

Rockville High School Booster Club Mission Statement

The Booster Club mission is to advance the role extracurricular activities play in the development and well-being of our students. Our goals are to promote our students' academic and athletic success, promote a positive image of Rockville High School, and to provide a safe place for parents, school staff and students to support the school's extracurricular activities. We support school-sponsored teams, clubs and organizations by conducting fundraising activities and promoting a sense of community.

The Booster Club's regular business meeting is the first Wednesday of each month.

By Laws

Rockville High School Booster Club

Article I

Name and Purpose

Section 1 Name

The name of the organization shall be the Rockville High School Booster Club. The organization is registered with the IRS as "Rockville HS Booster Club." The mailing address is 2100 Baltimore Road Rockville, MD 20851.

Section 2 Purpose and Objectives

Purpose: To promote school activities and projects with an emphasis on athletic activities and related programs at Rockville High School. This purpose will be accomplished by the activities of students, families of students, alumni, families of alumni, administration and faculty, and the community.

Objectives:

1. To devise and implement plans for the raising of funds to support our stated purpose.
2. To coordinate with Montgomery County Secondary School instrumentalities in promoting athletics and extracurricular activities in the community.
3. To promote activities and programs which promote academic success, as well as athletic development. These programs will encourage academic achievement, good sportsmanship and a positive image of the school, the students, and the Booster Club.
4. To recognize the significant value of athletics and extracurricular activities in the overall development of youth and to support those activities which will benefit the students.

Article II

Supporter

Section 1 Eligibility

Supporters of the Rockville High School Booster Club are limited to persons 18 years of age or older. They support the objectives and policies of the Club. Supporters who contribute a minimum of \$25 annually shall have voting privileges. (Other persons or organizations may support the Club, as honorary, non-voting members.) Supportership in Boosters shall be open to parents, guardians, and family members of students, faculty, staff, and graduates of RHS; and any other individual or organization supporting the purposes of the Boosters. Supportership shall be made available without regard to race, color, creed, sexual orientation or national origin. The Principal or designee, and the Athletic Specialist shall be ex officio members of the Booster board without vote. They may choose to join as regular supporters and will then be entitled to all privileges of regular supportership.

Section 2 Requirements

Individual supportership shall be effective upon the payment of the annual dues.

Supportership shall be on an annual basis from 1 July to 30 June. The annual support levels shall be established by the Executive Committee.

On September 2, 2020, the membership voted to have 2 categories of supportership. (associate, and individual,).

- o Each new category will have different voting rights:
- o Associate supporters have no rights and cannot be part of the Executive Committee. Associate supporters contribute <\$25 annually
- o Individual supporters have one vote and can serve on the Executive Committee. Individual supporters contribute \$25 or more annually

Article III
Team/ Club Membership

Section 1 Eligibility

The membership of Rockville High School Booster Club is open to any and all teams/clubs operating as part of Rockville High School. All members must be sponsored/coached by a representative of Rockville High School. Members support the objectives and policies of the Club.

Section 2 Requirements

All members must meet the requirements as determined by the Board. Membership can be revoked for non compliance with the established guidelines. See requirements under Amendment 1. Requirements will be reviewed each spring and voted on by the current membership.

Article IV
Organizational Structure

Section 1 Officers

1. The Officers of the Club shall be a President, a Vice President, a Secretary, and a Treasurer.
2. Officers shall be elected by a simple majority vote of the members present at the general membership meeting in the Spring and shall hold office during the subsequent business year. (The business year will run from 1 July through 30 June.)
3. Any officer, committee chairperson, or committee member may be removed by vote of the general membership in response to a petition of removal by the Executive Committee or in response to charges rendered by any member. For such removal, a 2/3 majority of the voting members in attendance at a regular or special membership meeting shall be required.
4. Officers may only hold a position for 3 consecutive years

