**Article I NAME**

**Section 1** The name of the organization shall be the Academy of Arts, Careers and Technology Boosters herein referred to as the AACT Boosters.

**Article II PURPOSE**

**Section 1** The purpose of the organization is to support the academic and Career Technical Student Organizations and clubs of AACT High School. The AACT Boosters shall be a non-profit organization.

**Article III** **MEMBERSHIP**

**Section 1** Anyone interested in supporting the purpose of the Boosters organization and who paid the annual dues shall be eligible for membership.

**Section 2** Dues shall be payable annually in the minimum amount of $10.00 for one year beginning on July 1st. Any donations made will go towards the AACT booster general funds, unless specified for a specific activity, e.g., Scholarship, Graduation Night, Safe and Sober, HOSA, Skills USA scholarships.

**Section 3** Memberships shall be for one year beginning July 1st through May 31st of the following year.

**Section 4** The term Officer Board consists of: Elected President, Vice-President, Secretary, Treasurer and Volunteer Coordinator herein referred to as The Board.

**Section 5** Membership dues are determined by The Board each year.

**Section 6** Any member may resign by filing a written request for resignation to The Board.

**Article IV** **OFFICERS/REPRESENTATIVES AND THEIR ELECTION**

**Section 1** Each officer of the AACT Boosters shall be a member.

**Section 2** The officers of this organization shall consist of: President, Vice-President, Secretary, Treasurer, and Volunteer Coordinator

**Section 3** A vacancy occurring in any office shall be filled for the remainder of the term by Presidential appointment with approval by the majority vote of the officers. A vacancy in the President position will be filled by the Vice President (President Elect).

**Section 4** Officers shall be elected between March and the last meeting in May.

**Section 5** Officers shall assume their official duties the first meeting of the new school year.

**Section 6** Allterms for officers will be one year and a person shall not serve more than two consecutive terms in the same office.

**Section 7** The nominations for each office shall come from the membership.

**Section 8** Balloting will take place using the ‘Voice Vote’ no secret ballot.

**Section 9** The officers shall be declared elected with they have received a majority vote of the members present.

**Article V DUTIES OF OFFICERS**

**Section 1** The President is to be considered the Chief Officer of the organization.

 The President shall:

1. Be in charge of and conduct all meetings in accordance with Robert’s Rule of Order.
2. Oversee all of the organizations affairs and activities.
3. Be a member ex-officio of all committees.
4. Be the official representative of the organization at the school functions and external meetings as the need arises.
5. Shall cast the deciding vote in case of a tie.
6. Shall sign all checks written from the AACT Boosters activity account along with the Treasurer.

**Section 2** The Vice President shall:

1. Act as an aside to the President in the performance of his/her duties.
2. In the absence of the President, perform the duties of the President.

**Section 3** The Secretary shall:

1. Be the keeper of all records of the organization except financial.
2. Conduct all correspondence unless otherwise delegated.
3. Keep and publish permanent records of all regular and special meetings.
4. Keep AACT Booster bylaws current.
5. Be responsible for all notices and upcoming meeting agendas to be sent to the membership.
6. Maintain and publish electronic copy of Committee chairs’ responsibilities, data bases and other pertinent information.

**Section 4** The Treasurer shall:

1. Receive all monies of the organization.
2. Keep a full and accurate account of all receipts and expenditures.
3. Ensure disbursements are authorized by the organization.
4. Sign all check requests written from AACT Boosters activity account along with the President.
5. Present a financial statement at every Booster meeting.

**Section 5** The Volunteer Coordinator shall:

1. Work with Committee Chairs to determine the jobs that need to be staffed by volunteers for Booster events.
2. Draft emails for review by the President outlining the need for volunteers.
3. Work with the Secretary to send out emails and reminders.
4. Serve as the volunteer contact for events.

**Section 5** All Officers shall perform the duties outlined in the bylaws and those assigned from time to time.

**Article VI MEETINGS**

**Section 1** At least 9 (nine) Boosters meetings of this organization shall be held during the year. Eight traditional Booster meetings and one summer meeting with the current Principal to discuss the Master Calendar of events. Dates of the Booster meetings shall be determined by the Board and announced at the first Booster Meeting after the start of school year. The traditional Booster meeting day will also be published and posted on the AACT webpage as part of the AACT school calendar.

**Section 2** The first fall meeting shall be considered the annual meeting.

**Section 3** Special meetings of the Boosters may be called by the President with three days notice to be given to the membership.

**Section 4** The privilege of holding office, introducing motions, debating shall be limited to voting members. Voting will be limited to The Board and Standing Committee Chairs.

