



CLEAR CREEK AMANA HIGH SCHOOL BOOSTERS CLUB
By laws of the Clear Creek Amana Booster Club

(Legally chartered and incorporated in _____, reorganized _____)

ARTICLE I –Name

Section 1 – Name

The name of this organization is the Clear Creek Amana Booster Club. For the purpose of identification and brevity, any mention of the Clear Creek Amana High School Boosters Club shall be referred to as the Boosters Club.

ARTICLE II- Mission Statement

Section 1 – Mission Statement

The Clear Creek Amana High School Boosters Club is a charitable, non-profit organization whose purpose it is to encourage enthusiastic support and interest in Clear Creek Amana High School athletics; to award scholarships which contribute to the post-secondary education of graduating athletes; to contribute to the advancement and needs of athletic programs at the high school; to lend support to the Director of Athletics.

ARTICLE III - Objectives

Section 1 – Objectives

The objectives of the Booster Club shall be:

- 1) To arouse and maintain an enthusiastic interest in all programs of the Athletic Department of Clear Creek Amana High School.
- 2) To lend all possible support to the Athletic programs at the Clear Creek Amana High School and specifically to the Director of Athletics. As such, the Boosters Club shall have authority over the disbursement of Boosters funds, according to the approved allocation requests or executive board approval.

3) To build and maintain an organization which will help promote the activities of the Clear Creek Amana High School Athletic Department. (Grades 9-12)

4) Help develop and promote school spirit.

ARTICLE IV – Membership & Application

Section 1 – Membership

The membership of the Boosters Club shall not be limited. Anyone interested in the progress and development of the Athletic programs of Clear Creek Amana High School shall be eligible for membership. In order to be eligible for a Boosters sponsored Scholarship, the student (family) must be a member. Active members in good standing shall be entitled to vote.

Section 2 – Application

Application for membership shall be made by written application to the Boosters Club and the payment of dues thereof.

Section 3 – Resignation

Any member of the Boosters Club may resign at any time, but such resignation shall not entitle such member to a rebate of the dues paid.

ARTICLE V – Dues

Section 1- Booster Club Dues

The membership levels and Boosters Club dues shall be determined by the board on an annual basis. Membership shall be July 1 – June 30.

Boosters Club fiscal year shall be July 1 – thru June 30.

ARTICLE VI – Meetings

Section 1 – Monthly Boosters Club Meeting

The Booster meeting will be held the second Wednesday of every month unless otherwise noted in the meeting notice.

The monthly Booster meeting will be for business pertinent to the club.

The Secretary shall send notices of this meeting to the Executive Committee and each Booster member prior to the meeting.

The May Boosters Club Meeting shall be for the nomination and election of officers.

Section 2 – Fall Membership Meeting

The Boosters Club shall hold a fall meeting in September each year for the purpose of presenting the planned program for the school year to the membership of the Boosters Club.

Section 3 – Executive Committee

The Executive Committee shall meet as deemed necessary by the President for the purpose of conducting the Boosters Club business.

Section 4 – Quorum

1) A quorum of the Club shall be determined by the Executive Committee at and/or before each scheduled meeting of the Club.

2) A majority shall constitute a quorum at any Executive Committee meeting.

ARTICLE VIII – Officers and Executive Committee

Section 1 – Officers

The officers of the Boosters Club shall be the President, Vice President, Treasurer and Secretary. The President shall appoint Standing Committees and any other such Special Committee as he/she or the membership deem necessary. The Standing Committees shall be appointed prior to July 1. Officers shall be members of the Boosters Club.

Section 2 – Executive Committee

The Executive Committee has permanent and rotating members. The rotating (and voting) elected members shall consist of the President, Vice President, Treasurer, and Secretary. The rotating (and voting) members appointed by the Executive Committee are the chairs of four standing committees: Fundraising, Membership & Publicity, Concessions & Spirit, and Scholarship. These appointed positions are two-year terms.

Section 3 – Duties of the President

The President shall be the chief executive officer of the Boosters Club. The President shall preside at all meetings of the Boosters Club and the Executive Committee, and shall call such meetings as specified in Article VI. It shall be the President's duty to exercise supervision over the activities and welfare of the Boosters Club and keep the members of the Executive Committee informed of all matters pertaining to the affairs of the Boosters Club. The President shall, with the approval of the Executive Committee, hire an attorney to handle any legal issues as deemed necessary. The President shall sign any and all legal documents as required by law. Additional duties include preparing monthly agendas for meetings.

