

OXFORD HIGH SCHOOL BOOSTER CLUB

“Boosting Spirits, Building Success”

OHS BOOSTER CLUB BY-LAWS

ARTICLE I – NAME

The name of this non-profit organization shall be **Oxford High School Booster Club**. It is organized exclusively for charitable purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

ARTICLE II – PURPOSES

The Booster Club shall exist for the primary purpose of providing broad support for the Oxford High School's academic, activities, arts and athletic program; hereinafter referred to as “AAAAP”. More specifically, its purposes are:

1. to support, promote, and encourage high standards of integrity and good
 - a. citizenship in “AAAAP”.
2. to support the healthy and equitable growth of academic, activities, arts and competitive sports for boys and girls.
3. to raise funds to enrich the “AAAAP”. (It is not the intention of the Booster Club to relieve the Board of Education of the responsibility for fully funding a complete academic, activities, arts, interscholastic and intramural program of athletics. Accordingly, funds raised through the efforts of the Booster Club are to be used for the purchase of goods and services above those expected from a regular school budget.)
4. to assist the Academic, Activities, Fine Arts and Athletic Directors and the high school principal in any way possible in the development of healthy programs.
5. to encourage cooperation with other community groups that are interested in various “AAAAP” activities.
6. to promote projects that improve and/or enhance facilities.
7. to promote the general welfare of the participating student artisans, athletes and those participating in activities.

ARTICLE III – ORGANIZATIONAL STRUCTURE

There shall be 3 groups within the Booster Club organization: The Executive Board, Advisory Groups and General Membership.

IIIA – EXECUTIVE BOARD

1. **MEMBERSHIP** – The Executive Board shall consist of the following elected positions (See Article IV – ELECTIONS): President, Vice President, Secretary, Treasurer, Events Coordinator, Public Relations Coordinator, Web Site, Volunteer Coordinator and the current Principal or his designee.
2. **MEETINGS** – The Executive Board shall meet as needed on a mutually agreeable day. A quorum shall be a simple majority of the total members of the Executive Committee. Each Executive Board member will have one (1) vote. In the case of a tie, the President's vote will be the tiebreaker. An annual meeting to present and review Booster Club business for the previous year will be held once a year. The date will be determined at the First meeting of the Executive Committee.

- a. Monthly Meetings defined- Monthly meetings are open to the public to discuss the activities planned by the Booster Club, to obtain updates from school administration and to review and approve advisory fundraising requests.
 - b. Executive Board Meetings defined- Executive board meetings are open to all members of the executive board to discuss annual planning, discussion of bylaw revisions, if applicable, discussion of business related to the general operation of the organization
3. **RESPONSIBILITIES** – The Executive Board shall be the basic leadership group charged with the following:
- a. to transact necessary business as well as enforce and introduce new policies to the Advisory Groups.
 - b. to approve fundraising requests and expenditures for the advisor groups.
4. **DUTIES OF THE OFFICERS OF THE EXECUTIVE BOARD**

At the inception of the Booster Club, the Oxford High School Principal appointed the following positions for a period of two years. At the completion of this two-year term, elections will then occur. Attendance is required at all regularly scheduled monthly meetings as well as executive board meetings. If an executive board member misses 2 or more meetings during the school year it will result in discussion of removal from position and loss of voting rights. The officers of the Oxford High School Booster Club are identified as, President, Vice- President, Treasurer and Secretary.

PRESIDENT- Voting position

The President shall preside over all meetings for the organization, assume overall responsibility for the management of the organization; appoint committees and committee chairpersons for the Advisory Group if required. The President is responsible for the communication on behalf of the organization. Check signing and Debit card privilege is authorized to the president. To be elected to the position of President, a nominee must have served on the Executive Board for a minimum of 6 months in good standing. The President shall serve for a minimum of two years.

- 1) Concession Stand - applying for the Health Dept Permit

VICE PRESIDENT- Voting position

The Vice President shall act as President in the event of the President's absence or disability and will perform duties as assigned by the President. The Vice President will be responsible for the Scholarship process, unless a person has a student in the senior class. If that occurs, the responsibility would be shifted to another officer by majority vote. To be elected to the position of Vice President, a nominee must have served on the Executive Board for a minimum of 6 months in good standing.

