

**Blue Hills Booster Club, Inc.**  
**By-Laws**  
**October 2023**

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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. through Parents Boosters USA, 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 1<sup>st</sup> to June 30<sup>th</sup>.

**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
- Communications Coordinator
- Advisor (s)

B. Special Committees/Coordinators

- Scholarship/Awards Committee
- Fundraising Coordinator
- Social Media Coordinator

C. Members at Large

## **ARTICLE II: PURPOSE**

**Section 2.1** - Our mission is to enhance the lives of the Blue Hills Regional Technical School community, through volunteer and socialization opportunities, school spirit enhancement and to provide support, including financial grants to academic programs, technical programs, school clubs, and sports teams. In addition, awarding scholarships/Trade/Military awards to qualifying graduating seniors through our Scholarship Program

## **ARTICLE III: MEMBERSHIP**

**Section 3.1** - Membership is open to all students, parents and/or guardians of students who are enrolled at Blue Hills Regional Technical High School, staff, Booster alumni, school personnel, and others who have expressed interest in supporting the organization and its mission. In order to be considered a Member in Good Standing, the payment of Booster dues must be up to date.

**Section 3.2** - The membership year will run from July 1<sup>st</sup> to June 30<sup>th</sup>.

**Section 3.3**- Annual Membership dues amount is reviewed by the Executive Board in the month of July for the next school year and voted on by general membership the following meeting. 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 Technical School after Freshman year will be required to pay the full 4-year dues amount to be eligible for the Booster Scholarship. Dues are per student.

**Section 3.4** - All members in good standing 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 members in good standing, who are in attendance. At least two Executive Board members must be present for a vote to take place.

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

**Section 4.4** - Meetings will be conducted and all voting will follow Roberts Rules of Order.

## **ARTICLE V: ELECTION OF OFFICERS**

**Section 5.1** - The officers of this organization shall be nominated at the April meeting 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 1<sup>st</sup> 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 good standing in attendance by secret ballot.

**Section 5.3** - The officers shall consist of a President, Vice President, Treasury, Secretary, Store Manager, Concessions Manager, Membership Manager, Communication Coordinator and Advisors, (See Section 6.8). These offices may be held jointly by no more than two members. 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 nominate all committee chairs. President is responsible for nominating advisors, and to coordinate with the Secretary in establishing the agenda for meetings. In the absence of the President, rule of succession shall apply. President approves all communications for Social Media and the school. Interfaces with school administration as needed.

**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, assists in training new officers 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. Type minutes and email a draft to the board members within one week of the meeting. Present the minutes for approval by vote 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. The Treasurer 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 State and Federal Annual Reports are filed. Additional responsibilities of the Treasurer are as follows:

- Interface with Parent Boosters USA as the Booster Liaison and pay annual dues to ensure non-profit status.
- Present financial summary monthly at Executive Board and General Membership meetings
- Conduct Bi-Annual Boosters store inventory

- Maintain and update all subscription fees (such as Domain, PO Box, payment receipt systems)
- 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
- Manage third party payment receipt systems.

**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. The Store Manager will be responsible to coordinate the store for school events such as parent night, open house, etc., and maintain purchase and sales records for the Booster Store, coordinate with the Treasurer for inventory, recording of sales and deposits, as well as presenting a Booster Store update at the monthly membership meeting. The Store Manager may suggest vendors for the Boosters to consider for purchasing merchandise.

**Section 6.6** – It shall be the duty of the **Membership Manager** to keep track of 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. Maintain the procedures binders. 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

**Section 6.8** – It shall be the duty of the **Communications Coordinator** to collaborate with the President in composing and releasing social media posts. Post monthly events on the Facebook page. Collaborate with Officers, Managers and Coordinators to create/secure signage for Boosters events as needed. Create Sign Up Genius forms for volunteer opportunities and post the link to the Facebook page as well as send the link to the Membership manager for email distribution. Share any information to the Town Representatives so they can post to their town page.

**Section 6.9 -Advisors** are from time to time nominated 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. A vote by the Executive Board is required for Advisor appointments

## **ARTICLE VII: DUTIES OF SPECIAL COMMITTEES/COORDINATORS/ADVISORS**

**Section 7.1** - The President shall appoint a board member to be the chair of any committees. Special committees shall be announced at General Membership meetings, with general members eligible to join the committee.

**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 XI. 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** - All expenditures must be approved by the Executive Board before they are incurred.

