



Suncoast Polytechnical High School Booster Bylaws

Connecting students, families, staff, and community.

Article I - Name

The name of this association is the Suncoast Polytechnical High School Boosters. We are a Parent/Teacher Booster organization for Suncoast Polytechnical High School (SPHS).

Article II - Mission Statement

Section 1. The SPHS Booster's mission is:

- a. to promote collaboration between parents and staff for the betterment of SPHS.
- b. to assist in facilitating volunteerism to support ongoing needs, events, and programs;
- c. fundraising and solicitation of donations to provide the teachers, staff and students with programs, events, and materials that promote the curriculum, enhance the school experience and encourage school spirit.

Article III - Basic Policies

Section 1. The boosters shall be non-commercial, nonsectarian, and nonpartisan.

Section 2. The name of this association or the names of any member in their official capacities, shall not be used in any connection with a commercial concern or with any partisan interest or any purpose not appropriately related to the promotion of the mission statement of the boosters.

Section 3. The boosters shall not, directly or indirectly, participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 4. The boosters may cooperate with other local organizations and agencies interested in similar objectives.

Article IV - Membership

Section 1. Principals, teachers, and staff who are employed within SPHS and all interested family members/guardians of current students in SPHS are eligible for membership in the boosters, subject only to compliance with the provisions of the bylaws and payment of dues that may be established by the executive board.

Section 2. Community members who do not have a student in SPHS and wish to be a member of the boosters, must complete a booster membership form and be PALS approved. The booster vice-president will be responsible for maintaining these records.



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Booster Bylaws**

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Article V – Definition and Duties of the Executive Board

Section 1. Membership

Section 2. Meetings

The executive board should meet monthly during the school year at a date, time and place selected by the president, with notice provided to the general membership. If the day, time, and place will remain the same each month, only one notice need be given to the membership. General members may attend but may not vote at executive board meetings.

Section 3. Duties

The duties of the executive board shall be:

- a. to transact necessary business as needed to carry out our mission statement;
- b. any member of the Executive board, acting on behalf of the boosters, may purchase up to \$25 for necessities without board approval. Receipts are to be turned in to the treasurer within 7 days of purchase for reimbursement;
- c. establish dues for general membership;
- d. decide whether to incorporate the booster organization or create another type of legal entity to carry out its purposes. In the event that an incorporation or formation of another legal entity occurs, these bylaws shall be the bylaws of such entity;

Section 4. Special meetings of the executive board may be called by the president or by a majority of the members of the executive board.

Section 5. A majority of executive board members must be present at an executive board meeting to constitute a quorum. Executive board members may appear at executive board meeting telephonically. Majority rules for purposed of all votes of the executive board.



**Suncoast Polytechnical High School
Booster Bylaws**

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Section 6. The President shall:

- a. preside at all general membership meetings of the boosters and executive board;
- b. meet with the principal to plan meeting topics and speakers, meet on a regular basis to coordinate efforts and plan upcoming events;
- c. plan transition of officers meetings to insure a smooth transition;
- d. perform such other duties as may be prescribed in these bylaws or assigned to him/her by the Boosters or by the executive board;
- e. coordinate the work of the officers and committees in order that the mission statement be promoted;
- f. provide the executive board with bylaws annually.

Section 7. The vice-president shall:

- a. act as aide to the president and shall by his/her designated order, perform the duties of the President in his/her absence;
- b. chair the nominating committee.

Section 8. The secretary shall:

- a. keep accurate record of all the general membership meetings of the boosters and the executive board;
- b. present minutes of previous meeting to the booster membership for approval;
- c. distribute meeting highlights of current month and approved meeting minutes (from previous month) to SPHS administration and staff;
- d. coordinate arrangements to post the booster minutes and highlights on the booster link of the SPHS web page;
- e. be custodian of the records of the boosters, including the bylaws, agendas, meeting minutes, and correspondence;
- f. conduct booster-related correspondence as requested by the president;
- g. provide notice of all general membership meetings and tentative agenda as provided by the president;
- h. provide to the principal's secretary, information to promote booster activities to be posted on the school's marquis.



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Booster Bylaws**

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Section 9. The treasurer shall:

- a. serve as custodian of the booster's finances, collect revenue, pay authorized expenses, follow all financial policies of the boosters and hold all financial records;
- b. keep a full and accurate account of the receipts and expenditures;
- c. approve disbursements in accordance with the approved budget as authorized by the boosters. Deposit revenues in the booster account maintained by SPHS;
- d. present a financial statement (balance sheet and/or profit and loss statement) at every general membership meeting of the boosters and at other times with requested by the executive board.