SECRETARY- Voting position

It is the duty of the Secretary to keep a record of all regular and special meetings, to promote good communications with the membership and to keep a list of all current members of the organization. The Secretary shall collect and

maintain records in a central location and record a “history” of events that occur from the inception of the Booster Club. These records shall be maintained in case a precedent has been set pertaining to a particular Booster Club policy. The Secretary will review fundraising activities submitted by AAAP groups for the upcoming year to ensure that there is no duplication between various groups.

To be elected to the position of Secretary, a nominee must have served on the Executive Board or Advisory Group for a minimum of 3 months in good standing.

TREASURER- Voting position

The Treasurer will be responsible for collecting, depositing and disbursing funds of the organization; will compile all financial reports and present data to the Executive Committee at monthly meetings with the assistance of the bookkeeper if the board so chooses. Treasurer will also be responsible for investigating and recommending various investments, grants, and sponsorships to the Booster Club. Check signing and Debit card privilege is authorized to the Treasurer. The Treasurer will verify that the Board approved accountant has filed Federal tax returns and that non-profit status is maintained with the State. The accounts of the Treasurer may be audited at the discretion of the Executive Committee. To be elected to the position of Treasurer, a nominee must have served on the Executive Board for a minimum of 6 months in good standing.

To ensure the accurate transfer of financial information after elections, the existing Treasurer and newly elected Treasurer will meet during the month of July to complete the transfer of all books in accordance with the Internal Revenue Code for non-profit organizations Section 501 (c) (3).

EVENT COORDINATOR- Voting Position

The Events Coordinator will work hand in hand with the Volunteer Coordinator to find volunteers for various fundraising events. The Event Coordinator will help coordinate and execute various fundraiser events

PUBLIC RELATIONS COORDINATOR(S)-Voting position

The Public Relations Coordinator(s) will oversee information technology through promoting and maintaining the Oxford High School Booster Club website as well as the organization's social media with posts approved by the executive board. The Coordinator(s) will review, and submit to the media advertising and/or promotional information for various events along with researching and soliciting grants and donations.

VOLUNTEER COORDINATOR- Voting Position

Responsible for overseeing special events, recruiting volunteers, and collaborating with the Public Relations Coordinator.

WEBSITE - Voting Position

Maintain the website

IIIB. ADVISORY GROUP

1. **MEMBERSHIP** – Membership will consist of a representative from each AAAP Group. If appropriate, the Advisory Group may have co-chairs, sharing dual responsibilities for their respective positions.
2. **RESPONSIBILITIES** – The Advisory Group members are responsible for the following:
 - a. to request permission to conduct fundraising events
 - b. To submit deposit and expenditure forms along receipts to the Treasurer

IIIC. GENERAL MEMBERSHIP

MEMBERSHIP – Membership in this organization is open to the entire Community. General members may attend monthly Booster Club meetings as non-voting participants. The general membership can present to the Executive Committee recommendations for projects to be considered for fundraising.

ARTICLE IV– ELECTIONS

1. Elected officers shall serve for at least a two-year term.
2. The President shall appoint two people from the Executive Committee to solicit and present names for election to the Executive Committee. The Nominating Committee will submit the names of people interested in serving on the Executive Committee no later than the April meeting. Elections will take place at the May meeting with the term of office commencing in July.
3. In the event a member of the Executive Board must step down before the end of an unexpired term, the President shall appoint a replacement with the approval of the Executive Committee. If a vacancy becomes available the executive board may vote for a replacement with less than 6 months on the executive board and in good standing. Members in good standing have regular attendance at monthly meetings.
4. Should the President be unable to complete his/her term of office, the Vice President will assume the responsibilities of the President and serve out the remaining time.

ARTICLE V – ACADEMIC FUNDING

A “Request to Fund an Academic Program” must be completed and submitted to the OHS Booster Club Secretary one week prior to the normally scheduled Booster Club meeting. A favorable majority vote by the Executive Committee will approve the requested dollar amount.

ARTICLE VI – SCHOLARSHIP FUND

At the close of the fiscal year (June 30), the Executive Committee of the OHS Booster Club will approve a dollar amount to be added to a Scholarship Fund for a graduating OHS student. This scholarship will be awarded based on volunteering for events the OHS Booster Club Executive Committee has approved and community volunteering (Criteria for this Scholarship to be established).

ARTICLE VII – AMENDMENTS TO THE BY-LAWS

Amendments of the by-laws shall be presented to the Executive Committee for discussion and evaluation. Proposed by-law changes will be distributed by email by the Executive Committee. Any changes shall be adopted by a majority vote of the Executive Committee.

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