## **ARTICLE VIII: BY-LAWS AND AMENDMENTS**

**Section 8.1** - The By-Laws will be reviewed once a year by special committee. The committee should consist of at least three members, and at least one member should not be a member of the Executive Board. Amendments shall be voted for approval each year.

**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.

## **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 incurred. Expenditures must be supported via merchant receipt and submitted to the Treasurer for reconciliation by the next scheduled Executive Board meeting.

**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 or MILITARY AWARDS and GRANT PROGRAM**

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

Section 10.2 - To qualify to apply for a Booster Club Scholarship, Trade Award or Military Award, the families of seniors must be up to date with all four years of dues and volunteer hours.

Beginning with the class of 2024, student must volunteer 2 hours at one event per year during their 4 years enrolled at the Blue Hills School. Beginning with the class of 2025, both the student and a parent or guardian must each volunteer 2 hours at one event per year during the 4 years enrolled at Blue Hills School. Beginning with the class of 2026 the student must volunteer 4 hours and a parent or guardian must volunteer 2 hours at one event per year during the 4 years enrolled at Blue Hills School. If 1 year of service is missed, the student, parent or guardian may perform double duty the following years, in either Sophomore or Junior year only, to make up the hours. No service make-up will be allowed during the Senior year. Seniors must complete their volunteer hours by April of their senior year. Service requirements must be met for each child in families having more than one student attending Blue Hill Regionals. Students who join the Booster Club after their Sophomore year will not be eligible to apply for a scholarship.

**Section 10.3** – Applications will be distributed to qualifying senior class students by the Booster Club Scholarship Coordinator. The completed applications will be turned into the Booster Scholarship Coordinator on or before the due date published on the application. Recipient names must be submitted to the Guidance Department by the Booster Club Scholarship Coordinator for publication in the Senior Awards Booklet early in May.

**Section 10.4** – The Scholarship/Award Committee will consist of up to 5 individuals; Board members and general members are 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.

**Section 10.5** - Each year the number and/or dollar amounts of Scholarships and/or Trade Awards will be determined no later than April 1st, based on the Budget and/or financial position of the Booster Club. Award amount will be at the discretion of the Scholarship Committee.

**Section 10.6** The Boosters Club has an annual Grant Program that is contingent upon available funding. All grant requests must be submitted by May 1<sup>st</sup> of each year. The grants awarded will be decided at the monthly meetings.

## **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.
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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.
6/1/20	10/25/20	Added new section in Article X: Section 10.4 “Award Committee”	To document procedure currently in place for forming the Award Committee
6/1/20	10/25/20	Added new section in Article X: Section 10.5 established dollar amounts of annual awards.	To create a plan for establishing the dollar amount of the awards. This prevents spending beyond the financial means of the organization



6/1/20	10/25/20	Added new section in Article X: Section 10.6 “Grant Program Funding”	To document and streamline grant program. Grants can be provided only if funding is available. This change documents and establishes protocols for Grant request submission and decision dates
6/1/20	10/25/20	Changed article VI Section 6.4 “Duties of officers” Rephrase: “mandatory annual tax return(s) are filed” To: “Mandatory state and federal annual reports are filed	Correction; non-profit organizations are tax exempt and therefore are required to file informational Annual Reports to the state and federal government in lieu of tax returns
7/11/2023		Article 1: section 1.3 A Added Communications Coordinator to a board position.	The board felt that this person should attend board meeting to get first hand information on upcoming events so that they can publish them to social media
		Article III section 3.3 Changed date that the membership due will be reviewed from January to July.  Added Dues are per student.	The incoming board members should decide what the following school year dues should be and set the swag package price according to items that are available. Board feels that if each student in a family is going to receive a scholarship, then each student should contribute to the membership dues.

		Article V Section 5.1 Changed “in April” to “at the April meeting”	To clear up confusion that nominations were allowed the whole month of April
		Article V Section 5.3 Added Communications Coordinator to list of officers	This position was added to board member list
		Article VI section 6.1, 6.2, 6.3, 6.6, 6.8 Added/ updated board members rolls.	For better clarification of the duties of the position
		Article IX Section 10.2 Updated the explanation of membership requirements.	Rules were changed but by laws were not updated and it caused confusion.
		Article IX section 10.5 Decision on when the scholarship amount is determined was changed from January 15 to April 1 <sup>st</sup> and award amount is at the discretion of the scholarship committee.	We have a better idea of what is in the account later in the year.