

SAN PEDRO HIGH SCHOOL LADY BOOSTERS

By-Laws

Revised March 7, 2000

Approved by the membership April 11, 2000

ARTICLE I

The name of the organization shall be "SAN PEDRO HIGH SCHOOL LADY BOOSTERS."

ARTICLE II

PURPOSE

The purpose of this organization shall be service and financial aid to San Pedro High School in cooperation and with the approval of the school administration. All monies derived from the dues and net profits of ways and means projects, except for a designated amount to run the organization, shall be for the benefit of San Pedro High School Student body. Requests for aid will be presented in writing for the approval of the membership.

ARTICLE III

MEMBERSHIP

Section I

Any person interested in furthering the objectives of this organization as state in these By-Laws, shall be eligible for membership. Members shall pay annual dues, shall be entitled to vote, hold office, attend meetings and shall participate in club projects either by contribution of active participation.

Section II

Memberships will run from July 1st through June 30th.

ARTICLE IV

OFFICERS

Section I

The officers of this organization shall be President, First Vice-President, Second Vice-President, Third Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Auditor, Historian and Parliamentarian. Each term of office shall run for one year. These officers shall be elected annually by a vote of the general membership. Publicity, Hospitality and Communications shall be appointed by the President.

Section II

All elected officers and Committee Chairs shall each keep a procedure book to pass on to her/his successor at Installation.

ARTICLE V

DUTIES OF THE OFFICERS

Section I – President

The President shall preside at all meetings of the organization, call all special meetings, and shall be a member ex-officio of all committees, with the exception of the Nominating committee. She/he shall appoint all standing Committee Chairs.

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Section II – First Vice-President

The First Vice-President, in the absence of the President, or in case of a vacancy in office, shall assume the duties of the President and will assist the President when requested to do so. Assume responsibility for the completed Event Summaries.

Section III – Second Vice-President

The Second Vice-President will act as a Membership Chair. She/he shall contact all persons interested in becoming members of the Lady Boosters. It will be her/his duty to compile and maintain a current membership file. She/he will provide all board members with a copy of the By-Laws and current roster. She/he will conduct a membership drive in the Fall, which has been approved by the Board. She/he will coordinate with other Chairs the distribution of mailers.

Section IV – Third Vice-President

The Third Vice-President will act as Ways and Means Chair. She/he will help the board devise ways to raise funds and secure chairs for Ways and Means projects. She/he shall provide the First Vice-President with an Event Summary. The Ways and Means Chair shall be responsible for securing any necessary permits as needed and shall full inform the Recording Secretary of any projects undertaken by appointed Ways and Means Project Chairs.

Section V – Recording Secretary

The Recording Secretary shall record minutes of all General and Board meetings of the organization and shall keep an accurate list of members and attendance records, a copy of the By-Laws, recording such change in said By-Laws. She/he will also keep a copy of the Event Summary of each Ways and Means project and Treasurer's reports.

Section VI – Corresponding Secretary

The Corresponding Secretary shall conduct all correspondence of the organization as directed by the Board. She/he will be responsible for sending out newsletters to all paid members, coordinating with Membership Chair.

Section VII – Treasurer

The Treasurer shall collect all funds for the organization, deposit such in a local bank and pay outstanding bills with the authorization of the Board. All monies spent must be approved a two-thirds majority of the membership in attendance. She/he will sign all checks with one of the three authorized Executive Board members: President, Recording Secretary and one Board member designated by the Executive Board. She/he will present a financial report at each meeting and provide copies of Treasurer's report for the President and Recording Secretary's book. She/he will also be custodian of the trust accounts, should they occur. She/he will maintain accurate records and report to the attending membership dispersal of funds. She/he will have the records ready for the Auditor before the general meetings in January and July, or any other time she/he shall leave office. She/he will retain all requests for funds.

Section VIII – Historian

The Historian shall keep a complete records of the organization in book form. The Historian's book will be turned over to the outgoing President.

Section IX - Parliamentarian

The Parliamentarian shall be present at Board and General meetings and shall be responsible for the observance of parliamentary procedure for these meetings.

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Section X - Auditor

The Auditor shall be responsible for the auditing of the Treasurer's books and bank statements in January and July, or any other time the Treasurer shall leave office, or on request of the Board or Treasurer. A written report shall be submitted at a general meeting.

Section XI

Officers unable to fulfill their obligation in the opinion of the Board, as based on the By-Laws, will be relieved of their office. The Board will appoint a member to fill the vacancy for the remainder of the term of office.

