

SHERMAN OAKS CENTER FOR ENRICHED STUDIES  
BOOSTER CLUB

May, 1996

BYLAWS

I. NAME

- This organization shall be known as **"Sherman Oaks Center for Enriched Studies Booster Club."** (Abbreviations used below: **"SOCES"** for Sherman Oaks Center for Enriched Studies and **"the Booster Club"** for Sherman Oaks Center for Enriched Studies Booster Club.)

II. OBJECTIVES

- To promote the health and welfare needs of the Students at SOCES in the home and in the community.
- To promote a cooperative and positive effort among parents, teachers, school administrators and students to provide the best possible educational program at SOCES.
- To develop fund raising events which will provide monies that will improve the educational program and the health and welfare needs of the students at SOCES.
- To do all things necessary and proper to implement the responsibilities of the **Booster Club** as hereinafter set forth.

III. MEMBERSHIP

- The group shall be non-partisan and non-sectarian in membership and purpose.
- Membership in the group is open to members of the school community (**parents, relatives and/or guardians of students of SOCES**) and the public, and to the teachers and administrators at SOCES.
- Any membership fee shall be a reasonable amount, **determined by a vote of the membership.**

#### IV. OFFICERS

- The officers of the **Booster Club** shall consist of the President, **First Vice President**, **Second Vice President**, Treasurer and Secretary. The school Principal and **Assistant Principals** shall also be officers of this Executive Committee.
- The officers of the **Booster Club** shall be elected annually by a secret ballot at an election meeting. The officers so elected shall serve from **July 1<sup>st</sup> to June 30<sup>th</sup> of the following school year.**
- If the office of the President shall become vacant for any reason, the **First Vice President** shall succeed to the office of President. If the office of **First Vice President**, **Second Vice President**, Treasurer or Secretary shall become vacant for any reason, a successor shall be appointed by the President to serve until the next regular meeting of the **Booster Club**, at which time a successor shall be elected by the members of the organization.

##### A. Duties of the President

1. The President shall preside at all **Booster Club** meetings, and shall be a member ex-officio of all committees.
2. The President, **with the Executive Committee or Secretary**, shall establish an agenda for each meeting which shall include all recommendations from committees and/or members of the group delivered to the President in writing at least two (2) days prior to the meeting. The President shall determine the priority of all agenda items.
3. The President shall appoint a member to chair each committee set forth in these Bylaws or established by the **Booster Club** (except as otherwise provided herein).
4. The President shall represent the **Booster Club** in all official matters and dealings with outside parties.

##### B. Duties of the First Vice President

1. The **First Vice President** shall act as an aide to the President and shall perform the duties of the President if the President is absent or otherwise unable to perform.
2. The **First Vice President** shall serve as an ex officio member of all committees and act as liaison between the committees and the President.
3. The **First Vice President** shall coordinate the activities of the committees and maintain a master calendar of all committee meetings.

**C. Duties of the Second Vice President**

1. The **Second Vice President** shall act as an aide to both the President and the First Vice President.
2. The **Second Vice President** shall be the head of the Telephone Committee.
3. The **Second Vice President** shall take the minutes of the regular meetings if the Secretary cannot do so.

**D. Duties of the Secretary**

1. The Secretary shall record the minutes of all **Booster Club** meetings and maintain minutes of committee meetings as provided by the committees and mail copies of these minutes to the Executive Committee. **The Secretary shall supply a copy of the Booster Club minutes, in a timely manner, to the Main Office for inclusion in the monthly school newsletter, sent home with all students.**
2. The Secretary shall be responsible for typing the agenda determined by the Executive Committee, and duplicating it for all **Booster Club** meeting attendees.
3. The Secretary shall be responsible for all official communications of the **Booster Club**, including correspondence to outside parties.

**E. Duties of the Treasurer**

1. The Treasurer shall receive and safely deposit all funds of the **Booster Club** in such bank as may be designated by the group, and shall disburse funds in accordance with the priority of expenditures from time to time established by the Organization, unless otherwise directed by **Booster Club** and as complying with Student Body expenditures as outlined by Student Body Finance Section.
2. The Treasurer shall keep a complete and accurate record of all funds received and paid out, and shall report to the Advisory Council of the school, **at Site Council meetings (if requested)** and the **Booster Club** at each regular meeting regarding the financial condition of the Organization.
3. Any funds raised through the school Student Body must be deposited in the student body account for use of the Student Body.
4. **The Treasurer shall be responsible for filing any and all official forms with the Internal Revenue Service and/or the Franchise Tax Board of California in a timely manner to prevent penalties. The Treasurer shall pay any and all taxes due, with the agreement of the Executive Committee.**
5. All expenditures must comply with the guidelines that apply to Student Body expenditures as outlined by the Student Body Finance Section.
6. The Treasurer shall prepare all checks for disbursement which shall require the signature of either the President, **First Vice President** or **Second Vice President** in addition to that of the Treasurer.
7. **The Treasurer shall be responsible for changing bank signature cards as of July 1<sup>st</sup> of the new school year.**

## V. MEETINGS

- All meetings are open to members of the school community and the public. Those in attendance shall have the opportunity to participate in all discussions, ask questions and make suggestions. However, only **Booster Club** members may vote as herein described.

- There shall be held at the school **at least five (5) regularly scheduled meetings each year**. If the meeting date conflicts with holidays or other unforeseen events, or if the school is not available, the meeting shall be set for another date and/or place by the President. Any change in the meeting date and/or place shall be approved by the Principal.
- A quorum shall be present if ten (10) current members are in attendance.
- At each meeting of the **Booster Club**, a financial update shall be given.

## VI. NOMINATIONS AND ELECTIONS FOR OFFICERS

- The election shall be held annually at the **regularly scheduled May meeting**. **The new officers will serve from July 1<sup>st</sup> to June 30<sup>th</sup> of the next school year**. The election process shall be conducted in a manner which shall insure the widest possible participation. Adequate notice of all election procedures shall be disseminated to the members of the Booster Club.
- **An Election Committee shall be appointed by the President no later than at the regular monthly meeting immediately prior to the election meeting, for the purpose of presenting a slate of officers at the May election meeting. Nominations may also be made from the members present at the election meeting.**
- Officers of the Booster Club shall be elected by secret ballot at the election meeting. Voting procedures shall be established, and the voting shall be supervised by the members of the Election Committee. **Each member of the Booster Club attending the election meeting shall have one vote for each office. The candidate receiving the most votes on the first ballot shall be elected, without any run offs.**

## VII. TERMINATION AND RESIGNATION

1. A member shall not continue to hold membership in the Booster Club if that member ceases to qualify for membership pursuant to these Bylaws.
2. Any officer may resign by filing a written resignation with the Secretary or President, whereupon said resignation shall be effective immediately.

X. PARLIAMENTARY AUTHORITY

- Robert's Rules of Order (Newly Revised) shall govern the Booster Club in all cases in which they are not in conflict with these Bylaws. **Incoming Officers shall receive a copy of Robert's Rules of Order.**

Adopted at the \_\_\_\_\_ meeting, on \_\_\_\_\_ at \_\_\_\_\_.  
Month Date Place.

By \_\_\_\_\_ (Name and Title)  
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\_\_\_\_\_ Principal