



# BOOSTER CLUB BYLAWS

---

## Article I – NAME

1. The name of the organization shall be Cove Booster Club (hereinafter referred to as Booster Club).

## Article II – PURPOSE and OBJECTIVES

1. The mission of the Booster Club is to provide supplemental financial and volunteer support for all Cove School District #15 activities. The Booster Club consists of a group of parents, volunteers, and administrators who, by working together, wish to encourage good sportsmanship, school spirit, and a positive connection between all students K-12, faculty and staff, parents and the community.

## Article III – MEMBERSHIP

1. Open to Cove School District faculty, staff, alumnus, and their families or any person having an interest in the objectives of the organization.
2. Membership dues will be determined each year at the May meeting.
3. Membership year will be from July 1<sup>st</sup> to June 30<sup>th</sup>.
4. Only paid members will be eligible to vote and must agree to uphold the mission and bylaws of the Booster Club.

## Article IV – BOOSTER CLUB BOARD

1. The Booster Club Board shall consist of 3 or 4 officers, (secretary and treasurer can be combined), who shall be elected annually at the May meeting. Newly elected officer's term in elected capacity will be from July 1<sup>st</sup> to June 30<sup>th</sup>. However, the number of years of service will not be limited.

### a. President's Duties:

- i. Preside over all meetings.
- ii. Develop meeting agendas.
- iii. Appoint chairpersons for all committees developed throughout the year.
  1. Oversee and be kept informed about committee assignments.
- iv. Act as liaison between the local School Board and the Booster Club.
- v. Be a signer on all legal documents as necessary.

## Article IV – BOOSTER CLUB BOARD (continued)

### b. Vice-President's Duties:

- i. In the absence of the President, the Vice-President shall carry out all duties of the position.

**c. Secretary's Duties:**

- i. Keep an accurate and permanent record of the minutes of all Booster Club meetings. Minutes will be posted on the website within 10 days after approving the minutes. However minutes need not be approved prior to being available to the public.
- ii. Maintain all correspondence.
- iii. List and keep current record of membership.
- iv. Bring a copy of current Booster Club mission statement and bylaws to all meetings.

**d. Treasurer's Duties:**

- i. Maintain a permanent and accurate set of records (i.e. balance sheet and income statement) detailing all funds received, deposited, and disbursed. These records shall be permanent property of the Booster Club and shall be available for examination by its members.
- ii. Must submit a full financial report each year through June 30<sup>th</sup> at the August meeting, which in turn will be referred to the Chair of the Audit Committee.
- iii. A professional review of the finances can alleviate the need for an Audit Committee, with a financial report to be presented at the October meeting.
- iv. Give detailed and accurate Treasurer's Report of all receipts and expenditures at all regular Booster Club Meetings.
- v. Be responsible for disbursing of expenditures approved and authorized by the membership and Booster Club Board. Ensure two (2) officers sign all checks.
- vi. Collect dues and other funds from all Booster Club activities. Ensure that two (2) parties verify all monies collected.

All officers and committee chairpersons are responsible to uphold the mission and bylaws of the Booster Club. Officers and Chairpersons may be removed from their position for due cause by 2/3 majority vote of the membership.

**Article - MEETINGS:**

1. Regularly scheduled meetings will be held monthly from August through May.
2. Meetings shall be conducted in orderly manner (Robert's Rules of Order).
3. All business will be conducted in an open general meeting before the membership.
4. A special meeting may be called by the President.

**Article VI – AMENDMENTS:**

Bylaws may be amended at any regular Booster Club meeting by 2/3 majority vote of members present. Proposed amendments must be presented to the President at least one (1) week prior to meeting in which they will be proposed. Proposed changes will require a reading at a minimum of one (1) regular meeting before the change can take effect. Bylaws may not be changed at special meetings.

**Article VII – LIMITATIONS:**

1. This corporation is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to such organizations that qualify as exempt organizations under 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.
2. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of this corporation.
3. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under 170 (c) (2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

**Article VIII – DISTRIBUTION OF ASSET UPON DISSOLUTION**

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of 501 (c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the court of the appropriate jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as that court shall determine, which are organized and operated exclusively for such purposes.

---

President Printed Name  
Cove Booster Club  
Cove School District #15

---

President Signature

---

Date