**UPPER LAKE BOOSTERS CLUB**

**BYLAWS**

**ARTICLE I**

**NAME & PURPOSE**

Section 1. The name of the organization shall be Upper Lake Boosters Club.

Section 2. The Upper Lake Boosters’ primary goal is to encourage and reward student participation at Upper Lake High School. The Boosters’ responsibilities shall include the organization’s fundraising and any other activities deemed appropriate for the benefit of Upper Lake High School programs. In order to achieve this goal, 30% of all funds raised will go towards athletic programs, 30% towards curricular programs, and 30% towards extracurricular programs. Ten percent will be available for use at the discretion of membership. A minimum of three thousand dollars ($3,000) shall remain in the Upper Lake High School Booster account at the end of each year. This $3,000 is for use at the beginning of the following year for fundraisers.

**ARTICLE II**

**MEMBERSHIP**

Section 1. Membership of each individual shall be subject to an annual receipt of dues. Only those paid members shall be eligible to vote. Members of the Upper Lake Boosters may be anyone who pays the dues and is interested in Upper Lake High School and its students.

Section 2. The membership year shall run from July 1 through June 30.

Section 3. Membership is effective only for the membership year in which dues are paid.

Section 4. Dues shall be set annually by a majority vote of the membership present. Dues shall be payable annually, within the membership year.

**ARTICLE III**

**ANNUAL MEETING**

Section 1. **Annual Meeting**. The date of the regular annual meeting shall be set by the Board members who shall also set the time and place. As part of the annual meeting the next year annual budget will be provided to members for review and approval.

Section 2. **Notice**. Meeting dates shall be established at the June meeting and appropriate notification shall be made be given to the

members.

**ARTICLE ~~I~~V**

**OFFICERS**

Section 1. **Officer Roles and Size**. The Board is comprised of the officers of the Upper Lake Boosters Club. The Board shall have not fewer than four members.

Section 2. **Meetings**. The Board and general members shall meet at least monthly, with officers present, at an agreed upon time and place. Meeting dates/times/locations will be determined annually in June.

Section 3. **Board Elections**. Election of new directors or election of current directors to a second term will occur as the first item of business at the annual meeting of the corporation. A majority vote of the members present shall constitute an election. Elections are held in May, unless motioned otherwise. Newly voted officers will take office starting July 1 each year. June will serve as a transition month for new officers to shadow outgoing officers.

Section 4. **Terms**. All Board members shall serve one-year terms, July 1 through June 30, but are eligible for re-election.

Section 5. **Quorum**. A quorum consists of at least five (5) members with a majority of elected officers present.

Section 6 **Board of Directors.** The Board of Directors shall consist of the elected and appointed officers of this association. The Board of Directors shall have general supervision of the affairs of the association in the interim between business meetings and shall report thereon at the next business meeting of the association. It shall perform such other duties as may be assigned to it by the association and these Bylaws.

Section 7 **Officers and Duties**: There shall be four (4) officers of the Board consisting of a President, Vice President, Secretary, Treasurer, and (2) Sergeant of Arms. The duties of the officers shall be such as are implied by their respective titles and such as are specified in these Bylaws. Each officer shall keep accurate records of her work and turn them over to her successor. The annual written reports of all officers of this Association shall be filed with the Secretary and become a permanent record of this Association.

The duties are as follows:

**The President:** The President shall convene regularly scheduled Board meetings, shall preside or arrange for other members of the Board to preside at each meeting in the following order: Vice President, Secretary, and Treasurer. The President shall preside at all meetings of this association and of the Board of Directors, and shall perform such other duties as ordinarily pertain to the office. It shall be the duty of the President to appoint all appointive officers and the chairmen of the committees, subject to the approval of the Board of Directors. The President shall be an ex-officio member of all committees. The President shall communicate with the school superintendent, office management, check the Booster mailbox, and communicate with any other school personnel as may be necessary. An agenda shall be prepared by the President for all meetings, with a copy for each Board member.

**The Vice President:** The Vice President will chair committees on special subjects as designated by the Board. In the absence of the President, the Vice President shall assume all duties of the President and perform the other duties as usually pertain to that office, or as may be assigned by the President or the Board of Directors.

**The Secretary:** The Secretary shall be responsible for keeping records of the Board actions, including overseeing the taking of minutes at all Board meetings, sending out meeting announcements when necessary, distributing copies of minutes and the agenda to each Board member, and assuring that corporate records are maintained. The Minutes of the Meeting of the previous month shall be read at each Board Meeting. Members not attending the monthly meeting who desire a copy of the Minutes can request a copy from the Secretary. All records and letters, including the minute book, shall be turned over to his or her successor at the close of the term.

**The Treasurer:** The Treasurer shall make a report at each Board meeting. The Treasurer shall assist in the preparation of the budget, help develop fundraising plans, and make financial information available to Board members and the public. Annual reports are required to be submitted to the Board showing income, expenditures, and pending income. The Treasurer is responsible for filing all state and federal taxes, reports, and non-profit status filing. The financial records of the organization are public information and shall be made available to the membership, Board members, and public. All checks issued require two signature. No two members of the same family are to sign checks. Those members not attending the meeting who desire a copy of the report may request from the Treasurer. The Treasurer shall collect all dues from the members, giving proper receipt therefore. The Treasurer shall pay all bills upon authorization by the Board of Directors of the association.

