

OXFORD HIGH SCHOOL BOOSTER CLUB

"Boosting Spirits, Building Success"

OHS BOOSTER CLUB BY-LAWS

ARTICLE I – NAME

The name of this non-profit organization shall be ***Oxford High School Booster Club***. It is organized exclusively for charitable purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

ARTICLE II – PURPOSES

The Booster Club shall exist for the primary purpose of providing broad support for the Oxford High School's academic, activities, arts and athletic program; hereinafter referred to as "AAAAP". More specifically, its purposes are:

1. to support, promote, and encourage high standards of integrity and good citizenship in "AAAAP".
2. to support the healthy and equitable growth of academic, activities, arts and competitive sports for boys and girls.
3. to raise funds to enrich the "AAAAP". (It is not the intention of the Booster Club to relieve the Board of Education of the responsibility for fully funding a complete academic, activities, arts, interscholastic and intramural program of athletics. Accordingly, funds raised through the efforts of the Booster Club are to be used for the purchase of goods and services above those expected from a regular school budget.)
4. to assist the Academic, Activities, Fine Arts and Athletic Directors and the high school principal in any way possible in the development of healthy programs.
5. to encourage cooperation with other community groups that are interested in various "AAAAP" activities.
6. to promote projects that improve and/or enhance facilities.
7. to promote the general welfare of the participating student artisans, athletes and those participating in activities.

ARTICLE III – ORGANIZATIONAL STRUCTURE

There shall be three groups within the Booster Club organization: The Executive Board, Advisory Committee and General Membership.

IIIA – EXECUTIVE BOARD

- 1. MEMBERSHIP** – The Executive Board shall consist of the current principal, Directors of Athletics, Fine Arts and Activities Programs and the following elected positions (See Article IV – ELECTIONS): President, Vice President, Secretary, Treasurer, Historian, Concessions Coordinator, Special Projects Coordinator and Public Relations Coordinator.
- 2. MEETINGS** – The Executive Board shall meet once a month on a mutually agreeable day. A quorum shall be a simple majority of the total members of the Executive Committee. Each Executive Board member will have one (1) vote. In the case of a tie, the President’s vote will be the tiebreaker. An annual meeting to present and review Booster Club business for the previous year will be held once a year. The date will be determined at the First meeting of the Executive Committee.
- 3. RESPONSIBILITIES** – The Executive Board shall be the basic leadership group charged with the following:
 - a. to transact necessary business as well as enforce and introduce new policies in the intervals between Advisory Committee meetings and meetings open to the public.
 - b. to coordinate with Committee Chairpersons membership of all standing committees that will serve on the Advisory Board.
 - c. to approve expenditures of non-budget items greater than \$400.
- 4. DUTIES OF THE OFFICERS OF THE EXECUTIVE BOARD**

At the inception of the Booster Club, the Oxford High School Principal will appoint the following positions for a period of two years. At the completion of this two-year term, elections will then occur.

PRESIDENT

The President shall preside over all meetings for the organization, assume overall responsibility for the management of the organization; appoint committees and committee chairpersons for the Advisory Committee if required. To be elected to the position of President, a nominee must have served on the Executive Board for a minimum of one year. The President shall serve for a minimum of two years.

VICE PRESIDENT

The Vice President shall act as President in the event of the President's absence or disability and will perform duties as assigned by the President. To be elected to the position of Vice President, a nominee must have served on the Executive Board for a minimum of one year.

SECRETARY

It is the duty of the Secretary to keep a record of all regular and special meetings, to promote good communications with the membership and to keep a list of all current members of the organization. To be elected to the position of Secretary, a nominee must have served on the Executive Board for a minimum of one year.

TREASURER

The Treasurer will be responsible for collecting, depositing and disbursing funds of the organization; will compile all financial reports and present data to the Executive Committee at monthly meetings. The Treasurer will also be responsible for investigating and recommending various investments to the Booster Club. The Treasurer will verify that the Board approved accountant has filed Federal tax returns and that non-profit status is maintained with the State. The accounts of the Treasurer may be audited at the discretion of the Executive Committee. To be elected to the position of Treasurer, a nominee must have served on the Executive Board for a minimum of one year.

To ensure the accurate transfer of financial information after elections, the exiting Treasurer and newly elected Treasurer will meet during the month of July to complete the transfer of all books in accordance with the Internal Revenue Code for non-profit organizations Section 501 (c) (3).

HISTORIAN

The Historian shall collect and maintain records in a central location and record a "history" of events that occur from the inception of the Booster Club. These records shall be maintained in case a precedent has been set pertaining to a particular Booster Club policy.

