

JAMES BOWIE HIGH SCHOOL
BOWIE BELLES BOOSTER CLUB BY-LAWS
2006-2007

The Bowie Belles Booster Club Bylaws have been generally amended and submitted for club approval on May 10, 2006.

PURPOSE

Name

- The name of the organization is Bowie Belles Booster Club.

Objective

- The primary purpose and objective of the Bowie Belles Booster Club is to provide financial and moral support to the James Bowie High School Drill Team in Arlington, Texas.

Financial Support

- Various fundraising activities will be conducted by the Bowie Belles Booster Club in accordance with the University Interscholastic League (UIL) Booster Club Guidelines.
- Financial support will be provided through the Director's wish list. The Directors wish list will be approved by the school administrator.
- The Booster Club will coordinate and fund parties and events throughout the school year. These events include, but are not limited to a Halloween and Christmas party, as well as an end of the year formal banquet. Booster Club members may also contribute items and/or monetary contributions to these events.
- The Booster Club pays for supplies and/or equipment as needed, and awards scholarships to graduating seniors as approved by the school administrator.

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Membership and Eligibility Requirements

- Upon successful completion and approval of the AISD Volunteer Application, any adult person over the age of eighteen, (18) shall be eligible for individual membership in the Bowie Belles Booster Club. Applications will be provided at the last and first club meetings of the year and are available on the AISD Website, www.aisd.net.
- An annual membership fee of \$25 per family is required, due and payable no later than the first day of the school year. The membership shall be effective for one year from the date the membership is paid.
- Membership in the Booster Club allows each member over the age of eighteen a vote in matters concerning Booster Club events, fundraisers and funds. There will be no write-in or absentee ballots cast. There will be no voting by proxy.
- Booster club members are expected to be active. Monthly meetings should be attended regularly. Meeting dates, times and locations shall be determined by the incoming President and communicated by the beginning of each school year.
- Members should make themselves available to assist with various responsibilities as needed to aid in the support of the Belles such as chaperoning, football/basketball games, fundraisers, special events, transportation, and other volunteer work.
- All volunteers must be on the AISD approved volunteer list.

DISSOLUTION CLAUSE

In the event that the Bowie Belles Booster Club is dissolved, all remaining funds in the account are to be taken over by the Arlington Independent School District for educational purposes as needed.

CODE OF ETHICS

All Bowie Belle Booster Club Officers and Members are expected to conduct themselves with a high level of ethics at all times. The Bowie Belles Booster Club Code of Ethics must be acknowledged by all club officers and members. Failure to acknowledge and act in accordance with the Bowie Belles Booster Club Code of Ethics will result in denial or removal of club membership and benefits.

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PRESIDENT

- Must have been an active Booster Club officer for one year.
- Acts as liaison between parents and school. Works closely with the Sponsor and Principal.
- Keeps a close relationship with the Belles listening to concerns for fundraising ideas and social events.
- Insures the integrity of the Booster Club purpose and goals.
- Responsible for scheduling and coordinating fundraisers.
- Coordinates annual Holiday Party and year-end awards banquet.
- Conducts monthly meetings to update members on events and other news as well as regular business requirements.
- Coordinates with the Sponsor regarding the 4th of July Parade.
- Coordinates any and all business needs with other Booster Club officers or special committee members.
- Ensures that \$500 is in the bank on completion of the current school year.
- Responsible for signing bank forms along with the Treasurer, ensuring that the account has two signatures on checks and the account is being well maintained. President and Treasurer work closely together to ensure that the money is being spent wisely.
- Responsible for all bank deposits.
- Works with 1st Vice President to ensure that all proper forms are completed and approved by the school administrator for the Director's wish list.
- Approves all marketing material for the booster club, including but not limited to flyers, correspondence to booster club members, and all printed material provided by the booster club.

1ST VICE-PRESIDENT — ASSISTANT TO THE PRESIDENT

- Must have been an active Booster Club member for one or more years.
- Assists President in all aspects of that office up to and including assuming the President's role in his/her absence or in the event the President is unable to fulfill the duties of the office, or resigns the office.
- Responsible for coordinating and obtaining all necessary school permits.
- Follows up on kiosk scheduling and inventory.
- Coordinates all program ads as needed.
- Schedules fundraisers with businesses upon approval by membership vote.
- Ensures that all members are approved volunteers as listed in Membership and Eligibility Requirements.

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2ND VICE-PRESIDENT

- Must have been an active Booster Club member for one year. Assists President and 1st Vice-President in all aspects of those offices up to and including assuming the office of the 1st Vice-President in the event that office is vacated.
- Coordinates appropriate community service programs.
- Tabulates volunteer hours and reports them to the PTA representative.
- Coordinates the preparation of the yearly scrapbook party with the Belles.
- Coordinates and stores the kiosk and kiosk inventory.
- Coordinates and stores snacks and fundraising supplies (Car washes, etc.)
- Coordinates volunteers for projects.
- Attends Booster Club Joint Council meetings and represents Belles Booster Club members. Reports information from those meetings at Booster Club monthly meetings.
- Assists 1st Vice President with scheduling fundraisers.
- Assists President and 1st Vice President following up with committee leaders.
- Actively seeks business sponsorships.

