

**SAN MARCOS ACADEMY BOOSTER CLUB  
BYLAWS**

Effective August 1, 2016

**ARTICLE I: NAME**

The name of this organization shall be the San Marcos Academy Booster Club.

**ARTICLE II: OBJECTIVES**

The purpose of this organization shall be:

1. An all-inclusive club that strives to build a strong parent community and partnership with SMA Administration/Faculty while enhancing our student's athletic, fine arts and educational programs.
2. To provide funding of college scholarships and other projects as approved by membership.

**ARTICLE III: MEMBERSHIP**

The membership of this volunteer organization shall consist of people 18 years of age and older who are interested in upholding its objectives as stated and actively demonstrate this interest. All dues-paying members and members of the Board of Directors shall have a voice and a vote in the matters of the organization.

**ARTICLE IV: OFFICERS**

The officers of the SMA Booster Club shall consist of President, Vice President, Secretary and Treasurer.

The duties of the officers are as follows:

1. The PRESIDENT shall preside at all meetings of the organization, prepare each general membership meeting agenda, implement the policies of the organization, appoint all committees with the advice and consent of the Board of Directors, appoint a member to fill in any incomplete officer term, and be an ex-officio member of all committees.
2. The VICE PRESIDENT shall assist the President in the execution of his/her duties, assume said duties in the President's absence, and maintain the membership roster.
3. The SECRETARY shall record the minutes of all meetings of the organization, prepare a sign-in sheet for the meetings, email approved minutes to designated contact to be posted to the SMA Booster Club's

webpage, keep all non-financial records of the organization, and perform such other duties as may be delegated.

4. The TREASURER shall receive any funds derived from dues and activities of this organization, pass funds on to the appropriate financial SMA administrator for deposit into the SMA Booster Club account, keep accurate records of all receipts and disbursements, and present a current financial report at the general membership meetings.

## **ARTICLE V: BOARD OF DIRECTORS**

The Board of Directors shall consist of the President, Vice President, Secretary and Treasurer of the organization and an SMA Liaison as appointed by SMA President and Vice President.

The President, Vice President, Secretary and Treasurer shall be elected at the general membership meeting in April of each year. Each nominee must be present at the meeting in person or by proxy.

A quorum shall consist of one more than half the number on the Board of Directors.

The duties of the Board of Directors shall include receiving all requests and presenting such requests with a recommendation to the general membership meeting for a vote and conducting the daily operations of the SMA Booster Club.

Any officer position that becomes vacant during a current term shall be filled by appointment of the SMA Booster Club's President.

## **ARTICLE VI: MEETINGS**

General membership meetings shall be held each month with the exact date and place to be determined by the Board of Directors. A majority of the members present shall carry a vote.

Voting members, as defined in ARTICLE III, are the only persons who are eligible to make motions, vote on any motions and are the only members eligible to be an officer and vote for nominees for office.

All meetings shall be conducted according to ROBERTS RULES OF ORDER.

## **ARTICLE VII: FINANCIAL POLICIES**

The Board of Directors shall be responsible for the finances of the SMA Booster Club. All expenditures and /or funding requests, other than operating expenses, must be approved by the general membership at a convened meeting.

At each general meeting, the Treasurer shall be prepared to, and shall report on, the SMA Booster Club's financial condition. If the Treasurer knows that he/she cannot attend a meeting, he/she shall submit a written financial report to the President who will present it at the meeting.

All contributions or solicitations shall be for the sole benefit of SMA students as defined in ARTICLE II.

All requests for funding shall be made according to the funding request guidelines outlined in ARTICLE VIII of the bylaws.

Should the organization become defunct, any funds remaining in the treasury after all debts have been satisfied shall be assigned at the discretion of the Board of Directors.

### **ARTICLE VIII: FUNDING REQUEST GUIDELINES**

Any SMA sports team or organization that wishes to receive funding assistance beyond that which is identified and budgeted for may submit a request following these guidelines:

The request must be:

1. Submitted in writing on the SMA Booster Club Request Form to the SMA Booster Club President a minimum of two weeks prior to the next scheduled meeting so that it can be added to the agenda and the Board & General Membership can be advised prior to the meeting.
2. The form must be signed by the designated SMA Booster Club Liaison to ensure strong communication at all levels.
3. Since there may be questions or additional information needed in order to consider the proposal, the requestor must be in attendance at the meeting to present and discuss the request.
4. After the presentation, the Board of Directors will take a vote whether to pass the request on to the general membership or not. A quorum in the affirmative will move it on to the general membership for a vote; a quorum in the negative will halt the request; a tie will automatically negate the request.
5. Voting criteria for funding will be based on whether or not the request meets some or all of the following criteria:
  - a. Is for the sole benefit of the SMA students
  - b. Promotes a spirit of sportsmanship, experience, learning

opportunities and enthusiasm among the students and supporters of SMA

- c. Aids and assists in the development and enhancement of the SMA Activities
6. The requestor, unless a current SMA Booster Club member, may not be present during the voting.
7. If/when a funding request moves on to the general membership, a majority vote must be obtained at the meeting that the funding request is brought forward.
8. A notification will be given to the requestor via phone or email.
9. If approved, a check will be cut or money will be transferred to the appropriate account after submission of an invoice.

#### **ARTICLE IX: AMENDMENTS**

Amendments to the bylaws must be made in writing and approved by the Board of Directors with a majority vote. Changes made will be effective immediately.