

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, 48093.

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).

To promote extracurricular activities at Warren Woods Tower High School without seeking to direct the administrating activities of school or to control their policies.

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 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 adopted, ratified or amended by a two-thirds majority vote of the members present, provide that no such amendment may be submitted to a vote unless prior notice has been given by mail to the member of record.

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 the 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 the 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 born 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

WWTHS function events not directly sponsored by the Booster Club do not accumulate volunteer hours:

- iv. Attendance at athletic competitions
- v. Dance chaperons
- vi. Float construction
- vii. 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.

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.

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. The Vice President will attend bi-monthly Board of Education meetings and report back to the Executive Board and CLUB, activities relevant to WWTHS. If the VP is unable to attend, he shall have a designee in his stead from the Executive Board.

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 and coordinate with the WWTHS secretary. Collect membership dues and submit to 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.

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.

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.

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 in the WWTHS on the first Monday of each month 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: Signature on checks for the account shall consist of two of four authorized signatures of officers of the CLUB. They shall be the President, Treasurer, and Concessions Co-Chairs.

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 put in booster club mailbox located in front office at WWTHS). Must be present at Executive Board meeting to answer questions regarding requests. If approved by Executive Board, they then must be present at General Membership meeting to answer any and all questions or request 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. 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 mailed to all current senior parents of the Booster CLUB each year sometime after the first of February.
- b. The completed application must be returned to the school secretary by the regular membership meeting in April.

- 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 adopted, ratified or 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

Or organizations under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law), as the Executive Board shall determine. Any such assets not so disposed of shall be disposed 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 organizations as said Court shall determine, which are organized and operated exclusively for such purposes.

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 will consist of the nine Booster CLUB members and three ex-officio members. The members are as follows:

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
10. Athletic Director
11. Principal
12. Staff Member (Academic)

ARTICLE IX

ELECTIONS

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 and May of each year and 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. The positions of the Executive Board will be decided upon the Executive board at the June Executive Board meeting.

ARTICLE X

RATIFICATION

This Constitution may be adopted, ratified or amended by a two-thirds majority vote of the members present, provide that no such amendment may be submitted to a vote unless prior notice has been given by mail to the member of record.

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.

Amended - General Membership March 17, 1986

Amended - General Membership March 20, 1989

Amended - General Membership November 21, 1994

Amended - General Membership May 21, 2018

Amended - General Membership, October 3, 2018

BYLAW REVISIONS 2003/2004

All Articles and Sections to remain the same unless noted.

ARTICLE II

OFFICERS

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.

Section 3: Moved to section 10 in relation to Corresponding secretary. Recording Secretary stays the same. These sections are now 9 & 10.

Section 5: The Activities Chairperson will now be known as the Volunteer Coordinator.

Section 6: The Co-Concessions Chairs are now known as Concession Co-Chairs. Also under this section it stated they had to open for ALL events. It now reads, It shall be the duty of the Concession Co-Chairs to direct the operations 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. The word appointment was added.

ARTICLE IV

BANKING AND FINANCING

Section 2: Signatures on checks for the account shall consist of two of the four authorized signatures for the officers of the CLUB. They shall be the President, Treasurer, and Concessions Co-Chairs.

Section 3: The clarification of the criteria that needs to be met to request funds from the CLUB. Procedure noted in order for clarification and forms available. Requests can only benefit a current WWTHS student.

Section 6: Written receipt/invoices of expenditures are to be submitted to the Treasurer within one month of dated receipt/invoice. Added was the time limit on this.

ARTICLE V

SCHOLARSHIPS

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

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 bylaws of the CLUB, excluding WWTHS students.

ARTICLE VIII

OFFICERS

Changed Activities Chairperson to Volunteer Coordinator

ARTICLE IX

ELECTIONS

In addition to paragraph it is added that three members of the board and two volunteers from the general membership shall count the votes after voting takes place. Only current members will be allowed to vote in this election. Also at the first Executive Board meeting in June, it will be decided upon the positions they will fill.

CONSTITUTION REVISION 2017/2018

All Articles and Sections to remain the same unless noted.

ARTICLE II LOCATION

The principal office for 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 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.

BY-LAW REVISION 2017/2018

All Articles and Sections to remain the same unless noted.

ARTICLE I MEMBERSHIP & DUES

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

ARTICLE II OFFICERS

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 4: It shall be the duty of the Membership Chairperson to promote membership in the CLUB and maintain up to date records. Collect membership dues and submit to 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 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.

Deciding to remove a board member shall be a majority decision by the remaining Executive Board.

ARTICLE III

EXECUTIVE BOARD

Section 2: Regular meetings of the Executive Board shall be held at WWTHS on the first Monday of each month during the school year or at other times and places as shall be called by the President or Vice President.

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 3

a: A copy of the scholarship application will be available in the counseling office 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 by the date provided on the scholarship application.

ARTICLE VI

RATIFICATION

These By-Laws 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.

ARTICLE VIII

OFFICERS

The executive board will 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. Corresponding Secretary
7. Concessions Co-Chair
8. Concessions Co-Chair
9. Volunteer Coordinator
10. Athletic Director
11. Principal

ARTICLE IX

ELECTIONS

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 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. The positions of the Executive Board will be decided upon at the first Executive Board meeting of the next school year.

ARTICLE X

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.

ARTICLE XI

CONCESSIONS

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

BY-LAW REVISION 2018/2019

All Articles and Sections to remain the same unless noted.

ARTICLE IX

ELECTIONS

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. The positions of the Executive Board will be decided upon at the first Executive Board meeting of the next school year.

BY-LAW REVISION 2021-2022

All Articles and Sections to remain the same unless noted.

ARTICLE I

MEMBERSHIP&DUES

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

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.

ARTICLE III

EXECUTIVE BOARD

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 V

SCHOLARSHIPS

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.

ARTICLE VIII

OFFICERS

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

Note: Corresponding Secretary has been changed to Social Media & Corresponding Secretary.

1. President
2. Vice President
3. Treasurer
4. Membership Chairperson
5. Recording Secretary
6. Social Media & Corresponding Secretary
7. Concession Co-Chair
8. Concession 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

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 cancelled 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.

ARTICLE X

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.

Amended - General Membership March 17, 1986

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