Section 2 Powers and Duties

1. The President shall be the principal executive office of the Club and shall in general supervise and control all of the business and affairs of the Club. He/she may sign, with the Secretary or any other proper officer of the Club authorized by the Executive Committee, certificates of membership of the Club, any deeds, mortgages, bonds contracts or other instruments which the Executive Committee has authorized to be executed, except when delegated by the Executive Committee or by the Bylaws to some other officer or agent of the Club. Shall perform all duties incident to the office of the President and other duties as may be prescribed by the Executive Committee.
2. The Vice President shall, in the absence of the President or in the event of his/her inability or refusal to act, perform all the duties of the President, and when so acting, shall have all the powers and be subject to all restrictions upon the President. The Vice President shall perform such other duties as from time to time may be assigned to him/her by the President or by the Executive Committee.
3. The Secretary shall:
 - a. keep the minutes of the proceedings of the supporters and of the Executive Committee in one or more books provided for that purpose.
 - b. see that all notices are duly given in accordance with the provisions of the Bylaws or as required by law.
 - c. be custodian of the Club records
 - d. keep a register of the post office address of each supporter
 - e. in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him/her by the President or by the Executive Committee.
4. The Treasurer shall:
 - a. have charge and custody of and be responsible for all funds and securities of the Club.
 - b. receive and give receipts for monies due and payable to the Club from any source whatsoever, and deposit all such monies in the name of the Club in such banks, trust companies or other depositories as shall be approved by the Executive Committee

- c. pay all proper expenses, obligations and disbursements of the Club
- d. shall assist in preparation of the annual budget and present the same to the general membership
- e. shall render a statement of financial condition of the Club at every meeting of the Executive Committee and/or the general membership
- f. shall be authorized and responsible to set up and/or carryout procedures for a proper accounting of all fundraising with approval of the Executive Committee
- g. in general, perform all of the duties incident to the office of Treasurer and such other duties as form time to time may be assigned to him/her by the President or by the Executive Committee.

Article V Standing Committees

Section 1 Executive Committee

The Executive Committee shall consist of all elected officers of the Club plus all appointed chairpersons. The Committee shall consist of no more than 12 members. The Executive Committee shall perform the duties necessary to the orderly operation of the Club within the constraints of these Bylaws and within the limits of the annual budget as approved by the general membership. These duties shall include, but not be limited to, the scheduling of meetings, the authorization of expenditures, and the necessary interactions with the school administration, faculty and student body. Committee business may only be conducted by a quorum which shall consist of a simple majority of the members. The Athletic Specialist (A.S.) will serve as a liaison between school administration and the Executive Committee and will provide information as needed for discussions.

Section 2 Standing Committees

The standing committees will be, but not limited to:

1. A Planning and Budget Committee shall be composed of the President, Treasurer, and other members appointed by the President. It shall be the duty of this committee to prepare the budget for the upcoming business year to be submitted to the general membership at the Fall meeting. The committee may, if necessary, submit modifications to the budget from time to time.
2. A Supporter Committee shall be composed of a chairperson appointed by the President and such other members deemed necessary. It shall be the duty of this committee to recruit new supporters and collect dues from all members. It shall further be the duty of this committee to maintain an up to date roster of supporters.
3. An Athletics and Activities Coordinating Committee shall be constituted with its chairperson appointed by the President. This committee shall include a liaison parent from each sport (can include varsity and JV separately) and related activities. The purpose of this committee is to maintain open lines of communication between the coaching staff/club sponsor and the Rockville High School Booster Club. Duties shall include, but not be limited to, obtaining team rosters and schedules, promoting parent participation, reporting team progress and making recommendations to the Executive Committee.
4. A Nominating Committee composed of a chairperson and other members as necessary shall be appointed by the President. It shall be the duty of this committee to nominate a slate of candidates for office. This slate of candidates shall be presented at the regular Spring meeting.
5. A Concessions Committee composed of a chairperson appointed by the President and such other members as the chairperson deems necessary to carry out its functions. It shall be the responsibility of the committee to purchase, prepare as necessary, and sell food, beverages, and other items during the normal school year. The chairperson of this committee shall be responsible to report on the financial expenses and income as prescribed by the Treasurer and all such reports shall be made in writing. Each major concession will summarize profit/loss, at a minimum, at the conclusion of each season, i.e., Fall, Winter, Spring, and end of the year.
6. A Ways and Means Committee composed of a chairperson appointed by the President, the Treasurer and such other members as that chairperson deems necessary to carry out its functions. It shall be the responsibility of this committee to plan and present fund raising options to the Executive Committee. This committee will provide guidance for, but not necessarily be responsible for, all fundraising activities. This committee will, within its ability, evaluate all programs for appropriateness and legality. All fundraising will comply with the guidelines established by the Board of Education of Montgomery County.
- 7- Model Ram Committee composed of a chairperson and other members of the Club. The responsibility of the committee will be to facilitate the nomination and selection of the Model Ram.
- 8.. Other committees, standing or special, shall be appointed by the President, as the President or Executive Committee shall, from time to time, deem necessary to carry on the work of the Club.

