

BYLAWS OF THE  
LIBERTY HIGH SCHOOL  
BOOSTER CLUB

ARTICLE I. NAME

The name of this Corporation is the Liberty High School Booster Club (hereinafter "Liberty High School Booster Club" or "Corporation"). It is a local independent unit created by the parents, staff and supporters of the Liberty High School Sports and Extracurricular Programs, having no affiliation with any other association, be it state or national in origin.

ARTICLE II. MISSOURI NONPROFIT  
CORPORATION

Liberty High School Booster Club is a Missouri Nonprofit Corporation.

ARTICLE III. PURPOSE/OBJECTIVES

This Corporation is organized exclusively for the following charitable, educational, or scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code:

To support Liberty High School (hereinafter "School" or "Liberty High School") in improving the student interest and experience in Sports and Extracurricular Programs and leadership in ways that will adhere to administrative policy and the Wentzville School District's mission, goals, and beliefs.

To provide uniform fundraising efforts to further Liberty High School Sports and Extracurricular Programs.

To promote positive and active moral support and assistance for the benefit of Sports and Extracurricular Programs of Liberty High School.

To organize parent volunteers for Sports and Extracurricular Programs, plan social activities related to Sports and Extracurricular Programs, and do all other activities necessary and desirable consistent with these purposes.

ARTICLE IV. POLICIES

Section 1. No substantial part of the activities of the Corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation and the Corporation shall not participate in or intervene (including the publishing or distribution of statements) in any political campaign on behalf of any candidate for public office.

Section 2. This Corporation shall be non-commercial, non-sectarian, and non-partisan. No commercial enterprise or candidate shall be endorsed by it. The name of the Corporation and names of its officers in their official capacities shall not be used in connection with a commercial concern

or with any partisan interest for any other purpose than the regular work of the Corporation.

Section 3. This Corporation shall not seek to direct the administrative activities of the school or its Sports and Extracurricular Programs, or to control its policies.

Section 4. The Corporation shall be supportive of school educational efforts and student needs in the Program. The Corporation shall conduct all operations in such a way as to reflect positively upon the school and the Wentzville School District.

Section 5. In no way shall one member, officer, director, or committee chairperson make policy, program, or expenditure decisions, or bind the Corporation in any way, absent the consent of at least the Executive Board. When representing the Corporation, any member, officer, director or committee chairperson shall be aware of the authority extended by the Corporation and shall not exceed such authority.

Section 6. This Corporation may cooperate with other organizations and agencies active in child welfare, such as parent teacher organizations, provided they make no commitments that bind the Corporation.

Section 7. The Corporation shall act in accordance with all Wentzville School District Board of Education Policies and Regulations, which are incorporated herein by reference, including but not limited to Policies 0200, 0205 and 0342 and Regulation 0342 pertaining to fundraising activities, as amended. No fundraising activity of the Corporation shall financially benefit a Booster Club member, faculty member, student or parent without prior Executive Board approval.

Section 8. To provide consistent appearance and uniformity among materials and articles seen by the general public, any use of the School mascot likeness or known artwork specific to Liberty High School for the purpose of reproduction has to be approved by the Principal or the Activities Director.

Section 9. The Corporation shall support fundraising efforts of specific School Sports or Activities. Support may be defined for each Sport and each occurrence as the case may be. The objective is to promote a unified fundraising effort for Liberty High School Sports and Extracurricular Activities at the same time allowing flexibility for coaches and School officials the opportunity to address initiatives specific to their Sport or Extracurricular Activity. Funds collected for specific purposes will be accounted for in a fund(s) separate from the general funds of the Corporation. The Executive Board may request 10% from the net income of the individual fundraising activity to be allocated to the general fund of the Corporation in consideration for its efforts.

Section 10. No part of the net earnings of this Corporation shall inure to the benefit of, or be distributable to, its members, trustees, officers or other private persons except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered. Services provided by members and officers are voluntary and will not be compensated, unless specifically authorized by the Executive Board prior to completion of such services.

Section 11. Any notice required or permitted to be given to members may be given by written notice (including distribution of flyers and posting notices through the school), by telephone, by facsimile, by electronic mail, or by any combination thereof, or by any other method reasonably designed to reach the members.

