

**Merrill West  
HFA  
Athletic Booster**

**By-Laws**

Revised March 2012

### **Article I – NAME**

- A. The official name of the organization shall be Merrill West High School Home Field Advantage Athletic Booster Club, hereinafter referred to as HFA Booster Club or The Booster Club.

### **Article II – PURPOSE**

- A. The purpose of The Booster Club is to support and promote all CIF Sanctioned sport activities of Merrill West High School (WHS) Athletic Programs and the Cheer and Dance teams; to encourage and recognize high scholastic achievement, sportsmanship and character; to contribute to the morale, spirit and enthusiasm of the student body and the community; and provide a vehicle for positive involvement by the community with the school.
- B. The Booster Club will attempt to aid and assist athletic organizations and the Cheer and Dance teams associated with WHS by providing personal services and fundraising activities to provide financial support not available through school funds. All dues, donations, and other monies received or earned by this organization shall only be used to achieve those aims and purposes as set out. The Booster Club shall have no salaried officers or directors.
1. All dues and monies of The Booster Club shall be deposited into the designated Booster Club account under the direction of the Executive Board.

### **Article III – MEMBERSHIP**

- A. The membership at large is unlimited, and may be comprised of any individual who has reached their 18th birthday, who has paid all current annual membership dues, regardless of whether he/she has children in school or participating in sports.
- B. There shall be three types of membership:
1. **Regular Membership:** Regular membership shall be subject to a fee of \$20.00 annually, effective June 1, 2009.
  2. **Participating Membership:** In lieu of a \$20.00 annual membership fee, a Participating Membership will be awarded by serving as a member of the Executive Board or a Committee Chairperson and/or contributing 10 hours of service to the HFA Booster Club sponsored fund raising events and activities.
  3. **Associate Membership:** Associate membership shall be subject to a fee of \$200.00 annually, effective June 1, 2009. An Associate Member shall be presented one (1) all sport season pass which will admit the bearer and one guest to all regular season home athletic events during the covered membership period.
  4. **Coaching Membership:** All Merrill West Coaches are afforded membership in The Booster Club, but do not pay membership dues, are not allowed to vote in the general business of The Booster Club, and may not hold any office.

- C. Regular Participating and Associate members shall have the privilege of voting and holding office in The Booster Club.
- D. All membership fees will cover the period June 1 through May 31.
- E. Any member may resign at any time, but dues or contributions are not refundable.
- F. The Executive Board may expel any member by a two-thirds vote, after notice and opportunity for hearing, for reasons to include but not limited to, conduct unbecoming a member.

#### **Article IV – OFFICERS**

- A. The Officers of The Booster Club shall be President, Vice-President, Secretary and Treasurer, each of whom shall be elected by the general membership
  - 1. Officers shall be elected by written ballot. Members eligible and willing to serve as Executive Officers shall be nominated at the regular membership meeting in April and May.
  - 2. Election of The Booster Club Officers will take place at the regular membership meeting in May.
  - 3. The term of office shall be two (2) years and Officers are eligible to serve a second consecutive two year term.
  - 4. The terms of President and Secretary shall run concurrently and commence in even-numbered years. The terms of Vice-President and Treasurer will run concurrently and commence in odd-numbered years. Only two (2) offices will expire in any given year.
- B. Duties of the President
  - 1. The President, Chief Executive Officer of The Booster Club, shall preside at all meetings of The Booster Club and its Executive Board.
  - 2. The President shall be entitled to vote at monthly and special meetings, only in case of a tie.
  - 3. The President has the power to call a special meeting at any time in the event of an emergency or in the interest of The Booster Club. The President may also call an Executive Board meeting.
  - 4. The President shall be an ex officio member, with full voting rights, of all committees.
  - 5. The President shall attend all monthly, special and Executive Board meetings.
  - 6. The President may at any time request a detailed report of receipts and disbursements and the condition of all HFA Booster Club Finances from the Executive Board Treasurer.

