

Lacey Township High School Boosters

Policy and Procedures/Adopted August 25, 2023

High School Sub Booster;

This sub-committee shall work in cooperation with the school administration; however, shall be governed by the Lacey Township High School Booster Association and its by-laws as adopted and approved. Membership of \$10.00 per family annually shall be paid to the LTHS Booster Association in order to obtain membership to the above noted sub-committee.

Liaison

Shall be the faculty member of the club/team, Chairperson of sub-committee or a designated representative.

Shall attend the monthly general membership meetings of the Booster Association.

MEMBERSHIP ELIGIBILITY

- Shall promote the objectives of this sub-committee and the LTHS Booster Association.
- Shall be a parent and/or guardian of a student involved in the club/sport of the sub-committee.
- Shall be a paid member of the LTHS Booster Association.
- Shall meet the eligibility of the LTHS Booster Association.
- Active member of the sub-committee shall be one that:
 - Is present at 4 general membership meetings a membership year.
 - Participates in at least 2 fundraiser/activity a membership year.

VOTING ELIGIBILITY

- A member shall be permitted to vote if membership eligibility is met as stated above.

OFFICERS & QUALIFICATIONS

- Officers shall consist of a Chairperson, Vice-Chairperson, Secretary and Treasurer

- These officers shall constitute the Executive Board of the sub-committee
- The Executive Board members shall meet the membership eligibility. If their child leaves the sport or activity for any reason, that officer shall resign from the Executive Board of the sub-committee.
- The elections of officers shall be no later than the last official meeting of the sub-committee for sports and by June for any year round activity.

RESPONSIBILITIES OF OFFICERS

Duties of the Chairperson

- Shall preside at all meetings of the sub-committee.
- Plan the meetings and oversee the planning of activities of the sub-committee.
- Appoint members to be responsible for internal activities of the committee (fundraising, etc.). The chairperson will be responsible for their action at all times.
- Attend all general meetings of the LTHS Booster Association and report in full on all activities of the sub-committee.
- Be responsible for turning over to LTHS Booster Association a report on all monies raised by the sub-committee with full accounting in writing. Said report to be filed with Main Booster Recording Secretary.
- Any and all activities, fundraising, programs, etc. of the sub-committee must be brought by chairperson to the Executive Board of the LTHS Booster Association and then to the general membership for review and approval,
- The Chairperson will supply the monthly minutes of all sub-committee meetings to LTHS Booster Association.

Duties of the Vice-Chairperson

- Have all the powers and perform all the duties of the Chairperson in his or her absence.
- Perform the duties of the Chairperson in the event of death, resignation, or impeachment of the same.
- Assist the Chairperson whenever possible.
- Be responsible for maintaining an up to date record of all members, dues paid and attendance records.
- Ensure all members are signed in on PTBoard

Duties of Secretary

- Keep record of the proceedings of the Sub-Committee Executive Board and General Membership meetings.
- Receive and file written reports of all committees.
- Will accomplish all outgoing correspondence.

- Approves with Main Booster executive board on any fliers or social media soliciting donations.
- Read all incoming correspondence at the meetings.
- Is assigned 'teacher' of sub committee on PTBoard and will manage their 'group.'

Duties of the Treasurer

- Collect all monies of the sub-committee and deposit same in authorized account.
- Pay all obligations of the sub-committee after the Sub-Committee Executive Board has authorized such payment.
- Keep a record of all monies received and disbursed as per proper accounting practices. An up to date printed register of all activities for the month before must be signed off by chairperson and handed into Main Treasurer at general monthly meetings.
- Present a written report on the financial condition of the sub-committee at all Executive Board and General Membership meetings.
- Co-sign with the Chairperson and/or Vice-Chairperson all disbursements of the sub-committee funds.

Meetings

- Sub-Committee meetings may not be held at the same time as the LTHS Main Booster Association meetings.
- An Executive Board meeting shall be held monthly
- A General Membership meeting shall be held monthly

Committees

- A standing committee shall be appointed by the sub-committee executive board and will present a report of their activities at the regular monthly meetings. The Sub-Committee Executive Board shall oversee all actions by committees and must approve all final actions done by the committee.
- All standing committees shall be headed and run by active members of the LTHS Main Booster Association.
- All standing committees shall follow procedures established by the Executive Board. Examples of standing committees are ways & means, scholarship, and/or any other committee the Sub-Committee deems important.

Special Committees

- A special committee shall perform the work entrusted to them and present a report on their activities at the regular Sub-Committee meeting.
- These committees shall follow procedures established by the Sub-Committee Executive Board.
- A nominating Committee would fall under this heading.

Fundraising

- Shall be limited to 4 a season; 3 parent-led and 1 student-led.
- All fliers or social media posts must be approved before being posted soliciting donations.
- Shall be done to serve the entire program
- Shall be planned prior to school year, submitted to AD for approval and presented to LTHS Booster Association for review.
- No fundraiser shall start prior to your season.
- In the event of budget shortfalls in fundraising more fundraising may be approved at the request of the proper channels. (AD and LTHS Booster Assoc Board)

Budget

- Shall be prepared by Sub-Booster Executive Board and presented to General Membership for a vote.
- Any expense item not on the budget shall be presented by a motion from the floor and voted on at a General Membership meeting before monies can be spent.
- The Executive Board can approve up to \$800.00 without a vote from General Membership. Executive Board must advise General Membership at next General Membership meeting.
- Budget for following years seniors' awards as a safety net \$200 per qualifying senior per Main Booster scholarship requirements. (Added post 2020)

Request of funds for championship club/teams

- A club/team must be an active and in good standing Sub-Booster to be eligible to receive financial assistance toward the payment of championship rings and other championship items.
- A club/team winning a championship will receive \$30 per player, on the current season's varsity roster, towards the purchase of rings or other championship items.

Obligations to the LTHS Booster Association Inc

- The Chairperson or his/her designee shall attend LTHS Booster Association general Membership meetings year round. That person may not be a member of the Main Booster's Executive Board.
- Minutes of meetings shall be submitted to the LTHS Booster Association's Recording Secretary.
- Financial statements shall be submitted to Association's treasurer.
- All fundraisers shall be submitted to Association's Executive Board for review.
- LTHS Booster Association's by-laws supersede and determine any action needed to be taken when not clearly defined in policies & procedures of the Sub-Booster.
- The LTHS Booster Association's Treasurer and President must be a signer on all Sub-Booster accounts.
- The LTHS Booster Association will support fair awards to every senior who successfully qualifies to apply for the Main Booster Scholarship. Award amounts will be set at \$300 per qualifying senior.

Signed by two (2) Executive Board Officers of the
(Sub-Booster)

(Date)