

## Booster Club Bylaws

The \_\_\_\_\_ Ag/Livestock Booster club is established to help in the educational process of the students of \_\_\_\_\_. The booster club is present to aid assistance both in the monetary form and in man power. The booster club is established to help make sure that our students do not go unrecognized for their hard work and dedication to enhancing their educational opportunities. The booster club is present to help support our students.

### ARTICLE 1

#### OFFICER TEAM

The booster club will elect an officer team each year. The officer team will be elected at the first meeting after school starts in August. The booster club will elect a President, Vice President, Secretary, and Treasurer.

- a. The president will be in charge of running each meeting. The president will do their best to follow parliamentary procedure for accomplishing orders of business.
- b. The Vice President will fill in for the president whenever the president is not in attendance. They will also assist in maintaining order when the meeting is in session
- c. The Secretary will be in charge of maintaining a current list of booster club members and attendance at each meeting. This individual will also be in charge of keeping meeting minutes at each scheduled meeting. They will also be in charge of maintaining a calling tree, making any corrections or additions as needed
- d. The treasurer will be in charge of preparing a financial statement for each regularly scheduled meeting. They will also be in charge of the clubs checking account.

Each officer should be held to 90% attendance. If an officer does not meet this requirement with an approved 2/3 vote that officer may be replaced. If the officer of concern is president then the vice president will then take control and a new vice president will be elected.

### ARTICLE 2

#### CHECKING ACCOUNT

The booster club will maintain a checking account that will be overseen by the treasurer. Any money being spent by the booster club must be spent in the form of a check. The checks must be signed by two members of the booster club that do not have a conflict of interest due to family or business. The two signatures on the check may not be related. The signatures on the check should include those of the treasurer or president.

When money needs to be spent, it needs to be voted on by the club with a majority vote. If money needs to be spent on an emergency budget, the president must be notified. The president must then notify 5 club members, not necessarily officers. Any amount more than \$250 must be voted on by the club at a regularly scheduled meeting.

ARTICLE 3  
QUORUM

At each meeting, to conduct business or vote on business matters, a quorum must be present. A quorum according to Roberts Rules of Order is 50% of the membership plus 1. If a quorum is not present 25 minutes after the starting time of the meeting then the meeting must be tabled until the next regularly scheduled meeting.

ARTICLE 4  
ATTENDANCE

Attendance should be taken at each meeting. The secretary is in charge of making sure that attendance is taken. The way that attendance is taken is up to the secretary. There must be a documentation of proof that a quorum is present. If an individual, that is not a member, is present at the meeting, they need to be asked if the secretary can add them to the membership roster. If a member is not present for more than 10 meeting in a row, they are to be removed from the roster until they show up in attendance to another meeting.

ARTICLE 5  
FUNDRAISERS

The booster club fundraisers are put into place to raise money. The booster club will collect all money and put it into a checking account. The money raised will be divided as indicated below and will be used by the 4-H and FFA.

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ARTICLE 6  
VOTING

All votes to be taken at a meeting can only be taken if a quorum is present. The president decides the procedure to take a vote. The outcome of the vote must be recorded by the secretary in the meeting minutes.