

Eddyville Booster Club

Policies and Bylaws

Mission Statement:

The Eddyville Booster Club is committed to providing support to its students, staff and school. Eddyville Booster's is a non-profit organization. Fundraising is the primary source of funding as well as cash and material donations. The purpose of acquired funds and donations is to provide students and staff with supplies, opportunities, activities and school improvements not funded by normal school funds. This funding to students and staff is meant to enrich and enhance the students learning experience.

Booster Membership:

Booster membership is anyone from the school attendance area with or without students attending Eddyville School that regularly attend Booster Club meetings. Booster membership includes paying a \$5.00 per year membership fee. Membership payments will be used to provide an Eddyville Booster Club Scholarship to graduating seniors at Eddyville Charter School. Active members will work with selection committee for scholarship presentation each year.

Meeting Time & Date:

Meeting will take place on the 1st and 3rd Tuesdays of each month at 3:45 PM. The meeting will take place at Eddyville Charter School in the conference room. (Strike highlighted wording and replace with the following wording.) Meeting will take place on the 1st Thursday of each month. Booster meetings will be held at 3:45 PM one month and alternate with 6:00 PM the next month. A light dinner will be served by Boosters to those members attending the 6:00 PM meetings. Meetings will be held in a classroom at the Eddyville Charter School.

Scholarships:

Eddyville Boosters are the proud sponsor of the "No Athlete Left Behind Scholarship". This scholarship (\$40.00) will upon request from Athletic Director be paid for any eligible athlete who is unable to pay their fees. (Athletic Director has ability to approve up to five (5) scholarships per athletic season. Any additional scholarships per season must be approved by Booster Board.) All completed scholarship forms must be presented for payment prior to end of each athletic season.

Voting:

Officers and members will be responsible for voting on Eddyville Boosters monetary transactions, goals pursuant booster opportunities and other miscellaneous acts on behalf of the Eddyville Booster Club. Voting will be honored on a majority rule basis. At least five (5) votes must be cast. The voting ratio must consist of at least two booster officers and not less than three booster members. (Strike highlighted wording and replace with following wording.) At least two (2) officers and one (1) member must cast votes. A cap of \$250.00 is placed on less than total quorum voting. Without full quorum

voting will be tabled until quorum is established or voting by e-mail is complete. E-mail voting also most contain the same requirements as stated above.

Officers:

Eddyville Boosters will maintain four officer positions that will serve for one year terms. Elections of officers will take place at the first regularly scheduled meeting in January. Current officers and members present at meeting will be responsible for voting during elections.

President:

The Eddyville Booster President will attend and call all booster meetings to order as well as adjourn each meeting. The President will conduct each booster meeting according to the agenda provided. He/She will propose any and all voting acts and acknowledge the outcome of each vote accordingly. President will provide the agenda for each meeting and seek additions to agenda from other officers prior to meeting. Additions to the agenda will be allowed at the beginning of each meeting. President or Vice President will collect all mail from PO Box on a bi-weekly schedule. President or Vice President will be the only persons having PO Box key. Mail or correspondence will be opened at a regular meeting with two or more board members present. All monetary donations, fees or payments will be recorded and noted in the meeting minutes and passed to the Treasurer for deposit to Eddyville Booster banking account. All e-mail correspondence of the Eddyville Booster Club will be originated by the President.

Vice President:

The Eddyville Booster Vice President will conduct regular meetings in the absence of the President. The Booster VP will be responsible notifying membership of scheduled meeting dates and keeping an accurate list of all members in active status. (Active status refers to those who have paid their yearly membership fee and responsible for selecting the scholarship recipient each year along with Eddyville Booster Board of Directors. President or Vice President will collect all mail from PO Box on a bi-weekly schedule. President or Vice President will be the only persons having PO Box key. Mail or correspondence will be opened at a regular meeting with two or more board members present. All monetary donations, fees or payments will be recorded and noted in the meeting minutes and passed to the Treasurer for deposit to Eddyville Booster banking account at OSU Federal Bank.

Secretary:

The Eddyville Booster Secretary will attend all booster meetings. The secretary will record and retain minutes, documentations of any voting decisions with motions made by whom, seconded by whom and total vote count. The minutes of each Booster meeting will be retained in a organized fashion. The minutes will be signed by the secretary acknowledging that they are true and accurate. Each set of meeting minutes will be reviewed at the next booster meeting and approved by a majority vote of those attending the meeting. Upon approval the President will sign off on the minutes acknowledging approval. A copy of all Booster meeting minutes will be provided to Booster officers and school administration, (via e-mail).

Treasurer:

The Eddyville Booster Treasurer will be responsible for maintain all booster financial records, reports and transactions. All funds will be recorded and receipted by at least two (2) officers at a regular booster meeting. Receipted amounts will be placed in the official meeting minutes. Treasurer will be responsible for depositing all receipted funds to Booster banking account at OSU Federal Credit Bank. A financial report by the Treasurer will be provided at the second booster meeting each month following receipt of the bank statement. A copy of the bank statement each month will be attached and included in the Secretary's filed report. Treasurer will be responsible for issuing checks to pay only those expenditures as approved by the Eddyville Booster majority vote. Payment of expenditures for supplies purchased by Board or Membership must be requested on a *Request for Payment* form plus original receipt obtained and filed for agenda action. Upon approval for payment Treasurer will issue check to requesting person. A copy of the *Request for Payment* will be attached to check voucher for filing with Treasurers Reports. All checks written for payments must include two signatures. The signature of the President and Treasurer.

Fundraising:

Eddyville Boosters hosts/participates in a number of annual fundraiser not limited to:

- Banner Sponsorships,
- Poinsettia Fundraiser,
- Spring Family Game Night,
- Beach Bacon and Brew Fundraiser,
- Sale of Eagle Gear.

All annual EBC fundraisers taking place on the premises of Eddyville Charter School will be presented to the ECS Superintendent/Principal by October 15th of each school year. The EBC will give ECS notice of additional in-house fundraisers at least two (2) weeks prior to any fundraising event. All pertinent fundraising applications and/or facilities use requests forms will be filed with Superintendent/Principal following school district policies and procedures.

Disbursement of Funds:

Upon the dissolution of the corporation, assets shall be distributed as follows:

- a. All specified donations will be returned to donators if requested.
- b. All other remaining funds will be returned to Eddyville Charter School Student Body Account for specified project as voted on by Eddyville Booster Club

Adopted: October 18, 2016

Amended: October 5, 2017