

# **Lacey Township High School Booster Association By-Laws**

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## **ARTICLE I**

The Lacey Township High School Booster Association, Incorporated will herein be referred to as the Booster Assoc.

## **ARTICLE II**

1. The objective of the Booster Assoc. will be to promote and support co-curricular activities at Lacey Township High School and Lacey Township Middle School by active involvement whenever possible. The Booster Assoc. will work in cooperation with the school administration; however, all final decisions will be made by the Booster Assoc.
2. To give guidance and support to any sub-committee that is formed to support co-curricular activities which adhere to the by-laws of the Booster Assoc.

## **ARTICLE III**

### **MEMBERSHIP**

#### **Section I. Eligibility:**

- A. Must be a resident of Lacey Township, or have a child attending Lacey Township High School or Lacey Township Middle School and interested in supporting all the co-curricular activities at Lacey Township High School and Lacey Township Middle School.
- B. 21 Years of age or older.
- C. Promote Article I and II of the Booster Association By-Laws.
- D. Must be a current member and pay annual dues. September 1 to August 31 shall comprise the membership year. (All membership dues belong to the Booster Assoc.)

#### **Section II. Classes of Membership**

- A. Associate Member:
  1. A person who meets all of Section I.
- B. Active Member:
  1. A person who meets all of Section I.
  2. Must be present at six (6) monthly meetings in a twelve (12) month period: or three (3) consecutive meetings. Upon the member's fourth meeting: voting privileges will be obtained.

3. Must be involved in one (1) event sponsored by the Booster Assoc. during the current year(9/1 - 8/31).

## ARTICLE IV

### EXECUTIVE BOARD

Section I. The Executive Board shall be (9) in number and consist of the following:

1. President
2. Vice President
3. Publicity
4. Treasurer
5. Recording Secretary
6. Corresponding Secretary
7. Membership Chairman
8. Ways & Means Chairman
9. Sergeant-at-arms/Parliamentarian

Section II. Liaison

The Executive Board includes a liaison (supervisor of Student Activities). All efforts which involve contact with the school should be done through the school liaison. All communication with the liaison shall be done by the President of the Booster Assoc. and/or his/her designee.

Section III. Qualifications to be on the Executive Board

- A. Must have been and "active member" for one (1) current year.
- B. Must have a child who has, is, or will participate in a co-curricular activity while attending Lacey Township High School.

Section IV. Duties of Executive Board

- A. Supervise and promote the activities of the Booster Assoc
- B. Shall conduct the administrative affairs of the Booster Assoc: and shall strive to remove as much routine business from the general membership meetings as possible
- C. Shall authorize disbursement of all monies of the Booster Assoc
- D. Attend Executive Board Meetings (and \*emergency meetings called by the President or his/her designee). Executive Board meetings to be held prior to the general meetings or as decided by the Executive Board,
- E. In the event of death, resignation, or impeachment of any member of the Executive Board, the President shall make the appointment with the approval of the Executive Board. Consideration will be given to any person(s) nominated for that position before the appointment is made.

Section V. Duties of Officers

A. President

1. Shall preside at all meetings of the Booster Assoc. and the Executive Board.
2. Appoint the chairperson of committees, with the approval of the Executive Board.
3. Plan the meetings and activities of the Booster Assoc. with the approval of the Executive Board.
4. Sign all official documents and papers of the Booster Assoc. ie NJ Annual Report
5. Reconcile Register Monthly with Treasurer to verify approval of funds paid.
6. Vote only to break a tie: except for elections in June or in a close ballot vote.
7. Hold the position of Chairperson of the Scholarship Committee, except when a parent of a graduating senior.
8. Perform such other duties as are usually attached to the Office of the President, oversee PTBoard and all announcements.
9. In the case of death, resignation, or impeachment of a member of the Executive Board, the President has the power to make an appointment to the position with the approval of the Executive Board.

B. First Vice President

1. Have all the powers and perform all the duties of the President in his/her absence.
2. Perform the duties of the President in the event of death, resignation, or impeachment of the same.
3. Co-sign with the President on all disbursements of the Booster Assoc. funds when reconciling monthly statements.

C. Publicity

1. Schedule all meetings and events with the School District.
2. Communicate with the District Technology Coordinator (or current personnel holding similar position) to update the Booster Assoc. web page on District website.
3. Update the Booster Assoc. Membership form annually.
4. Create Gift Auction flyers and deliver them to each school for distribution.
5. Communicate with the Lacey Township's Recreation Department to advertise all Booster events on the township's public communication boards.