Section 10. The PALS coordinator shall:

- a. enter family information into the data bank for volunteers;
- b. communicate with faculty for volunteer needs;
- c. post volunteer opportunities on the website and email parents;
- d. match volunteers to positions;
- e. keep track of volunteer hours;
- f. set up PALS training;
- g. assign committees as needed to complete volunteer tasks;

Section 11. Special committees

The executive board and general members may designate committees from among the general membership or community members that have been PALS approved. Each chairperson or representative of each committee shall be responsible for carrying out booster duties from time to time as may be assigned to it by the executive board and may be asked to give a committee report at an executive board meeting.

Section 12. Standing committees

There shall be two standing committees, each with a chair approved by a majority of the executive board and a majority of the general members at the annual meeting in May.

a. Volunteer committee

The chair shall be the volunteer coordinator and have the confidence and support of the executive board in recruiting and utilization of volunteers.

b. Student liaison committee

The chair and members shall meet with the elected representatives of the student body to act as the conduit between the boosters and student government.



**Suncoast Polytechnical High School
Booster Bylaws**

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Article VI – Officers, Their Election and Term

- Section 1. a. Officers shall be elected by majority vote of the general members present at the annual meeting in the month of May and shall serve for two years. Officers and candidates may vote during such elections.
- b. The President and Vice-President shall complete their official duties as of May 31st, at which point the newly elected president and vice president assume their respective roles beginning June 1st.
- c. The Treasurer shall serve through the first Fall meeting of the next academic year (usually August) to present the year-end summary report. The incoming Treasurer's duties also begin with the first Fall meeting.
- d. The outgoing Secretary's duties shall be completed with the typing and distribution of the May minutes and remaining monthly duties as described in Article V, Section 8. The incoming secretary's duties shall begin June 1st.
- e. A person shall not be eligible to serve more than two consecutive terms in the save office, unless otherwise approved by the Booster general membership.
- f. The first officers shall be elected in August 2008, but their terms of office shall otherwise be described herein.
- g. An officer may be removed from office only for good cause by a majority vote of those present at a regularly scheduled Booster Executive Board meeting.
- Section 2. a. The Nominating Committee, chaired by the Vice-President, shall nominate one or more eligible persons for each office and report its nominees at the general Boosters meeting in April.
- b. Following the report of the Nominating Committee at the April Booster Meeting, an opportunity shall be given for nominations from the floor.
- c. Only those who have signified their consent to serve if elected, shall be nominated for, or elected, to such office.
- Section 3. a. A vacancy occurring any time during the academic year in any Executive Board position shall be filled for the remainder of the term by a person elected by a majority vote of the remaining members of the Executive Board.
- b. In case of a vacancy occurring any time during the academic year in the office of the president, the Vice-President shall serve as interim President until another candidate is found and elected by the Boosters general membership.



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Booster Bylaws**

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Article VII – General Membership Meetings

- Section 1. Booster general membership meetings should be held monthly at a date, time, and place selected by the president, with notice provided to the general membership. If the day, time, and place will remain the same each month, only on notice need be given to the membership. Three day notice shall be given of any change of meeting day to the membership via postings, email, web page, or school newsletter.
- Section 2. Special meetings may be called by the executive board, 24-hour notice to the executive board members having been given.
- Section 3. The last regular general membership meeting shall be held in May and shall be known as the annual meeting.
- Section 4. Those members present at a properly called general membership meeting shall constitute a quorum for the transaction of business at any general membership meeting of the boosters.
- Section 5. The privilege of introducing motions and voting shall be limited to members in attendance at the meeting.
- Section 6. Voting shall be a show of hands. Each member shall have only one vote. With the exception of the initial vote in July 2008 for the approval of these bylaws, no voting by proxy shall be permitted.

Article VIII – Order of Business

- Section 1. General Meeting Agenda Guidelines
- a. Call to Order
 - b. Approval of minutes from previous meeting
 - c. Approval of Treasurer's report
 - d. Reports of Board Members and Committee Chairs
 - e. Ongoing business
 - f. New business
 - g. Principal's report
 - h. Open floor
 - i. Adjournment



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Section 2. Carrying of Motions

- a. Motion is made.
- b. Motion is seconded.
- c. Motion is discussed.
- d. Chairman restates the motion and calls first for the affirmative, then for the negative vote.

Article IX – Bylaw Review

Section 1. These Bylaws will be reviewed by the booster executive board annually to ensure the adherence of the organization to the bylaws and, if necessary, to make revisions.

Section 2. These bylaws may be amended at a regular general membership meeting of the boosters by a two-thirds (2/3rds) vote of all members present at such meeting, provided notice of the amendment is distributed to the membership at least 10 days prior to the meeting.

Article X – Board Member Expectations

- a. Act within the law.
- b. Be honest.
- c. Be accountable and self-motivated with respect to the duties you were elected to perform.
- d. Display high personal standards when representing the boosters.
- e. Observe confidentiality concerning member information gathered through booster activity.
- f. Refrain from public criticism of fellow volunteers, students, and staff.
- g. Direct comments appropriately, and provide a means to a positive resolution.