

**SAMPLE**

**BY-LAWS OF THE  
PARSIPPANY HILLS HIGH SCHOOL  
BOOSTER CLUB**

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**ARTICLE I: MEMBERSHIP**

**Section I: Qualifications**

- 1) Persons who subscribe to the purpose and function of the ParsIPPany Hills High School  
\_\_\_\_\_ Booster Club.
- 2) Annual dues for membership shall be five (5) dollars for family membership and three (3) dollars for single membership.

**Section II: Representation**

Each adult member is entitled to one vote when personally in attendance at meetings of the club.

**ARTICLE II: BOARD OF DIRECTORS**

**Section I: Number and Term of Office**

The business and operation of the club shall be managed and controlled by a board of nine (9) directors who shall be elected by a plurality vote of the members at the annual (May) meeting. Three (3) directors shall be elected each year for a term of three (3) years, except at the first election year, when the terms shall be determined as a result of a draw once the Board has been elected. The draw for the first year shall be, three for a term of three (3) years, three for a term of two (2) years and three for a term of one (1) year.

**Section II: Vacancies**

In case of any vacancy on the Board of Directors, a successor to hold office for the un-expired term shall be elected by the members at the following meeting.

**Section III: Meetings**

Board of Director's meetings shall be held at the time and place called by the president.

**Section IV: Quorum**

A majority of the directors present at a scheduled meeting shall constitute a quorum for the transaction of business.

**ARTICLE III: OFFICERS**

**Section I: Officers**

The officers shall be elected by the Board at a meeting of the Directors following the annual (May) meeting. The Board, from their number, shall elect for the ensuing year, a president, vice-president, secretary and treasurer.

**Section II: Vacancies**

In case of a vacancy of any office, this vacancy shall be filled by the Board of Directors.

### **Section III: Duties**

#### **1) The President:**

- a) Shall preside at all meetings of the club and of the Board of Directors.
- b) Shall personally represent the club or appoint a delegate where representation is deemed advisable.
- c) Shall appoint committees and committee chairs.
- d) Shall effect compliance with the rules, regulations, and policies of the Board of Education and the \_\_\_\_\_ High School Athletic Department.

#### **2) The Vice-President:**

- a) Shall have such powers and perform such duties as may be delegated to him/her by the president.
- b) In the absence or disability of the president, he/she shall perform the duties and exercise the powers on the president.

#### **3) The Secretary:**

- a) Shall keep the minutes of all meetings of the Board of Directors
- b) Shall keep such other records as directed by the Board of Directors.
- c) Shall sign with the president, or with the vice-president, all contracts in the name of the club.
- d) Shall perform all the duties usually incident to the office of secretary, subject to the control of the Board of Directors.

#### **4) The Treasurer:**

- a) Shall keep the financial records of the club, collect dues, pay bills on approval of the Board of Directors, and have custody of all funds and property of the club.
- b) Shall perform all the duties usually incident to the office of the treasurer, subject to the control of the Board of Directors.
- c) Shall be bonded as prescribed by the Board of Directors.

### **ARTICLE IV: FINANCE**

The funds are to be deposited in a bank approved by the Board of Directors and may be withdrawn on the signature of the treasurer and president or vice-president.

### **ARTICLE V: FISCAL YEAR**

The fiscal year of the Booster Club shall begin August first (1) and end July thirty-first (31).

## **ARTICLE VI: BASIC POLICIES OF OPERATION**

The following are also policies of the club.

- 1) The club shall be non-political and non-sectarian.
- 2) The name of the organization or the names of the members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or any purpose not appropriately related to the objectives of the organization.
- 3) The organization shall not directly or indirectly participate or intervene (in any way, including the publishing or distribution of statement) in any political campaign on behalf of or in opposition to, any candidate for public office.
- 4) Persons representing the organization shall make no commitments that bind the organization, unless authorized by the Board of Directors.
- 5) In the event of the dissolution of the club, its assets shall be distributed to the Parsippany Hills High School Athletic Department and in accordance with the non-profit status provided by the Internal Revenue Code as from time to time amended.

## **ARTICLE VII: AMENDMENTS**

These By-Laws may be amended at a meeting of the membership by a two-thirds (2/3) affirmative vote of the adult members present and voting, provided due notice of the proposed amendment(s) has been given in writing to all members at least seven (7) days previous to the meeting.

## **ARTICLE VIII: PARLIAMENTARY AUTHORITY**

Robert's Rules of Order shall be the authority on all questions of procedure not specifically stated in the Constitution and By-Laws.