

# **Metro Academic & Classical High School Booster Club Bylaws**

## **ARTICLE I – ORGANIZATION**

SECTION 1. Metro Academic & Classical High School Booster Club (Metro Boosters) is a Missouri Nonprofit Corporation.

## **ARTICLE II – OBJECTIVES and PURPOSE**

SECTION 1. This Club is organized exclusively for educational and charitable purposes as defined in Section 501(c)(3) of the Internal Revenue Code. These purposes include:

1. Raising funds and purchasing goods or services to be used by Metro Academic & Classical High School teams and teams of other schools that include Metro students participating in Missouri State High School Activities Association (MSHSAA) sponsored activities.
2. Organizing volunteers for athletics and activities programs.
3. Building an environment of civic pride and student spirit.

## **ARTICLE III – POLICIES**

SECTION 1. No substantial part of the activities of the Corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation and the Corporation shall not participate in or intervene (including the publishing or distribution of statements) in any political campaign on behalf of any candidate for public office.

SECTION 2. This Corporation shall be non-commercial, non-sectarian, and non-partisan. No commercial enterprise or candidate shall be endorsed by it. The name of the Corporation and names of its officers in their official capacities shall not be used in connection with a commercial concern or with any partisan interest for any other purpose than the regular work of the Corporation.

SECTION 3. This Corporation shall not seek to direct the administrative activities of the School or its MSHSAA sponsored activities, or to control its policies.

SECTION 4. The Corporation shall be supportive of School educational efforts and student needs in Activities. The Corporation shall conduct all operations in such a way as to reflect positively upon the school and Saint Louis Public Schools (SLPS).

SECTION 5. In no way shall one member, officer, or committee chairperson make policy, program, or expenditure decisions, or bind the Corporation in any way, absent the consent

of at least the Executive Board. When representing the Corporation, any member, officer, or committee chairperson shall be aware of the authority extended by the Corporation and shall not exceed such authority.

SECTION 6. This Corporation may cooperate with other organizations and agencies active in child welfare, such as parent teacher organizations, provided they make no commitments that bind the Corporation.

SECTION 7. No fundraising activity of the Corporation shall financially benefit a Booster Club member, faculty member, student or parent without prior Executive Board approval.

SECTION 8. Any notice required or permitted to be given to members may be given by written notice (including posting notices at the school office), by telephone, by electronic mail, or by any combination thereof, or by any other method reasonably designed to reach the members.

SECTION 9. Notwithstanding any other provisions of these articles, the Corporation shall not carry on any other activities not permitted to be carried on:

1. by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law); or
2. by an Association, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

SECTION 10. In the event of disbandment of the Metro Boosters, the Corporation shall upon dissolution, distribute and transfer the net assets thereof, after discharge of or provision for the payment of all its lawful liabilities and obligations, directly to an organization or organizations exempt from Federal Income Tax under section 501(c)(3) of the Internal Revenue Code. The Executive Board will have discretion to select an appropriate organization(s) whose purpose and community served align with that of the Metro Boosters.

#### **ARTICLE IV – MEMBERSHIP**

SECTION 1. Any parent or guardian of a current or former student of Metro Academic & Classical High School interested in the objectives of the Corporation and willing to uphold its policies and subscribe to its Bylaws may become a voting member. Any certified staff member of the School may be a non-voting member of the Corporation. Students of the School may also be non-voting members of the Corporation. Membership in the Corporation shall be available without regard to race, color, creed, or national origin.

SECTION 2. The privileges of membership shall be the right to hold office or appointed position, make motions, and chair a committee. Non-members are welcome to attend meetings and may ask questions and participate in discussions as recognized by the Chair.

#### **ARTICLE V - EXECUTIVE BOARD**

SECTION 1. The Executive Board shall consist of the officers of the Corporation, and the Athletic Director(s) of the School or his or her designated representative. Chairpersons of the standing committees and of then active special committees may be invited to attend Executive Board Meetings that pertain to their committee.

SECTION 2. The Executive Board shall have general charge and control of the affairs, funds, and properties of the Corporation and shall maintain records of such in a central location, including current and prior budgets, check registers, governmental forms, committee reports, contracts and correspondence.