**Sergeant of Arms:** The Sergeant of Arms assists the president with club duties and politely keeps order during the meetings. The officer is available to help officers and club advisors with errands and responsibilities, creating a smooth meeting process.

Section 8. **Appointed officers**. The appointed officers of this association, who shall be appointed by the President within thirty (30) days after his or her election, shall be:

**Scholarship Chairperson** Shall designate who will be on the committee and set up a time and place to go over scholarships. Choose the recipient of the scholarship.

**Homecoming Chairperson**. Set up homecoming activities between school staff, Associated Student Body (ASB), fill out required permits for parade, make sure road closures are done properly.

**“Fields of Dreams” Lights of Love Chairperson** This committee

shall be responsible for organizing the fundraiser.

**General Fundraising Chairperson**. This committee shall devise ways and means of raising funds for the Association in order to meet the financial requirements not covered by membership dues.

**Snack Shack Coordinator** This committee shall be responsible for inventory of all food items, organizing the Snack Shack for all home games for the entire sports season, coordinate set up and take down of all concessions for home games, etc.

Section 9 **Vacancies**. In the event an officer cannot complete his or her full term for any reason, a replacement for that term will be appointed by majority vote of the present remaining members.

Section 10. **Resignation, Termination, and Absences**. Resignation from the Board must be in writing and received by the Secretary. A board member shall be dropped for excess absences from the Board if he or she has three unexcused absences from Board meeting in a year. A Board member may be removed for other reasons by a unanimous vote of the remaining officers.

**ARTICLE V**

**COMMITTEES**

Section 1. The Board may create committees as needed, such as fundraising, projects, etc. All committee chairs will be approved by a majority membership vote.

**ARTICLE VI**

**AMENDMENTS**

Section 1. These Bylaws may be amended when necessary, after a one-month review and by a two-thirds majority of the present membership. Proposed amendments must be submitted to the Secretary.

These Bylaws were approved at a meeting of the Upper Lake High School Boosters Club on in 2000.

These Bylaws were amended at a meeting of the Upper Lake High School Boosters Club on in 2010.

These Bylaws were amended at a meeting of the Upper Lake High School Boosters Club on April 14, 2022

These Bylaws were amended at the meeting of the Upper Lake Boosters Club

On February 9, 2023 to name change only.

These Bylaws were amended at the meeting of the Upper Lake Boosters Club

On August 8th, 2024.

**BOARD POLICIES**

**POLICY 1: SCHOLARSHIP**

Upper Lake Boosters offers scholarships to persons who meet the requirements outlined in the Scholarship Application. Applicants must submit applications on or before the deadline specified in the application. Applications with accompanying documents will be submitted to the Upper Lake Booster Scholarship Chairperson.

Upper Lake Boosters will award up to 4 scholarships in the amount of $500 each to separate applicants. Applicant must comply with all of the guidelines set by Upper Lake Boosters. In the event that there is only one qualified applicant, only one $500 scholarship will be awarded. The Scholarship Committee will review all applications and select the eligible applicants. The Scholarship Chairperson will forward the applications to the Board with a recommendation of which recipients should be awarded the scholarships.

Applicants shall be restricted to graduating high school seniors who will be enrolled in the Fall semester immediately following the school year in a college or business school. Proof of enrollment in a college or business school will be required to receive scholarship monies. Failure to provide proof as requested will forfeit the applicant’s scholarship.

**POLICY 2: SCHOLARSHIP AWARDS**

One of the goals of the Upper Lake Boosters Club is to financially support students who might not otherwise be able or who deserve recognition for performance above the norm, to participate in enrichment activities, events or programs that promote leadership, enhance academic learning, and develop moral character or physical skills. These activities are promoted under the purview of a school sponsored affiliation, that is, club, class, or team. The number of students that might submit a scholarship application and the amount of each request may vary for each activity. The purpose of this policy is intended to provide guidelines of fairness and equity on the award of scholarship and is intended to support established policy with respect to scholarship limits and application requirements.

