

Blue Hills Booster Club, Inc.
By-Laws
September 17, 2019

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ARTICLE I: CORPORATION

Section 1.1 - The name of this organization shall be the Blue Hills Booster Club, Inc., herein after referred to as the Boosters. The Blue Hills Booster Club, Inc. is a non-profit, tax exempt organization under IRS code 501(c)(3).

Section 1.2 - The fiscal year of the Boosters will be July 1st to June 30th.

Section 1.3 - This organization shall be structured in the following manner:

Blue Hills Booster Club, Inc.

A. Officers/Executive Board Members

- President
- Vice President
- Treasurer
- Secretary
- School Store Manager
- Concessions Manager
- Membership Manager

B. Special Committees/Coordinators/Advisors

- Scholarship/Awards Committee
- Fundraising Coordinator
- Social Media Coordinator
- Advisor(s)

C. Members at Large

ARTICLE II: PURPOSE

Section 2.1 - Our mission is to raise money to fund different activities, programs, athletics, speakers and groups for all grades within the school, as well as assisting staff and providing grants and

services upon request when feasible. Also, selected, qualified graduating seniors are presented with Blue Hills Booster Club Scholarships, Trade Awards or Military Awards.

ARTICLE III: MEMBERSHIP

Section 3.1 - Membership is open to all parents and/or guardians of students who are enrolled at Blue Hills Regional Technical High School, staff, alumni, school administration, and others who have expressed interest in supporting the organization and its mission.

Section 3.2 - The membership year will run from July 1st to June 30th.

Section 3.3- Membership Dues fees are reviewed and approved annually by the Executive Board. Dues are paid on an annual basis, however during Freshman year, families can elect to pay dues for all four years at a discounted rate. Students who transfer to Blue Hills Regional School after Freshman year will be required to pay the full 4-year dues amount, however transfer students will only be required to complete Booster volunteerism for the years they attend Blue Hills.

Section 3.4 - All members have the right to address the Executive Board at regularly scheduled meetings, to introduce motions, to debate and to hold office.

ARTICLE IV: MEMBERSHIP MEETINGS

Section 4.1- Regular Booster meetings shall be held monthly based on an agreed upon schedule the officers establish in September each year. These meetings are open to all mentioned in Article III, Section 3.1.

Section 4.2 - A vote shall be carried by voting members in good standing, who are in attendance, including two officers.

Section 4.3 - A special meeting may be called at the discretion of the President, or President's designee.

ARTICLE V: ELECTION OF OFFICERS

Section 5.1 - The officers of this organization shall be nominated in April and elected at the May meeting. The newly elected officers and chairpersons will begin their transition as of June and will assume their duties as of July 1st of the same year. The term of an elected officer shall be for one year and the term of offices will begin in July. If no candidates are available for nomination, one may be appointed temporarily by the President and approved by the existing Executive Board, until such time that a qualified nominee is identified.

Section 5.2 - All elections of officers shall be made by a vote of members in attendance by ballot.

Section 5.3 - The officers shall consist of a President, Vice President, Treasury, Secretary, Store Manager, Concessions Manager and Membership Manager. These offices may be held jointly by no more than two members or by an individual. The duly elected officers, in accepting the honor bestowed upon them, recognize their responsibility to uphold the By-Laws of the organization and to work willingly and diligently to foster the purpose of this organization.

Section 5.4 - Vacancies occurring in offices during the term year shall be filled by the Executive Board for the unexpired time. Also see ARTICLE V, Section 5.1.

Section 5.5 - Officers, at the end of their term, in good faith must return all papers, books, monies, or any other properties belonging to the organization in their possession or under their control to the incoming Executive Board/Officers.

ARTICLE VI: DUTIES OF OFFICERS

Section 6.1 - It is the duty of the **President** to preside at all meetings, regular and special, and to be an ex-officio member of all committees. The President shall call all special meetings and appoint all committees unless otherwise ordered. He/she is responsible to coordinate with the Secretary in establishing the Agenda for meetings. In the absence of the President, rule of succession shall apply.

Section 6.2 - It shall be the duty of the **Vice President** to assist the President in the discharge of his/her duties and officiate in his/her absence. Should the office of the Vice President become vacant, the **Executive Board** members will be notified. At that time, interested members should submit their name to the elected Board officers for consideration for appointment. The Vice President attends Booster events as needed, secures meeting locations and performs other duties as assigned.