CONCESSION COORDINATOR

The Concession Coordinator will determine what events the Oxford Booster Club Concessions should set up, coordinate a schedule of events with dates and times needed to recruit volunteers as well as coordinate with the AAAP parent volunteers for a particular event. The Concession Coordinator will establish a menu for the different types of events, investigate potential vendors to provide for such menu items for the highest profitability, and place orders for food items. The Coordinator will

ensure concession areas meet health requirements as well as ensure all volunteers are properly trained and supervised.

SPECIAL PROJECTS COORDINATOR

The Special Projects Coordinator will review fundraising activities submitted by AAAP groups for the upcoming year to ensure that there is no duplication between various groups. The Coordinator will work hand in hand with the Public Relations Coordinator to promote various fund raising events.

PUBLIC RELATIONS COORDINATOR

The Public Relations Coordinator will oversee the information technology through promoting and maintaining the Oxford High School Booster Club web site. The Coordinator will review, and submit to the media advertising and/or promotional information for various events.

IIIB. ADVISORY COMMITTEE

- 1. MEMBERSHIP** – Membership will consist of the Athletic Coaches, Fine Arts Director and Activities Program Director as well as Committee chairpersons for each AAAP. If appropriate, the Advisory Committee may have co-chairs, sharing dual responsibilities for their respective positions.
- 2. MEETINGS** – The Advisory Committee will meet with the Executive Committee when requested or as appropriate to present and review information on upcoming functions and/or events.
- 3. RESPONSIBILITIES** – The Advisory Committee members are responsible for the following:
 - a. to request permission to conduct fundraising events as well as present financial reports on upcoming functions and/or events to the Special Projects Coordinator when requested or as appropriate.
 - b. to vote on financial requests submitted by Advisory Committee Chairpersons under \$400. The principal shall have final veto power on all expenditures.

IIIC. GENERAL MEMBERSHIP

MEMBERSHIP – Membership in this organization is open to the entire Community. General members may attend meetings of the Executive Committee as non-voting participants. The general membership can present to the Executive Committee recommendations for projects to be considered for fundraising.

MEMBERSHIP FEE: Each general member, or general member family, will be required to pay an annual membership fee. Membership fee dues shall be payable at the beginning of each school year or upon joining the organization. Membership fees will not be prorated for members joining after the start of the school year. The amount of the annual membership fee will be established each year by a majority vote of the Executive Committee.

ARTICLE IV– ELECTIONS

1. Elected officers shall serve for at least a two-year term.
2. The President shall appoint two people from the Executive Committee to solicit and present names for election to the Executive Committee. The Nominating Committee will submit the names of people interested in serving on the Executive Committee no later than the April meeting. Elections will take place at the May meeting with the term of office commencing in July.
3. In the event a member of the Executive Board must step down before the end of an unexpired term, the President shall appoint a replacement with the approval of the Executive Committee.
4. Should the President be unable to complete his/her term of office, the Vice President will assume the responsibilities of the President and serve out the remaining time.

ARTICLE V – ACADEMIC FUNDING

The OHS Booster Club will establish a specific dollar amount each fiscal year (July 1-June 30) for the primary purpose of supporting academically based educational or development programs not funded by the Board of Education budget and in accordance with established state, local or federal curriculum requirements.

The specific amount will be dependent upon the annual revenue of the OHS Booster Club. At the end of a fiscal year (June 30), the Executive Committee will determine a minimum dollar amount to be set aside for academic requests for the upcoming school year. This dollar amount will be approved by a majority vote of the OHS Booster Club Executive Committee. If additional funds become available during the fiscal year, additional monies may be appropriated by a majority vote of the OHS Booster Club Executive Committee.

A “Request to Fund an Academic Program” must be completed and submitted to the OHS Booster Club Secretary one week prior to the normally scheduled Booster Club meeting. A favorable majority vote by the Executive Committee will approve the requested dollar amount.

ARTICLE VI – SCHOLARSHIP FUND

At the close of the fiscal year (June 30), the Executive Committee of the OHS Booster Club will approve a dollar amount to be added to a Scholarship Fund for a graduating OHS student. This scholarship will be awarded based on volunteering for events the OHS Booster Club Executive Committee has approved and community volunteering (Criteria for this Scholarship to be established).

ARTICLE VII – AMENDMENTS TO THE BY-LAWS

Amendments of the by-laws shall be presented to the Executive Committee for discussion and evaluation. Proposed by-law changes will be distributed by mail and voted upon by the Executive Committee, Advisory Committee and members at large. Any change shall be adopted by a majority vote in favor.

Adopted September 2008

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