

***By-Laws of the  
De Soto High School Booster Club***

**ARTICLE I NAME & LOCATION**

**Section 1.** The name of this organization shall be: DE SOTO BOOSTER CLUB (hereinafter referred to as the Booster Club).

**Section 2.** Official address of the Booster Club will be c/o De Soto High School, 35000 West 91<sup>st</sup> Street, De Soto, KS 66018.

**ARTICLE II PURPOSE**

**Section 1.** To aid and promote the development of De Soto High School students through the support of the De Soto High School sponsored activity programs.

The Booster Club recognizes that none of the goals parents have for their students can be accomplished without the participation of the students, staff, and parents of De Soto High School.

**ARTICLE III OBJECTIVES**

**Section 1.** To evaluate and implement fund-raising opportunities that will supplement funds necessary to provide and support De Soto High School sponsored activity programs.

**Section 2.** To offer organized opportunities for parent and community involvement.

**Section 3.** To promote school spirit and attendance at De Soto High School activities.

**ARTICLE IV MEMBERSHIP**

**Section 1.** Membership in the Booster Club is open to the following:

- A.** Any parent, grandparent, or guardian or other adult standing in loco parentis for a student attending De Soto High School may be a member and shall have voting rights. The principal and any teacher employed at De Soto may be a member and have voting rights.
- B.** Any parent, grandparent, or guardian or other adult standing in loco parentis for a student attending De Soto High School shall be a President, a Vice-President, a Recording Secretary, and a Financial Secretary. The President, Vice-President, Recording Secretary, and Financial Secretary shall be elected at the annual meeting.
- C.** Alumni of De Soto High School.
- D.** Any person of post-high school age interested in furthering the purpose of the Booster Club.
- E.** Any business, with Executive Board approval, interested in furthering the purpose of the Booster Club.

**Section 2.** A member must have paid his or her dues at the time of a meeting to be considered in good standing with voting rights. shall be those paying the annual dues as set forth in these by- laws (see Article X, Section 3).

**Section 3.** Executive Board shall consist of the officers, principal and standing committee chairs.

**ARTICLE V MEETINGS**

**Section 1.** An Annual General Membership meeting will be held in the month of April for the election of Officers for the following year. The members shall receive notice of the meeting at least two weeks in advance. A quorum for the meeting shall consist of all regular members in attendance.

**Section 2.** Special Meeting dates and times shall be determined by the Executive Board.

**Section 3.** The time and place of the Executive Board meetings are to be determined by the President. Board members will receive notice of the meeting at least one week in advance. A quorum for the meeting shall consist of four members and shall be required to conduct any business in the name of the Booster Club.

#### **ARTICLE VI MANAGEMENT**

**Section 1.** The business and activities of the Booster Club shall be managed by the Executive Board.

**Section 2.** All subjects referred to the General Membership by the Executive Board shall be decided by a majority of those present at the meetings and in the case of an equal division of votes, the President, or in his/her absence, the ranking officer shall have the deciding vote.

**Section 3.** An Executive Board shall be formed to consist of the elected Officers, chairpersons of Events, Communications and Fund Raising committees, and one additional person from the school administration.

#### **ARTICLE VII OFFICERS**

**Section 1.** The officers for this Booster Club during meetings and at all meetings of the Executive Board shall be the following:

- A. President.** The president shall perform all duties as customarily pertain to the office of the President including but not limited to Club oversight, delegation and management of duties and support as needed. President will represent Booster Club to administration and is responsible for presenting information to Executive Board in a timely manner. President is responsible for the organization and control of all Booster Club meetings when present.
- B. The Vice-President.** The vice president shall have and exercise all the powers, authority and duties of the President during the absence of the latter.
- C. The Secretary.** The secretary shall prepare and maintain full minutes of all meetings of the Executive Board and the membership meetings, shall conduct all correspondence of the Booster Club, and perform such other duties as customarily pertain to the office of Secretary.
- D. The Treasurer.** The treasurer shall perform the duties expressed in Article X, Section 6 of these by-laws.
- E.** No elected officer may serve more than two consecutive terms in the same office.

#### **ARTICLE VIII NOMINATIONS & ELECTIONS**

**Section 1.** Nominations are to be determined by the Nominating Committee. The nominating committee shall select a candidate for each office and present the slate at the annual general membership meeting.