D. Treasurer

1. Collect all monies of the Booster Associations and deposit the same in an authorized account.
2. Pay all obligations of the Booster Association after such payments have been authorized by the Executive Board.
3. Keep a record of all monies received and disbursed.
4. Present a written report on the financial condition of the Booster Association at all meetings of the Booster Association and the Executive Board.
5. Prepare a budget in August to be voted upon by the membership at the September General Meeting.
6. Responsible for the NJ Raffle license and Booster Assoc. sponsored 50/50's.

E. Recording Secretary

1. Keep a record of the proceedings of all the Booster Association regular meetings and the Executive Board meetings. The minutes shall be read and copies made available at the following meeting. The minutes of the Executive Board meetings shall be read at the meetings of the Executive Board. The minutes of the regular meeting shall be read at the regular meeting of the Booster Association. (In the absence of the Recording Secretary at any meeting, the President shall appoint a person to act in that capacity).
2. Receive and file the written reports of all Main Booster committees and Subcommittees.
3. Maintain a complete file of all minutes as part of the Association's permanent files for a period of 4 years.

#### F. Corresponding Secretary

1. Will accomplish all outgoing correspondence.
2. Maintain appropriate files pertaining to the Booster Association.
3. Read all incoming correspondence received by the Booster Association at the Executive Board meetings.

#### G. Membership Chairperson

1. Maintain an accurate membership roster, associate and active. Roster to include names, addresses, telephone numbers and e-mail addresses.
2. Oversee the notification of all active members of dates and times of meetings.
3. Keep attendance records at all Executive Board and General Booster Association meetings.
4. Shall be responsible to the membership for maintaining up to date records for the purpose of voting. Shall notify members of eligibility vote.
5. Planning/implementing events, activities in the solicitation of new members with the approval of the Executive Board.

#### H. Ways and Means Chairperson

1. Oversee all fundraising activities.
2. Will oversee all advertising deemed necessary to effectively publicize a Booster Association event or activity.
3. Must maintain and/or supervise the maintenance of the refreshment stand to be used by the Booster Association.
4. All monies received will be turned over to the Treasurer within one (1) WEEK (7 days).
5. Will be responsible for all purchasing of and maintaining inventory of supplies. Receipts for all bills must be turned over to the Treasurer within one (1) WEEK (7 days).
6. The purchase of new equipment or new items shall be with the approval of the Executive Board.
7. Be responsible to arrange volunteer help when necessary. All volunteers working in the Lion's Den must be a Booster Association member or immediate family (14

years of age or older). No Student shall handle monies without a responsible Booster Association member present.

8. Be responsible for receiving and reviewing requests for use of the Lion's Den and presenting those requests, with recommendation to the Executive Board.
9. Keys to the Lion's Den Refreshment stand will be issued by the President of the Booster Association. A list of those with keys will be maintained by the President and a copy given to the Recording Secretary.

- I. Sergeant-at-Arms/Parliamentarian
  1. Shall keep order at the meetings.
  2. Shall advise the Booster Association on parliamentary procedures.

## ARTICLE V

### MEETINGS

#### Section I: General Meetings

- A. Shall be held once a month during the calendar year. Time and place of said meetings to be determined by the Executive Board.
- B. Eight (8) active members shall constitute a quorum.

#### Section II: Executive Board Meetings

- A. Shall be held once a month during the calendar. Meetings will be held prior to the general meeting. Time and place of said meetings to be determined by the Executive Board.
- B. Five (5) Executive Board members - including the President-shall constitute a quorum.

#### Section III: Special Meetings

Meetings of either the general nature or of the Executive Board may be called by the President as he/she deems necessary. All Executive Board members must be notified at least 24 hours prior to the meeting, whenever possible. A quorum must be in attendance or no business can be conducted by the Executive Board or the Booster Association.

## ARTICLE VI

### FINANCIAL MANAGEMENT

#### Section I: Checking Accounts

Checking accounts must be established in the name of the Booster Association. All disbursements will be verified against minutes and statements at monthly executive meetings to verify authenticity of approval by any of the two officers:

President

First Vice President  
Treasurer

#### Section II: Savings Accounts

Savings accounts must be established in the names of the Booster Association. All disbursements will be verified against minutes and statements at monthly executive meetings to verify authenticity of approval by any of the two officers:

President  
First Vice President  
Treasurer

#### Section III: Disbursement of Funds

Expenses incurred against the Booster Association in the excess of eight hundred (\$800.00) dollars will be presented at the next general meeting of the Booster Association for payment approval. All other expenses will be paid by the approval of the Executive Board.

#### Section IV: Financial Planning/Budget

The Executive Board will have at least one (1) meeting each fiscal year (9/1 to 8/31) to evaluate that year's financial requirements. They will then determine and recommend a budget that should be approved by the membership to support those needs.

#### Section V: Bonding Insurance

The Booster Association shall hold bonding insurance of \$20,000 per annual policy term. Insurance covers all Board Members in case of theft or loss. Multiple claims may be filed with the max claim to exceed \$20,000 per policy term.

