

BYLAWS
UNIVERSITY HIGH ATHLETIC BOOSTERS
(As Revised November 4, 2019)

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 is eligible to vote and become an officer in the Association.
- Section 2 The officers of the Association shall be: President, Vice President, Secretary, Treasurer, Vice President of Concessions, Vice President of Operations, Vice President of Scheduling, Vice President of Fund Raising, Team Liaison, Beverage Coordinator, Banner Coordinator and Brick Coordinator.
- 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 Board.
- Section 7 All officers shall deliver to their successors all official material within 10 days after the May meeting.

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; be a liaison to school administration, athletic director and coaches; assist with opening and closing of the concession stands.

- Section 2 The **Vice President** shall be Membership Chairman. The 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. They will also be responsible for maintaining all social media accounts (Facebook and Twitter). Assists with opening and closing the concession stands.
- Section 3 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 by the members, the Secretary will post the final minutes to the school's website at the discretion of school administration. 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. Assists with opening and closing the concession stands.
- Section 4 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. The Treasurer's accounts shall be audited annually by the same auditing system which audits the finances of UHS. Internal audits will be done only on an as needed basis. If an internal audit is needed, the President will appoint an Auditing Committee of not less than three members. After a thorough examination of said accounts, the committee will present a written statement at the regular meeting of their audit. They will also take care of any mail that comes to the booster mailbox in the school and will be the primary responding party of the booster's email address. They will assist with opening and closing the concession stands.
- Section 5 The **Vice President of Concessions** shall keep both the inside and outside concession stands stocked accordingly based on scheduled events (this includes all food and supplies but not drinks) and assist with opening and closing the concession stands.
- Section 6 The **Vice President of Operations** will ensure that all equipment is maintenance and functioning properly; and assists with opening and closing the concession stands.

- Section 7 The **Vice President of Scheduling** will coordinate a schedule for ALL events requiring a concession stand both inside and outside; schedule openers and closers; obtain a list of workers from designated team representative; and assist with opening and closing the concession stands.
- Section 8 The **Vice President of Fund Raising** will plan fundraising events; find and develop new fundraising ideas; oversee any committees related to fund raising projects; and assist with opening and closing the concession stands.
- Section 9 The **Team Liaison Coordinator** will make sure each team has a representative, maintains communication with the representative as required; will attend team meetings to give explanation of purpose and requirements of the UHS Athletic Boosters; and assist with opening and closing the concession stands.
- Section 10 The **Beverage Coordinator** will place orders with Coke as needed for the inside and outside concession stand; and assist with opening and closing the concession stands.
- Section 11 The **Brick Coordinator** will be the primary responsible party for selling new bricks and coordinating with the other members and the UHS Band Representatives to sell bricks. They will be the primary name on the Brick checking account and will be responsible for working with the designated brick company for the orders. They will also assist with opening and closing of the concession stands.
- Section 12 The **Banner Coordinator** will be the primary responsible party for selling new banners and coordinating with the other members to sell new banners; will maintain a log of what banners have been renewed and of each banners expiration date; and assist with opening and closing of concession stand.

Article VII. Meetings

- Section 1 Regular meetings of this Association shall be held monthly during the school year (September – May) on the second Monday of each month. The meetings will be held at University High School at 6:30. Meeting dates are subject to change based on school availability, maximum notice of change will be given. An agenda will be prepared for all meetings. Items submitted for inclusion on the agenda, must be submitted to the President no later than 2 days 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. Committees

Section 1 The President shall appoint Special Committees from time to time as they deem necessary. These committees may be concessions, elimination dinner, etc.

Section 2 The President shall be ex-officio member of all committees.