Section 12. Notwithstanding any other provisions of these articles, the Corporation shall not carry on any other activities not permitted to be carried on: (a) by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law); or (b) by an Association, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

Section 13. Upon dissolution of the Corporation, the Corporation shall, after paying or making provisions for the payment of all the liabilities of the Corporation, dispose of all the assets of the Corporation by distributing the same to Liberty High School. The Principal shall, upon the advice of the Liberty High School coaches, teachers and administration, supervise the expenditure of said assets for materials and equipment for the Liberty High School Sports and Extracurricular Programs. In the event that this is not possible, said assets shall be distributed to organizations as shall at the time qualify under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law), as the Corporation's Executive Board shall determine, with preference to be given to similar programs of the Wentzville School District. Any assets not so disposed of shall be disposed of by the Court in the county of the principal office of the Corporation.

#### ARTICLE V. MEMBERSHIP AND DUES

Section 1. Any parent or guardian of a current or former student of \_\_\_\_\_ School and any Liberty High School District resident, teacher, coach or staff member interested in the objectives of the Corporation and willing to uphold its policies and subscribe to its Bylaws may become a member. Membership will also be open to parents or guardians of incoming 8<sup>th</sup> grade students. Any staff member of the School may be a non-voting member of the Corporation. Liberty High School staff members are not required to pay membership dues, if any. Membership in the Corporation shall be available without regard to race, color, creed, or national origin.

Section 2. The Executive Board shall determine the amount, time, and manner of payment of the membership dues, if any, from time to time. If assessed, each member shall pay the annual membership dues.

Section 3. The Corporation shall conduct an annual enrollment of its members, but persons may be admitted to membership at any time during the year as defined above.

Section 4. The privileges of a voting membership shall be the right to hold office or appointed position, make motions, chair a committee, and vote. Only those members current in payment of membership dues, if any, are eligible to vote or to serve as an officer or representative of the Corporation. Non-members are welcome to attend meetings and may ask questions and participate in discussions as recognized by the President.

#### ARTICLE VI. EXECUTIVE BOARD

Section 1. The Executive Board shall consist of the officers and directors of the Corporation. Chairpersons of the standing committees and of then active special committees may be invited to attend Executive Board Meetings that pertain to their committee.

Section 2. The Executive Board shall have general charge and control of the affairs, funds, and properties of the Corporation and shall maintain records of such in a central location, including current and prior budgets, check registers, governmental forms, committee reports, contracts and correspondence.

Section 3. The duties of the Executive Board shall be as follows: to transact necessary business in the intervals between Corporation meetings; to approve chairpersons of standing committees and approve the plans of the standing committees; to interpret the bylaws, policies, and standing rules of the Corporation; to present a report at the general membership (open) meetings of the Corporation; to prepare a budget for the upcoming fiscal year; to approve routine bills within the limits of the budget; to appoint the nominating committee; to appoint a committee to review Bylaws as needed; to appoint a committee of not less than two members with an accounting background, or an independent auditor or CPA, at least one month before the August Annual Meeting to review the treasurer's accounts as described in Section 6 of Article VIII.

Section 4. Every member of the Executive Board shall be entitled to one vote.

Section 5. Each standing committee chairperson shall present the committee's plans to the Executive Board prior to execution of the same. Any expenditure for such plans should be presented to the Executive Board for advance approval.

Section 6. Regular meetings of the Executive Board shall be held during the school year, as stated in the Standing Rules. The time, place and regularity of such meetings are to be fixed by the Executive Board at its first meeting of the year.

Section 7. Special meetings of the Executive Board may be called by the President, or by a majority of the members of the Executive Board upon at least two days notice.

Section 8. All officers and directors are expected to attend all scheduled Corporation meetings and are expected to attend a majority of Corporation-sponsored events.

Section 9. On or before the first board meeting of the year, each officer shall be assigned to serve as a liaison and shall provide assistance to the identified standing or special committee chairs.

Section 10. A majority of the members of the Executive Board must be present at the Executive Board meeting in order to conduct business. Unless otherwise provided herein, a simple majority of those present and voting shall be required for the passage of any motion, resolution, or other vote.

## ARTICLE VII. OFFICERS, DIRECTORS AND THEIR ELECTION

Section 1. The officers of this Corporation shall include, at a minimum, a President, a Vice-President, a Secretary, and a Treasurer. These officers shall be elected annually by the Executive

Board at the regularly scheduled February Executive Board meeting. Only officers and directors of the existing Executive Board are eligible to be considered for an officer position for the next term.

