

Memorial High School
Parent-Teacher Booster Club, Inc.
One Crusader Way, Manchester, NH 03103

Comment:

By-Laws

1. Organization Name

1.1 The name of this organization shall be The Memorial Parent-Teacher Booster Club, Inc. (hereinafter referred to as “The Booster Club”).

2. Purpose

2.1 The purpose of The Booster Club is to assist the students of Memorial High School in curricular and extracurricular activities wherever and whenever possible. This is to be accomplished without interference by the school, teachers, coaches or advisors. The Booster Club will not pay for salaries and/or personal expenses of coaches, advisors or any other adult personnel.

2.2 In addition, any granted financial assistance to individual student requests for travel must be based upon the “representation factor”. That is, money will only be given to travel requests if the student is representing Memorial High School in a curricular or extracurricular competition. Money will not be granted for personal or cultural enhancement.

3. Dues

3.1 Dues, in an amount determined annually, shall be collected from each member.

4. Officers

4.1 The elected officers of the Booster Club shall be: President, Vice-President, Treasurer and Secretary.

4.2 Appointed Officers shall be: Finance and Budget Committee.

4.3 All Officers shall be elected annually and hold office for one (1) year or until their successor is duly elected.

4.4 At the March meeting, the President, the immediate Past-President and all officers and members of the Finance Committee will serve on the nominating committee. Election of officers shall take place at the regular May meeting.

4.5 Nominations should be called for at the April meeting and sit for one (1) month until the May meeting. Nominations shall come from the chairman of the nominating committee, as appointed by the President, and may also come from any member present at the April meeting.

4.6 When there are two (2) or more candidates for any office, the election shall be by ballot and the majority of the votes cast shall be necessary for election.

4.7 Vacancies of office may be filled by nomination and election at the next regular meeting and until so filled, shall be filled by presidential appointee, Pro-Tem.

4.8 All officers must be members in good standing prior to installation.

5. Quorum:

5.1 A total of ten (10) members shall be required to constitute a quorum.

6. Duties

6.1 **President:** The President shall preside at all meetings, preserve order, see that all officers perform their duties, enforce the By-laws, appoint and supervise all committees and give the casting vote if a tie occurs. The President shall not make or second any motions, nor take part in any debates while in the chair.

6.2 **Vice President:** The Vice-President Elect shall assist the President in any and all ways possible. He/she shall preside over meetings in the event of the President's absence and shall take over all of the Presidential duties and powers in the event of the vacating of the President's chair and during the course of the regular business year. The Vice-President Elect shall be nominated President for the new term.

6.3 **Treasurer:** The Treasurer shall receive a receipt for and disburse all monies of the Booster Club and keep a regular account thereof. He/she shall make a detailed report at each regular meeting or upon request.

6.4 **Secretary:** The Secretary shall keep a correct record of the proceedings of the Booster Club meetings in a book to be kept for that purpose.

6.5 The Treasurer's report will be audited by July 15th by someone appointed by the President (other than any officer of the Booster Club).

6.6 The Finance and Budget Committee shall consist of five (5) persons: The immediate Past-President, Treasurer, and three (3) others as appointed by the President.

7. Regular and Special Meeting of the Booster Club

7.1 Regular meetings of the Booster Club will be held on the first Wednesday of each month at 7:00 PM during the school calendar year, or at any time acceptable to the membership.

7.2 Special meetings may be called by the President or by any two (2) officers in the event of the President's absence. No business shall be transacted at any special meeting, other than that for which the meeting was specifically called.

8. Protocol

8.1 The following order of protocol shall be observed:

8.1.1 In the absence of the elected President, the Vice-President, Treasurer or Secretary shall preside, in that order; and

8.1.2 at least one (1) of these officers must be present in order to conduct a meeting.

