

# **WARREN WOODS TOWER BOOSTER CLUB CONSTITUTION**

## **ARTICLE I - NAME**

The Warren Woods Booster CLUB, founded in 1967 and the Tower Booster CLUB founded in 1975 have merged to form the Warren Woods Tower Booster CLUB, hereafter called the CLUB.

## **ARTICLE II - LOCATION**

The principal office of the CLUB shall be at 27900 Bunert, Warren, Michigan, 48088.

## **ARTICLE III - PURPOSE**

This CLUB is organized exclusively for charitable and educational purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(a)(3) of Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

Has been established for the purpose of promoting, supporting and improving all activities at Warren Woods Tower High School and to improve community and parent/guardian relations with all activities at WWTHS.

## **ARTICLE IV - TAX STATUS**

No part of the net earnings of the CLUB shall inure to benefit of, or to be distributable to, its members, officers or other private persons, except that the CLUB shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in Article III hereof.

No substantial part of the activities of the CLUB shall be carrying on of propaganda, or otherwise attempting to influence legislation and the CLUB shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Notwithstanding any other activities not permitted to be carried on:

- (a) By an organization exempt from Federal Income Tax under Section 501(a)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law)
- (b) By organization contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law)

## **ARTICLE V - DISSOLUTION**

Upon the dissolution of the CLUB, the Executive Board shall, after paying or making provision for payment of all the liabilities of the CLUB, dispose of all the assets of the CLUB exclusively for the purposes of the CLUB in such manner, or to such organization or organizations organized and operated exclusively for charitable, education, religious or scientific purposes as shall at the time qualify as an exempt organization. Any such assets not so disposed of shall be disposed of by the Circuit Court of the County in which the principal office of the CLUB is then located, exclusively for such purposes or to such organization as said Court shall determine, which are organized and operated for such purposes.

## **ARTICLE VI - RATIFICATION**

This Constitution may be amended by a two-thirds majority vote of the members present at a General

Membership Meeting, provided the proposed changes have been introduced at a previous membership meeting.

Adopted and ratified, effective September 1, 1984, by appropriate vote of the members, following appropriate notice, at a regular meeting held on the 22nd of May, 1984.

Adopted and ratified, effective September 1, 2018, by appropriate vote of the members, following appropriate notice, at a regular meeting held on May 21, 2018.

Adopted and ratified, effective October 3, 2018, by appropriate vote of the members, following appropriate notice, at a regular meeting held on September 5, 2018.

## **WARREN WOODS TOWER BOOSTER CLUB**

At an Executive Board meeting held on February 2, 2004, these guidelines were set in place for immediate implementation:

- a. Monetary funding for students attending a "state" level conference or camp shall be one half of the registration fee with a "cap" of \$150.00.
- b. Monetary funding for students attending a "national" level conference or camp shall be a flat \$350.00.
- c. In either a national or state conference all lodging, meals and travel expenses are to be borne by the student's family or other sources.
- d. The parent(s) of any and all students seeking funding through Booster Club resources must be current members of the Booster Club. Furthermore, the family must have accumulated a minimum of 4 clock hours of volunteer time at Booster Club sponsored events during the year of the request. Examples include:
  - i. Athletic competition concessions
  - ii. Arts & Crafts assignments
  - iii. Special events concessions
- e. WWTBS function events not directly sponsored by the Booster Club do not accumulate volunteer hours:
  - i. Attendance at athletic competitions
  - ii. Dance chaperons
  - iii. Float construction
  - iv. School District Committee work

## **WARREN WOODS TOWER BOOSTER CLUB BYLAWS**

### **ARTICLE I - MEMBERSHIPS & DUES**

Section 1: Dues will be assessed annually in the amount determined by the Executive Board.

Section 2: The function of the membership is to promote the CLUB and its activities.

Section 3: Membership dues must be paid by January 31st of the current school year; i.e. Fall 2018 / Spring 2019.

Section 4: General Membership meetings shall be held monthly throughout the school year, date and time to be set by the Executive board prior to the start of the new school year.

### **ARTICLE II - OFFICERS**

This article shall deal with and govern the specific duties of the various elective offices, except that it shall not be construed so as to specifically limit the duties of these officers in duties and acts dictated by common sense involving the welfare of the CLUB. A monthly meeting of the officers shall be held to plan the CLUB activities.