**Article VII ORDER OF BUSINESS**

**Section 1** The order of business for all meetings shall be as follows:

1. Call to Order
2. Approval of minutes
3. Treasurer's report
4. Unfinished business
5. New business
6. Reports of committees (including financial status)
7. Announcements/Communications
8. Adjournment

**Section 2** Special meetings shall deal with only the business for which the meeting was called. Only members of the Boosters shall be eligible to be a chairperson of any committee. Committees requiring funds need approval of The Board.

**Article VIII COMMITTEES**

**Section 1** Only members of the organization shall be eligible to be a chairperson of any committee.

**Section 2** Committees requiring funds need approval of the membership.

**Section 3** The President shall serve as ex-officio member of all committees.

**Article IX STANDING COMMITTEES AND DUTIES**

**Showcase Silent Auction:** This is the major fundraiser of the AACT school year. Its purpose is to fund requests made by teachers for the various registrations (Ex.: Skills USA, HOSA, and FFA) and other expenses that the Boosters vote to support.

**Showcase Ticketing & Advertising:** Works with Communication Arts Academy who creates art work, tickets, seating charts and advertising; coordinates student volunteers; and manages ticket sales.

**Graduation Night -aka Safe & Sober Grad Night:** This committee plans, budgets, and executes Grad Night for Graduating Students in coordination with Washoe County Safe N Sober Foundation. This is a last opportunity for the graduating class to enjoy themselves as a group. Since S&S (Safe & Sober) was initiated in Washoe County there have not been any graduate deaths on Graduation night. The purpose is to provide a fun and safe night of activities as for the last night as a class.

**Fall Dance/Prom/Teacher Appreciation:** Plan the donation of food/water for school dances, conduct a paper bag coat check for safe storage of students' personal items, and help chaperone. Coordinate food donation of break items for food cart and lunch items for potluck in May for Teacher Appreciation Week

**Jr. Interview Project:** Work with History faculty to conduct mock job/college interviews to all junior students in conjunction with an updated resume and appropriate professional dress. Feedback is provided to students by volunteer mock interviewers and thank you notes are sent by students to their interviewer.

**Scholarship:** To annually evaluate AACT Booster Budget for number and dollar amount of graduating student scholarships; to develop that year's criteria for scholarship application; distribute, collect, evaluate and award the scholarships.

**Article X POLICIES AND PROCEDURES**

**Section 1** Funding Requests:

1. All requests for funds from AACT Boosters must be submitted in writing using the approved AACT Booster Fund request and must be presented in person at the next available AACT Booster meeting in person or by administration.
2. Funds will be disbursed as needed.
3. Amount of funding disbursed will be dependent on:
	1. AACT Boosters NET available funds.
	2. Effort and amount of own Academy fundraising activities.
	3. Participation and support of AACT Boosters.
4. D. All fund requests will be considered on a case by case basis and will be subject to the above guidelines. The decision will be based on the majority vote of the membership at next available Booster meeting. All decisions will be final.

**Section 2** The basic policies and procedures of this organization:

1. Funds of the organization shall be deposited by any Officer into the AACT Booster activity account with Academy of arts, Careers and Technology following the schools audit procedures.
2. Parent Booster fundraisers and special projects and/or programs (such as raffles) must be approved at a Booster meeting and approved by the Principal.
3. Any expenditure over $1,000.00 shall be voted on by all members present at a next Booster meeting.
4. In an emergency, the President will have power to approve spending of up to $100.00 with verbal approval of another Officer of the organization and email notification to The Board within 24 hours.
5. In the event that the AACT Boosters should be dissolved all assets will revert to the academy of Arts, Careers and Technology after all outstanding bills are paid up to the time the AACT Boosters is dissolved.

**Article XI FISCAL YEAR**

**Section 1** The fiscal year of the organization shall be begin July 1 and end the following May 31.

**Article XII AMENDMENTS**

**Section 1** The bylaws may be amended at any Booster meeting of the organization by an affirmative vote of by 2/3 (two thirds) of the members present, provided that notice of the proposed amendment shall have been given at the previous meeting and the membership has been informed one (1) week in advance.

**Amendment 1 SCHOLARSHIPS**

**Section 1** The number of scholarships awarded each year will be voted on by The Board and the Scholarship Committee based on the availability of AACT Booster funds.

**Section 2** Funds will be available for the student to use for one year after the scholarship is awarded by the Boosters. The scholarship recipient may request an extension based on their unique and special circumstances. A letter must be sent to the AACT Principal and/or Booster Club President as soon as the recipient becomes aware that he/she will not start college within the year after they graduate from AACT. The President will bring the letter to The Board to discuss granting the extension or to award the scholarship to another student on the scholarship list.

Adopted this day of ...J 2014.

President

Secretary

Acknowledged by:

Robert Sullivan - AACT Principal