

Windham High School Jaguar Boosters, Inc

By-Laws

ARTICLE I - NAME

This organization shall be known as the Windham High School Jaguar Boosters, Incorporated hereinafter referred to as "**The Boosters.**"

ARTICLE II - MISSION STATEMENT

The mission of the Windham High School Jaguar Booster Club is to support fundraising, volunteer and fan support for the full range of Windham High School sports. The Boosters is an action oriented group of parents, volunteers and administrators working together to promote high scholastic achievement, athletic excellence, good sportsmanship and character building relationships among athletes, coaches, parents and community.

ARTICLE III - OBJECTIVES

The objectives of the Boosters, a non-profit organization, are:

- (a) To give all possible support, both moral and financial, to the High School athletic program by recognizing the participating student athletes, team achievements and where appropriate, individual achievements. To support enhancements that builds the skills and capabilities of the athletic teams.
- (b) To cooperate with those in charge of the athletic department, school administration, and the school board and to maintain an organization that will help promote the general activities of the athletic department.

ARTICLE IV - MEMBERSHIP

SECTION 1

Eligibility- Any person sincerely interested in active participation to further the objective of the Boosters may apply to become a member.

SECTION 2

Members:

- (a) **Regular Members** - The parents or legal guardians of any youth participating in programs, alumni, and all other adults wishing to support Windham High School athletic programs and who complete an application and pay membership dues. The Director of Membership shall maintain the roll of all members. The list of membership shall not be available to anyone other than the Booster's Officers.
- (b) When a membership application has been completed and membership dues have been paid; members shall have the right to hold office as duly elected, to attend all general membership meetings and to vote on all matters properly brought before the membership. No member shall have any right or interest in the property of The Boosters.
- (c) Every parent or guardian of any youth participating in athletics is strongly encouraged to support the Boosters in its financial responsibilities by rendering payment of membership dues and participation fees when due, and through supporting activities.
- (d) Membership enrollment is for a period of one year, beginning in July 1st, and is open continuously throughout the year.
- (e) Membership includes all household family members.
- (f) Membership fees may be waived/discounted due to financial hardship. Considerations will be made by the Board on a case by case basis.

SECTION 3

Suspension or Termination- Members may be terminated by resignation, or action of the Board of Directors by a two-thirds vote of those present at any duly constituted board meeting. The Board shall have the authority to discipline, suspend, or terminate the membership of any member, when the conduct of such person is considered detrimental to the best interests and objectives of the Boosters. The member shall be notified of such meeting, informed of the general nature of the reasons, and given an opportunity to appear at the meeting to show evidence that the reasons are not correct or true.

ARTICLE V - GENERAL MEMBERSHIP MEETINGS

SECTION 1

General Membership Meeting - A General Membership Meeting is any meeting of the membership of the Boosters, including Special General Membership Meetings. There shall be at least one General Membership Annual Meeting. A minimum of 6 meetings shall be held during the Fiscal year. The meetings will be held the 2nd Thursday of each month. Meeting date and time are subject to change. Board Meeting to follow general meeting.

SECTION 2

Notice of Meeting - Notice of each General Membership Meeting, shall be posted electronically at least seven days in advance of the meeting. Such notice shall include the place, date, time and purpose of the meeting.

SECTION 3

Voting - Only regular members in good standing shall have the right to make motions and vote at General Membership Meetings. Each member is allowed to cast only one vote. The Board of Directors may invite and admit guests for presentations or comments during such meetings. There is no quorum required in order to convene a duly constituted General Membership Meeting. No absentee ballots will be recognized.

SECTION 4

Annual Meeting of the Members - The annual Meeting of the Members shall be held at the May meeting each year for the purpose of electing the Board of Directors, receiving reports, and for the transaction of such business as may properly come before the meeting.

