



## **Boot Backers:**

### **Sample of Booster Club By-laws**

\*We highly recommend that you consult with your AP on Booster Guidelines in your school district before creating a parent booster club.

#### **Article I -- NAME**

The name of the organization shall be the 'BOOT BACKERS'.

#### **Article II -- OBJECTIVES**

1. Promote interest in the Dance/Drill Team in their maintenance and to cooperate with the Board of Education and the Superintendent.
2. Assist the Director of the drill team in their maintenance.
3. Aid the financial support of the drill team.
4. Promote scholarship, dance achievement, and sustain high moral standards within the drill team.

#### **Article III -- MEMBERSHIP & DUES**

- A. 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.
- B. Corporate Membership may be any business that would like to display their year round support of the drill team. Corporate membership dues are \$50 and the company will be supplied with a special membership certificate and display.
- C. 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.
- D. The principals of the school and the director of the drill team will be considered honorary members of the Boot Backers and will not be charged membership.
- E. Annual dues for regular membership will be \$25 per family. Other individuals may join for \$15 per year.

#### **Article IV -- OFFICERS**

##### **A. Description**

1. Officers of this organization will be: President, Vice President, Secretary, and Treasurer.

2. Officers shall be elected annually in the month of March and shall assume their duties at the close of the March meeting.
3. A person shall not be eligible to serve more than two consecutive terms in any one office.

## **B. Election**

1. The officers shall be elected from a slate presented by the Nominating Committee and/or nominations from the floor.
2. The Nominating Committee shall consist of four members appointed by the President. One of these shall act as chairperson of the Committee.
3. The consent of each candidate must be obtained before his or her name is placed in nomination either by the nominating committee or from the floor.

## **C. Duties**

1. President -- It shall be the duty of the President to preside at all meetings, appoint committees, and be the executive head of the Boot Backers with the full powers to endorse the Constitution and By-laws.
2. Vice-President -- 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 Boot Backers and to send out all notices. The Secretary shall keep an accurate record in a permanent form of all members of the Boot Backers. The Secretary shall keep minutes of all Boot Backers meetings as well as Executive Committee meetings.
4. Treasurer -- It shall be the duty of the Treasurer to receive all monies accruing to the Boot Backers 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 \$100 per transaction except by direction of the general membership voting in legal quorum at an official meeting. The Treasurer will be bonded at the expense of the Boot Backers.

## **Article V -- EXECUTIVE COMMITTEES**

1. The executive committee shall consist of the elected officers, the chairmen of the standing committees, and the director of the drill team. The chairmen of the standing committees shall be selected by the elected officers.
2. The duties of the executive committee shall be to transact necessary business in the intervals between regular meetings.
3. Regular meetings of the executive committee shall be to transact necessary business in the intervals between regular meetings.

## **Article VI -- MEETINGS**

1. Regular meetings of this organization shall be held on the second Tuesday of the months of August, September, October, November, February, March and April.
2. Special meetings may be called by the president after giving due notice to all members.
3. The annual meeting shall be in March.

## **Article VII -- AMENDMENTS**

1. This Constitution and By-laws may be amended at the regular meeting of the Boot Backers by a majority vote, provided the director is present and all members have been duly notified.

## **HELPFUL HINTS...**

- In writing your booster by-laws, make sure to collect samples of these by-laws from several other area team booster clubs. Check with their directors/presidents to see if they are effective or have had trouble with certain areas not covered in by-laws.
- Make sure that one of your school administrator's approves the by-laws prior to submitting them into effect. Ask that the administrator be present for the first Booster Meeting of the year.
- Ask that your booster executive board look over the by-laws and submit any suggestions prior to printing and approving the final version.
- Include job descriptions for all officers of the Booster Club.
- Issue the by-laws at the first Booster meeting of the year. Have membership vote for final approval.
- Update by-laws annually as your team's needs change.
- Make sure that the Booster Club membership realizes that their purpose is to support the director and the team and not to take over any authority not designated to them.