

By Laws
Rockville High School Booster Club

Article I
Name and Purpose

Section 1 Name

The name of the organization shall be the Rockville High School Booster Club.

Section 2 Purpose and Objectives

Purpose: To promote school activities and projects with an emphasis on athletic activities and related programs at Rockville High School. This purpose will be accomplished by the activities of students, families of students, alumni, families of alumni, administration and faculty, and the community.

Objectives:

1. To devise and implement plans for the raising of funds to support our stated purpose.
2. To coordinate with Montgomery County Secondary School instrumentalities in promoting athletics in the community.
3. To promote activities and programs which promote academic success, as well as athletic development. These programs will encourage academic achievement, good sportsmanship and a positive image of the school, the students, and the Booster Club.
4. To recognize the significant value of athletics in the overall development of youth and to support those activities which will benefit the students.

Article II
Membership

Section 1 Eligibility

The membership of the Rockville High School Booster Club is limited to persons 18 years of age or older. Membership may be individual or family. Members support the objectives and policies of the Club. These members do have voting privileges. Other persons or organizations may support the Club, as honorary, non-voting members.

Section 2 Requirements

Individual and/or family membership shall be effective upon the payment of the annual dues. Membership shall be on an annual basis from 1 July to 30 June. The annual dues shall be established by the Executive Committee.

On March 1, 2006, the membership voted to have 3 categories of membership. (associate, individual, family).

- Each new category will have different voting rights:
- Associate members have no rights and cannot be part of the Executive Committee.
- Individual members have one vote and can serve on the Executive Committee.
- Family member have two votes, can serve on the Executive Committee, but cannot transfer their vote to the other Family member.

Section 3 Certificates of Membership

Membership cards will be issued upon payment of annual dues. Each membership card will be issued by the Membership Chairperson.

Article III Organizational Structure

Section 1 Officers

1. The Officers of the Club shall be a President, a Vice President, a Secretary, and a Treasurer.
2. Officers shall be elected by a simple majority vote of the members present at the general membership meeting in the Spring and shall hold office during the subsequent business year. (The business year will run from 1 July through 30 June.)
3. Any officer, committee chairperson, or committee member may be removed by vote of the general membership in response to a petition of removal by the Executive Committee or in response to charges rendered by any member. For such removal, a 2/3 majority of the voting members in attendance at a regular or special membership meeting shall be required.

Section 2 Powers and Duties

1. The President shall be the principal executive office of the Club and shall in general supervise and control all of the business and affairs of the Club. He/she may sign, with the Secretary or any other proper office of the Club authorized by the Executive Committee, certificates of membership of the Club, any deeds, mortgages, bonds contracts or other instruments which the Executive Committee has authorized to be executed, except when delegated by the Executive Committee or by the Bylaws to some other officer or agent of the Club. Shall

- perform all duties incident to the office of the President and other duties as may be prescribed by the Executive Committee.
2. The Vice President shall, in the absence of the President or in the event his/her inability or refusal to act, perform all the duties of the President, and when so acting, shall have all the powers and be subject to all restrictions upon the President. The Vice President shall perform such other duties as from time to time may be assigned to him/her by the President or by the Executive Committee.
 3. The Secretary shall:
 - a. keep the minutes of the proceedings of the membership and of the Executive Committee in one or more books provided for that purpose.
 - b. see that all notices are duly given in accordance with the provisions of the Bylaws or as required by law.
 - c. be custodian of the Club records
 - d. keep a register of the post office address of each member
 - e. in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him/her by the President or by the Executive Committee.
 4. The Treasurer shall:
 - a. have charge and custody of and be responsible for all funds and securities of the Club.
 - b. receive and give receipts for monies due and payable to the Club from any source whatsoever, and deposit all such monies in the name of the Club in such banks, trust companies or other depositories as shall be approved by the Executive Committee
 - c. pay all proper expenses, obligations and disbursements of the Club
 - d. shall assist in preparation of the annual budget and present the same to the general membership
 - e. shall render a statement of financial condition of the Club at every meeting of the Executive Committee and/or the general membership
 - f. shall be authorized and responsible to set up and/or carryout procedures for a proper accounting of all fundraising with approval of the Executive Committee
 - g. in general, perform all of the duties incident to the office of Treasurer and such other duties as form time to time may be assigned to him/her by the President or by the Executive Committee.