9. Revisions and Amendments to By-Laws

9.1 These bylaws shall not be amended except at a regular meeting and by a 2/3 vote of the members present. Thirty (30) days prior to the next scheduled Booster Club meeting, amendments must be presented in writing to the Booster Club President and must be signed by three (3) or more members. The proposed changes will be reviewed at the scheduled meeting. If any amendment(s) is/are voted on as being accepted, the change(s) will be incorporated into the By-Laws and made a permanent part thereof. Adopted changes will become effective immediately.

9.2 The By-Laws of the Memorial Parent-Teacher Booster Club, Inc. were reviewed on November 5, 1997 and the proposed changes were voted on and adopted at a meeting in December 1997.

9.3 The By-Laws were reviewed in 1998, 2000 and 2002. No changes were made.

9.4 The By-Laws were reviewed and revised in 2004.

10. Membership Entitlements

10.1 Membership shall be entitled to establish a scholarship program for each graduating senior who attends Manchester Memorial High School. Eligibility requires that a parent or guardian of a graduating senior be a current member of the Booster Club for that academic year.

10.2 The graduating senior must be planning to continue his/her education at either a post-secondary educational institution or an accredited college or university.

10.3 The Booster Club scholarship for students shall be named "The Theodore Menswar, Jr. and Richard Samara Scholarship" in honor of Mr. Menswar and Mr. Samara as recognition and thanks for their long-term dedication and service to our students at Manchester Memorial High School.

10.4 The definition of an active member requires a parent or guardian to have attended a minimum of two (2) Booster Club meetings, which will be documented by the attendance chairperson, and to have volunteered at or in support of two (2) activities/functions of the Booster Club during the scholarship applicants' senior year.

10.5 The parents/guardians of students currently enrolled at Memorial High School as well as the parents/guardians of incoming freshmen will be encouraged to join the Booster Club and attend a minimum of two (2) Booster Club meetings.

10.6 Students must maintain a "C" average or better in order to be eligible to receive Scholarship money.

10.7 The Booster Club Scholarships will be awarded at the Awards Ceremony held by Manchester Memorial High School. As long as funds are available, any graduating senior who meets the eligibility requirements will receive a check. Winners must present acceptance letters from the post-secondary institution, college or university they will be attending prior to receiving the scholarship check. The check will be made payable to the student.

10.8 An amount of \$10,000 will be set for each year and will be distributed among any graduating senior that has met all of the qualifications. The feasibility of this amount will be reviewed each year. The minimum amount any student can receive is \$250.00 per scholarship.

11.0 Financial Requests

11.1 All financial requests must be presented through the Finance and Budget Committee on an approved request form.

11.2 The Finance and Budget Committee shall receive all requests for funds at least ten (10) days prior to the next regularly scheduled meeting and shall, after study, make a recommendation to the general membership in regard to the funding of said request(s).

11.3 In an extremely unusual situation in which the element of time is an extreme factor, the thirty (30) day period may be waived if recommended by the Finance and Budget Committee and approved unanimously by all members present at the meeting.

11.4 No club, team or organization shall receive in excess of \$1,000 in one school year. This restriction may be waived only by unanimous vote by all members present at the meeting.

12. Miscellaneous

12.1 If any officers or member of the Booster Club shall in any, shape or manner, attempt to use the Booster Club or his/her affiliation with the Booster Club for any personal gain or in any deprecatory manner, he/she shall be subject to immediate dismissal from the office and the Booster Club.

12.2 All funds and monies of the Booster Club shall be deposited in such bank or savings institution as the Booster Club may determine.

12.3 In the event of any happening which precipitates the disbanding of the Booster Club, any and all assets of the Booster Club shall be immediately turned over to the Principal of Memorial High School. These assets must be used for the express purpose for which the Booster Club was formed, as prescribed in these By-Laws and at the discretion of the Principal.

12.4 A member of the Booster Club can be appointed by the President as Publicity Chairperson to serve for one (1) year.

12.5 In the event any club, team or organization wins a sanctioned state championship, the Booster Club will provide \$50.00 to each club member, team member or organization member to help with the purchase of a championship jacket.