

# **PAUL K. COUSINO BOOSTER CLUB CONSTITUTION AND BY-LAWS**

## **ARTICLE I: NAME AND PURPOSE**

Section 1 the name of this organization shall be Paul K. Cousino Booster Club.

Section 2. This shall be a non-profit organization that proposes to encourage and/or assist in activities and endeavors of Paul K. Cousino High School, within the guidelines established by the Warren Consolidated School Board of Education and policies of Paul K. Cousino High School.

Section 3. The club controls all monies raised in any Paul K. Cousino Booster Club sponsored fund raising activity. The Paul K. Cousino Booster Club will make all expenditures.

Section 4. The club shall not interfere in the employment policies of Paul K. Cousino High School.

## **Article II: MEMBERSHIP AND DUES**

Section 1. Membership is open to any Cousino parent who is willing to subscribe to the purposes of Paul K. Cousino Booster Club. Dues are \$5.00 per family annually and may be increased by a majority vote of the membership in attendance at a meeting.

Section 2. A member shall:

- Fill out a parent information form for the booster club
- Pay dues annually
- Attend meetings and/or actively support the activities of the club
- Have a student enrolled at Cousino High School during the time of membership
- Submit to a district background check for volunteering purposes
- Have voting rights on any business conducted through this group.

Section 3. Associate members (non-paying/non-voting) shall be:

- The Cousino Administrative staff
- All Cousino coaches and directors

## **ARTICLE III: OFFICERS AND ELECTIONS**

Section 1. Officers shall consist of:

- President
- Vice President
- Secretary
- Treasurer

- Trustee (additional trustee, for a total of 3, is recommended, but not required to seat a full board.).

Section 2. Eligibility of Officers:

- Must be a paid member of the Paul K. Cousino Booster Club
- Must have a student enrolled at Paul K. Cousino High School during the term of office.
- May not be holding another club office at Paul K. Cousino High School or another board affiliated with Cousino students at another building (MMSTC, WSCPA, CPC, Community High School).
- Only one member of a household may be a Paul K. Cousino Booster Club officer at a given time.

Section 3. A nomination and election committee made up of three (3) members will be appointed by the president at least three (3) months prior to the election meeting. Duties of the nomination and election committee include:

- Confirm all nominations received
- Prepare ballot for elections and pass one ballot to each family member with voting privileges
- Take any additional nominations at the election meeting and add those that are confirmed to the ballot.
- Count ballots after election and announce new officers
- Waive the election if all offices are unopposed.

Section 4. The nomination and election of officers shall take place during the last scheduled general membership meeting of the school year.

Section 5. Officers shall be elected by a majority of votes cast at the election meeting by secret ballot. For officer elections only, there is a maximum of two (2) adult votes per household address.

Section 6. New officers shall assume their positions by July 1 of the next school year.

Section 7. Any vacancies of elected officers shall be filled by appointment of the president with majority approval of the remaining officers.

Section 8. Officers may be removed from the office in the following manner:

- A petition for removal must be presented at a general membership meeting
- At the following meeting, a vote must be taken of the general membership in attendance for the removal of said officer. This vote will be taken by written ballot.
- The result must be a majority vote for removal of the officer.

## **ARTICLE IV: DUTIES OF THE OFFICERS**

Section 1. The President shall:

- Preside at all the meetings of the club, set agenda and assure a written agenda is provided to the general membership at meetings.
- Call special meetings
- Appoint nomination and election committee annually
- Meet regularly with administrative staff appointee
- Act as official club spokesperson regarding club matters by maintaining line of communication with pertinent district and school personnel and provide report at the next general membership meeting.
- Approve disbursements of up to \$500.00 with approval of the majority of officers
- Enforce observance of the club's constitution and by-laws
- Coordinate volunteers **along with the Trustee as needed** for athletic events and/or special events
- Maintain communication with Athletic Director **along with the Trustee**
- **Open/Close concessions as needed**

Section 2. The Vice President shall:

- Assume presidential duties in the absence of the President
- Disburse approved funds in the absence of the President
- Assist the President with booster club business at all times
- **Run Senior Parent Night and Middle School Night with the school administration**
- Be responsible for recruiting chair people and coordinating all standing committees
- Oversee the committees
- **Open/Close concessions as needed**

Section 3. The Secretary shall:

- Take the minutes of all general and special meetings and provide copies for the next general membership meeting
- Read the minutes of the previous meeting, if requested.
- Maintain written and electronic files to include minutes and information on all yearly activities of the club.
- **Maintain the Booster Club personal website and be in contact with the Cousino Webmaster to update the district Booster page on the district website.**
- Assist the President with booster club business at all times.
- **Open/Close concessions as needed.**

Section 4. The Treasurer shall:

- Be responsible for collecting/depositing all club funds
- Disburse club funds approved by the officers or by the general membership

- Keep all banking and financial accounts up to date including necessary signature cards
- Maintain records of all income/disbursements and provide a written financial report for all general meetings
- Provide a profit/loss statement after each special event/fund raiser for review by the general membership
- Provide State of Michigan/Department of Treasury with necessary reports and any other state or federal reports required by law.
- Prepare financial records for audit at the end of the school year. Be responsible for submitting end of fiscal year statement to Assistant Superintendent of Business and Finance of WCS by August 15
- Prepare an annual operating budget proposal for general membership approval by the last meeting of the school year.
- Be responsible for collecting, depositing and disbursing the Booster Club's Senior All Night Party (SANP) funds and maintaining this account.
- Assist the President with booster club business at all times.
- Open/Close concessions as needed. Collect monies from all concession closings and make deposits.

