

BYLAWS OF THE
OWENS VALLEY SCHOOL
BOOSTER CLUB

ARTICLE I – NAME

The name of this organization is the Owens Valley School Booster Club (BOOSTER CLUB).

ARTICLE II – PURPOSE

The Owens Valley School BOOSTER CLUB proposes to actively support the students, parents, teachers, and staff of the school by:

- Recognizing student, staff, and parent achievements.
- Encouraging the involvement of parents, students, staff, and the community in Owens Valley School (OVS) activities.
- Coordinating fundraising through community events.

ARTICLE III – BASIC POLICIES

- This organization shall be non-commercial, non-sectarian, and non-partisan.
- The name of this organization or the names of any members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to promotion of the objectives of this organization.
- This organization shall not, directly or indirectly, participate or intervene (in any way, including publishing and distributing statements) in any political office, or devote more than an insubstantial part of its activities to attempting to influence legislation.
- This organization shall work with the school to provide quality education for all students, recognizing that the legal responsibility to make decisions has been delegated by the people to the Board of Trustees of the Owens Valley Unified School District.
- Should the membership decide to disband the Owens Valley School BOOSTER CLUB, the BOOSTER CLUB shall be dissolved by a 2/3 vote at any BOOSTER CLUB Board meeting with prior notice of such a vote having been given at least 30 days in advance. Assets will be distributed at the discretion of the current BOOSTER CLUB Board.

ARTICLE IV – MEMBERSHIP

Section 1: Membership in the Owens Valley School BOOSTER CLUB shall be available without regard to race, color, creed, or national origin. Membership will be open to all parents/guardians of students who attend OVES, all teachers/staff at OVHS, all OVS students, and community members of the Owens Valley School District. The school principal shall serve the BOOSTER CLUB as an advisor as well as a liaison with teachers, staff, and school board.

Section 2: No dues shall be collected. Donations and memberships will be accepted to help support the BOOSTER CLUB and all of its functions.

Section 3: Membership shall be for the length of the school year.

ARTICLE V – VOTING

- Section 1: Any member of the BOOSTER CLUB may make a motion. Members of the Owens Valley School BOOSTER CLUB Board (defined in Article VI, Section 1) and all committee chairpersons shall have the privilege to vote. Voting privileges shall also be extended to a member as defined in Article IV, Section 1, excepting certain student members (see Article V, Section 2) who attends three of the most recent five BOOSTER CLUB meetings.
- Section 2: Voting rights shall be extended only to student member's currently in 8th grade or higher.
- Section 3: In the event of a voting tie of the BOOSTER CLUB membership, the current BOOSTER CLUB officers, after due deliberation, shall vote by paper ballot to resolve the matter or election for office before the BOOSTER CLUB.

ARTICLE VI – OFFICERS, BOARD MEMBERS AND ELECTIONS

- Section 1: The officers of this organization shall be President, Vice President, Secretary, Treasurer, and Member at Large. Two people may share an office, if mutually agreeable. If two people share an office, they shall each retain ½ vote during matters coming only before the BOOSTER CLUB board, and shall each retain one vote for all matters coming before the general membership. The BOOSTER CLUB Board of this organization shall consist of these five officers.
- Section 2: All members of the Owens Valley School BOOSTER CLUB shall have the privilege of nominating individuals to serve as BOOSTER CLUB officers and committee chairpersons. Nominations will be called for at the April and/or May meeting(s). BOOSTER CLUB shall encourage representatives from each faction of the group to hold an office (parents, staff, and students). Additional floor nominations will be accepted at the May meeting. Those nominated will have been notified of their nominations and will have agreed to assume the respective office or chairperson position if elected.
- Section 3: Voting at the May election will be restricted to members with voting privileges (as defined in Article 5) who will be continuing involvement in the BOOSTER CLUB for the following year. An election may be conducted by paper ballot if deemed appropriate by the officers. New officers and chairpersons shall be announced at the end of the May meeting.
- Section 4: Officers and chairpersons shall assume their official duties at the close of the school year and shall serve a term of one year or until the time their successors are elected and assume their duties. No one shall hold the same office or chair the same committee for more than three consecutive years.
- Section 5: A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the board, notice of such election having been given. In case a vacancy occurs in the office of President, the Vice President shall serve the remainder of the President's term.
- Section 6: The failure of an officer to perform the duties of office, from inability or otherwise, shall be cause for removal. Removal proceedings shall only proceed at the meeting following the officer being absent for two consecutive meetings, and require a 3/4 vote of the remaining officers.

