



**Bylaws of  
Sioux Falls Jefferson High School Booster Club, Inc.**

**Article I  
Name, Principal Office and Seal**

**Section 1**     Name of Corporation

The name of this corporation shall be the "Sioux Falls Jefferson High School Booster Club", hereafter known as JHS Booster Club.

**Section 2**     Principal Office and Location

The principal office of the JHS Booster Club shall be in the city of Sioux Falls, South Dakota at the office of the registered agent, which is currently the address of Jefferson High School, 1600 North Marion Road, Sioux Falls, South Dakota.

**Section 3**     Corporate Seal

The Board of Directors may provide a corporate seal, which shall be circular in form and which shall have inscribed thereon the name of the corporation and the words "Corporate Seal."

**Article II  
Purpose**

**Section 1**     Non-Profit

The JHS Booster Club will be a non-profit and non-political entity existing only to further promote the academic, artistic and athletic activities of Jefferson High School.

**Section 2**     Purpose

The purpose of the JHS Booster Club is to provide and promote opportunities for community involvement while developing school pride and building traditions that will positively support all activities and students at Jefferson High School.

**Article III  
Membership**

**Section 1**     Membership

Membership in the JHS Booster Club is open to any person, firm or corporation that supports the purposes of the organization.

**Section 2**     Membership Dues

Annual membership dues will be recommended by the membership committee and voted on by the Board of Directors.

**Section 3**     Articles of Incorporation

The Articles of Incorporation and the Bylaws of the JHS Booster Club shall govern all members.

**Section 4**     Member Representation

Any member representing any Jefferson High School activity shall gain approval from the president and the JHS Assistant Principal in charge of activities for any planned JHS Booster Club event and be responsible for organizing and managing participation in that event.

**Article IV**  
**Meetings**

**Section 1**     Regular Meetings

Regular meetings will be held the first Monday of the month (excluding July and January) at Jefferson High School or at a time and place determined by the Board of Directors with at-least a two (2) week notice.

**Section 2**     Quorum

At each regular meeting, a quorum shall be determined by a majority of school sanctioned activity representatives voting with a minimum requirement of 20 voting members.

**Section 3**     Annual Meeting

The annual meeting of the members of the JHS Booster Club shall be held in conjunction with the May meeting. The annual meeting shall be announced at the April meeting of the same year. New officers shall be elected and membership dues will be established for the upcoming year during the annual meeting.

**Section 4**     New Officers

A meeting of the new officers will take place at the next regularly scheduled Board of Directors meeting as called by the newly elected President.

**Section 5**     Special Meetings

Special meetings may be called by the President, any two (2) Officers, or five general members submitting a written request to the secretary. Members will be given at least three (3) days notice prior to the special meeting being held.

**Section 6**     Expenses

Except as otherwise provided for by the JHS Booster Club, expenses incurred by the Officers and the members associated with the attendance at the meetings will be borne by the individuals and not reimbursed by the organization.

**Section 7**     Electronic Meetings

The members of the Board of Directors, or any committee designated by the Board of Directors, may participate in a regular or special meeting by means of telephone, teleconference or similar electronic communication equipment which allows all persons participating in the meeting to hear and communicate with each other at the same time. A person participating in a meeting by communication equipment shall be considered present and in person at the meeting.

## **Article V**

### **Board of Directors**

#### **Section 1**     Members

The Board of Directors shall consist of the duly elected Officers and the Past President of the JHS Booster Club. The number of officers on the Board of Directors shall not be less than five. The number of voting officers may be increased or decreased to any odd number by the vote of the officers.

#### **Section 2**     Past President

The Past President shall be asked to serve on the Board of Directors for an additional year in an advisory, ex-officio capacity with voting privileges.

## **Article VI**

### **Officers**

#### **Section 1**     Officers

The Officers of the JHS Booster Club shall be President or Co-Presidents, Vice President or Co-Vice Presidents, Secretary and Treasurer.

#### **Section 2**     Officer Nominations

The Officers shall be nominated by the Nominating Committee and elected by the membership at the annual meeting in May.

#### **Section 3**     Nominating Committee

A nominating committee, appointed by the president, with no less than three (3) regular members, shall select a candidate for each office and present the slate of nominations at the regular meeting in April for election during the annual meeting in May. Nominations for officers may also be taken from the floor.