Section 5. The Trustees shall:

- Maintain Signup genius website for volunteers during the school year.
- Maintain Membership paperwork and lists.
- Take attendance at all meetings and make sure only paid members are voting on Booster Club issues.
- Coordinate with the Vice-President the supervision of the work of all standing committees
- Assist the President with booster club business at all times.
- Open/Close concessions as needed.

## ARTICLE V: BUDGET COUNCIL

Section 1. The Budget Council shall consist of:

- The Officers
- The Administrative Staff Appointee
- The following are Standing Committees:
  - Fundraising
  - Academic projects (Academic Awards, Homecoming, Scholarships)
  - Concessions

Section 2. The Budget Council may meet as necessary to conduct committee business, to gather information and to prepare budget adjustment recommendations for general membership approval.

Section 3. All members must be notified one (1) week prior to a meeting of the council and two-thirds (2/3) of the council, a quorum, must be in attendance to conduct business.

## **ARTICLE VI: DUTIES OF THE STANDING COMMITTEE CHAIRPERSONS**

### **ALL COMMITTEE CHAIRPERSONS NEED TO:**

- **Assign and coordinate necessary sub-committee**
- **Notify President of items to be put on agenda**
- **Make budget recommendations**
- **Maintain a procedure manual for their committee**

Section 1. Academic Projects Chairperson shall:

- Coordinate activities relating to the “Scholastic Letter” program (Academic Awards)
- Assist in other scholastic/academic programs when necessary (Senior Scholarships)
- Assist in Homecoming activities with Leadership and school administration.

Section 2. Concession Chairperson shall:

- Purchase supplies and food for concession events
- Maintain records of all concession events
- Provide game management orientation/instructions as required for volunteer workers
- Maintain records of adults working concession events (log in book)
- Communicate with parent liaison/coaches about parent volunteers needed for concession events
- Maintain line of communication and work closely with Trustee to coordinate volunteers and set schedule for the signup of volunteers

## **ARTICLE VII: REQUEST FOR PAUL K. COUSINO BOOSTER CLUB SUPPORT**

Section 1. All requests for club or team assistance should be submitted, in written form, to **any board member**. A form for this purpose is available through the athletic office of the school and on the Booster Club **district website** or **Booster Club personal website**.

Section 2. All requests from club sponsors, coaches or faculty members must be reviewed for recommendation by the school administration (and Athletic Director for athletic teams) prior to submission for club consideration.

Section 3. It is strongly recommended that requests from the membership also be submitted in writing and be reviewed with the administration/Athletic Director in advance. This will serve to research item availability through the district, as well as whether state, conference or district policy would render approval inappropriate.

Section 4. In general, all requests for club support should be for the district and school sponsored student curricular or extracurricular activities.

Section 5. It must be understood that requests received without sufficient detail, justification or prior review may be tabled until the next meeting.

Section 6. Groups requesting funds shall produce parent volunteers for Booster fundraising activities, for ex. Concessions, if fund request is granted.

### **ARTICLE VIII: MEETINGS**

Section 1. Meetings shall be held bi-monthly during the school year ending with a May meeting. The scheduled dates will be furnished in registration packets.

Section 2. A written agenda shall be provided at each general membership meeting.

Section 3. The order of business for meetings shall be:

- Welcome
- Minutes
- Treasurer's Report
- President's Report
- Principal's Report
- Committee Reports
- Old Business
- New Business
- Officer/member comments
- Adjournment

Section 4. A quorum must be present for fund requests to be granted. A quorum at meetings shall consist of ten (10) members and a majority of the officers. If less than ten members, only other general business can be conducted.

### **ARTICLE IX: DISSOLUTION CLAUSE**

In the event Paul K. Cousino Booster Club dissolves and ceases to exist, all assets remaining at the time of dissolution will revert to Paul K. Cousino High School.

### **ARTICLE X: AMENDMENTS TO THE CONSTITUTION/BY-LAWS**

Section 1. Any proposed amendment or revision to the constitution or by-laws must be presented in written form and distributed to the members present at a general membership meeting. The item(s) must be open for discussion and subsequently tabled until the next regular meeting.

Section 2. At the next regular meeting, the item(s) must again be presented in written form and distributed to the members present at the meeting. The item(s) must be re-opened for discussion prior to taking a vote. Upon completion of the discussion, a majority vote of the

members present will officially enact the change. This will supersede any and all previous versions of the constitution and by-laws.

Revisions presented at the general membership meeting on September 10, 2019. The vote to accept the revision will take place at the November 12, 2019 meeting.