7. The President shall provide leadership, organization and direction to The Booster Club.
8. The President shall serve as the liaison between the HFA Booster Club, the WHS Athletic Director and Administration, Tracy Unified School District (TUSD), TUSD Board of Trustees and Administration, and community for all official HFA Booster Club matters.
9. The President shall serve as the official spokesperson for The Booster Club.
10. The President shall appoint Chairpersons for all of the Standing or Ad Hoc Committees.
11. The President shall perform all such other duties as are incident to this office.

C. Duties of the Vice President

1. The Vice President shall act as the presiding officer of The Booster Club in the absence of the President.
2. The Vice President shall be a member of the Executive Board with full voting rights.
3. The Vice President shall attend all monthly, special and Executive Board meetings.
4. The Vice President shall assume the duties of the President in the event of death or incapacity (to be determined by a majority of the Executive Board) and shall assume the duties of the President for the balance of the term.
5. The Vice President shall perform such duties as from time to time may be assigned to him/her by the President or by the Executive Board.

D. Duties of the Secretary

1. The Secretary shall keep the records and minutes of The Booster Club, record the attendance at meetings, and provide copies of the minutes to the membership at each monthly meeting.
2. The Secretary shall be a member of the Executive Board with full voting rights.
3. The Secretary will attend to all official correspondence and other related matters, as required or as referred by the President.
4. The Secretary will provide the agenda prior to regular meetings.
5. The Secretary shall keep a register of the mailing address of each member.
6. The Secretary shall attend all monthly, special and Executive Board meetings.
7. The Secretary shall perform or delegate such other duties as from time to time may be assigned to him or her by the President

E. Duties of the Treasurer

1. The Treasurer shall keep a detailed and accurate account of all monies received and disbursed.
2. The Treasurer must submit for all check disbursement to the Executive Board President or Vice President for secondary signature on all HFA Booster Club fund disbursements.
3. The Treasurer will prepare and present a year-end financial report clearly showing all The Booster Club assets and liabilities at the annual May membership meeting.

4. The Treasurer shall prepare monthly financial reports on the financial condition of The Booster Club for presentation to the membership at each regular meeting.
5. The Treasurer shall be a member of the Executive Board with full voting rights.
6. The Treasurer shall attend all monthly, special and Executive Board meetings.

#### **Article V – EXECUTIVE BOARD**

- A. The control, management, and government of the affairs of The HFA Booster Club shall be vested in its Executive Board.
  1. The HFA Booster Club Executive Board will consist of the elected Officers of President, Vice President, Secretary, and Treasurer.
  2. The Merrill West High School Principal and Athletic Director, or their designee, shall serve as automatic voting members of the Executive Board. They shall be afforded the same rights as any other elected member of the Executive Board.
  3. The immediate Past President shall serve as an ex officio voting member of the Board for one (1) year immediately following their term.
  
- B. The duties of the Board are to oversee the operation of The Booster Club and to act for the general membership of The Booster Club when the membership at large is not in session.
  1. The board is charged with the responsibility to uphold these bylaws and to fulfill the mandates of the membership at large.
  2. The Executive Board is empowered to vote on issues to assure the continuity of operation of The Booster Club, to decide on project sponsorship, either in work support efforts or financial sponsorship within the constraints of the annual budget.
  3. The Executive Board shall meet when deemed necessary by the President.
  4. A quorum is defined as a simple majority of the Executive Board; however, when filling vacancies occurring in the Executive Board, a majority of the existing Officers shall constitute a quorum. A quorum must be present to bring an issue to a vote.
  5. The Executive Board shall have the authority to rule on any immediate business, including disbursement of funds.
  6. The Executive Board shall develop The Booster Club's annual budget for presentation and approval at the annual meeting in May.
  7. The Executive Board shall develop The Booster Club's annual calendar of events for presentation at the annual meeting.
  
- C. All Officers and Board Members must be members in good standing of The Booster Club.
  1. Attendance – An Officer that misses more than three (3) consecutive board meetings without cause shall be considered to have vacated the office and the position shall immediately be filled in accord with provisions as prescribed in Article VIII § C (3).
  2. Any Officer may be removed by the affirmative vote of a majority of The Booster Club whenever in the Judgment of the Executive Board the interests of The Booster Club will be served thereby. Reasons for removal include, but are not limited to, poor

meeting attendance or official misconduct. The vacancy shall be filled as prescribed in Article VIII § C (3).

