

BY-LAWS OF CALVARY LUTHERAN HIGH SCHOOL BOOSTER ASSOCIATION

ARTICLE I – NAME

This organization shall be known as Calvary Lutheran High School Booster Association. (Referred to as the CLHS Booster Association).

ARTICLE II – MISSION

The focus of the CLHS Booster Association is to provide Christ centered support for current and future betterment of Calvary Lutheran High School. In cooperation with school administrators, the CLHS Booster Association will provide input, vision, and leadership for opportunities connected with the school. Input and involvement may include, but is not limited to, the following areas:

- Support of programs (academic, athletic, intra and extra curricular)
- Recognition of student and staff achievement
- Recruitment
- Fundraising
- Public relations efforts
- School climate and social activities

This mission statement shall be reviewed annually by the membership and approved by a majority vote of the attending members.

ARTICLE III – MEMBERSHIP

All parents of Calvary Lutheran High School students are members. Parents of prospective students, alumni, staff, volunteers and any others interested in participating in the Booster Association may also be members. There shall be no membership dues. A membership roster shall be maintained by the executive director.

ARTICLE IV –BOARD OF DIRECTORS, COMMITTEES AND DUTIES

The CLHS Booster Association Board of Directors shall consist of the following members elected by the general membership at the regular May meeting: President, Vice-President, Secretary, and Treasurer. Appointed members include the Past-President, Executive Director (or his/her designee) and the chairpersons of standing committees as outlined in Article VII.

A proposed budget shall be prepared by the Executive Committee (President, Vice-President, Secretary, Treasurer, Past President and Executive Director) and submitted to the general membership for approval at the first meeting of the school year. Any expenditure that could result in spending more than an approved line item amount must be presented in advance to the Board of Directors for approval. The Board of Directors may, upon majority vote, adjust any budget item up to a maximum of \$200, providing sufficient funds are available so that the additional expenditure does not result in deficit spending. Any requests for budget adjustment greater than \$200 or that could result in deficit spending will require a simple majority approval at a general membership meeting.

There shall be an executive committee, standing committees, and ad-hoc committees of the board. Standing committees shall include academic, curriculum and student organization support; athletics; public relations/recruitment; fundraising; school climate and social activities; and recognition activities. Ad-hoc or advisory committees may be appointed by the president of the Board of Directors with the approval of the board, and will report to the board.

The duties of the executive committee are as follows:

President – prepares meeting agendas, presides at meetings, delegates duties, and is an ex-officio member of all committees. The President shall represent the CLHS Booster Association at various functions; see that information is prepared for distribution to the membership; and shall appoint chairpersons of committees, projects, or events (except standing committees, see Article VII). Shall appoint committees (bylaws, nominating, etc.) as deemed necessary to further the work of the CLHS Booster Association. Serves as ex-officio member of all committees and votes only to break a tie.

Vice-President – assumes all duties of the President in his/her absence, acts as assistant to the President, and assumes specific project responsibilities as designated by the President. The vice-president shall contact committee chairpersons to verify meeting attendance and collect written committee reports prior to Board of Directors or General Membership meetings.

Secretary – takes minutes of the meetings of the Executive Committee, Board and General Membership; gives notice of the meetings; conducts correspondence on behalf of the Active Parent Group; maintains a book of activity descriptions that the Active Parent Group performs; and also maintains records of minutes. The secretary shall also coordinate a calendar of events in conjunction with the Executive Director or his/her designee.

Treasurer – shall keep proper books of all sums of money received and expended. All monies received shall be paid into a bank account in the name of the “CLHS Booster Association.” The Treasurer’s signature will be required on all accounts. A treasurer’s report shall be prepared and presented monthly to the Executive Committee and Board. A treasurer’s report shall be presented to the general members at regularly scheduled meetings. The CLHS Booster Association funds shall remain in a separate account and not part of the CLHS general fund.

Past-President – may serve as an advisor for the year following his/her term and is encouraged to attend meetings of the group.

Executive Director – the Executive Director or his/her appointee attends all meetings of the Active Parent Group and serves as an advisor.

See Article VIII for standing committee descriptions, duties, and membership selection.

ARTICLE V – MEETINGS

The CLHS Booster Association will meet on a regular basis according to a schedule determined at the start of each year, with a minimum of two meetings per year. The Board of Directors will meet monthly to plan and/or sponsor activities, meetings, etc., involving the full membership.

ARTICLE VI – FISCAL YEAR AND BUDGET

The fiscal year will be July 1st through June 30th. All financial records will be audited annually. A proposed budget shall be prepared by the Executive Committee and presented for approval at the first general membership meeting of the school year.

ARTICLE VII – CLASS REPRESENTATIVES, COMMITTEES AND COMMITTEE CHAIRPERSONS

At the May general membership meeting, one representative for each student class shall be elected by majority vote for a one-year term. The class representatives will foster involvement of their “respective class parents” in programs and activities of the school. Class representatives will not enter into any financial agreements on behalf of Calvary Lutheran High School students and/or parents without prior Executive Committee approval. The four class representatives will serve on the School Climate and Social Activities standing committee.

Committees and chairpersons for activities, projects, or events shall be formed as deemed necessary by the Board of Directors. All committee chairpersons should be selected at the conclusion of the May general membership meeting. If a standing committee does not select a chairperson from committee members, the President shall appoint chairpersons. These committees may form sub committees with the approval of the Board of Directors. Membership on these committees is open to any interested members, and members may serve on more than one committee. No member shall serve as a committee chairperson for more than one standing committee. Executive committee members are not permitted to serve as standing committee chairpersons. Standing Committee chairpersons shall be members of the Board of Directors and have voting privileges.

Standing Committees:

1. *Academic, Curriculum and Student Organization Support* – serve as an advisory committee for curriculum and programmatic input, including student organizations

2. *Athletics*— serve as an advisory committee for the development and implementation of the overall school athletic program.
3. *Public Relations/Recruitment* – prepare and distribute information about the activities, projects and events, and works with Executive Director to identify potential students for Calvary Lutheran High School. Prepares and presents information to potential students and parents.
4. *Fundraising* – works with Board of Directors to recommend and implement all approved fundraising projects. Fundraiser proposals shall be brought before the fundraising committee. The chairperson of the fundraiser committee shall bring all fundraising proposals to the Board of Directors with committee recommendation. All fundraising activities must be designated for specific purposes prior to approval and must be reflected on the annual budget.
5. *School Climate and Social Activities* – provides opportunities for positive and encouraging activities to increase school pride and positive interpersonal relationships among students, faculty, parents, churches, and the community at large. Class representatives are automatically appointed to this committee.
6. *Recognition Activities* – provides support for activities or events that recognize outstanding achievement by students and staff.

ARTICLE VIII – ELECTIONS AND TERMS OF OFFICE

Informational materials will be distributed in the spring and shall inform all members of the elections and ask for volunteers. Elections will take place at the May general membership meeting. All candidates must have agreed to the nomination. The term of office for all officers and representatives is one year, from July 1 to June 30. Fifty percent (50%) of the elected offices must be held by a parent or guardian of a student of Calvary Lutheran High School.

ARTICLE IX – AMENDMENTS TO THE BYLAWS

Any member may petition the Board of Directors to amend the Bylaws. The Board of Directors must approve the petition and provide written notice of the proposed Bylaws amendment a minimum of one month prior to the general membership meeting. These Bylaws shall be amended by a two-thirds (2/3) vote.