Article IV Standing Committees

Section 1 Executive Committee

The Executive Committee shall consist if all elected officers of the Club plus all appointed chairpersons. The Committee shall consist of no more than 12 members. The Executive Committee shall perform the duties necessary to the orderly operation of the

Club within the constraints of these Bylaws and within the limits of the annual budget as approved by the general membership. These duties shall include, but not be limited to, the scheduling of meetings, the authorization of expenditures, and the necessary interactions with the school administration, faculty and student body. Committee business may only be conducted by a quorum which shall consist of a simple majority if the members.

The Athletic Director (A.D.) will serve as a liaison between school administration and the Executive Committee and will provide information as needed for discussions.

Section 2 Standing Committees

The standing committees will be, but not limited to:

1. A Planning and Budget Committee shall be composed of the President, Treasurer, and other members appointed by the President. It shall be the duty of this committee to prepare the budget for the upcoming business year to be submitted to the general membership at the Fall meeting. The committee may, if necessary, submit modifications to the budget from time to time.
2. A Membership Committee shall be composed of a chairperson appointed by the President and such other members deemed necessary. It shall be the duty of this committee to recruit new members and collect dues from all members. It shall further be the duty of this committee to maintain an up to date roster of membership.
3. Athletic Brochure (Printed Program) Committee shall be composed of a chairperson, appointed by the President, Vice President, and any members deemed necessary by the Executive Committee. It is the responsibility of this committee to plan, develop, and produce the athletic program(s) sold at sporting events. A plan of the program and advertisement fees will be submitted to the general membership at the Spring meeting.
4. A Sports Coordinating Committee shall be constituted with its chairperson appointed by the President. This committee shall include a liaison parent from each sport (to include varsity and JV separately) and related activities. The purpose of this committee is to maintain open lines of communication between the coaching staffs and the Rockville High School Booster Club. Duties shall include, but not be limited to, obtaining team rosters and schedules, promoting parent participation, reporting team progress and making recommendations to the Executive Committee.
5. A Nominating Committee composed of a chairperson and other members as necessary shall be appointed by the President. It shall be the duty of this committee to nominate a slate of candidates for office. This slate of candidates shall be presented at the regular Spring meeting.
6. A Concessions Committee composed of a chairperson appointed by the President and such other members as the chairperson deems necessary to carry out its functions. It shall be the responsibility of the committee to purchase, prepare as necessary, and sell food, beverages, and other items during the normal school year. The chairperson of this committee shall be responsible to report on the

financial expenses and income as prescribed by the Treasurer and all such reports shall be made in writing. Each major concession will summarize profit/loss, at a minimum, at the conclusion of each season, i.e., football, basketball, and end of the year.

7. A Ways and Means Committee composed of a chairperson appointed by the President, the Treasurer and such other members as that chairperson deems necessary to carry out its functions. It shall be the responsibility of this committee to plan and present fund raising options to the Executive Committee. This committee will provide guidance for, but not necessarily be responsible for, all fundraising activities. This committee will, within its ability, evaluate all programs for appropriateness and legality. All fundraising will comply with the guidelines established by the Board of Education of Montgomery County.
8. Other committees, standing or special, shall be appointed by the President, as the President or Executive Committee shall, from time to time, deem necessary to carry on the work of the Club.

Article V Meetings

Section 1 Executive Committee Meetings

Normally, the Executive Committee will meet each month. Additional meetings of the Executive Committee may be called by a majority vote of the Committee or by the Club President, as the business of the Club requires.

Section 2 General Membership Meetings

There will be no fewer than two (2) general membership meetings of the Booster Club each year, one in the Fall and one in the Spring. The Fall meeting will be for the purpose of approving the budget and planning for the year. The Spring meeting shall be for the purpose of electing officers, receiving reports of the officers and standing committees and subcommittees, and for any other business that may arise. Special meetings for all registered members may be called by the President or by the Executive Committee or by the written request of 10% of the Club members. The purpose of such meetings shall be stated in the request. Except in cases of emergency, at least five (5) school days notice shall be given.

Article VI Assets

All funds, tangible personal property and other assets received or purchased by the Club shall become the property of and be held for the use and benefit of Rockville High School.

Article VII

Amendments to the Bylaws

The Bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at any meeting of the Club. Specific amendment request(s) must be given to the Executive Committee at least thirty (30) days prior to such an action. The Executive Committee is responsible for ensuring the adequacy, applicability, and viability of the Bylaws on a continuing basis and is empowered to initiate action for amendment at any time.

Article VIII Conduct of Meetings

Roberts Rules of Order, latest edition, shall govern this Club in all cases where they are applicable and in which they are not inconsistent with these Bylaws.

Retyped 5/20/2005

Attached: MCPS Guidelines for Booster Clubs