



GO RAIDERS!

**ELEANOR ROOSEVELT HIGH SCHOOL
ATHLETIC BOOSTER CLUB
BY-LAWS**

Article 1 – Organization

A. Name

The name of this organization shall be Eleanor Roosevelt Athletic Booster Club, referred to in this document as the Booster Club.

B. Location

The principle office of the Booster Club:

Eleanor Roosevelt High School
7601 Hanover Parkway
Greenbelt, Maryland 20770

Article II – Purpose

The Booster Club exist for the purpose of broadening the involvement of students, student families, and their school, through support for all male and female activities of the inter-school athletic programs. The Booster Club will work closely with the coaches, athletic director, the school principal or their designees in order to achieve these aforementioned goals.

Article III - Membership/Dues

A. Membership

Any person who is interested in assisting the athletic programs at Eleanor Roosevelt High School and is willing to contribute his/her time and efforts towards accomplishing the objectives of the Booster Club shall be eligible for membership in this organization. Membership becomes automatic upon payment of dues.

B. Dues

There will be yearly membership dues of \$20.00 per family for regular active members. Dues shall be payable at the beginning of each school year. If a person joins after the start of the school year the dues will remain the same at \$20.00. Dues and promotional programs associated with dues may be increased, decreased or changed by the Executive Board and a majority of the membership in attendance at the meeting.

Article IV- Officers

A. Title of Officers

The officers, also known as the Executive Board of the booster club shall consist:

President
Vice-President
Treasurer
Secretary

There shall be additional officers, committee chairpersons and other officials, as the President shall appoint from time to time. The Principal and Athletic Director of the School are the only non-elected positions on the Executive Board.

B. Election of Officers

The election of officers shall take place in April of each year or as near there to as is reasonable (the election meeting). The slate of officers should be presented to the members at the March meeting or a meeting preceding the election meeting (nomination meeting).

C. Nominations

Candidates may be nominated in two ways:

- 1) By a Nominating Committee
- 2) From the floor during the annual meeting where the President or presiding officers shall ask for nominations from the floor for each office.

The Nominating Committee shall contact each prospective candidate requesting his/her consent for nomination, and shall prepare a list of all nominees, which shall appear in the form of a ballot to be available at the annual meeting.

Article V – Voting Procedures

A. Voter Eligibility

Only members of the Booster Club are eligible to vote.

B. Term of Office

All officers shall be selected annually by a majority vote of the Club membership present at the annual meeting. The term of office shall be for one calendar year beginning at the close of the annual (election) meeting. The office of President may not be held for more than two consecutive years.

C. Elections

The election of officers shall be determined by a secret ballot vote. All other matters may be resolved by a simple voice vote unless the presiding officers deem a secret ballot appropriate.

Article VI – Duty of Officers

A. President

It shall be the duty of the President to call and preside over all regular and special meetings and all Board meetings. The President shall perform all of the duties of the office; shall appoint all committees and committee chairpersons and shall be an ex-officio member of all committees except the nominating committee. The President shall also sign all contracts, checks and disbursements, subject however to, the approval of ratification of the Executive Board. He shall be able to disburse funds up to \$ TBD with approval of one other Board Member. The President shall have regular meetings with the School Principal, athletic director and the membership as determined by the group.

B. Vice President

The Vice President shall act as President in the event of his/her absence, death or incapacity and shall assume his duties for the balance of his term unless replaced by the Board. The Vice President's line of succession shall be as designated at the time of his/her elections.

C. Secretary

It shall be the duty of the secretary to record minutes and keep records of all regular and special meetings, and all Board meetings. It shall also be the duty of the secretary to maintain a procedure book, which is a record of the activities of the Booster Club. The Secretary shall send the minutes out to all current members subsequent to each meeting. The Secretary shall conduct the correspondence of the Booster Club, keep a list of the membership's current addresses and send out all notices to its members.

D. Treasurer

It shall be the duty of the Treasurer to receive all monies due to the Booster Club and deposit same in a place approved by the Booster Club. The Treasurer shall disburse the funds of the Booster Club only for purpose approved by the Booster Club, from time to time. The Treasurer shall present a Statement of Account at all regular meetings and at other times when requested to do so by the President and shall make a full report at the Annual Meeting. A committee approved by the President shall audit the accounts of the Treasurer yearly.

E. Compensation

The Officers shall not be compensated for their positions. By prior approval, they may be reimbursed for actual expenses incurred on behalf of the club.

Article VII – Meetings

Regular meetings shall be held monthly unless otherwise ordered by the membership or the Executive Board. The Executive Board shall determine the time and place.

Article VIII - Funds

A. Deposits

Funds of the Organization shall be deposited in the Booster Club accounts at a bank or financial institution approved by the Board of Directors. Funds will be used by the Treasurer to pay all invoices incurred by the Booster Club in the ordinary course of business. Funds shall not be mixed with the funds of any other group within ERHS or otherwise.

B. Disbursement

Funds shall be disbursed with the direction and approval of the President and Board of Directors. Only the President and Treasurer are authorized to sign checks.

C. Appropriation Approval Process

1. Requests for appropriations made by athletic head coaches shall be made to the Athletic Director for presentation to the Booster Club.
2. Approval and appropriation of funds will be made once voted on by a majority vote of the Board of Directors of the Booster Club.
3. Verification of payments/closing of appropriations shall be monitored by the Treasurer with receipts or invoices handled by the Treasurer or invoices handled by the Treasurer and/or Athletic Director as approved by the Board. If the appropriations are not spent in a reasonable time as determined by the Board, funds shall be accounted for and returned to the Booster Club Account.

Article IX - Amendments

The article and by-laws of the Booster Club may be amended by a majority vote of the attending membership of the club. Proposed amendments must be announced at the Booster Club meeting twenty days prior to the date of the meeting at which the amendment is to be considered for adoption.