ARTICLE VII – DUTIES OF THE OFFICERS

Section 1: The President shall:

- a. Preside at all meetings of the organization.
- b. Coordinate with the school principal and communicate results of this coordination with other BOOSTER CLUB officers.
- c. Coordinate the work of the officers and committees to promote the objectives of the BOOSTER CLUB Board.
- d. Oversee all committees and act as the primary contact point to committee chairpersons.
- e. Shall be an alternate signer on the BOOSTER CLUB checking account.

Section 2: The Vice President shall:

- a. Act as an aid to the President and perform the duties of the President in the absence or inability of that officer to serve, or in the event the president resigns.
- b. Develop a quarterly newsletter for BOOSTER CLUB members.
- c. Review the BOOSTER CLUB checking account's monthly statement for discrepancies.
- d. Act as an alternate signer on the BOOSTER CLUB checking account.

Section 3: The Secretary shall:

- a. Record the minutes of all meetings of the organization and distribute a Secretary's Report to all BOOSTER CLUB board members and meeting attendees prior to the next BOOSTER CLUB board meeting.
- b. Handle all necessary correspondence of the organization as delegated by the President.
- c. Take attendance and maintain a list of members with voting privileges.

Section 4: The Treasurer shall:

- a. Receive all monies of the organization and place them, within 10 days, into a depository approved by the BOOSTER CLUB Board.
- b. Shall be primary signer on the BOOSTER CLUB checking account.
- c. Pay out funds in accordance with the approved budget as authorized by the organization.
- d. Keep a detailed, accurate record of all receipts and expenditures.
- e. Make a written and oral report of the current financial status of the organization at every BOOSTER CLUB Board meeting.
- f. Make the books available for review. (This review may be done by a committee of no less than three BOOSTER CLUB members, including one officer.)
- g. Create an "Owens Valley School BOOSTER CLUB Reimbursement Request/Cash Disbursement" form. Have these available at school, and require that such a form be turned in, with receipts, for purchases stapled to the form, before he/she processes payments.

Section 5: The Member at Large shall:

- a. Serve as the tie-breaking vote in the event of a tie between the other officers.

ARTICLE VIII – COMMITTEES

Section 1: Committees are created and dissolved at the discretion of the BOOSTER CLUB

Board.

Section 2: At the time of formation, committees shall nominate a chairperson who will coordinate activities of the committee with the BOOSTER CLUB President pursuant to Article VII, Section 1(d).

Section 3: The committee chair will be responsible for reporting the activities of the committee to the BOOSTER CLUB Board and general membership as requested.

ARTICLE IV – MEETINGS

Section 1: The Owens Valley School BOOSTER CLUB shall have monthly meetings when possible. Times and dates for the meetings shall be designated by the BOOSTER CLUB Board. Meetings dates shall be conveyed to the Superintendent/Principal or designee for publication on the online school calendar.

Section 2: A majority vote of the voting members present at a BOOSTER CLUB Board meeting shall be required for the transaction of the business of this organization. In between meetings, in emergency cases, the President may elicit a phone or email vote of the BOOSTER CLUB Board members and members with voting privileges.

Section 3: Absentee voting will be allowed if an individual contacts a BOOSTER CLUB Board member prior to the meeting.

Section 4: “Robert’s Rules of Order Revised” shall be followed for BOOSTER CLUB Board meetings, or more informal proceedings may be used at the discretion of the presiding officer and the membership.

ARTICLE X – AMENDMENTS

Section 1: These bylaws may be amended at any regular meeting of this BOOSTER CLUB by a 2/3 vote of voting members. Notice of the proposed amendment(s) shall be given 30 days in advance.

Section 2: Any changes in the BOOSTER CLUB bylaws must be dated and signed as accepted by the BOOSTER CLUB President, Vice President, and one other officer.

ARTICLE XI – STANDING RULES

Rule 1: Permanent records of this BOOSTER CLUB such as financial records, minutes, publicity records, and all materials inherent to the respective duties of successors shall be turned over to the incoming officer or committee chairperson(s) at the close of the school year.

Rule 2: Spending authority rests with the voting members of this BOOSTER CLUB. Any check over \$500.00 requires two (2) signatures.

Rule 3: The President shall have discretion and emergency spending authority for expenses up to \$75, not to exceed \$300 during the school year. Emergencies shall be any expenses inherent in the carrying out the expressed purpose of the BOOSTER CLUB, but not specifically covered in the budget.

Rule 4: In keeping with school district policy, a BOOSTER CLUB board member must obtain prior approval from the principal for any and all material the organization wishes to distribute.