### ARTICLE VII

#### COMMITTEES

##### Section I: Standing Committees Objectives

- A. A standing committee shall perform the work entrusted to the committee and present a report on their activities at the regular meetings. The Executive Board shall oversee all actions by committees and must approve all final actions done by the committees.
- B. All standing committees shall be headed and run by "active" members of the Booster Association.
- C. All standing committees shall follow procedures established by the Executive Board.

##### Section II: Standing Committees

Scholarship  
Gift Auction

###### A. Scholarship Committee

1. This committee is headed by the Booster Association President. The Executive Board will appoint a chairperson in the event the President is a parent of a graduating senior.
2. Additional members shall be recommended by the chairperson and approved by the Executive Board. No member of this committee shall be a parent of a graduating senior.
3. The committee will meet and select the scholarship recipients from Booster Association applications received from the Student Personnel Services Department.

## ARTICLE VIII

### SPECIAL COMMITTEES

#### Section I: Special Committee Objectives

Special Committees shall perform the work entrusted to them and present a report on their activities at the regular meetings. These committees shall follow procedures established by the Executive Board.

## ARTICLE IX

### SUBCOMMITTEES

#### Section I:

All subcommittees of the Booster Association will adhere to all by-laws of the Booster Association. The subcommittees will follow policies and procedures established by the Executive Board of the Booster Association.

These committees herein referred to as the Sub Boosters Committees.

#### Section II: Committee Membership

1. The Booster Sub-Committees shall be made up of individuals with a student currently involved in the activity the committee represents and who meet all of the other membership criteria stated in Article III.
2. Active member status does not transfer to Booster Association unless they fulfill Article III, Section II B.
3. Booster Sub-Committee members (other than the Chairperson) will not be required to attend monthly general Booster Association meetings to qualify for active membership as stated in Article III, Section II B as long as they meet those requirements at the Booster Subcommittee meetings. However, all active members who wish to vote on issues/motions or for the Executive Board of the Booster Association must attend regular general meetings of the Booster Association as stated in Article III Section II B.
4. All Sub-Committee meetings shall not conflict with Booster Association meetings.

#### Section III. Liaison

The Booster Sub-Committee's liaison to the Booster Association will be the faculty member of the activity, the Chairperson or Vice Chairperson. The liaison must attend general Booster Association meetings to report their activities.

#### Section IV. Organization Meeting

1. Parents interested in forming a Booster Sub-Committee shall consult the faculty advisor (liaison) for his/her approval and cooperation in the organization of such committee.
2. Any coach/director (liaison) of an activity, who wishes that a Booster Sub-Committee be organized may approach parents of students involved in his/her activity about creating such a committee.
3. It will be the Liaison's responsibility to consult and inform the President of the Booster Association of the request. The President and Liaison will meet with the Supervisor of Student Activities on forming a Sub-Committee.
4. The President will then contact all interested parties to arrange a meeting with the Executive Board to discuss the organization of the Sub-Committee and will work together to set the goals of the new Booster Sub-Committee.
5. Upon dissolution of a Sub-Committee, its Executive Board shall, after payment of all liabilities, turn over all remaining assets to the Booster Association Treasurer including but not limited to the records and monies. Any funds turned over will be kept in a separate account of the dissolved Sub-Committee's former function. Expenditures to and/or for the former SubCommittee shall be by majority vote prescribed by the by-laws of the Booster Association.

### ARTICLE X

#### VOTING

##### Section I. Eligibility

Only active members of the Booster Association as defined in Article III, Section II B, are eligible to vote on any issues or motions presented and for officers.

##### Section II. Voting of Officers

- A. Candidates for an elected office must meet the qualifications as defined in Article IV, Section
- B. Candidates shall have been nominated by a motion from the floor.
- C. Elections are held at the May Meeting.
- D. Voting for offices will be done by ballot.
- E. In the case of only one person running for an office or for all the offices, the Recording Secretary can declare a unanimous vote after a motion and a second of the same has been made from the floor.

##### Section III. Voting on General Issues/Motions

- A. Voting of general issues or motions will be voted on at general meetings/Executive Board meetings by show of hands after a motion and a second have been presented.



- B. Any member wishing a vote to be taken by ballot may make a motion in which the majority will rule on that matter.

#### Section IV. Counting of Votes in the Election of Officers

- A. The Sergeant-at-Arms shall be responsible for counting the ballots.
- B. The Sergeant-at-Arms gives the results to the President to announce it.
- C. All results shall be recorded in writing and be signed by all involved in the counting. All ballots must be placed in a sealed envelope. All ballots are destroyed at the close of the May meeting.
- D. Recounts are permissible by the request of one of the candidates. Counters remain the same.
- E. Proxy votes are inadmissible.
- F. All challenges of elections must be in writing and be submitted within 48 hours to the present President.
- G. All challenges registered will be reviewed and reported on and their finds be brought before the general membership to be approved or disapproved at the June meeting.

