

**Big Creek School  
Boosters  
By-Laws  
Working Copy 2013**

Article I: Name

- The name of this organization shall be known as the Big Creek School Boosters hereinafter referred to as "Boosters".

Article II: Purpose

- To foster positive relationships and cooperation between parents, community, students, faculty, and staff.
- To promote, finance, sponsor and support extra-curricular, co-curricular, and curriculum programs and activities which are not provided by the school district, but are considered by the parents, community, students, faculty, and staff to be of need and supportive of the school's vision.

**Mission Statement**

*Pursue excellence by preparing students for their ever-changing future by:*

- **Building Character**
- **Excelling Academic Performance**
- **Supporting Social and Emotional Growth**
- **Teaching Vital Life Skills**

**Vision Statement**

*An engaging learning community focused on a consistent commitment to exceed expectations where students have accountability and ownership in their education and environment.*

Article III: Membership

- Boosters membership shall be open to anyone at any time.
- Teachers may be members and may hold any job or office except that of Chairperson or Vice-Chair.
- The Principal may serve as a member of the Boosters.
- Prospective members will complete a membership form, and are encouraged to attend all regularly scheduled Boosters meetings.
- A complete roster of membership will be kept to determine who is eligible to vote.
- Members missing two consecutive meetings will lose their right to vote at the next attended meeting.
  - For example:

- a member who misses the January meeting AND the February meeting will not have voting privileges when they attend the March meeting. Upon attending the March meeting, voting privileges will be secured for the April meeting.
- a member who attended the January meeting, but misses the February meeting will retain voting rights for the March meeting.
- In the event of a planned absence, a member may submit a vote by proxy in writing prior to the meeting.
- *Boosters may, by affirmative vote of two-thirds of all voting members, suspend or expel a member. (Mr. Wait will provide wording on this point, according to the Ed. Code)*
- Any member may resign.

#### Article IV: Officers

- Officers shall be: a Chairperson, Vice- Chairperson, Secretary, Treasurer, and Principal, and such other officers as the Executive Board may deem necessary.
- The Boosters officers shall be nominated at the April meeting. Electronic voting will be the primary method, with accommodations made for those without internet access. Voting will close the day before the last scheduled meeting of the year, with installation of the new offices occurring at the last meeting.
- Any officer may be removed from office by a simple majority of the Executive Board whenever, in the judgment of the Executive Board, the best interests of the Boosters would be served thereby.
- In the event that there are no interested members willing to serve as an officer, one officer can assume two offices providing they are willing and able to complete the tasks set forth for both offices.
- A vacancy of any office because of death, resignation, removal, disqualification, or otherwise, shall, by appointment, be filled by the Executive Board for the unexpired portion of the term.
- Chairperson
  1. Shall preside at all meetings of the Boosters and all meetings of the Executive Board.
  2. Shall prepare and follow an agenda of all Boosters and Executive Board meetings.
  3. Shall facilitate necessary committees and/or chairpersons.
  4. Shall be an ex-officio member of all committees (but is not required to attend all committee meetings). Shall retrieve the mail from the school office box.
  5. Shall call Executive Board meetings as needed.
  6. Shall review (along with the treasurer) the Boosters' financial books at the beginning and end of each school year and shall verify by signature and date such review.
  7. May make emergency financial decisions when a regular meeting of Boosters is not scheduled with the majority approval of the Executive Board.
  8. Vice- Chairperson Shall assist the Chairperson in assigned duties and substitute for the Chairperson during the Chairperson's absence.

9. Shall have oversight over all publicity for the Boosters and be in charge of all published information released by Boosters.
  10. Shall ensure that proper amounts of money are budgeted to cover publicity expenses.
- Secretary
    1. Shall keep the minutes of all meetings of the Boosters and the Executive Board, and post the minutes within seventy-two hours after the meeting.
    2. Shall present the minutes to the membership for approval at the next regular scheduled Boosters meeting.
    3. Shall notice all meetings via flyer, newsletter, and e-mail.
    4. Shall publish and distribute the agenda of all Boosters and Executive Board meetings.
    5. Shall keep a current roster of membership that reflects voting rights.
    6. Shall keep a calendar of events and submit a copy to the membership and Principal.
  - Treasurer
    1. Shall keep and report a financial statement of the Boosters account/s at each regular scheduled Boosters meeting and at each Executive Board meeting.
    2. Shall write and sign checks for Boosters business.
    3. Shall receive money, make deposit into school account, and provide copies to appropriate school representative.
    4. Shall audit the Boosters' financial books with the president and shall verify by signature and date such audit.
    5. Shall keep accurate monthly balances of the checking account by reconciling and balancing the checking account with the bank statement.
    6. Shall oversee the Booster Bank Family Accounts.
    7. Shall coordinate with the Scrip Coordinator.
    8. Shall report any financial discrepancies to the Chair Chairperson and to the Executive Board as soon as discovered and at the next regular scheduled meeting.

#### Article V: Executive Board

- Shall consist of the four officers and the Principal.
- The Executive Board shall meet a minimum of three times per year.
  1. Before the start of the school year - to review the audit, to prepare a draft budget, to set yearly goals for operation and to calendar regular Booster and Executive Board meetings for the year.
  2. Midyear - to review and monitor budget and goals
  3. In Spring - to prepare slate of officers for election and to prepare report of yearly goals.
- The Executive Board may call meetings to plan and conduct efficient business as needed.
- Shall approve all emergency financial decisions of the Chairperson prior to any disbursement taking place.
- May establish and abolish standing or special committees.

- All actions of the Executive Board must be presented at the next regular scheduled meeting of the Boosters.

#### Article VI: Boosters Meetings

- Boosters meetings shall be calendared, posted, and announced in the school newsletter, on the Boosters' website, and Boosters' bulletin board as to their date, time, and location.
- Monthly meetings will be held on an alternating schedule of days and evenings.
- Shall be open to the public but only rostered, eligible members may vote (see Article III).
- Shall have a written agenda that is followed with Topics for Future Discussion, so that all members have input into the agenda.
  - The agenda will be available on the website, and on the bulletin board, 72 hours prior to the meeting.
  - Any person who wishes to add an item to the agenda shall submit the request in writing, to the Secretary, no later than 24 hours before the meeting.
- Those eligible in attendance, and those who have submitted their vote by proxy, will constitute a simple majority vote. All meetings shall be conducted in accordance with Robert's Rules of Order.
- Special meetings may be called by the Chair(person), or by the Executive Board.

#### Article VII: Committees

- The Executive Board may establish and abolish standing or special committees as necessary
- Standing Committees with Chairpersons may be:
  1. Fall Fundraiser
  2. Scrip
  3. Bowling Coordinator
  4. Scholarship
  5. Family Fundraiser Coordinator
  6. Car Show
  7. Box top/Campbell's
  8. Bylaw
  9. Other fundraising campaigns as planned annually.