SECTION 3. The duties of the Executive Board shall be as follows: to transact necessary business in the intervals between Corporation meetings; to approve chairpersons of standing committees and approve the plans of the standing committees; to interpret the bylaws, policies, and standing rules of the Corporation; to present a report at the general membership (open) meetings of the Corporation; to prepare a budget for the upcoming fiscal year; to approve routine bills within the limits of the budget; to appoint the Nominating Committee; and to make budget adjustments as necessary, provided they do not individually exceed \$250.00. Any individual budget adjustment over \$250.00 requires the approval of the general membership.

SECTION 4. Each standing committee chairperson shall present the committee's plans to the Executive Board prior to execution of the same. Any expenditure for such plans should be presented to the Executive Board for advance approval.

#### **ARTICLE VI - OFFICERS AND THEIR ELECTION**

SECTION 1. The officers of this Corporation shall include, at a minimum, a Chair, a Vice-Chair, a Secretary, Parliamentarian, and a Treasurer. Any office may be held by two persons so designated by the prefix "co-".

SECTION 2. Officers shall assume their official duties at the close of the final meeting of the school year and shall serve for a term of one year or until their successors are elected and installed. No person shall serve more than two consecutive terms in the same office. Additional officers will be chosen according to the needs of the Corporation and upon the approval of the Executive Board.

SECTION 3. Nomination of officers shall be made by a Nominating Committee comprised of three members of the Executive Board and chaired by the Vice-Chair. The Nominating Committee shall recruit and seek interested individuals to serve on the Executive Board, being sure to include the current board members and incoming freshmen parents. The

Nominating Committee shall invite interested candidates to the Spring Metro Boosters meeting to discuss job descriptions and conduct interviews. The Nominating Committee shall complete a slate of nominees for the offices of Chair, Vice-Chair, Secretary, Treasurer, and Parliamentarian by the end of April each year.

SECTION 4. The Executive Board's slate shall be posted at the school office and sent via email to the general membership of the Metro Boosters before the election. Elections will be held at the May/June meeting of the Metro Boosters. Within the ballot for each position, there shall be an opportunity for write-in candidates. In order to be elected, candidates must receive plurality vote of the general members casting ballots. If Officer vacancies exist following an election, the current Executive Board of the Metro Boosters may recruit and elect an officer to fill the vacancy at any time. For contested positions, elections will be held by secret ballot to be counted by the Athletic Director of the School and verified by the Parliamentarian.

SECTION 5. At least three officers must be parents or guardians of students currently participating in Metro's MSHSAA sponsored activities. To avoid a conflict of interest, parents who are also SLPS Staff being paid by SLPS to work at Metro or as a Metro coach may hold an office on the Executive Board, but may not vote on budget matters.

SECTION 6. Should the Chair become vacant, the Vice-Chair shall become Chair for the remainder of the Chair's unexpired term. Vacancies in all other offices shall be filled by appointment of the Chair with the approval of the Executive Board.

SECTION 7. Any officer absent from three consecutive meetings (general membership and Executive Board), shall be deemed inactive unless absences are due to extenuating circumstances and the Executive Board receives notification of such. Any office having an inactive officer shall be declared vacant and shall be filled as provided herein. In addition, an officer failing to adequately participate or fulfill duties of the office of having engaged in misconduct may be subject to removal from office by decision of two-thirds of the Executive Board. Such officer is entitled to a written notification from the Chair or the Athletic Director at least two weeks prior to the vote regarding removal.

## **ARTICLE VII - DUTIES OF OFFICERS**

SECTION 1. The Chair(s) shall:

- preside at all meetings of the Corporation and of the Executive Board;
- work with the Secretary to prepare and distribute the agenda for each meeting;
- be an authorized cosignatory for all accounts of the Corporation;
- work with the School Principal and/or Athletic Director on designated duties and tasks;
- officially represent the Boosters at school-related activities;
- attend District-wide meetings for booster clubs;
- delegate the duties of any position that remains vacant; and

- perform all other duties usually pertaining to the office.

SECTION 2. The Vice-Chair(s) shall:

- aid the Chair(s);
- perform the duties of the Chair in their absence;
- chair the Nominating Committee;
- oversee and serve as a resource for specific committees; and
- perform the duties of the Secretary in their absence.

SECTION 3. The Secretary (or Secretaries) shall:

- keep the minutes of all meetings of the Corporation and of the Executive Board;
- be responsible for all incoming and outgoing correspondence for the Corporation;
- report on all relevant correspondence at each Executive Board meeting;
- aid the Chair(s) in preparing the agenda for all meetings;
- receive and file all minutes, records, and reports from committees and fundraisers after Board approval;
- assist with the promotion, production, and coordination of communication for the Metro Boosters;
- work with the School administration to maintain the Booster Club page on the School website; and
- maintain a current copy of the Bylaws as well as the records of all meeting minutes, a list of all committees and their members, and a list of the current members of the Corporation.