Section 4 – Duties of the Vice President

The Vice President shall, in the absence of the President, perform all the duties and assume all responsibilities of the President. In addition, the Vice President shall be the coordinator of all active committees.

Section 5 – Duties of the Secretary

The Secretary shall record activities of all Booster membership meetings and notify members of scheduled meetings. Distribute minutes to the members.

Section 6 – Duties of Treasurer

The Treasurer shall receive and disburse the funds of the Boosters Club as established by the budget and authorized by the Executive Committee. The Treasurer shall keep and preserve proper vouchers and books of account, which shall be open for examination by the Executive Committee, and/or the membership of the Boosters Club. The Treasurer shall also make voucher records and books of account available annually for audit by an auditing committee duly appointed by the President.

The Treasurer shall deposit funds of the Boosters Club in a Boosters Club account approved by the Executive Committee and shall disburse money only upon vouchers approved by the Executive Committee. All checks drawn upon the funds of the Boosters Club shall require the signature of the President or Treasurer. The Treasurer shall submit an annual report to the membership at the annual Boosters Club meeting in May. In addition, the Treasurer shall submit a financial report at each membership meeting and shall also present other financial reports as may be requested by the Boosters Club.

Section 7 – Duties of the Executive Committee

The Executive Committee duties:

- Present to the membership the programs and projects for the coming year.
- Execute the programs and projects approved by the Boosters Club.
- Manage the affairs and funds of the Boosters Club, including the approval of fundraising requests, acting with full powers as delegated by the members of Boosters Club.

Section 8 – Vacancies

Executive Committee vacancies shall be filled by appointment by a majority vote of the Executive Committee.

ARTICLE IX – Standing Committees and Duties

Section 1 - Membership & Publicity

The committee chair shall be responsible for maintaining the membership database and the responsibility to publicize Club events.

Section 2 – Fund Raising

The committee chair shall coordinate the solicitation of fund raising and the coordination and publication of the quarterly athletic team program.

Section 3 - Concessions & Spirit

The committee chair shall coordinate the volunteers for concession stand and other fundraising events. Oversee the sale of spirit related items.

Section 4 – Alumni Representative

Coordinates and acts as the liaison person between the Booster Club and the Clear Creek Amana High School Alumni.

ARTICLE X – Scholarships

Section 1 – Scholarship Eligibility

The purpose of the Clear Creek Amana Booster Club Scholarship is to recognize the achievements of student athletes. Student Athletes, who wish to be considered for the annual award of Booster Club Scholarships, must meet the following criteria:

- a. To be eligible for consideration:
 - a. The student shall have applied for a Clear Creek Amana High School Boosters Club scholarship
 - b. Is a graduating senior and have been accepted for the fall semester at a post-secondary school.
 - c. Applicants must be a student in good standing at Clear Creek Amana High School (CCAHS) as well as in good standing with the CCAHS Athletic Department.
 - d. An applicant must have at least one parent or guardian who has been a member of the Club for a minimum of three out of the four years of the student's high school career and mandatory for the students' senior year. Exceptions in regard to membership requirements may be made for transfer students at the discretion of the Boosters Executive Committee.
 - e. Criteria used by the committee may include a proven commitment to interscholastic sports as demonstrated by number of years played, level of participation and number of sports pursued and character, sportsmanship.

- b. In any given year, the scholarship funding and number of scholarships awarded will be based on booster club funds available, the number of senior athletes and voted on by the executive committee.
- c. Any scholarship award exceptions changed from the scholarship application must be voted on by the Executive Committee.

ARTICLE XI – Amendments

Section 1 – Amendments

The bylaws may be amended or revised at any club meeting by a simple majority vote of the members present.

ARTICLE XII - CONFLICT OF INTEREST

Section 1 - Disclosure of Conflict of Interest. Any Director or committee member having a possible conflict of interest shall disclose that conflict of interest to the Board of Directors and be made a matter of record through an annual procedure and also when the interest becomes a matter of board action.

Section 2 - Abstain from Voting and Influencing. Any Director having a possible conflict of interest on any matter shall abstain from voting on that matter and shall not use his/her influence on the matter, nor shall that Director be counted towards the required Quorum for voting on the matter. However, any Director with a possible conflict of interest may answer questions about the matter from other Directors after the disclosure of the conflict of interest has been made.

Section 3 - Notice. Any new Director or committee member will be advised of this conflict of interest policy upon entering on the duties of his/her office.