Section 2. Officers shall assume their official duties upon installation at the close of the Annual Meeting in August for a term of one year or until their successors are elected and installed. No person shall serve more than two consecutive terms in the same office,. Additional officers will be chosen according to the needs of the Corporation and upon the approval of the Executive Board.

Section 3. Officers must be parents or guardians of students currently in a Sports Program or Extracurricular Activity at Liberty High School.

Section 4. Any officer absent from three consecutive meetings, i.e., Executive Board and Corporation meetings, shall be deemed inactive unless absences are due to extenuating circumstances and the Executive Board receives notification of such. Any office having an inactive officer shall be declared vacant and shall be filled as provided herein. In addition, an officer failing to adequately participate or fulfill duties of the office may be subject to removal from office by decision of two-thirds of the Executive Board. Such officer is entitled to a written notification from the President or the Principal at least two weeks prior to the vote regarding removal.

Section 5. Directors shall be nominated by the nominating committee, which may consist of all or an odd number of the members of the Executive Board, and elected annually by ballot at the regularly scheduled May general membership meeting by a majority vote of the membership present at that meeting. The number of directors to be voted in will be dependent on the number of officers determined necessary by the Executive Board. In no event should the Executive Board contain an even number of members. The Executive Board should consist of no more than nine members including officers and directors. Directors may serve as many terms as elected to do so.

Section 6. A Liberty High School Booster Club member in good standing will be eligible to be a Director. As an elected Director of the Corporation it is understood that the Director may be called upon to serve in an officer capacity in the following term.

## ARTICLE VIII. DUTIES OF OFFICERS AND DIRECTORS

Section 1. The President shall:

- preside at meetings of the Corporation and of the Executive Board;
- be a member ex officio of all committees except the Nominating Committee;
- be authorized to appoint any special committee necessary to conduct the work required for the annual report;
- maintain the right to table discussions or voting, at his/her discretion, for such reasons as new agenda items, time constraints, or items that require additional information;
- work with the Secretary to prepare the agenda for each meeting;
- be an authorized cosignatory for all accounts of the Corporation;
- attend District-wide meetings for booster clubs;
- Delegate up to one additional Executive Board member to be an authorized consignatory for all accounts of the Corporation;
- delegate the duties of any position that remains vacant; and

- perform all other duties usually pertaining to the office.

Section 2. The Vice-President, shall:

- attend District-wide meetings of booster clubs, if any;
- be an authorized cosignatory for all accounts of the Corporation;
- perform other duties as may be assigned to him/her by the Corporation or Executive Board;
- assist the President and perform such duties that the President may delegate;
- perform the duties of the President in the President's absence; and
- perform the duties of the Secretary in his/her absence.

Section 3. The Secretary shall:

- record the minutes of all meetings of the Corporation and of the Executive Board;
- be responsible for all incoming and outgoing correspondence for the Corporation;
- report on all relevant correspondence at each Executive Board meeting;
- aid the President in preparing the agenda for all meetings;
- make copies of the minutes of the prior meeting available to all members of the Executive Board before each meeting;
- publish the Corporation newsletter (if any); and
- maintain a current copy of the Bylaws and Standing Rules, if any, as well as the records of all meeting minutes, a list of all committees and their members, and a list of the current members of the Corporation.

Section 4. The Treasurer shall:

- receive all monies of the Corporation;
- keep an accurate record of receipts and expenditures and disburse funds as budgeted or approved by the Executive Board;
- be responsible for the maintenance of the bank account and records of the Corporation;
- be responsible for the filing of any necessary financial and tax forms with the appropriate governmental authorities;
- be responsible for the maintenance of all financial records of the Corporation;
- comply with the statutory requirements and Wentzville School District Board of Education Policies and Regulations, including those provided in the Student Activity Funds Procedures Manual established by the Wentzville School District Board of Education;
- turn the financial books of the Corporation for examination over to an Audit Committee of not less than two members or an independent auditor appointed by the Executive Board at the end of the school year for examination;
- present a statement of account at every meeting of the Corporation and any other times as requested by the Executive Board; and
- maintain a file of the budget reports presented at Corporation meetings.

Section 5. The Directors shall:

- support the Officers of the Corporation; and
- participate in the Executive Board meetings.