- (a) The Membership shall receive at the Annual Meeting a report by the President, or his/ her designate, the content of which should include:
 - 1) The condition of the Boosters.
 - 2) A general summary of funds received and expended by the Boosters for the previous year, the amount of funds currently in possession of the Boosters and the name of the financial institution in which such funds are maintained.
 - 3) The whole amount of real and personal property owned by the Boosters, and where it is located.
- (b) The Membership shall have the right to vote for each position to be filled on the Board of Directors.
- (c) The Membership shall have the right to increase the number of the Board of Directors. If the number is increased, the additional Directors may be elected at the meeting at which the increase is voted, or at subsequent General Membership meetings.
- (d) The Board of Directors shall assume the performance of its duties immediately following the elections.
- (e) The Board's term of office shall continue until its successors are elected and qualified under this section.

SECTION 5

Special General Membership Meeting - Special General Membership Meetings may be called by a majority of the Board of Directors, or by the President. Upon written request of ten (10) Members, the President shall call a Special General Membership Meeting to consider the subject specified in the request. No business other than that specified in the notice of the meeting shall be transacted. The request must be served on both the President and the Secretary. The Secretary shall be responsible for notifying all members of the date, time and place of the meeting within five (5) days of receipt of the request. The President or the Secretary shall hold such meeting no later than fourteen (14) days after the receipt of the request. Notification may be made to members in local newspapers, website and by e-mail.

ARTICLE VI - BOARD OF DIRECTORS

SECTION 1

Authority - The Board of Directors shall be the governing body of the Boosters and shall be charged with the full responsibility for the conduct of all phases of the program, and shall be empowered to take all action necessary to discharge this responsibility subject only to the limitations contained in the Articles of Incorporation or By-Laws.

SECTION 2

Officers of the Board of Directors - The following shall be the Officers and voting members of the Board of Directors:

- 1) President – 2 year term*
 - 2) Vice President – 2 year term
 - 3) Treasurer – 2 year term*
 - 4) Secretary- 2 year term
 - 5) Membership Coordinator – 2 year term
 - 6) Website coordinator – 2 year term
 - 7) Team Liaison Coordinator – 2 year term
 - 8) Public Relations Coordinator – 2 year term*
 - 9) Concession Stand Coordinator – 2 year term*
 - 10) Jagwear Coordinator – 2 year term
 - 11) Scholarship Coordinator - 2 year term*
- *alternating election years on even years

Non-elected, ex-officio voting members

- 1) Athletic Director
- 2) Principal
- 3) Assistant Principal

SECTION 3

Terms of Office - The voting members of the Board of Directors shall be elected by the regular members at the Annual Meeting. Each officer shall serve for the length of the term associated with each position and will be eligible for reelection. Incoming officers shall assume office following the May election and shall enter into the performance of their duties and shall continue in office until their successor has assumed office. A nominating committee will be appointed by the President each March to place names of individuals on the slate of nominees for the Annual Meeting. No more than one member of an immediate family may serve as a voting member of the Board of Directors at the same time. *Parent of a senior serving in the position of President will be discouraged. Past President may serve in a consulting capacity.

Attendance at Meetings - All Board Members are required to attend all duly notified meetings. The President may only excuse members from attendance. Two consecutive unexcused absences or any three unexcused absences during the year may result in removal from the Board of Directors.

SECTION 4

Vacancies - In the event that a position becomes vacant during the year, the President shall appoint a replacement.

SECTION 5

Special Board Meetings, Notice and Quorum - Special meetings of the Board shall be held at the discretion of the President or the Board of Directors and on such days as shall be determined by the Board.

- (a) The President, or any three voting Board Members may issue a call for a Special Board Meeting. Notice shall be not less than forty-eight hours in advance of such Special Meeting. Notice shall include the purpose of the meeting, no other matters not so noticed may be acted upon at the meeting, and Robert's Rules will be followed.
- (b) Notice of each Special Board meeting shall be given by the Secretary personally, electronically, or by mail to each Director at least 48 hours before the time of the meeting.
- (c) A majority of the elected Board Members shall constitute a quorum for the transaction of business.
- (d) Board of directors will review bylaws annual every January.

ARTICLE VII - DUTIES AND POWERS OF THE BOARD

SECTION 1

Appointments - The President, or the Board may appoint such other officers as he/she may deem necessary, and may prescribe the duties of each. The President or the Board shall have the power to appoint such committees as they deem necessary, and to delegate such powers to them as is advisable and proper under these By-Laws. The Board shall have the power, by two-thirds vote of those present at a duly constituted meeting, to discipline, suspend, or remove any Director or Officer, or Committee member in accordance with the procedure set forth in Article IV, Section 4(a).