**Section 2.** Nominations may also be made from the floor prior to the elections, provided that the nominee is present and indicates the nomination is made with his/her consent and he/she is willing to serve in the capacity elected.

**Section 3.** Election of Officers will be determined by a majority vote of the regular members present at the annual meeting. A voice vote will be taken on the presented slate. If more than one person is running for an office, a ballot vote shall be taken.

**Section 4.** Only regular members as defined by Article IV, Section 2, are eligible to hold elected or appointed positions within the Booster Club.

**Section 5.** Officers are elected for one year and may serve no more than two consecutive terms in the same office. Each person elected shall hold only one office at a time.

**Section 6.** Any officer or committee chairperson may be removed from his/her respective position with a two-thirds vote of the Executive Board. Any vacancies for officers or committee chairpersons will be filled for the remaining term by the President with the approval of the Executive Board.

## **ARTICLE IX COMMITTEES**

**Section 1.** There shall be standing committees as follows:

- A.** Membership
- B.** Communications
- C.** Concessions
- D.** Staff Appreciation
- E.** Student Scholarship
- F.** Teacher Grants
- F.** Spirit Wear
- G.** Nominating Committee
- H.** After Prom

**Section 2.** Chairman of the committees shall be appointed by the President, with the approval of the Executive Board. The chairman in turn shall appoint members to the committee and notify the Executive Board of their names.

**Section 3.** The President, with the approval of the Executive Board, shall appoint and constitute other committees or positions, as he/she deems appropriate.

## **ARTICLE X FINANCIAL**

**Section 1.** All funds of the Booster Club shall be deposited in such qualified depository as the Executive Board may designate and shall be deposited promptly.

**Section 2.** All disbursements of funds prompted by a funding request shall be made by check signed by two of the following three officers: President, Vice-President and Financial Secretary, when approved by the majority of the Executive Board or general membership at respective meetings. The Executive Board reserves the right to approve funding requests and expenditures via an electronic vote. Any disbursements in the amount less than \$500.00 can be made without a formal vote. Payments of normal operating expenses shall be processed by the Financial Secretary with no approval necessary.

**Section 3.** Annual membership dues amount will be determined by the Executive Board. The Executive Board can grant Honorary (Free) Memberships with a two-thirds vote of those present at Executive Board meeting.

**Section 4.** The Booster Club shall be empowered to receive, hold, and expend funds on behalf of any De Soto High School extracurricular program. Any property or funds acquired by the organization for use by such program may be transferred to the De Soto High School, provided such transferred property or funds are used for the purposes intended. In the event of dissolution of this organization, all remaining assets, after payment of expenses, shall be distributed to De Soto High School.

**Section 5.** Request for funds shall be submitted to the official responsible at the high school for action at the next Executive Board meeting.

**Section 6.** The Financial Secretary shall receive, deposit and account for the current assets of the Booster Club; have charge of all funds, securities, and financial records of the Booster Club; maintain appropriate records and be responsible for the collection of dues and assessments. The Financial Secretary shall also submit to the Executive Board and to the membership at each meeting a Financial Statement as of the last day of the preceding month. The Financial Secretary shall make all necessary and approved payments for Booster Club liabilities and maintain responsibility for the payments of all normal operational expenses.

**Section 7.** A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

#### **ARTICLE XI GENERAL PROVISIONS**

**Section 1.** The Booster Club year shall begin on the first day of July each year and end on the 30th day of June. The newly elected Executive Board shall meet and constitute itself prior to 1st day of July with the institution of the Elect Official positions.

**Section 2.** It is expressly understood any activity undertaken by this Booster Club on behalf of the De Soto High School extracurricular program will be closely coordinated with the officials of the De Soto High School through appropriate channels, and prior approval of such officials will be obtained by the organization for any purpose directly or indirectly relating to the high school program.

#### **ARTICLE XII AMENDMENTS**

**Section 1.** These by-laws may be amended only by an affirmative vote of two-thirds of the Booster Club membership in attendance provided notice has been given two weeks in advance.

These by-laws have been revised and adopted as of

#### **ARTICLE XIII STANDING RULES**

**Section 1.** Standing rules may be approved by the Executive Board, and the Secretary shall keep a record of the standing rules for future reference.