SECTION 4. The Treasurer(s) shall:

- maintain a Metro Boosters bank account with Treasurer and Chair as signatories;
- receive and deposit all funds collected in the name of the Corporation;
- maintain merchant services and/or cash application accounts as needed to facilitate fundraising campaigns;
- prepare an annual budget for review and approval by the members;
- keep complete records of all deposits and disbursements;
- be empowered to make expenditures up to fifty dollars (\$50.00) from the General Fund without written authorization from the Executive Board. Such expenses are not to exceed two hundred dollars (\$200.00) in total per school year.
- pay all bills and disbursements as directed by the Booster Club;
- supply a written report at each general membership and Executive Board meeting of the Metro Boosters. The report shall include amounts received and paid out during the period since last meeting, a present balance, as well as balances left in budgeted line items.
- present a copy of the monthly bank statement to the Chair, Co-Chair and Secretary each month.

- maintain the financial records of the Corporation;
- be responsible for the filing of any necessary financial and tax forms with the appropriate governmental authorities;
- provide financial records for inspection at Metro Boosters meetings upon request of any board member;
- keep all records on file for a period of three (3) years after necessary tax reports are filed for the fiscal year which runs from November 1 through October 31;
- ensure a minimum of \$1000 carried over in the checking account between each fiscal year;
- hold and safeguard Booster funds off School premises.

SECTION 5. The Parliamentarian(s) shall:

- Attend all Booster meetings;
- Maintain order at all Booster membership meetings and Executive Board meetings;
- Oversee the election of Officers; and
- Review bylaws every other year.

SECTION 6. All officers shall perform the duties outlined in these Bylaws and those assigned from time to time. Failure to assume these responsibilities may result in removal as provided herein.

SECTION 7. Upon the removal or resignation of any officer, such officer shall turn over to the Chair or Executive Board, without delay, all records, books, and other materials pertaining to the office, and shall return to the Treasurer or the Executive Board, without delay, all funds pertaining to the office. Furthermore, upon expiration of their terms, all officers shall deliver all official materials related to their office to their successors.

## **ARTICLE VII - FISCAL POLICY**

SECTION 1. The Executive Board shall see that a budget shall be presented for approval at the first general membership meeting of the fiscal year. At that time, additional funds from the previous year are also allocated. The Board has authority to make budget adjustments during the year, provided they do not individually exceed \$250.00; the Board shall have no power to make the Corporation liable for any debt(s) in an amount exceeding the cash assets of the Corporation which have not been otherwise appropriated.

SECTION 2. Each committee chairperson has access to the budgeted funds for his/her committee during the current school year only. These funds will be disbursed by the Treasurer provided the expense falls within the committee's budget and is substantiated by a purchase order or receipt.

SECTION 3. Any expenditure that requires carry-over or any anticipated expenditure occurring before the next year's budget is approved may be approved at the last meeting of the year.

## **ARTICLE IX - MEETINGS**

SECTION 1. There shall be regular general membership meetings of the Corporation that align with the beginning and end of the MSHSAA seasons: August (Fall Season), October/November (Winter Season), February/March (Spring Season). There shall be a final meeting after Spring contests in May or June to report on the year and hold elections for the next school year.

SECTION 2. The Executive Board may call emergency or special meetings, in addition to its seasonal meetings, to discuss time-sensitive or urgent matters, when necessary. However, these emergency or urgent meetings shall not occur more than three times per year. Emergency meetings may be conducted in person, teleconference, or via other forms of electronic media.

SECTION 3. Voting shall be determined by a simple majority of members present.

SECTION 4. A majority of the officers present at a scheduled meeting shall constitute a quorum for the transaction of business.

SECTION 5. If school is canceled due to inclement weather, any scheduled Metro Boosters meetings will also be canceled.

## **ARTICLE X - AMENDMENTS**

SECTION 1. These Bylaws may be amended at a Booster Meeting with one-half (1/2) plus one (1) simple majority vote of the members present, provided that a copy of the amendments have been made available to the members of the Metro Boosters by way of the official notification and available for review in the Metro office. A minimum of two (2) weeks' notice will be given to the general membership regarding amendments.

Adoption: These Bylaws were duly adopted by the general membership of the Metro Boosters on the 8 day of April 2025.