SECTION 2

President shall:

- (a) Conduct the affairs of the Boosters and execute the policies established by the Board.
- (b) Communicate to the Board such matters as deemed necessary, and make suggestions that promote the welfare and achieve the objectives of the Boosters.
- (c) Act on behalf of the Board, with their approval on matters of contracts, leases, and purchases in the name of the Boosters.
- (d) Investigate complaints, irregularities, and conditions detrimental to the Boosters and report to the Board or Executive Committee as necessary.
- (e) Present a report of the condition of the Boosters at the Annual Meeting.

Vice President shall:

- (a) Perform any duties as requested by the President
- (b) Preside at meetings in the absence of the President
- (c) Organize annual Blue & Gold Banquet

Secretary shall:

- (a) Be responsible for recording the activities of the Boosters and maintain appropriate files, Board list and minutes.
- (b) Perform such duties as are incident to the office of Secretary.
- (c) Distribute minutes of the meetings within seven (7) days of past meeting and email to the board.
- (d) Conduct all correspondence not specifically delegated in connection with said meetings and is responsible for carrying out all orders, votes and resolutions not otherwise committed.

- (e) Notify members of their election or appointments.
- (f) Respond to formal requests with a letter explaining results of vote.

Treasurer shall:

- (a) Perform all duties as are herein set forth, and such duties as are incident to the office of Treasurer.
- (b) Keep records for the receipt and disbursement of all monies of the Boosters, approve all payments from allotted funds, and draw checks therefore in agreement with policies established by the Board. The Treasurer and/or President shall sign all checks. The Treasurer and/or President are authorized to sign any checks. The President must sign off on all checks written. The Vice President may sign a check if President is unavailable.
- (c) Present monthly reports.
- (d) Act as a liason with retained accounting firm.
- (e) Manage online credit card systems/transactions
- (f) File annual report w/ necessary state and federal agencies, maintain compliance with IRS 501C3 regulations.

Membership Coordinator shall:

- (a) Be responsible for promoting the Windham Jaguar Booster Club and securing membership.
- (b) Maintain membership roster, processes applications and reconciles membership dues.

Public Relations Coordinator shall:

- (a) Post/advertise all meeting dates, events and issue related press releases regarding Booster activities to the necessary media outlets.
- (b) Be responsible for all other communications of the Windham Jaguar Booster Club, as requested by the Board.
- (c) Provide coverage for Booster events including pictures, highlights etc to be released to media outlets and website updates.
- (d) Give required notice of all meetings of the Boosters.

Team Liaison Coordinator shall:

- (a) Ensure all teams are working effectively with the Boosters.
- (b) Coordinate volunteer coverage for concessions, fundraising events or other Booster activities as needed.
- (c) Communicate Booster information to teams, coaches, athletic community and booster membership when needed.

Website Coordinator shall:

- (a) Update and maintain Booster website www.windhamjaguars.org including but not limited to:
 - a. Athlete registration and roster assignment
 - b. Booster bulletins and picture uploads when needed.

Concession Stand Coordinator shall:

- (a) Manage the operations of the concession stand including but not limited to:
 - a. Establish dates/times of concession stand operations based on game and event schedule.
 - b. Coordinate with Team Liaison Coordinator the appropriate staff needs
 - c. Coordinate with the Treasurer the appropriate monies needed for event
 - d. Maintain inventory/stock needs/order from vendors.

Jagwear Coordinator shall:

- (a) order & sell apparel
- (b) maintain vendor relationships
- (c) update website store

Scholarship Coordinator shall:

- (a) Establish scholarship criteria for application consideration
- (b) Discuss scholarship timing and money appropriation with Board prior to scholarship announcements

- (c) Coordinate any matching dollars with companies or sponsors if applicable.
- (d) Advertise/market scholarship opportunities within the school and community.
- (e) Coordinate the scholarship process including but not limited to:
 - a. Establish scholarship selectee committee
 - b. Manage all correspondence with scholarship candidates.
- (f) Coordinate and assist in any fundraising efforts.