Article VI
Meetings

Section 1 Executive Committee Meetings

Normally, the Executive Committee will meet each month. Additional meetings of the Executive Committee may be called by a majority vote of the Committee or by the Club President, as the business of the Club requires.

Section 2 General Membership Meetings

There will be no fewer than two (2) general membership meetings of the Booster Club each year, one in the Fall and one in the Spring. The Fall meeting will be for the purpose of approving the budget The Spring meeting shall be for the purpose of electing officers, receiving reports of the officers and standing committees and subcommittees, and for any other business that may arise. Special meetings for all registered supporters may be called by the President or by the Executive Committee or by the written request of 10% of the Club members. The purpose of such meetings shall be stated in the request. Except in cases of emergency, at least five (5) school days notice shall be given.

Article VII
Assets

All funds, tangible personal property and other assets received or purchased by the Club shall become the property of and be held for the use and benefit of Rockville High School.

Article VIII

Amendments to the Bylaws

The Bylaws may be amended by a two-thirds (2/3) vote of the members present and voting at any meeting of the Club. Specific amendment request(s) must be given to the Executive Committee at least thirty (30) days prior to such an action. The Executive Committee is responsible for ensuring the adequacy, applicability, and viability of the Bylaws on a continuing basis and is empowered to initiate action for amendment at any time.

Article XIX
Conduct of Meetings

Roberts Rules of Order, latest edition, shall govern this Club in all cases where they are applicable and in which they are not inconsistent with these Bylaws.

Retyped 5/20/2005

Article VX
501(c)(3) Status

1. This organization is organized and operated exclusively for charitable and educational purposes within the meaning of 501(c)(3) of the Internal Revenue Code.
2. Upon dissolution of this organization, its assets shall be disposed of exclusively for the purposes of the corporation or distributed to such organizations organized and operated exclusively for charitable purposes which shall, at the time, qualify as an exempt organization under section 501(c)(3), or shall be distributed to the federal government, or to a state or local government, for a public purpose.
3. No part of the net earnings of the corporation shall come to the benefit of or be distributed to any director, employee or other individual, partnership, estate, trust or corporation having a personal or private interest in the corporation. Compensation for services actually rendered and reimbursement for expenses actually incurred in attending to the affairs of this organization shall be limited to reasonable amounts.

4. No substantial amount of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation and this organization shall not intervene in (including the publishing or distributing of statements) any political campaign on behalf or in opposition to any candidate for public office,
5. Must annually file an information return, Form 990, with the IRS by the 15th day of the 5th month after the close of the organization's fiscal year (i.e. if your fiscal year closes June 30th Form 990 must be filed by November 15th each year)
6. Agrees to abide by the terms, conditions and policies for membership in PBUSA, as now existing or later amended, and request to be included as a 501(c) (3) organization in the PBUSA group tax-exemption letter. See www.parentbooster.org for details.