#### Section V. Absentee Ballots

The procedures for submitting and acceptance of absentee ballots are as follows:

- A. A signed sealed envelope containing a ballot for each office must be submitted to the Secretary prior to the election meeting.
- B. All ballot envelopes shall be placed in a large sealed envelope signed on the outside indicating absentee ballot.
- C. Prior to the start of voting, the Secretary shall announce the number of members that submitted absentee ballots: names to be announced and put into the minutes.
- D. Secretary will submit ballots simultaneously with all other ballots cast and will not apply in any runoff voting.
- E. Absentee ballots are only permissible in the election of officers and not for general issues.

#### Section VI. Majority of an Election

It shall be considered a majority when more than ½ of the membership voting is obtained by a candidate. If no majority is reached on the first ballot, there shall be a run off between the two candidates that received the most ballots passed.

#### Section VII. Term of Office for Elected Officers

The term of office shall be (1) calendar year commencing on July 1s and ending June 30th.

### ARTICLE XI

#### IMPEACHMENT

##### Section I.

- A. Members of the Executive Board or active members may be removed, of course after specific charges have been presented, in writing, by an active member or members.
- B. The written charge must be given or sent to the recording secretary 10 days prior to the next Executive Board Meeting.
- C. The charged member shall receive a copy of the written charge against him/her. The Executive Board shall make a recommendation for the action to be taken. Should it become necessary to present the same case before the general membership, the charged member will be afforded the same right to defend themselves. A vote will be taken after discussion. A 2/3 vote by the active membership can overrule the decision made by the Executive Board.
- D. Cause shall mean anything in the opinion of those bringing charges that makes the officer or member unworthy of serving in the position.
- E. If an elected officer misses three (3) Executive Board meetings and three (3) general meetings from the beginning of term of office, he/she will be impeached by a majority vote by the membership unless there are extenuating circumstances as deemed by the President and Executive Board.
- F. The impeached party may re-apply as a member after twelve (12) months.

## ARTICLE XII

### SCHOOL ADMINISTRATION

#### Section I. Liaison

All contact with the school administration and/or Board of Education, if necessary, will be made by the President of the Booster Association and with the awareness of the Chairperson of the SubCommittee if applicable.

#### Section II. Board of Education

The Booster Association should not involve itself in any activity not within the guidelines set forth by the Board of Education and in agreement with the school administration.

#### Section III. Personal Disputes

- A. During any program of the Booster Association, no member of the Booster Association shall be allowed to use that time to air any personal disputes, gripes, or other problems that will cause distress, embarrassment, and/or hostility to any guest and/or the Booster Association.
- B. At no time will the Lacey Township Booster Association or its members use the Booster Association as a forum to become involved with any student and/or parent when there is a disagreement involving a teacher/student or student/parent/administration matter (i.e. discipline, grades etc.)
- C. No member shall approach an outside vendor representing the Booster Association without approval of the Executive Board.

## ARTICLE XIII

## PROCEDURES

### Section I. Parliamentary Procedure

Robert Rules of Order (revised) shall govern conduct of all procedures (not covered by the Constitution of the Lacey Township Booster Association) during the meetings of the general membership and/or Executive Board.

### Section II. Standing Rules

The following order of business shall govern the regular meetings of the Lacey Township High

School Booster Association:

1. Call to order
2. Call of roll
3. Introduction of Speakers or goes to floor
4. Minutes of previous regular meeting
5. Report on the previous Executive Board meeting
6. Correspondence
7. Treasurer's report
8. Reports of Chairpersons
  - a. Standing committees
  - b. Special committees
  - c. Sub-Committees
9. Old business
10. New business
11. President's report

## ARTICLE XIV

## AMENDMENTS

### Section I.

The Constitution and By-laws may be amended, revised, or changed by a majority vote of the general membership provided, however, that such proposals shall be properly represented in writing to the Secretary not less than 14 days before the next regular scheduled meeting.

### Section II.

The proposed amendment, change, or revision, will be read by the Recording Secretary at the next (2) business meetings without discussion from the floor.

### Section III.

Discussion and a vote on the proposed amendment, revision, or change shall be held at the third meeting following introduction of the proposal provided there is a quorum of general

members present. If there is not a quorum, then a vote will be held at the next meeting at which there is a quorum.

## ARTICLE XV

### DISSOLUTION OF ORGANIZATION

In the event of the dissolution of this organization the Executive Board shall after payment of all liabilities, dispose of all assets of the corporation with the approval of the Board of Education and following the procedures set forth in Eighth (8th) order of the Certificate of Incorporation of Lacey High School Booster Association.