SECTION 3

Special Committees – Committees may be set up to organize, discuss or plan Banquets, Concessions, Membership, Budget, fundraising advertising, senior recognition and other activities as deemed necessary

SECTION 4

Compensation. No Director, Officer, or Member shall receive, directly or indirectly, compensation from the Boosters.

ARTICLE VIII - FINANCIAL AND ACCOUNTING

SECTION 1

Fundraising - the Booster Club Board of Directors must approve All Windham High Booster Club fundraising projects. Fundraising includes, but is not limited to: annual dues, field house and WHS athletic sporting event concessions, WHS athletic signature clothing or items, business donations and sponsorships, private donations and approved publications with the sole purpose of raising funds for Windham High Athletics through the Booster Club.

SECTION 2

Fiscal Year - The fiscal year of the Boosters shall begin on July 1 and end on June 30.

SECTION 3

Budget - The Board of Directors shall adopt an annual budget of income and expenses under the direction of the President and the Treasurer. The Board shall make the budget available to Members at the Membership meeting.

- (a) Budget will be reviewed each March for considerations for the next fiscal year.
- (b) Budget committee may be formed for budget analysis if appropriate.

SECTION 4

Expenditures -

- (a) Only by a majority vote of the Board of Directors may any individual be authorized to spend money for fundraising expenses.
- (b) The athletic director must approve any expenditure that adds to the physical property of Windham High School before being brought to the Windham Booster Club membership for vote.
- (c) All requests will be made in writing and should include all pertinent information regarding request including but not limited to:
 - a. Price quote information
 - b. Item specifications
- (d) No expenditures will be considered or allowed that are part of the Windham High School Budget. Specifically, these are equipment for individual sports, uniforms, and regular supplies such as balls, mitts, masks, etc., or maintenance equipment. Emergency needs to be discussed.
- (e) All expenditures must be approved by the Booster Board membership by meeting majority. Guidelines established by the Booster club membership must be followed.

- (f) Annual expenditures will be based on affordable guidelines developed by the Board. Expenditures may include, but are not limited to: Sports Banquets, Trophies/Plaques and other student recognition, senior flowers and coaches clinics.
- (g) Special requests must come in as a written request to the Booster Club.
- (h) Expenditure for Varsity State Championship recognitions will not exceed \$25 per player/ and or coach
- (i) All donation requests shall be submitted to the board in writing and reviewed at next monthly meeting.

ARTICLE IX- DISSOLUTION

Distribution of Property upon Dissolution- Upon dissolution of the Boosters and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property and money of the Boosters to the Windham High School Athletic Department.

ARTICLE X - NON-DISCRIMINATION

It is the policy of the Boosters that all the parties involved in the operation of the Boosters will provide an operational environment that is free of all forms of discrimination.

ARTICLE XI - CONFLICT OF INTEREST

SECTION 1

Members of the Board and Committee Members shall not engage in any activity which gives rise to, or could give rise to, an appearance or claim of self-dealing loyalty or conflict of interest by reason of such person's position with the Boosters. In the event that such person has reason to believe his or her activities, or anticipated activities could give rise to any such claim, he or she shall have a duty to disclose such activities or anticipated activities to the Board of Directors.

SECTION 2

All Directors, Officers and Members shall bear in mind that we support all the league athletic programs. In accordance with Section 501 (c) (3) of the Federal Internal Revenue Code, the Boosters shall operate exclusively as a non-profit organization. No part of the net earnings shall benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

ARTICLE XII - INDEMNIFICATION

The Boosters shall indemnify and hold harmless every Director, Officer, and Member of the Boosters to the fullest extent allowed under New Hampshire Corporations Code, or as otherwise allowed by law at the time of indemnification.

ARTICLE XIII - AMENDMENTS

These By-Laws may be amended, repealed or altered in whole or in part by a majority vote at any duly constituted meeting of the Members, providing notice of the proposed change is included in the notice of such meeting.

These By-Laws were approved by the Membership on _____

President's Name: MaryEllen Bielinski

President's Signature: _____

Federal ID No: #45-1624887

Amended – October 9, 2008 _____

Amended – October 25, 2010 _____

Amended- September 15, 2011 _____

Amended- July 22, 2013 _____