- D. The Athletic Director shall act as the liaison between the school, coaching staff and the Booster Club. The Athletic Director shall advise the Executive Board of the ongoing needs of the athletic department.
- E. Officers may tender their resignation at anytime.
  - 1. All resignations must be in writing and signed by the resigning member. Under no circumstances shall a verbal resignation be acceptable.
  - 2. All letters of resignation must be submitted in person or by mail. An emailed letter of resignation shall not be acceptable.
  - 3. Letters of resignation must be submitted to the Executive Board Secretary. Should the Executive Board Secretary tender resignation, they shall submit their signed letter of resignation to the Executive Board President as prescribed in Article V § F (1-2).
  - 4. Upon notification of a tendered resignation, the Executive Board President shall call a special meeting of the Executive Board within thirty (30) days. The Executive Board shall review the resignation letter for propriety and vote on acceptance of the resignation. Once accepted, the office is considered vacant and shall immediately be filled in accord with provisions as prescribed in Article VIII § C (3).

#### **Article VI – SCHOOL REPRESENTATIVES**

- A. The Student Government Association may designate a Student Representative who shall be a non-voting member of the Executive Board.
- B. Team Representatives:
  - 1. Each team in concert with the Coach of the sport, whether varsity, sophomore or freshman, shall choose an HFA Booster Club Member to serve as the Team Representative.
  - 2. The Team Representatives shall represent the interest of their team by attending monthly, special and Executive Board meetings, if possible.
  - 3. Team Representatives report to the Coaches of those teams as to the actions The Booster Club.
  - 4. Team representatives promote and secure HFA Booster Club memberships among the parents of the team members.

#### **Article VII – COMMITTEES**

The Booster Club shall have the following standing committees: Membership, Fundraising, Business Sponsorship, Concessions, Scholarship, and Community and Public Relations. The Executive Board shall, from time to time, establish other standing, special, or ad hoc

committees as deemed necessary to complete a specific project generally completed within the school term.

A. Membership Committee:

1. The Membership Committee shall be responsible for issuing a membership card upon payment of the yearly membership fee.
2. The Membership Committee shall be responsible for issuing new members a membership packet consisting of the following items:
  - i. By-Laws
  - ii. Roberts Rules of Order reference chart
  - iii. Annual meeting calendar
  - iv. Contact list for Officers and members
3. The Membership Committee shall be responsible for annually proposing the membership fees for each membership category, to be finalized and ratified by the Executive Board.
4. The Membership Committee representatives, when possible, shall attend home sporting events in order to promote membership.
5. The Membership Committee shall keep a current membership list, available to members upon request.
6. The Membership Committee shall provide all fees collected to the Treasurer on a monthly basis.
7. The Membership Committee shall provide a copy of the membership list to the Executive Board as requested.
8. The Membership Committee chairperson or representative shall attend all monthly Club meetings.

B. Fundraising Committee:

1. The Fund Raising Committee shall develop and present ideas to raise funds at monthly meetings for approval.
2. Fund Raising Committee members shall chair all projects approved by The Booster Club.
3. The Fund Raising Committee shall report the progress and outcome of all fund raising projects to The Booster Club.
4. The Fund Raising Committee shall provide all receipts for expenses and funds raised to the Treasurer no later than one (1) week after the event.
5. The Fund Raising Committee chairperson or representative shall attend all monthly HFA Booster Club meetings.

C. Business Sponsorship Committee:

1. The Business Sponsorship Committee will administer the Business Sponsorship Program.

2. The Business Sponsorship Committee will solicit business sponsors on an annual basis.
3. The Business Sponsorship Committee will maintain a current list of business sponsors and provide that list to the Executive Board, the Merrill West High School Athletic Director, and other parties with a legitimate need for that information.
4. The Business Sponsorship Committee will ensure that the business sponsors receive recognition -- e.g. plaques, certificates, advertisements -- agreed upon during the solicitation process.
5. The Business Sponsorship Committee will provide all fees collected to the Treasurer within one (1) week of collection.
6. The Business Sponsorship Committee will attend all monthly HFA Booster Club meetings.
7. The Business Sponsorship Committee chairperson will attend Executive Committee meetings upon request.