ARTICLE IX. STANDING COMMITTEES

Section 1. Standing committees are committees with on-going functions that continue throughout the year. The chairperson of each committee shall serve for a one year term. The incoming President, with the approval of the incoming Executive Board, shall appoint chairpersons of the standing committees after the spring election.

Section 2. The chairpersons of all standing committees shall mutually plan activities with the Executive Board, and no committee work shall be undertaken without the approval of the Executive Board.

Section 3. The Executive Board may create special committees as needed to promote the purposes and interests of the Corporation. Special committees are directly responsible to the Executive Board. The President, with the approval of the Executive Board, shall appoint chairpersons of the special committees. Special committees shall be automatically dissolved upon completion of its assignment or upon decision by the Executive Board.

Section 4. An individual may serve unlimited terms as a committee chairperson, if appointed year to year.

#### ARTICLE X. TEAM REPRESENTATIVES

Section 1. Each athletic team at Liberty High School must select a representative to act as a liaison between the Liberty High School Booster Club and the coaches. To be eligible, the representative must be a Booster Club member in good standing. If the athletic team hasn't chosen a representative yet, the coach may be the representative.

Section 2. Team representatives act as conduits between the coaches and the Activities Director to identify specific needs with which the Liberty High School Booster Club may be able to help. Communication between the team representative and the Liberty High School Booster Club is critical to achieving the goals and objectives of the Liberty High School Booster Club.

Section 3. Team representatives may request to attend Executive Board meetings.

Section 4. The team representative should take an active role to ensure their respective teams participate in the Liberty High School Booster Club activities including the concession, spirit wear and other fundraising activities.

#### ARTICLE XI. FISCAL POLICY

Section 1. The Executive Board shall see that a projection shall be presented at the first general membership (open) meeting of the academic year. The Board shall have no power to make the Corporation liable for any debt(s) in an amount exceeding the cash assets of the Corporation which have not been otherwise appropriated.



Section 2. The Treasurer's accounts shall be examined annually by an Audit Committee as described in Section 3 of Article VI. The Committee shall review financial records for discrepancies and recommendations and prepare an annual report. The annual report shall be presented to the membership at the regularly scheduled Annual Meeting in August. The Annual Report shall be signed by the Audit Committee or individual auditor. It shall be the responsibility of the Executive Board to resolve any issues or recommendations set forth in the report.

Section 3. A check will be considered valid with an authorized signature if the signature is not the individual charged with receiving the bank statements and reconciling the accounts.

Section 4. The Executive Board shall be bonded annually.

Section 5. All officers and directors shall perform the duties outlined in these Bylaws and those assigned from time to time. Failure to assume these responsibilities may result in removal as provided herein.

Section 6. Upon the removal or resignation of any officer or director, such officer or director shall turn over to the President or Executive Board, without delay, all records, books, and other materials pertaining to the office, and shall return to the Treasurer or the Executive Board, without delay, all funds pertaining to the office. Furthermore, upon expiration of their terms, all officers shall deliver all official materials related to their office to their successors.

Section 7. The Liberty High School Booster Club will purchase D&O Insurance for the Executive Board.

## ARTICLE XII. MEETINGS/VOTING

Section 1. There shall be regular general membership (open) meetings of the Corporation, scheduled prior to the beginning of the school year. A regular meeting schedule may be established in the Standing Rules of the Corporation. Special meetings of the general membership may be called by the President or by a majority vote of the Executive Board, five days notice having been given. Members shall be notified no later than five days in advance of the date of any rescheduled general membership meeting.

Section 2. Voting shall be determined by a simple majority of members present, except when changing or amending the Corporation's Bylaws, when a two-thirds majority vote of members present must prevail.

## ARTICLE XIII. PARLIAMENTARY PROCEDURE

Section 1. Robert's Rules of Order (current edition) shall govern this Corporation in all cases to which they are applicable and not in conflict with these Bylaws.

## ARTICLE XIV. AMENDMENTS

Section 1. These Bylaws may be amended at any membership meeting of the Corporation by two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall be given at the previous general membership meeting.

Section 2. A committee may be appointed to review the Bylaws, as revised and amended, every two year(s). The committee shall draft any proposed amendments for presentation to the membership as provided for in Section 1 of this Article.

#### ARTICLE XV. STANDING RULES

The Executive Board may maintain a list of Standing Rules to serve as a further operating guide for the Corporation. These Standing Rules should be revised yearly to reflect the procedures of the current Executive Board.