3rd VICE-PRESIDENT

- Can be a new or returning member.
- Responsible for all media, including but not limited to websites, photography, and slide show presentations, etc.
- Assists other officers with various booster club duties.

(Vice-President Positions may be added or eliminated as needed.)

SECRETARY

- A new member may hold this office.
- Takes roll at monthly meetings.
- Takes minutes at monthly meetings.
- Distributes and reads minutes from previous meeting to members in attendance.
- Maintains and distributes a current phone, address, and e-mail list for all Belles and parents.
- Follows up all events with appropriate thank you cards and letters.
- Coordinates letters and mailing lists for solicitation of gifts/donations.

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TREASURER

- Must have been an active Booster Club member for one year.
- Responsible for all general bookkeeping, financial records, and cash receipts and checks to be paid or received.
- Responsible for collecting and recording yearly \$25.00 membership fee (per family) from Booster Club members.
- Responsible for keeping records of all monies turned in for all events, fundraisers, supplies, etc. when Booster Club funds are involved. Responsible for overseeing all cash going in or out at fundraising events, or for designating and training others to do so according to the cash handling procedures established by the club.
- Must present Treasurer's Report orally and in writing at each monthly meeting.
- Must have records up to date and available for review at all times. Responsible for IRS information and state sales tax filings if applicable.
- Coordinates these matters with the President.

(Secretary and Treasurer may be a combined office as long as the person held an office the previous year.)

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Cash Handling Procedures

- At all fundraising events, cash will be accounted for by the President or Treasurer and then verified by two additional Booster Club Officers.
- Cash will be deposited into the bank by the President on the first business day following the fund raising event.
- During fundraising events, only active booster club officers in good standing will handle money.
- No two members of the same family may sign or authorize checks or reimbursements issued to other members of the same family.
- Check authorization and/or reimbursement authorization may not be approved by the recipient.

President

Date

1st Vice President

Date

2nd Vice President

Date

2nd Vice President

Date

Treasurer

Date

Secretary

Date

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Bowie Belles Booster Club Code of Ethics

Your acknowledgement and signature upon receipt of this policy signifies your commitment to comply with the policies as described.

Purpose:

The purpose of this policy is to state the Booster Club's Code of Ethics and to explain the scope, overview and requirements of the Booster Club's ethical policies and practices.

Objective:

The objective of this policy is to reinforce a strong sense of accountability for responsible and mature personal behavior in all those who represent the Booster Club. The Bowie Belles Booster Club was built on the highest standards of trust and confidence and is committed to upholding those standards of moral, ethical and social conduct on the part of its members. It is of the utmost importance that the Booster Club is perceived favorably by the Director, team, teachers, school administrators and students. Therefore, it is the responsibility of all members to conduct themselves and their personal behavior in a manner consistent with the ethics and moral standards that the Booster Club was founded on.

Scope of Policies:

The Booster Club policies apply to every Booster Club member.

1. Never disclose information regarding the internal business and affairs of the Booster Club to non-members.
2. Avoid spreading rumors, gossip or making derogatory statements about other Booster Club members.
3. Create a positive environment for the team, including but not limited to avoiding disputes in front of team members, and making derogatory statements about other club members in front of team members.
4. Follow all UIL and AISD guidelines regarding the conduct and behavior of Booster Clubs.
5. Avoid all conflicts of interest between personal and club affairs.
6. Create an environment of equal opportunity.

In the event of a dispute with another club member, please attempt to settle that dispute with the club member directly. If the two members can't settle their dispute, the members involved in the dispute can come before the board for mediation.

If the dispute involves a board member, the club member can request to meet with the entire board, but the board member in question will not be acting in the capacity of an officer during the meeting.

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Duty to Report:

Every member has a duty to promptly report any violations or suspected violations of this code. A report may be in writing, in person, or by telephone. The member should make the report to any board member. See the current roster for up-to-date addresses, phone numbers and e-mail addresses.

Failure to Comply:

Failure to comply with the policies set forth in the Code of Ethics may result in the following actions. The board will meet and decide on the appropriate action.

1. Member will receive a warning in writing. A copy of that written warning will go on file with AISD.
2. Member will receive a temporary suspension from the Booster Club. Suspension from the Booster Club is defined as:
 - a. Member will not be allowed to attend Booster Club meetings.
 - b. Member will not be allowed a vote on Booster Club issues.
 - c. Member will not be allowed to attend any Booster Club related events or fundraisers.
3. Membership with the Booster Club will be permanently revoked. In the event that membership has to be revoked, there will be no refunds of membership dues.

Any necessary actions taken by the board will go on file with AISD.

Declaration:

If you have any questions or comments about the Bowie Belles Booster Club Bylaws or Code of Ethics, please contact a club officer.

I have read, understand and acknowledge receipt of the Bowie Belles Booster Club Bylaws and Code of Ethics. I will comply with the guidelines set out in this policy and understand that failure to do so might result in removal of my membership and benefits.

Signature: _____ Date: _____

Printed Name: _____