Section 6.3 - It shall be the duty of the **Secretary** to prepare meeting agendas as directed by the President, keep the minutes of all meetings and publish for approval at next general membership meeting. The Secretary shall perform such other duties as may be delegated to this office by the elected officers of the Board.

Section 6.4 - It shall be the duty of the **Treasurer** to receive all monies, keep an account of all funds, and pay verified invoices and obligations. Payments are to be made only by check and signed by the Treasurer or other authorized officer. He/she shall prepare an end-of-the-year report, and shall report a general statement of accounts at each meeting. The Treasurer shall make a full report available to all members upon request. In addition the Treasurer shall be responsible for ensuring that mandatory annual tax return(s) are filed. Additional responsibilities of the Treasurer are as follows:

- Interface with Parent Boosters USA as the Booster Liaison and pay annual dues
- Maintain and update Subscription for “Go Daddy”, the host for our Domain name
- Pay Booster Post Office Box fee annually
- Coordinate with Concessions Mgr. for payment of annual Board of Health Certification
- Coordinate with Store Manager to ensure proper record keeping and deposits
- Provide funding to officers and managers as needed prior to Booster events
- Attend major fundraising events to assist with financial control
- Serve on special committees as directed by the President
- Communicate with outside vendors for establishing and maintaining payment options
(PayPal, Venmo, Square, etc.)

Section 6.5 - It shall be the duty of the **Store Manager** to schedule store hours and volunteers during school lunch hours, and order merchandise for sale in the store. He/she will be responsible to coordinate fundraising opportunities at school events, maintain purchase and sales records for the Booster Store, coordinate with the Treasurer for transitioning monies for deposit, as well as presenting a Booster Store update at the monthly membership meeting. The Store Manager may identify vendors for the Boosters to consider for purchasing merchandise. He/she shall perform such other duties as may be delegated to this office by the elected officers of the Board.

Section 6.6 – It shall be the duty of the **Membership Manager** to collect membership dues, create and maintain a membership database tracking the payments and volunteerism, as well as

maintaining a list of volunteer opportunities to provide the Social Media Coordinator for public postings. The Membership Manager will collaborate with the Treasurer in the receipt and processing of dues payments, maintain the membership printed materials and present a membership update at monthly meeting. He/she shall perform other duties as assigned.

Section 6.7 – It shall be the duty of the **Concession Manager** to assist the Executive Board in hosting concession activities at the school that support the mission of the Boosters. Other responsibilities of the Concession Manager are as follows:

- Consult with BHR Athletic Director to confirm sporting event dates and times
- Open the Snack Shack during sporting events when practical
- Purchase supplies and food to sell at Booster events involving concessions
- Collaborate with volunteers in the selling of concessions
- Ensure volunteers use proper food & beverage protocols
- Coordinate funding needs with the Treasurer
- Coordinate with Town of Canton to secure annual Board of Health Certification for the Snack Shack
- Prepare a financial summary for each concession event and present to Treasurer

ARTICLE VII: DUTIES OF SPECIAL COMMITTEES/COORDINATORS/ADVISORS

Section 7.1 - Special Committees, Coordinators and/or Advisors will be appointed by the President each year for Booster Scholarships/Awards and Fundraising efforts. Additional committees, coordinators and/or Advisors from time to time may be appointed on an as needed basis at the discretion of the President.

Section 7.2 – Scholarship/Awards Committee – Refer to ARTICLE X, Section 10.4

Section 7.3 - It shall be the duty of the **Fundraising Coordinator** to assist the Executive Board in selecting and hosting fundraising activities that support the mission of the Booster Club.

Section 7.4 – It shall be the duty of the **Social Media Coordinator** to assist the Executive Board in communicating to the public on behalf of the Booster Club. The Social Media Coordinator will follow the communication protocols established in ARTICLE 11. Other responsibilities include collaboration with the President in composing and releasing social media posts, and assist in creating/securing signage for Booster events as needed.

Section 7.5 – **Advisors** are from time to time appointed by the President as a means to assist in ensuring a seamless transition of newly elected officers, and to serve as ambassadors of the Booster Club at Booster events and/or in the community.

Section 7.6 - All expenditures made by Special Committees, Coordinators and/or Advisors must be approved by the Executive Board before they are spent.

ARTICLE VIII: BY-LAWS AND AMENDMENTS

Section 8.1 - The By-Laws will be reviewed once a year in the spring, and amendments shall be voted for approval within three months. At the discretion of the President, amendments may be approved before the fiscal year end.