Section 1: It shall be the duty of the President to conduct all meetings, and maintain order, using such rules of parliamentary Procedures as the President shall deem necessary. The President shall recognize all speakers from the floor in the order of indication, shall direct the attention of the membership to the speaker, and provide each speaker with ample opportunity, but neither shall the President allow deviation from the subject matter, nor filibuster. The President shall perform all the duties of the executive officers. The President shall chair executive board meetings. The President shall oversee all activities for the annual craft show.

Section 2: It shall be the duty of the Vice President to assist the President in all the above duties, and to perform the said duties in the absence of any of the other officers. He/She will review the bi-monthly Board of Education meeting minutes and report back to the Executive Board and CLUB, activities relevant to WWTHS. It shall be the duty of the Vice President to oversee all activities for the annual May Fair.

Section 3: It shall be the duty of the Treasurer to collect all fees, fines, and assessments. The treasurer shall keep records of receipts and disbursements as are necessary and shall report a financial statement at each meeting of the CLUB. The treasury records shall be subject to yearly audit at the close of the school year and at any other time deemed necessary.

Section 4: It shall be the duty of the Membership Chairperson to promote membership in the CLUB, maintain up to date records. Collect membership dues and submit to the Treasurer for deposit as received.

Section 5: It shall be the duty of the Volunteer Coordinator to schedule volunteers for fundraising events and other club sponsored activities. It shall be the duty of the Volunteer Coordinator to maintain monthly listing of volunteer hours by member and shall report at each Executive Board meeting.

Section 6: It shall be the duty of the Concession Co-Chairs to direct operation of the concessions during sporting and school related activities as deemed by the Executive Board.

Section 7: In the event that any executive board member cannot fulfill the duties of the office due to illness, removal, resignation, etc., the vacancy shall be filled by the appointment of the remaining executive board members for the remainder of the unexpired term. Deciding to remove a board member shall be a majority decision by the remaining Executive Board.

Section 7a: Executive Board members shall not miss more than two Executive Board meeting and two General meetings in the current school calendar year; i.e. Fall 2017 / Spring 2018.

Section 7b: An Executive Board member may be removed at any time for neglect of duties, misusing board funds, committing fraudulent activities or activities that reflect badly on the WWTHS Booster Club.

Section 7c: Upon removal, expired term or related circumstance the exiting board member shall turn in All Booster Club property promptly. i.e., keys, bags, important records/paperwork/documents, binders, thumb drives, digital information, passwords, etc.

Section 8: All committees will be approved by the Executive Board.

Section 9: It will be the duty of the Corresponding Secretary to carry on the official correspondence approved by the Executive Board and send to the membership any special notices approved by the Executive Board. They will also send out monthly notices to make the general membership aware of monthly meetings.

Section 10: It will be the duty of the Recording Secretary to keep all records not of a financial nature such as minutes of each meeting, and other CLUB activities, in such a manner as to be easily referred to, in a legible manner, and these same to be presented at each meeting of the CLUB, except that at each meeting only the minutes of the previous meeting shall be read by the Recording Secretary, unless otherwise directed by the presiding officer.

Section 11: One Executive Board member must be present at all times when concessions are open. Concessions must be restocked and cleaned at the end of the night.

### **ARTICLE III - EXECUTIVE BOARD**

Section 1: The Executive Board, as established by the Constitution, shall be primarily responsible for the day today functioning of the CLUB and shall have all the powers, duties and responsibility generally held by the Board of Directors of corporations, subject to the limitations set forth in the CLUB constitution and particularly Articles III, IV and V thereof.

Section 2. Regular meetings of the Executive Board shall be held monthly during the school year or at other times and places as shall be called by the President or any two other officers.

## **ARTICLE IV - BANKING AND FINANCING**

Section 1: The finances of the CLUB shall be of the non-profit nature. The money of the CLUB shall be deposited in the CLUB accounts.

Section 2: Checks for the account shall be signed by two of the authorized officers of the CLUB. Authorized signers shall consist of the President, Treasurer, and the Concession Co-Chair(s). Further, debit/bank cards shall be issued to the President, Treasurer and the Concession Co-Chair(s) for the purpose of making purchases relating to operational and concession needs.

