

# **Crane Union High School Mustang Booster Club By-Laws**

Revised November 30, 2017

## **ARTICLE I-PURPOSE**

### **SECTION 1. NAME.**

The name of this organization shall be the Crane Union High School Mustang Booster Club, and hereinafter be referred to as the Club or the Booster Club.

### **SECTION 2. PURPOSE.**

The purpose of the Club is to support and promote ALL educational and athletic activity groups at Crane Union High School by uniting students, parents, coaches, faculty, staff, and community in a way that enhances the sharing of school spirit, and provides moral as well as financial support. To assure the ongoing improvement to all Crane Union High School athletic and activity group programs the Club shall recognize and work in conjunction with individual educational and athletic activity groups and with the school.

### **SECTION 3. ORGANIZATION.**

The Club shall be formed as an Oregon Not-For-Profit Corporation

## **ARTICLE II-MEMBERSHIP**

### **SECTION 1. MEMBERSHIP CLASSES**

Membership in the Club shall be in two classes: A) Individual/Family Membership, B) Business Membership.

### **SECTION 2. DESCRIPTION OF MEMBERSHIP CLASSES.**

The membership classes shall be described as follows: A) A Booster Club Individual/Family Membership shall be any person or family paying full Individual/Family membership dues, B) A Booster Club Business Membership shall be any Business paying full Business dues.

### **SECTION 3. ENTITLEMENTS.**

- Members in good standing are entitled to vote for officers by proxy once a year.
- Members in good standing are entitled to attend every meeting and vote on whatever decisions come up. No voting allowed by proxy, must be present to vote.
- Must be a member in good standing for at least 30 days prior to participating in voting.

### **SECTION 5. MEMBERSHIP YEAR.**

The membership year shall be defined as between July 1 and the following June 30.

### **SECTION 6. DUES AND ASSESSMENTS.**

Dues are established and assessed on a fiscal year basis. The fiscal year shall be concurrent with the Club's membership year. No assessments other than regular membership dues shall be levied, HOWEVER, various dues levels may be set with commensurate special recognition, such as membership premiums or placement of names in listings or plaques. The amount of membership dues shall be determined by a vote of the Club Directors for the ensuing club membership year no later than the regularly scheduled May meeting of the current club year.

## **ARTICLE III-CLUB OFFICERS & BOARD OF DIRECTORS**

### **SECTION 1.**

The Officers of the Club shall consist of the following: A) President, B) Vice-President, C) Secretary, D) Treasurer, E) Concessions Managers- Fall Manager & Winter/Spring Manager, F) Membership.

### **SECTION 2. DUTIES OF THE OFFICERS**

The duties of the Officers shall be described as follows.

A) President-To call meetings of the general membership, Officers, Directors, and special membership meetings; Preside at such meetings; appoint special committees from the membership; Represent the club at meetings of any other group(s) where the purposes and actions of the Club have pertinence; Perform other duties as prescribed by the Officers and Directors of this club.

B) Vice President-To serve as the first backup officer to the President, and perform the duties of the President at such times as the President is unable to serve at any Club function; Perform other duties as prescribed by the Officers/ Directors of this Club.

C) Secretary-To maintain and keep records of the Club, its officers, directors, and direct support groups as it pertains to the Club; Annually publish a list of all sports and direct support groups; Handle all correspondence for the Club; Perform other duties as prescribed by the Officers/Directors of this Club.

D) Treasurer-To collect, deposit and disburse the funds of the Club as directed by the Officers and the Directors; Keep all financial records of the Club; At the direction of the club will present for examination all records pertaining to the office. Make such further reports and perform other duties as prescribed by the Officers/Directors of the Club.

E) Concessions Managers- Fall Manager & Winter/Spring Manger-To perform all duties necessary to run concessions at every home athletic event including, but not limited to, ordering supplies, prepping the concessions, organizing workers, closing the concessions. Make such further reports and perform other duties as prescribed by the Officers/Directors of the Club.

F) Membership-To send out membership invitations each year from July 1-September 1, receiving membership forms, maintaining a database of current members, sending any necessary information out to members. Make such further reports and perform other duties as prescribed by the Officers/Directors of the Club.

G) These Officers shall have the right to meet as a group, on an as-needed basis, to plan the agenda and the strategy of the Club.

### **SECTION 3. ELECTION OF OFFICERS**

Election of Officers shall be conducted at the May meeting of the Club annually. The nominating committee shall submit a slate of candidates at the regular March meeting. Additional nominations will be accepted from the floor providing prior approval has been obtained from the nominee to serve in the office for which he/she is nominated. Voting shall be reserved to members in good standing. Mailed in ballots must be received by the time of the regularly scheduled May meeting. All nominees must be members in good standing of the Booster Club.

