

## **HIGHLIGHTERS BOOSTER CLUB BY-LAWS**

### **Article I - MEMBERSHIP**

1. Membership will be parents or guardians of the members of the drill team or persons who demonstrate a genuine interest in the promotion of the drill team.
2. Corporate Membership may be any business that would like to display their year round support of the drill team. Corporate membership dues are available in various tier levels and the company will be supplied with a special membership certificate and the business name displayed in the appropriate tier box of the home football programs.
3. The term of membership will be from May 1 to April 30 of the following year. However, members may be admitted at any time throughout the year.
4. The principals of the school and the director of the drill team will be considered honorary members of the Highlighters Booster Club and will not be charged membership.
5. Prospective members shall not be subjected to a vote on their acceptance.

### **Article II - DUES**

1. There shall be no initiation fee. The annual dues for regular membership will be \$5 per person age 18 and older.
2. Annual dues are payable on or before October 1 to cover the current fiscal year.
3. The club shall conduct an annual enrollment of members but persons may be admitted to membership at any time by payment of dues.
4. Only persons who have paid their dues shall be eligible to participate in business meetings or to serve in any of its elective or appointive positions.
5. No cancellation or refund of dues shall be made if a member resigns before the close of the fiscal year.
6. Paid corporate, business or group memberships carry no voting privileges.

## **Article IV – DUTIES OF OFFICERS**

1. President - It shall be the duty of the President to preside at all meetings which present, shall execute general supervision over the affairs and activities of the club, shall serve as a member ex-officio of all standing committees, and be the executive head of the Highlighters Booster Club with the full powers to endorse the Constitution and By-laws.
2. Vice-President – The Vice-President shall assume the duties of the Presidency in the event of the absence or disability of the President. At the request of the President, the Vice-President may serve in the President's place as a member ex-officio of any standing committee. The Vice-President shall assume the office of the President should that office be vacated by circumstances other than the expiration of term of office. It shall be the duty of the Vice President to preside in the absence of the President, and to perform such other duties such as organizing committees, etc.
3. Secretary - It shall be the duty of the Secretary to attend to all correspondence addressed to the Highlighters Booster Club and to send out all notices. The Secretary shall keep an accurate record in a permanent form of all members of the Highlighters Booster Club. The Secretary shall keep minutes of all Highlighters Booster Club meetings as well as Executive Committee meetings.
4. Treasurer - It shall be the duty of the Treasurer to receive all monies accruing to the Highlighters Booster Club and to deposit them in an approved depository under the name of the organization. The Treasurer shall pay out no money from this account in excess of \$600 per transaction except by direction of the general membership voting in legal quorum at an official meeting.
5. Fundraising Chairperson(s) – It shall be the duty of the Fundraising Chairperson(s) to coordinate all fundraising activities and membership drives.

## **Article V - EXECUTIVE COMMITTEE**

The executive committee shall consist of the elected officers, one parent of the current Captain of the drill team, and the director of the drill team as provided by Article V of the Constitution. The duties of the Executive Committee shall be:

1. To fill vacancies in all offices except President.
2. To call special meetings as needed.
3. To approve expenditures by Treasurer.

4. To transact necessary business in the intervals between organization meetings and other business as may be referred to it by the organization
5. To approve the plans of work of all appointed committees.
6. To appoint an auditing committee at least two weeks before the annual meeting to audit the treasurer's accounts.

#### **Article VI - MEETINGS**

1. Regular meetings of this organization shall be held on the second Tuesday of each month August through May. Executive Committee meetings will be held at 6:00 p.m. with the general Highlighters Booster Club meeting beginning at 6:30 p.m.
2. Special meetings may be called by the President after giving due notice to all members.
3. Meetings may be canceled by the President when deemed appropriate.
3. The annual meeting shall be in March.
4. Majority of those members present and voting shall constitute a quorum for the transaction of business.

#### **Article VII - AMENDMENTS**

These By-laws may be amended at the regular meeting of the Highlighters Booster Club by a majority vote; provided the director is present and all members have been duly notified.