

BYLAWS
UNIVERSITY HIGH ATHLETIC BOOSTERS
(As Revised July 14, 2009)

Article I. Name

The name of this organization shall be University High Athletic Boosters.

Article II. Objectives

- Section 1 To promote the welfare of the University High School (UHS) athletic squads.
- Section 2 To create financial assistance for the athletic program.
- Section 3 To develop between members, educators, and the general public such united efforts as will secure, for every squad member, the highest advantages in physical, mental, moral, and social education.
- Section 4 To bring into closer relationships the home and school, that parents and educators may cooperate intelligently in the training of the athletes for UHS.

Article III. Basic Policies

- Section 1 This Association shall not direct nor control the policies of the administrators or the administrative activities of the school.
- Section 2 This Association shall be non-commercial, non-sectarian, and non-partisan.

Article IV. Membership

- Section 1 Any person interested in the objectives of this Association, who is willing to uphold its basic policies and subscribe to its bylaws, may become a member.
- Section 2 New members shall be accepted at any time.

Article V. Officers and Their Election

- Section 1 Any member, with a child currently enrolled at UHS, is eligible to vote and become an officer in the Association. The position of Secretary is exempt from this requirement.
- Section 2 The officers of the Association shall be: President, First Vice President, Second Vice President, Third Vice President, Secretary, and Treasurer.
- Section 3 The President shall appoint a nominating committee of three members at the regular meeting in March. This committee shall present a slate of officers, as above named, with one nominee in each Office; however, nominations may be made from the floor. Elections shall be held in April, and the installation of officers held in May.
- Section 4 Officers shall assume their official duties at the close of the regular meeting in May, and shall serve until their successors are elected.
- Section 5 A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority of votes by the general membership, at either a special meeting called by the President or at the next regular meeting. IN case a vacancy occurs in the office of President, the First Vice President shall serve notice of said election.
- Section 6 Any officer not properly performing the duties of his or her office may be removed by a two-thirds vote of the Executive Committee.

Article VI. Duties of Officers

- Section 1 The **President** shall preside at all meetings of this Association; call all special meetings; shall coordinate the work of the officers and committees in order that the objectives be promoted and shall sign all checks with the Treasurer, or other authorized officer.
- Section 2 The **First Vice President** shall be Membership Chairman. The First Vice President shall act as an aid to the President, and perform the duties of the President in the event of his or her absence.
- Section 3 The **Second Vice President** shall serve as Ways and Means Chairman, and is responsible for the special money making /fundraising projects of the Association.
- Section 4 The **Third Vice President** shall be responsible for organizing a committee for concessions and chairing said committee.
- Section 5 The Secretary shall record the minutes of all meetings of the Association. These minutes will be prepared in draft and emailed directly to the Booster Officers for review and approval. Once the minutes are approved, the Secretary will post the

final minutes to the Booster's webpage within 48 hours. The Secretary will perform such other duties as may be delegated to this office and shall handle any correspondence or communications as instructed by the President.

- Section 6 The Treasurer shall receive all monies of the Association. They shall keep an accurate record of receipts and expenditures. They shall handle all disbursements of the Association and shall make a financial report at each regular meeting. All disbursements shall be paid by checks signed by both the Treasurer and President (or authorized Officer), upon approval of the Association.
- Section 7 The Treasurer's accounts shall be examined annually by an Auditing Committee of not less than three members, appointed by the President. The Committee shall be appointed at the March meeting and after a thorough examination of said accounts, shall present a written statement at the regular meeting in May
- Section 8 All officers shall deliver to their successors all official material within 10 days after the May meeting.

Article VII. Meetings

- Section 1 Regular monthly meetings of this Association shall be held on the second Monday of each month, July through May. The meetings will be held at University High School at 6:00pm, unless otherwise decided. An agenda will be prepared for all meetings. Items submitted for inclusion on the agenda, must be submitted no later than 1 week prior to the meeting.
- Section 2 The President may call Special Meetings when the need arises.
- Section 3 Ten members, two of which shall be officers, shall constitute a quorum for the transaction of business in any meeting of this Association.

Article VIII. Executive Committee

- Section 1 The **Executive Committee** Shall consist of the officers of the Association, the Principal of UHS or their representative, and the head coach of any athletic team or cheerleading squad at UHS. The members thereof shall serve until their successors are elected.
- Section 2 The duties of this Committee shall be to transact necessary business in the intervals between regular or special meetings of the Association and such business as may be referred to it by the Association. The President shall call a meeting this Committee when the need arises.

Article IX. Committees

- Section 1 Standing Committees shall be Communications and Fundraising. The Chairman of the Communications Committee shall be selected by the Secretary, and shall select his or her committee members. The Chairman of the Fundraising Committee shall be the Third Vice President and the membership shall consist of one representative from the Association for each athletic or cheerleading squad at UHS. The members of the Fundraising Committee shall serve as Chairman of any subcommittee for special fundraising activities for their respective teams.
- Section 2 The President shall appoint such Special Committees from time to time as they deem necessary. These committees shall be concessions, elimination dinner, Boot Drive, etc.
- Section 3 The President shall be ex-officio member of all committees except the Nominating Committee

Article X. Fund Raising

- Section 1 All fund raising activities will be approved by a majority vote of the Association and all proceeds will be deposited in the treasury of the Association.
- Section 2 The Executive Committee shall prepare a proposed budget for presentation at the regular meeting of the Association in September. The budget may be amended at the regular meeting and must receive a majority vote to be adopted.
- Section 3 The Treasurer shall maintain a ledger showing funds in the general account and separate accounts for any special fund-raising activities conducted for specific purposes.
- Section 4 Funds may be transferred from the general account to specific funds accounts only in accordance with the adopted budget or by a majority vote of the general membership after all expenditures set forth in the adopted budget are met for the year. Funds may be transferred from a special account to the general account only after a majority vote of the Officers of the Association.

Article XI. Parliamentary Authority

Section 1 “Roberts Rules of Order, Revised”, shall govern this Association in all matters to which they are applicable and in which they are not in conflict with these Bylaws or those governing any school regulations.

Article XII. Amendments

Section 1 These Bylaws may be amended at any regular meeting of this Association by a two-thirds vote of the members present and voting, provided notice of the proposed amendments shall have been given at the previous regular meeting.

Amendments

- I. Any expenditure of \$500 or less that arises between regular business meetings may be approved the President and one other Booster Officer.
- II. All money taken in and kept as Booster’s share of 50/50 drawings shall be deposited to the Booster’s accounts and used to fulfill the objectives of the Associations, as outlined in Article II of the Bylaws.
- III. The University High Boosters will request three original itemized bides from reputable vendors. The bids will be submitted in writing to an officer prior to the monthly boosters meeting. The criteria that is requested from the Boosters is:
 - The UHS logo or name (which designates UHS affiliation) shall appear on any clothing apparel that the Boosters provide funding for.
 - Higher bides will be accepted if necessary to match existing uniforms or equipment, subject to board approval.
 - The quality of the uniforms should last for a minimum of 3 years.