Section 8.2 - Any proposed amendment to the By-Laws must be submitted in writing at any regular meeting of the Boosters. Such proposed amendments must be signed by three members of the

organization before being submitted to the Booster Club Board members and shall be read into the minutes of the meeting by the Secretary. If approved by two-thirds of the members in attendance it shall become part of the By-Laws.

Section 8.3 - Meetings will be conducted and all voting will follow Roberts Rules of Order.

ARTICLE IX: FUNDS

Section 9.1 - Any request for funds must be submitted in writing. Expenditures must be approved by the Executive Board before they are spent. Payments are to be made only by check and signed by the Treasurer or other authorized individual.

Section 9.2 - Funds for special financial circumstances (outside of the normal course of business), will be dispersed by a majority vote of the general membership at the next regularly scheduled Booster Club meeting.

ARTICLE X: SCHOLARSHIPS, TRADE AND MILITARY AWARDS

Section 10.1- Blue Hills Booster Club Scholarships, Trade and/or Military Awards are presented to qualified graduating senior students.

Section 10.2 – Beginning with the class of 2023, to qualify to apply for a Booster Club Scholarship, Trade Award or Military Award, the families of seniors must be up-to-date with dues (paid 4 years) and, the family and/or student must volunteer in at least two activities or at two events in each of their 4 years enrolled at Blue Hills Regional School. However, if 1 year of service is missed, the student/family may perform double duty in one year, (in either Sophomore or Junior year only), to make up for missing service. No service make-up will be allowed during the senior year. Service requirements must be met for each child in families having more than one student attending Blue Hills.

Section 10.3 – Applications will be given to the Guidance Department in March to be distributed to qualifying senior students. The completed applications will be turned into the Booster Scholarship/Awards Committee by the Guidance Department, accompanied with letters of recommendations and student transcripts before the April school vacation. Recipient names must be given to the Guidance Department for publication in the Senior Awards Booklet early in May.

Section 10.4 – The Scholarship/Award Committee will consist of Board members and general members appointed by the President. In the event a Committee person's son/daughter or relative is applying for a Booster scholarship or award, said committee person shall step down and be replaced by an appointee of the remaining elected Board of officers before the selection process begins.

ARTICLE XI: COMMUNICATIONS

Section 11.1- All communications shall be conducted in a professional and ethical manner. At the President's discretion, Elected Board members may represent the Booster Club, however all Board members should be copied on communications for informational purposes.

By Law Change History

	Date Discussed	Final Approved	Changes Made	Reason for Change
	6/14/2017	11/21/2017	10.2 – Award eligibility revised from “the family and/or student must have volunteered in a Booster activity at least one time in each of their 4 years” to “the family and/or student must volunteer in at least one activity or at one event in each of their 4 years, however if 1 year of service is missed the student/family may perform double duty in one year to make up for missing service year”	To encourage students to join after Freshman year to allow for some flexibility in the event a student was not able to volunteer in a year for personal reasons.
	9/10/19	9/17/19	Amendments made to all sections of the By-Laws with the exception of Article 4.	To better reflect the policies and procedures currently being followed, and to clarify expectations and responsibilities.
	9/10/19	9/17/19	Added new Section 3.3 in Article III “Membership Dues”	To document current Membership rules.

9/10/19	9/17/19	All duties of officers were updated in Article VI including the addition of “Membership Manager” and “Social Media Coordinator” being added to the Executive Board of Officers.	To better reflect the policies and procedures currently being followed, and to clarify expectations and responsibilities at the Board level. Improves our ability to cross train and attract new Board members for succession.	
9/10/19	9/17/19	Added new Sections in Article VII: Section 7.4 “Social Media Coordinator Duties”, and 7.5 “Advisors”.	After a trial period of two years, it was agreed that Social Media Coordinator and Advisor positions be added to the organization. The organization has grown in size and sophistication and therefore requires more assistance in working with the public/community.	
9/10/19	9/17/19	Article X Added “Military” to the list of Booster Awards and updated Section 10.2 to change the volunteerism requirements from one activity or event each year to two activities or events each year per family.	To reflect current policy being followed for students going into the Military post graduation. It was agreed to increase the required volunteerism to better match the volunteer effort with the ultimate award.	
9/10/19	9/17/19	Added new Article 11 entitled, “Communications”	To document protocol for communicating on behalf of the Booster Club.	