D. Concessions Committee:

1. The Concessions Committee shall see that the West High School concession stand is open and staffed for sporting events and all such other events as needed or requested by the administration.
2. The Concessions Committee shall schedule adult Booster Club members to staff the concession stand, in proper numbers as to have relief members and adequately supervise student workers.
3. The Concessions Committee shall purchase food and drinks as needed to maintain proper inventory levels. Funding for such purchases shall be coordinated with the Treasurer and receipts will be required for reimbursement.
4. The Concessions Committee shall set prices for selling of the inventory items in order to maintain a proper gross profit margin.
5. The Concessions Committee shall collect funds and turn over said funds to the Treasurer or assigned agent within twenty-four (24) hours of the sporting or special event.

E. Scholarship Committee:

1. The Scholarship Committee shall make The Booster Club's scholarship criteria and application forms available.
2. The Scholarship Committee shall receive, score and select the graduating nominees for the annual HFA Booster Club scholarships.
3. The Scholarship Committee shall present to The Booster Club the two (2) annual scholarship nominees for approval at the regular April meeting.
4. The Scholarship Committee or representative shall attend all monthly HFA Booster Club meetings.

F. Community and Public Relations Committee:



1. The Community and Public Relations Committee shall be responsible for production and dissemination of information to promote The Booster Club and athletic events.
2. The Community and Public Relations Committee is responsible for making sure that meeting notices are published and that any all events receive appropriate publicity.
3. The Community and Public Relations Committee shall be responsible for maintaining the Booster Club Web Site.
4. The Community and Public Relations Committee shall be responsible for membership newsletters.

#### **Article VIII – NOMINATIONS AND ELECTIONS**

- A. At the March and April meetings, the floor shall be open for nominations of candidates for HFA Booster Club Officers up for election in accord with Article IV, A. 4. at the May membership meeting.
- B. HFA Booster Club Officers elected at the May meeting shall begin their term at the June meeting.
- C. At the May meeting, all Executive Board officers up for election in accord with Article IV, A. 4. shall be elected by ballot.
  1. Each fully paid card carrying regular participating, and associate member of the general membership shall be entitled to one (1) vote in the election for the Executive Board officers of The Booster Club.
  2. All elections shall be decided by majority vote.
  3. A vacancy occurring in an office shall be filled by a majority vote of the Executive Board or its remaining members.
  4. If the President's office shall be open, it shall be filled by the Vice President.

#### **Article IX – MEETINGS**

- A. The regular general membership meetings of the HFA Booster Club shall be held monthly at Merrill West High School.
  1. Additional meetings may be held at the discretion of the President.
- B. The scheduled day and time of the regular monthly meeting may be changed by a majority vote of members.
- C. A quorum for general membership meetings shall consist of six (6) members or ten (10) percent of the membership whichever is less.
- D. A majority vote of members present shall decide motions and authorize expenditures within the general fund.

- E. Committee meetings will be conducted at a time and place mutually agreed to by the committee members. The Chairperson will report to the general membership at the regularly scheduled monthly membership meeting subsequent to the committee meeting.
- F. All meetings require reasonable notification to the required attendees of meeting location and time.
- G. Parliamentary Authority – Roberts Rules of Order shall govern all deliberations of meetings or organizations unless otherwise specifically provided.

**Article X – Bylaws and Amendments**

- A. These bylaws may be revised or amended by a majority vote of members present at a regular monthly or special meeting.
- B. Amendments to these bylaws must be submitted for an initial reading in writing at least one (1) month prior to the meeting at which they will be voted upon.
- C. No amendment shall be put to vote unless presented at the previous meeting.

**Article XI – Dissolution**

- A. The Booster Club may be dissolved by a two thirds (2/3) vote of the Executive Board.
- B. Upon the dissolution of The Booster Club, its assets remaining after payment or provision for payment of all debts and liabilities of The Booster Club shall be distributed to Merrill F. West High School Associate Student Body (ASB), which is organized and operated exclusively for charitable and educational purposes meeting the requirements of Revenue and Taxation Code section 214.