Section 3: Request for funds from the CLUB shall be presented on the written form to the Executive Board at an Executive Board meeting. Those approved requests will be brought to the next General Membership meeting for approval or disapproval. Those disapproved at the Executive Board meeting will be read at the next General Membership meeting with no further action. The person requesting the funds must be present at the General Membership meeting for the request to be considered. Only requests for funding must benefit the current WWTHS students to be considered. The following procedures must be followed to request funds from the club. The appropriate request form must be completed and submitted one week prior to the monthly Executive Meeting, (may be put in the booster club mailbox located in the front office at WWTHS). Must be present at the Executive Board meeting to answer questions regarding requests. If approved by the Executive Board, they then must be present at the General Membership meeting to answer any and all questions or requests will be tabled until able to be present. For approval of request, all criteria must be met for funds to be dispersed. Requests for funding will not be considered after one week prior to the May Executive Board meeting.

Section 4: A proposed budget to cover yearly operations will be presented at the September General Membership meeting.

Section 5: Approval of the budget authorizes the Executive Board to disburse funds in accordance with the budget.

Section 6: Written receipt/invoice of expenditures are to be submitted to the Treasurer within one month of dated receipt/invoice.

## **ARTICLE V - SCHOLARSHIPS**

Section 1: Scholarships will be awarded to the deserving student(s) of the senior class who attend classes at Warren Woods Tower High School. The amount and number of scholarships to be awarded will be determined by the Executive Board.

Section 2: The selection of the students to receive the awards will be approved by the Executive Board.

Section 3: General

- a. A copy of the scholarship application will be available in the counseling office and emailed to senior students when all school scholarships are distributed.
- b. The completed application must be returned to the school counseling office and placed in the locked Booster Club Scholarship box or emailed by the date provided on the scholarship application.
- c. These guidelines will be used to select the finalists based on the criteria set forth in the application.

## **ARTICLE VI - RATIFICATION**

These bylaws may be amended by a two-thirds majority vote of the members present, provided that no such amendment may be submitted to a vote unless prior notice has been given by mail to the members of record.

Adopted and ratified, effective September 1, 1984 by the appropriate vote of the members, following appropriate notice, at a regular meeting held on the 22nd day of May, 1984.

Amended - General Membership September 12, 1987  
Amended - General Membership May 20, 1987  
Amended - General Membership April 17, 1989  
Amended - General Membership March 20, 1989  
Amended - General Membership November 21, 1994  
Amended - General Membership, May 21, 2018  
Amended - General Membership, October 3, 2018  
Amended - General Membership, May 4, 2022  
Amended - General Membership, January 22, 2024

## **ARTICLE VII - MEMBERSHIP**

The membership shall consist of any person who shall choose to submit to the jurisdiction of the CLUB being regulated by the rules and the bylaws of the CLUB, excluding WWTHS students.

## **ARTICLE VIII - OFFICERS**

The operating officers of the CLUB shall consist of the following:

1. President
2. Vice President
3. Recording Secretary
4. Corresponding Secretary
5. Treasurer
6. Membership Chairperson
7. Concessions Co-Chair
8. Concessions Co-Chair
9. Volunteer Coordinator

The executive board shall consist of the nine Booster CLUB members and two ex-officio members. The members are as follows:

1. President
2. Vice President
3. Treasurer
4. Membership Chairperson
5. Recording Secretary
6. Social Media & Corresponding Secretary
7. Concessions Co-Chair
8. Concessions Co-Chair
9. Volunteer Coordinator
10. Athletic Director
11. Principal

## **ARTICLE IX - ELECTIONS**

Section 1: The Executive Board members of the CLUB shall be elected by the secret ballot for a two-year term. After nominations and after voting takes place, three members of the Executive Board and 2 members from the audience will count the votes. Only current members of the CLUB shall be allowed to vote. Nominations for the Executive Board shall be made during the General meeting in April of each year. All nominees must be present to accept the nomination. All nominees must be a paid member, have attended two general membership meetings for the current school year and volunteered at two current school year events preceding the nomination in order to be eligible. The elections shall be held at the General meeting in May of each year. The nominees who receive the majority of the votes cast shall be declared elected.

Section 2: All candidates to be considered must be a parent or guardian of a student currently attending WWTHS.

Section 3: The positions of the Executive Board will be decided upon at the first Executive Board meeting in June.

Section 4: Due to any unforeseen circumstances, ie; Pandemic, inclement weather, construction, fire or the like, Elections will be held electronically via secret ballot, ie; Survey Monkey or some other form of secret ballot determined by the majority decision of the Executive Board.

Section 4a: If events are paused or canceled throughout the school year affecting volunteer hours or membership attendance in order to run for office, then special accommodations will be considered to run for office.