

**BYLAWS OF  
ROBBINSDALE COOPER HIGH SCHOOL FOOTBALL BOOSTER CLUB**

**ARTICLE I NAME AND PURPOSE**

Section 1: The name of the organization shall be Cooper High School Football Booster Club (the "Booster Club").

Section 2: The Booster Club is organized exclusively to support the Cooper High School Football Program (the "Football Program") through parent and community involvement. The Booster Club shall conduct all activities in accordance with school guidelines.

**ARTICLE II - MEMBERSHIP**

Section 1: The General Membership shall consist of parents of players, however it shall not be limited to only parents of football players.

Section 2: No annually dues are required.

Section 3: All members can vote.

**ARTICLE III - MEETINGS**

Section 1: Meetings. Meetings of the General Membership shall consist of, but limited to, one (1) time per month (the "General Membership Monthly Meetings"). The dates of the General Membership Monthly Meetings shall be set by quorum vote of the Officers who shall also set the time and place. A quorum shall be three-fourths (3/4) of the current Officers.

Section 2: Special Meetings. Special meetings may be called by a quorum of the Officers or Committee Chairs as needed.

Section 3: Notice. Notice of meetings shall be given not less than seven (7) days prior to the meetings. Notices can be distributed via e-mail, regular mail, flyer, telephone, facsimile, or any other common form of communication.

**ARTICLE IV - OFFICERS**

Section 1: Officers. The minimum amount of required Officers shall consist of a President, Vice-President, Treasurer and Secretary. Additional Officers allowed include Activity Chairpersons.

Section 2: Meetings. The Board shall meet at least one (1) time per month at an agreed upon time and place (the "Officers Monthly Meetings").

Section 3: Board Elections. Election of new Officers or the election of current Officers to a second term will occur annually during the calendar month of November.

Section 4: Terms. All Officers shall serve one (1) year or twelve (12) calendar months terms, but are eligible for re-election. The Term of office shall be from first day of the calendar month of December to the following first day of the calendar month of December.

Section 5: Existing officers are expected to transition and familiarize new elected officers with their duties until expiration of the existing officers term.

Section 6: Duties of Officers. The duties of the Officers are as follows:

- (a) The President shall convene and preside over regularly scheduled meetings of the Officers and General Membership. The President shall prepare the Agenda for each meeting of the Officers and General Membership. The President is responsible for the Booster Club's compliance with all rules governing the activities of the Booster Club, including but not limited to, school guidelines. The President shall coordinate all Booster Club Activities with Cooper High School Administrative Officials and Football Coaches (the "School Administration"). Regular communication with the School Administration shall consist of, but is not limited to, distribution of all proposed and final minutes of all meetings of the General Membership and Officers. Any activities requiring additional communication with the School Administration shall be conducted on a as needed basis and in compliance with all School guidelines. Open lines of communication with the School Administration are encouraged. The President shall preside or arrange for other Officers to preside at each meeting in the following order: Vice-President, Secretary and Treasurer.
- (b) The Vice-President will assist other Officers on an as needed basis, including but not limited to, the Activity Chairpersons. The Vice-President shall chair committees on special subjects as designated by the President.
- (c) The Secretary shall be responsible for recording and keeping all minutes of all Officers and General Membership meetings. The Secretary is responsible for distributing copies of minutes to the Officers, General Membership and School Administration.
- (d) The Treasurer shall be responsible for collection, deposit and distribution of all Booster Club monies raised through fundraisers in compliance with School Guidelines. The Treasurer shall provide a written financial status report (the "Financial Status Report") on a monthly basis to the Officers and General Membership. The Financial Status Report shall be incorporated into the minutes of the monthly General Membership meeting.

Section 7: Officer Vacancies. When a vacancy on the Board exists, nominations for new members may be received from any voting member. A vacancy exists when an Officer has missed more than three (3) consecutive Officers and/or General Membership meetings and it has been established that extenuating circumstances have not existed for the absences.

Section 8: Resignation of Officers. Resignation from an Officer position shall be submitted in writing to the President

ARTICLE V - AMENDMENTS

Section 1: Amendments. These Bylaws may be amended as necessary. The President shall appoint a Bylaws Committee to draft the proposed amendment which shall be reviewed by the Officers. A final draft of the proposed amendment shall be submitted to the Secretary and Communication Chairperson for distribution to the General Membership for review. After distribution, proposed amendments will be set as an agenda item at the next available monthly meeting of the General Membership. The President shall call for a vote at that same meeting to approve or reject the proposed amendment. A majority vote of attending Booster Club members shall be required for passage.

These Bylaws were approved at a meeting of the General Membership on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**STANDING RULES**  
**OF THE**  
**ROBBINSDALE COOPER HIGH SCHOOL FOOTBALL BOOSTER CLUB**

1. Two officers' signatures shall be required for all Disbursement Requests from Booster Club funds.
2. Before each deposit, one officer is required to count and record the appropriate deposit information and a second person (officer or member) shall verify the amount by counting and initialing the deposit record. Form of deposit record determined by Activity Fund Guidelines.

There shall be an "open discussion" item at the end of each General Membership Monthly Meeting and shall be included on the Agenda of each meeting