#### **Section 4**     Voting

All voting shall be a voice vote.

#### **Section 5**     Term

Officers shall serve for a term of one (1) year, from July 1- June 30.

#### **Section 6**     Consecutive Terms

Each officer shall hold office for a period of one (1) year. Officers may not serve in the same position for more than three (3) consecutive terms.

#### **Section 7**     Same Household

One household may not represent more than one office except that Co-Presidents and Co-Vice Presidents may be from the same household.

#### **Section 8**     Officer Duties

In addition to the following duties, the officers of the JHS Booster Club shall perform other duties which naturally pertain to their respective offices as needed to fulfill the purpose of the organization:

President. The President shall preside at all meetings, appoint committee chairpersons, serve as an

ex-officio member of all committees, and call meetings of the Board of Directors. The president may create new committees and perform all other duties pertaining to the office. The President, or his or her officially designated attendee, serves as the primary contact person for meetings with school officials and members of the public and represents the JHS Booster Club at outside meetings and functions.

Vice President. In the absence of the President, the Vice President shall assume the duties of the President. Vice President will automatically be the President elect of the JHS Booster Club for the following year. If a vacancy of the presidency occurs, a new Vice President will be elected at the next regular meeting.

Secretary. The secretary shall record the minutes of all meetings of the JHS Booster Club and keep a record of all its activities. The secretary shall also be responsible for correspondence/communication to the members and maintaining the membership database, as directed by the President.

Treasurer. The treasurer shall keep accurate financial accounts of the JHS Booster Club, receive all monies, maintain checking and investment accounts, pay all approved bills, preserve vouchers and receipts, and file required annual government reports. At each regular meeting, or upon request by any voting member, the treasurer shall make a statement of the financial condition of the JHS Booster Club.

### **Section 9**     Compensation

Officers shall serve without compensation. The Board of Directors by affirmative vote of a majority of the officers then in office, and irrespective of any personal interest of any of its members, may provide for the payment of the expenses, if any, incurred by the officers in the performance of their respective duties. Nothing shall preclude any officer for serving the JHS Booster Club in any other capacity and receiving compensation therefor.

## **Article VII** **Committees**

### **Section 1**     Standing Committees

The JHS Booster Club shall have the following standing committees: Budget, Membership, Presidents Bowl, Social Media, Fundraising, and Celebration.

### **Section 2**     Other Committees

Formation of other committees for special purposes shall be the jurisdiction of the President. Each committee will have an odd number of members to exceed more than one.

## **Article VIII** **Officer Vacancies**

### **Section 1**     Vacancies

Vacancies may be filled at any meeting of the officers, and such shall require an affirmative vote of a majority of the officers at the time of any such election to fill any vacancy or vacancies.

### **Section 2**     President Vacancy

In case of a vacancy in the office of the President, the Vice President shall become President and serve as President until the next regular annual election of officers. In case of a vacancy of both the President and the Vice President, a President and Vice President shall be elected by the officers at the next regularly

scheduled officer meeting following the vacancy and subject to the approval of the members at the general meeting. One household will represent no more than one office, except that members of the same household may be Co-Presidents or Co-Vice Presidents.

## **Article X**

### **Voting**

#### **Section 1**     Member Voting

One vote is conferred upon each paid member of the JHS Booster Club at any meeting of the members. One vote is conferred upon for Co-Presidents and Co-Vice Presidents.

#### **Section 2**     Officer Voting

One vote is conferred upon each officer during the meeting of the officers. One vote is conferred upon for Co-Presidents and Co-Vice Presidents.

#### **Section 3**     Committee Member Voting

One vote is conferred upon each appointed committee member during each meeting of a committee.

#### **Section 4**     Voting Presence

Voting must be done in person and not by proxy.

## **Article XI**

### **Board of Director Meetings**

#### **Section 1**     Board of Director Meetings

The President, the President's designated representative, or the majority of the officers shall call Board of Director meetings to conduct the routine business of the JHS Booster Club in between monthly membership meetings. The Board of Directors shall determine the number and frequency of the Board of Director meetings. Prior notification of any Board of Director meeting shall be the responsibility of the party calling the meeting, and will be carried out by the secretary. In any event, notice will be given at least 24 hours prior to any meeting.