### **SECTION 4. TERMS OF OFFICE**

The terms served by all Officers shall coincide with the membership year as described in Article II, Section 5. Officers must be elected/re-elected each year.

### **SECTION 5. VACANCIES**

Vacancies of Officers shall be filled by appointment made by the remaining officers, the new appointee shall serve until the vacant term expires. Appointees shall be made from the ranks of members in good standing of the Booster Club.

## **SECTION 6. BOARD OF DIRECTORS**

The Club Officers also serve as the Board of Directors.

## **ARTICLE IV-MEETINGS**

### **SECTION 1. REGULAR MEETINGS**

Regular meetings shall be held monthly at such places as designated by the Officers/Directors. Notice of any change in time, date, or place shall be given to the membership by the Secretary at least ten days before the scheduled meeting.

### **SECTION 2. SPECIAL MEETINGS**

Special meetings may be called by the President or by a majority vote of the Officers/Directors. Notice of these meetings shall be given to the membership by the Secretary.

### **SECTION 3. CONDUCT OF MEETING**

All membership meetings shall be conducted as follows:

A)In accordance with Roberts Rules of Order, except where they are in conflict with the by-laws of this document, in such event, these by-laws shall govern.

B)EQUAL CONSIDERATION.

Equal consideration shall be given to all existing activity groups at Crane Union High School.

C)EQUAL TIME.

It shall be the policy of this club to allow equal time to all persons wishing to be heard on a specific issue. In order to fairly administer this policy, the President shall be empowered to determine the amount of time allowed on a specific issue.

## **ARTICLE V-COMMITTEES**

### **SECTION 1.**

There shall be two types of committees: Operational committees and Special committees. Operational committees are relatively permanent in nature and are the backbone of the Club's operations. Special committees are appointed to accomplish special objectives and tasks, and will generally expire as soon as those objectives and tasks are completed.

### **SECTION 2. COMMITTEE CHAIRPERSONS.**

Committees may be chaired by Officers/Directors or Club members in good standing.

### **SECTION 3. OPERATIONAL COMMITTEES**

Operational committees shall include, but not be limited to the following:

A)MEMBERSHIP COMMITTEE-This committee shall be responsible for securing new members, maintaining current membership, and issuing a paid-up members list.

B)NOMINATING COMMITTEE. This committee shall be responsible for the nomination of a complete slate of Officers for presentation at the March Regular club meeting.

Rules to govern these nominations:

1. Each nominee must provide prior approval to serve in the office for which she/he is nominated.

2. Prior approval by a nominee may be given verbally if that person is present at the meeting in which her/his name is placed in nomination. If a nominee is not present, prior written approval must be obtained by the committee and presented at the meeting in which the nomination is made.

3. Nominees for President, Vice President, Treasurer, Secretary, Concessions Manager, Membership must be members in good standing of the Booster Club

C)WAYS AND MEANS COMMITTEE-This committee shall work in conjunction with the Treasurer in preparation of budgets and other club fiscal and administrative matters.

## **ARTICLE VI-FUNDS**

### **SECTION 1. DEPOSIT OF FUNDS.**

All funds of the Club shall be deposited in a qualified depository or depositories within the community of Harney County under the name of the Crane Union High School Mustang Booster Club as the Officers/Directors may designate by resolution.

### **SECTION 2. DISBURSEMENTS**

All disbursements shall be made by checks and if over \$500 signed by 2 of the Officers. Checks for \$500 or less may be signed by 1 Officer if properly documented unless the Payee is an Officer signatory, thus 2 signatures are also required.

### **SECTION 3.**

All funds shall be controlled according to the rules established with the approval of the Officers/Directors.

## **ARTICLE VII-AMENDMENTS**

### **SECTION 1. AMENDMENT PROPOSALS**

Amendments to these by-laws may be proposed in the following manner. A)by majority of the current Officers/Directors. B)By written request of the membership, submitted to the Officers/Directors, and a petition signed by a minimum of 10% of the members in good standing.

### **SECTION 2. PRIOR NOTICE OF VOTE**

Copies of all proposed amendments shall be made available to the Officers/Directors at least 10 days prior to the time at which they will be considered. The Secretary shall be responsible for providing notice to the General Membership, and send copies of the proposed amendment to any member upon request.

### **SECTION 3. AMENDMENT VOTE**

Amendments to the By-laws shall be made by a two-thirds majority of the Officers/Directors casting an affirmative vote at a scheduled meeting.