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 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 3 Funds may be transferred from the general account to specific funds accounts after a majority vote of the the Officers of the Association. 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

- Any expenditure of \$500 or less that arises between regular business meetings may be approved the President and one other Booster Officer.
- 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.
- Financial Assistance Eligibility from the boosters will be dependent on the meeting of the requirements of Amendment IIIa of the bylaws.
 - a. Eligibility requirements for financial assistance:
 - i. Each team must have a team representative listed with the Boosters.
 - ii. Each team must submit to the Boosters a schedule and roster prior to the start of their season annually and communicate with the Team Liaison Coordinator when their team meetings are, so that they may attend.
 - iii. Coaches or a team representative must be present at seventy-five (75%) of all Booster meetings.
 - iv. Each team must fulfill its outside concession obligation for home football games in the fall annually.
 - v. Each team must complete proper procedures when requesting financial assistance as outlined in the specific assistance request forms.
 - vi. Each team must accept and make every effort to sell their allotted number of tickets for the Annual Booster Fundraiser.
 - b. The University High Boosters will request three (3) original itemized bids from reputable vendors. The bids will be submitted on the uniform request form to an officer prior to the monthly boosters meeting the criteria requested from the boosters is as follows:
 - i. Team must be in good standing with Amendment III.a of the bylaws.
 - ii. The UHS logo or name (which designates UHS affiliation) shall appear on any clothing apparel that the Boosters provide funding for.

- iii. Higher bids will be accepted if necessary, to match existing uniforms or equipment, subject to board approval.
- iv. The quality of the uniforms should last for a minimum of three (3) years.
- v. Teams are eligible for one (1) varsity uniform every three (3) years. This uniform consists of a home or away uniform, but not both. The only exception to this is Cheerleading which will be eligible for uniforms every other year because of the length of their season that extends through the fall and winter seasons.
- vi. Uniforms must be returned and inventoried at the end of season for next year's use.
- vii. Requisitions shall be limited to items proposed to be acquired following approval from the boosters, and the boosters shall not assume the liability, nor approve reimbursement of any person or sport, for any items previously purchased or contracted for by the person or sport prior to obtaining the boosters approval.
- viii. Funds shall not be disbursed to the requesting sport until such time as a purchase order or written quote for the approved item(s) has been provided to the Treasurer.
- ix. Teams consisting of twenty-nine (29) or fewer varsity athletes may receive financial assistance up to \$1500 every (3) years for a "set" of uniforms (a set is a varsity home or away uniform, but not both).
- x. Teams consisting of thirty (30) to forty-five (45) varsity athletes may receive financial assistance up to \$2500 every (3) years for a "set" of uniforms (a set is a varsity home or away uniform, but not both).
- xi. Teams consisting of forty-six (46) or more varsity athletes may receive financial assistance up to \$3500 every (3) years for a "set" of uniforms (a set is a varsity home or away uniform, but not both).
- xii. Cheerleading may receive financial assistance up to \$3000 every other year for uniforms.
- xiii. The boosters will not assist with the purchase of personal items such as hats, cheer lollies, and other single athlete apparel.

- c. Team meal reimbursement must meet the following guidelines:
 - i. Team must be in good standing with Amendment III.a of the bylaws.
 - ii. Teams may be reimbursed up to seven (\$7) dollars per player or coach for one hundred (100%) of all away games when the team is leaving directly after school hours by bus. (Games in close proximity, weekend games and games scheduled when school is not in session are not eligible for meal assistance. Tournaments and overnight trips are not eligible for meal assistance. Any meals that are needed during a State tournament that takes place when school is in session are eligible for the allotted \$7 meal reimbursement per player/coach.
- d. Team banquet reimbursement must meet the following guidelines:
 - i. Team must be in good standing with Amendment III.a of the bylaws.
 - ii. Teams may be reimbursed up to eight (\$8) dollars per player or coach.
- e. Other financial assistance requests will be considered by the Boosters on a case by case basis. Expect to provide a Booster Officer itemized bids prior to ordering the equipment before the next scheduled Booster meeting. There is no guarantee on financial assistance for these requests.
- f. Financial assistance requests presented to the boosters at monthly meetings may be tabled for a vote until the next scheduled booster meeting. This gives the boosters time to consider:
 - i. The boosters' current financial condition.
 - ii. The compatibility of the requested item(s) with the mission, bylaws and policies of the boosters.
 - iii. Team eligibility requirements.