board;
- a promoter of C.W. membership for all parents in that sport;
- a coordinator for ticket takers and concession workers during that sport season; and
- a volunteer to help organize events held such as the sports banquet during that particular season.

### Article X – Board Meeting

Board of Director meetings shall be held the 2<sup>nd</sup> Wednesday of the month, unless determined otherwise by a majority vote of the Board. The President or Vice President can call a special meeting at any time.

### Article XI – Fund Raising

C.W. may conduct fund raising activities within the West High School District. Fund raising projects with an anticipated net income over \$3,000 or projects held off school grounds must be approved by the Booster Club. All fund raising projects will be reported to the Booster Club on a monthly basis.

### Article XII – Monies

Monies will be maintained in a bank account which will consist of funds received from the Booster Club through individual membership dues, funds raised by the C.W., and gifts or donations. Contributions will be made to the athletic programs in accordance with needs identified and prioritized by the Athletic Director, the West High School District administrators, the C.W. as well as needs identified by the athlete's parents.

Final approval of C.W. disbursements excluding ongoing operating costs will be by majority vote of the Board.

All expenditures will be reported to the Booster Club on a monthly basis.

An end of term audit shall be conducted by an appointed committee.

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## Article XIII – Amendment

The Bylaws may be amended at any Board of Directors meeting, provided at least ten and not more than 30 days notice of the proposed amendment has been provided to all Directors. Notice shall be by first class mail to the current address on file or by electronic mail with the C.W. An amendment shall require a majority vote of the Board of Directors present.

## Article XIV – Adoption

These Bylaws shall be in effect when adopted by the Board of Directors in the C.W.

Approved – August 1, 1988 Revised - May 17, 1989 Revised - June 20, 1990 Revised - Sept. 11, 1990 *Revised - May 9, 2001 Revised – June 6, 2004 Revised - April 6, 2005
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