The Upper Lake Boosters Club shall consider the award of scholarships for students to attend off-campus activities that are promoted by school sponsored affiliates and shall make such scholarship awards in accordance with the following criteria:

* The maximum amount of any singular award shall be 75% of the total cost to attend the activity or $350.00, whichever is less. Total cost shall include, without limit: registration fee, travel, lodging, and meals.
* In the event that more than two students submit scholarship applications for the same activity, a group award shall be made. The total award shall not exceed $350.00 and no individual award shall exceed 75% of the total cost or $350.00, whichever is less, and each award shall be an equal portion of the total amount awarded.
* For group awards, the club advisor, class instructor, or team coach shall be responsible for developing a distribution plan. The plan shall be based on student’s need and adhere to the Boosters Club’s equity principle and submitted at the next meeting.
* A student advisor, club advisor, class instructor, or team coach shall be responsible to assist the applicant(s) in preparing a total activity budget. Only one budget that is representative of a student’s total cost to attend an activity is necessary for a group of students submitting scholarship applications for the same activity.
* The student(s) shall have the opportunity and is/are expected to present a report or demonstration to the members of the sponsoring club, class, or team at the next meeting. The purpose of the report is to share meaningful aspects of participating in the activity for which the scholarship was awarded.
* No student shall be awarded more than two scholarships and the total amount of the two scholarships awarded to any one student, individually or as part of a group award, shall not exceed $350.00.
* On a case by case basis, the Boosters Club shall consider awarding a scholarship in an amount greater than the first criterion to a student who has made a good faith effort yet is unsuccessful in raising the balance of funds and who, because of severe financial hardship, would otherwise be unable to attend the approved activity.

**POLICY 3: CONFLICT OF INTEREST**

It is the intent of the Upper Lake Boosters that the Board of Directors be drawn from the general membership and that the membership be primarily parents and guardians of students. Therefore, it is reasonable to expect that from time to time an application for funds may be for a student whose parent is a member of the Board of Directors. Thus, in order to maintain the actual and perceived non-biased award of funds based on principles of fairness and equity, it is important for the Board of Directors to function in accordance with established governance policies for conflict of interest.

The Upper Lake Boosters’ Board of Directors shall not be biased in deciding on the award of funds. Therefore, when a student of a Board Member is under consideration for a scholarship, either as an individual or member of a group application, the Member shall declare the conflict of interest and shall abstain from voting on the application.

Consideration for a scholarship as an individual or group member is meant to mean where the student stands to solely and directly gain financially from the award as opposed to indirectly gaining from an award. For example, an award to a student to attend an off-campus activity intended to partially pay for the total cost of the activity would constitute a sole and direct gain. An award to a team, club, or class for an equipment or material cost, such as warm-up suits, with an expected useful life of three years and thus used by multiple players, would constitute an indirect gain.

**POLICY 4: EVENT AWARDS**

The school administration has a longstanding tradition of participating in state and/or nationally sponsored events intended to provide for student enrichment in a variety of skill areas. Unlike scholarship awards in which a student can initiate the application and seek the support of his/her advisor, instructor, or coach, the school administration selects the student(s) to participate in each event in accordance with its own established criteria. The Upper Lake Boosters finds equal merit in supporting students to attend these events as it does in supporting scholarship awards. The purpose of this policy is to financially support these events while streamlining the application process.

The Upper Lake Boosters will make annual financial awards in an amount not to exceed $350.00 to each of the following events:

* Boys State
* Girls State

The school administration shall submit an events award request(s) that states the day of the event and justifies the current annual cost of the event(s).

The Upper Lake Boosters Board of Directors shall review even request(s) annually to determine if the award’s maximum amount needs to be increased.

Event Awards shall not be counted towards the total number of scholarship awards that a student may receive while enrolled at Upper Lake High School.

**POLICY 5: STUDENT**

For purposes of the Upper Lake Boosters’ individual scholarships, the definition of a student shall be: a youth currently enrolled in Upper Lake High School; and who, if awarded a scholarship, will have a reasonable amount of time prior to graduating from Upper Lake High School to share or demonstrate the knowledge or skills learned as a result of the award to other students.

This definition does not apply to the term “district students” as used by the Upper Lake Boosters Club.

**POLICY 6: SUPPORT FOR UNAFFILIATED ORGANIZATIONS**

One of the goals of the Upper Lake Boosters Club is to coordinate with organizations or programs that support student activities including events and programs. Normally, these activities occur under the auspices of a school sponsored club, class, or team. However, some student activities are under the purview of unaffiliated organizations, that is, an organization not officially sponsored by the school. The Boosters Club may determine that some activities are worthy of its support both in terms of coordinating fundraising opportunities and direct donations. Therefore, this policy is intended to provide guidance for the Boosters Club support for unaffiliated organizations.

The Upper Lake Boosters Club shall support an unaffiliated organization in its effort to provide activities for district students that are academically enriching or develop moral character or promote the health and safety of students provided the organization’s activity meets the following criteria:

* The activity is solely for the benefit of district students.
* The organization’s governance body has district representation (either students or parents).
* The organization has a demonstrated fundraising track record or clear plan and commitment to raise funds for the stated activity.
* The organization submits a request to the Boosters Club for support to coordinate a fundraising activity or for a donation.

When an organization requests coordinating support, the Boosters Club shall determine if it is able to support the proposed fundraising activity or if no activity is proposed, determine if an activity is available for its support.

The organization shall: (a) identify a liaison to the Boosters Club; (b) comply with all Boosters Club policies relative to the use and protection of Boosters Club equipment, materials, and supplies; (c) submit a report on the amount of funds, gross and net, raised by the activity; and (d) submit a final report on the outcome of the sponsored activity, event, or program.