ARTICLE VI

BOARD OF DIRECTORS

The Board of Directors shall consist of the Officers, active Past Presidents and five members appointed by the President to include the Standing Committee Chairs.

ARTICLE VII

STANDING COMMITTEE CHAIRS

Section I – Publicity Chair

The Publicity Chair shall keep member and public informed regarding the activities of the Lady Boosters and shall also clean all publicity regarding the organization with the President.

Section II – Hospitality Chair

The Hospitality Chair shall be responsible for refreshments for each meeting and provide a sign-in sheet for filing in the Recording Secretary's book.

Section III – Communications Chair

The Communications Chair will serve as a liaison between the community, school and the organization.

ARTICLE VIII

MEETINGS

Section I

Members are encouraged to attend all general meetings.

Section II

There shall be a minimum of six (6) general meetings a calendar year.

Section III

Board meetings shall be held at the discretion of the President and shall be open to the general membership.

ARTICLE IX

FUNDS

Section I

Dues for each member shall be twenty (\$20) per year. Only paid members can vote and hold office.

Section II

No member shall incur indebtedness binding upon this organization, unless authorized by a majority vote of the Board. In emergencies, the President may authorize the Treasurer to pay bills up to seventy-five dollars (\$75)

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per month, not to exceed three hundred dollars (\$300) per year to be recorded at the following meeting. The Board may authorize a larger yearly amount for that year only by a two-thirds majority vote of those attending the general meeting.

ARTICLE X

ELECTION OF OFFICERS

Section I

The Parliamentarian with four (4) members appointed by the President, shall constitute the Nominating Committee. The Parliamentarian shall call the first meeting of the Nominating Committee at which time she/he shall appoint a chair for said committee. She/he shall attend all Nominating Committee meetings and vote only in the event of a tie. The Slate of Officers shall be presented to the General Membership at the March meeting, at which time nominations may be made from the floor. The election of officer shall take place at the April meeting, at which time further nominations may be made from the floor.

ARTICLE XI

AMENDMENTS

These By-Laws may be amended at any General meeting of the organization by a two-thirds majority of members present and voting, and provided the amendments have been presented in writing previous to the meeting.

ARTICLE XII

PARLIAMENTARY AUTHORITY

Section I

Roberts Rules of Order shall govern all meeting in all cases in which it does not conflict with By-Laws of the organization.

Section II

Each Board member shall receive a written copy of the By-Laws. A written copy of the By-Laws will be available to each member.

Section III

This organization shall at no time endorse nor recommend any candidate for political office nor shall political candidates be discussed at meetings. No religious discussion shall be conducted.

Section IV

No member shall use the organization to further any personal, political or other aspiration not in keeping with the real purpose or objectives of the Lady Boosters.

Section V

Individuals shall not solicit funds for their personal gain from members during meetings.

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Section VI

All requests for aid will be presented to the organization in writing for consideration. No other request will be considered. Each request will be discussed at a general meeting and voted upon with a simple majority approval by the membership in attendance.

Section VII

If at any time in the future, San Pedro High School Lady Boosters is no longer affiliated with San Pedro High School, all funds and monies in the treasury shall be released and convert automatically to the San Pedro High Student Body.

ARTICLE XIII

STANDING RULES

1. All monies from Ways and Means projects should be counted by the Event Chair and the Treasurer, posted in the ledger and signed.
2. The Outgoing Vice-President is to decide on the program and place for the Installation of Officers with the approval of the Incoming President. The Immediate Past President will be responsible for installing the new officers.
3. The Membership is to submit names for the Lady Booster of the Year Award. The President is to make the final decision. The president presents the award.
4. The Membership is to submit names for the Golden Galleon Award. Final decision is to be made by the vote of the membership. The President presents the award.
5. Candidates for the Teacher of the Year will be submitted by the school administrators and general membership. Final decision to be made by vote of the membership. The President presents the award.
6. Pledge of Allegiance to be recited when any meeting is held in a public place.
7. Suggested Chronological Guidelines
 - a. August – First Meeting; Membership Drive
 - b. September – Pot Luck; Set dates for Fall Calendar
 - c. October – Homecoming and Alumni events
 - d. November –
 - e. December – Holiday Dinner
 - f. January – Membership Get Together; Plan Spring Calendar
 - g. February – Nominating Committee appointed
 - h. March – Scholarship Committee appointed
 - i. April – Election
 - j. May – Assist with Senior activities
 - k. June – Installation; Convocation