

Jefferson High School Softball Booster Club By-Laws

1. Name and Affiliation

- 1.1 The name of this non-profit organization shall be Jefferson Softball Booster Club. It shall serve JHS Softball participants and their families.
- 1.2 In this document, the Jefferson Softball Booster Club shall be referred to as the Booster Club.

2. Aims and Purposes

- 2.1 To support the Softball program for girls of JHS.
- 2.2 To open and encourage communication regarding the needs of the JHS Softball team at all levels in the community.
- 2.3 To improve and supply equipment, and other needs of the program as indicated by the coaches and parents.
- 2.4 To provide social opportunities for the team participants.

3. Membership

- 3.1 Membership in this organization shall be open to all individuals who have paid the current year's Booster Club dues. These members will be considered to be in good standing and will be welcome to vote at all general membership meetings.
- 3.2 Meeting of the general Booster Club shall be held in the fall and beginning of the softball season of each calendar school year. The date of such meetings shall be set by the Chair.
- 3.3 The officers shall fill any board vacancy from members of the Booster Club in good standing.
- 3.4 Booster Club board shall meet a minimum of four times per year. Dates of such meetings shall be set by the Chair.

4. Election of *Board Members*

- 4.1 *Board members* shall be elected once yearly by vote.
- 4.2 All Booster Club members in good standing shall be eligible to be on the board.
- 4.3 Members may hold more than one office.
 - a. A member may not hold President and Treasurer positions in the same year. President and Treasurer may not be from the same family

5. Board Members

- 5.1 The board members will consist of the Captain's parents (one voting right) and a representative from each high school grade level.

- 5.2 The Board Members of the Booster Club shall be listed in Section Six.
- 5.3 The term of each board member shall be one year beginning July 1.
- 5.4 All board members are required to maintain records of their specific role.
- 5.5 Board members are required to turn over all records at the end of their term.
- 5.6 All board members must confer with President/Treasurer before spending funds.

6. Duties of Board Members

6.1 The Chair shall:

- A. Preside over membership events and general membership meetings.
- B. Function as the chief executive and representative of the Booster Club.
- C. Represent Booster Club in any activities (or delegate another board member when needed) in any activities related to the interests of the Booster Club to ISD 271.
- D. Coordinate with coaches and officers as needed.
- E. Arrange and organize team photos for the year.
- F. Organize recruitment at middle school with posters prior to booster club meetings.
- G. Coordinate with board members handouts, sign-up sheets, etc.
- H. Coordinate meeting dates, times and rooms for Board meetings, PAC meeting and general membership meeting
- I. Coordinate with the AD captain's practice space as needed
- J. Support participation in JAGs Booster club

6.2 The Treasurer and Co-Treasurer shall:

- A. Be listed as the responsible parties of the checking account.
- B. Develop an audit system.
- C. Determine, with board members recommendations, the club dues for the year.
- D. Collect and maintain a record of membership dues.
- E. Maintain an accurate financial record of all transactions of the Booster Club.
- F. Record of fundraising, dues, donations, and expenses will be reported by the treasurer to the Booster Club at each scheduled meeting.
- G. Submit appropriate financial report to the JAGs Booster Club Treasurer per agreement two times a year (due January 20th and July 20th each fiscal year)
- H. Attend JAGs BOOSTER CLUB meetings each month or appoint another board member to attend

6.3 The Secretary/Webmaster shall:

- A. Have responsibility for necessary correspondence to all Booster members via the website.
- B. Maintain accurate records of minutes of all meetings.

- C. Notify members of meetings at least one week prior to the meeting date with the agenda.
- D. Communicate to board/members meeting minutes as needed.
- E. Keep membership records up-to-date and maintain lists of all current and former members, including name, email, address, and phone number.
 - a. Maintain and update website with information from the Booster Club and the coaches.
- F. Create sign-ups as needed.
- G. Maintain alumni information for booster club and JAGS Booster club

6.4 The Fundraising Co-Coordinator shall:

- A. Coordinate team fundraising events by acting as or selecting chair persons for the Annual Steak Fry, Poinsettia sales, Cub Bagging, Culver's, etc.
- B. Advertise the fundraising event in conjunction with the webmaster and chairs as needed.
- C. Coordinate with the Treasurer expenses and income associated with the event, maintaining accurate records.
- D. Coordinate participation in JAGs fundraising activities and provide volunteers when requested

6.5 The Spiritwear Coordinator shall:

- A. Be a captain's parent
- B. Work with vendor and captains on designs and selections prior to the season.
- C. Obtain samples
- D. Create order forms and distribute at Booster Club meeting
- E. Coordinate with webmaster form availability on the website
- F. Collect monies and work with the Treasurer reporting expense and income.
- G. Distribute spiritwear

6.6 The Banquet Chair shall:

- A. Coordinate the Senior Night and the End of the Year Banquet.
- B. Coordinates selection of venue with the board.
- C. Designs invites, coordinates with webmaster distribution to the team families and coaches.
- D. Coordinates with the board awards, senior gifts, coaches gifts, slideshow.
- E. Design and print programs, decorations and "set-up" at the venue.
- F. Works with the treasurer reporting income and expenses.

7. Dues and Income

- 7.1 All persons joining the Booster Club must pay the dues as determined by the board.

- 7.2 Scholarships need to be reviewed by the President and Treasurer.
- 7.3 Treasurer will report at each meeting held the financial statement of the Booster Club.

8. Amendments

- 8.1 Changes to the bylaws may be proposed by the Booster Club as necessary to achieve the Booster Club purposes, goals, and directives.
- 8.2 Amendments shall be introduced at a Booster Club meeting. Changes to amendments shall be discussed and must be agreed upon by the majority of the Booster Club Board.
- 8.3 Amendments shall take effect immediately upon their adoption.

9. Operating Policies

- 9.1 The officers are empowered to issue operating policies to provide members with the necessary procedures for day to day activities.

10. Dissolution

- 10.1 In the event that Jefferson High School Booster Club is dissolved, outstanding debts and claims shall be paid out of the softball account and any remaining property of the Booster Club will go to ISD 271.