## **Article XII**

### **Budget**

#### **Section 1**     Budget Committee Requests

The President and the Budget Committee shall solicit input from each sanctioned activity regarding requests for the JHS Booster Club support in the coming year. All active requests must be submitted to the Budget Committee for payment/reimbursement by September 1st of the next school year. Receipts not received by this date will need to undergo re-application.

#### **Section 2**     Budget Committee Budget Approval

The Budget Committee shall draw up a preliminary budget for the coming year based on this input and other known circumstances and factors and present it to the membership for approval during the November meeting.

#### **Section 3**     Special Requests

Any member representing any activity may ask the Budget Committee chair to present special requests to the Budget Committee of the JHS Booster Club for any unforeseen needs during the year. The Budget Committee may approve such requests by majority vote.

**Section 4**     Approval

The Board of Directors shall approve all expenses of the organization.

**Section 5**     Signatures

Two (2) authorized signatures are required on each paper check. Authorized signatures are the president, vice president and treasurer. Authorized signatures may not be from the same household. The exception to this is Bill Pay for certain invoices through JHS Booster Club authorized bank, with approval of Board of Directors.

**Section 6**     Dissolution

Upon dissolution of the organization, any remaining funds will be used to pay outstanding debts and any balance remaining will be given to Jefferson High School to be used for the benefit of the school at the discretion of JHS Administration.

**Section 7**     Alternate Dissolution

If Jefferson High School or its successor is not qualified or is no longer in existence then the assets shall be distributed for one or more exempt purposes at the discretion of the Board of Directors and the members approval.

**Section 8**     Fiscal Year

The fiscal year will be July 1- June 30.

**Section 9**     Representation

Activities who request funds must have a representative of some kind, coach, parent or student at a minimum of 70 percent of the meetings.

**Article XIII**

**Member, Officer Expulsion**

**Section 1**     Expulsion

Any member or officer may be expelled from the JHS Booster Club for cause upon affirmative vote of at least a two-thirds vote of the officers. In the event that the subject of such expulsion proceedings is an officer of the JHS Booster Club, said officer will not be allowed to vote. Prior to any expulsion, the officer or member will be given ten (10) days notice and an opportunity to be heard by the Board of Directors. The decision of the Board of Directors is final and not subject to review by school officials or any court of law.

**Article XIV**

**Assets and Business Affairs**

**Section 1**     Management

The Board of Directors shall control and manage the funds, property and business affairs of the JHS Booster Club. Funds of the JHS Booster Club shall be deposited in checking and investment accounts. Funds shall be withdrawn from these accounts only by signature of two officers or approved Bill Pay as stated in Article XII Section 5.

**Section 2**     Loans

No loans shall be contracted on behalf of the JHS Booster Club and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.

**Section 3**     Contracts

The Board of Directors may authorize any officer(s) or agent(s) to enter into any contract or execute and deliver any instrument in the name of and on behalf of the JHS Booster Club. Such authority may be general or confined to specific instances.

**Section 4**     Liability Insurance

The JHS Booster Club shall maintain liability insurance that covers all officers, members and volunteers and a surety bond that covers all officers.

**Section 5**     Accounting Firm

A yearly Agreed Upon Procedure shall be conducted by an independent accounting firm at the directive of the President and approved by the officers.

**Article XV**

**Amendment and Repeal of Bylaws**

**Section 1**     By-Law Review

These Bylaws shall be reviewed every other year by the Bylaws Committee which shall consist of at least three (3) members appointed by the President.

**Section 2**     Amendment

These Bylaws may be amended by a majority vote at any membership meeting with due notice of 30 days.

**Section 3**     Posting

The Bylaws will be open to viewing at any time and will remain posted on the JHS Booster Club website.

**Certification of Bylaws**

That the undersigned, being the officers of the above named JHS Booster Club, to wit: **SIoux FALLS JEFFERSON HIGH SCHOOL BOOSTER CLUB, INC.**, Do hereby certify that the above and foregoing Bylaws were duly adopted as the Bylaws of said JHS Booster Club at an incorporators' meeting thereof, on the \_\_\_\_\_, and the same do now constitute the Bylaws of said JHS Booster Club.

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Treasurer