

Troy Trojan Activities Booster Organization By-Laws

ARTICLE I: NAME & LOCATION

Section 1: The name of this organization shall be the TROY TROJAN ATHLETICS BOOSTER ORGANIZATION (hereinafter referred to as the Boosters).

Section 2: Official address of the Boosters will be Trojan Boosters, PO Box 272, Troy, ID 83871

ARTICLE II: MISSION & PURPOSE

Section 1: Promote and encourage extra-curricular athletics of Troy Junior and Senior High School students by recognition of their achievements through attendance and enthusiasm.

Section 2: Provide monetary support for athletic activities as an extension to the funding available through the school district for worthwhile projects.

Section 3: Recognize contributions by Boosters and outstanding students.

ARTICLE III: MEMBERSHIP

Section 1: Boosters membership is open to those individuals paying the annual membership dues.

Section 2: The amount of annual membership dues are determined by the Officers. The membership year shall commence on September 1 and expire on August 31. Membership will automatically cease for nonpayment of dues, terminating all rights and privileges.

Section 3: The Officers may grant honorary (free) membership to those individuals who have contributed to Trojan athletics with a two-thirds affirmative vote of the Officers and Board Members.

Section 4: Any person having an interest in the activities of the Boosters may attend meetings and actively participate in discussion of Booster business, but shall only have voting rights for the election of officers and the adoption of by-laws.

ARTICLE IV: OFFICERS, BOARD MEMBERS and DUTIES

Section 1: The Officers of the Boosters shall be President, Vice-President, Secretary, Treasurer, and Membership Chair. All officers shall be elected every two years at the last annual Booster meeting, held in May. Nominations will be accepted at the meeting and election of Officers will be determined by a majority vote of the members present at the meeting. Officers will be elected for a two-year term or until a successor assumes duties of the office, whichever is later. All Officers and Board Members have one vote, except for the President as noted, for all decisions made on behalf of the Boosters.

A. The President shall preside at all meetings. He/she shall perform such other duties as customarily pertain to the office of President. The President may appoint committees as he/she deems appropriate. The President will vote only in the case of a tie.

B. The Vice-President shall have and exercise all the powers, authority and duties of the President during his/her absence. The Vice-President shall **have the first option** move to the office of President following a two-year term as Vice-President. **If the Vice-President decides not to move to the President position, the President position will be up for election at the last annual meeting of the year in May.**

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ARTICLE IV: OFFICERS, BOARD MEMBERS and DUTIES, continued

C. The Secretary shall prepare and maintain minutes of all meetings of the Boosters, conduct all correspondence of the Boosters, coordinate maintenance of the Booster website, act as liaison with the PAC by reporting Booster activities to the PAC and PAC information to the Boosters, and perform such other duties as customarily pertain to the office of Secretary.

D. The Treasurer shall receive funds and coordinate the deposit of all funds through THS; have charge of all funds; maintain appropriate records and be responsible for the collection of due and assessments; request and make payments for all Booster liabilities; submit at each meeting an update to the financial status of the Boosters. The Treasurer and one other Officer shall separately count all funds collected at fundraising events to be deposited to the Booster's account. The Treasurer shall perform such other duties as usually pertain to the office of the Treasurer.

E. The Membership Coordinator shall organize, distribute, and gather all materials related to member recruitment and payment working closely with the Treasurer to ensure all funds and membership benefits are handled properly. The Membership Coordinator shall perform other duties as usually pertain to the office of Membership Coordinator.

Section 2: Board members are defined as those who attend at least 60% of (approximately 6 out of 10) meetings annually and willingly participate in Booster events.

Section 3: All affairs of the Boosters shall be managed by the Officers and Board members.

Section 4: Officers and Board Members shall organize the annual Booster fundraising activities and participate in other fundraising events of the Boosters.

ARTICLE V: MEETINGS

Section 1: Regular monthly meeting dates and times shall be determined by the Officers. Although Booster meetings will be scheduled for regular dates and times, the Officers reserve the right to cancel and/or reschedule meetings when necessary.

Section 2: Special meetings may be called by unanimous agreement of all Officers that impending business requires expedited review and decision.

Section 3: A quorum will consist of a minimum of three Officers and two Board Members for a total of five individuals. All business decisions discussed at meetings requires a quorum for a vote. If there isn't a quorum present at the meeting decisions will be made by the officers through an email or phone vote.

Section 4: Minutes from each Booster meeting will be provided for informational purposes only to the Troy School District Board of Trustees.

ARTICLE VI: FINANCIAL

Section 1: All funds of the Boosters shall be deposited in a qualified depository which the Officers and Board Members may designate and shall be promptly deposited.

Section 2: All disbursements of funds shall be made by the Treasurer and/or the President as approved by the majority of the Officers and Board Members.

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Section 3: Funding for specific projects or items may be requested from the Boosters through the completion of the application form available on the Booster website. Request forms should be submitted to the Boosters one week prior to the meetings. Personal presentations of the requests are highly recommended. Once the application is received from the requestor, the Boosters will evaluate the application at the next regularly scheduled meeting following the submission of the application. Valid documentation, as described on the application, is required to support the request. As well, the Boosters will require documentation to validate the funds were used for the approved request.

ARTICLE VII: GENERAL PROVISIONS

Section 1: It is expressly understood that any activity undertaken by the Boosters on behalf of the Troy High School extracurricular program will be closely coordinated with the officials of Troy High School through appropriate channels, and prior approval of appropriate school officials will be obtained by the Boosters for any program directly or indirectly relating to the high school program.

Section 2: The Boosters shall be an active participant with the Troy High School Parent Advisory Committee (PAC) with the Secretary acting as liaison facilitating between the two groups. However, the PAC shall not have any direct authority over the Boosters related to particular functions, activities or decisions undertaken by the Boosters.

ARTICLE VIII: AMENDMENTS

Section 1: These by-laws may be amended by an affirmative vote of two-thirds of the Booster membership present at a scheduled meeting, provided that notice of such amendments shall be posted for review by the Boosters membership and that time is allowed for input.