

**BY-LAWS  
of  
MARRIOTTS RIDGE HIGH SCHOOL BOOSTERS CLUB, INC.**

**ARTICLE ONE**

- 1.1 The name of the corporation is “Marriotts Ridge High School Boosters Club, Inc.” hereinafter called the Boosters Club.

**ARTICLE TWO**

**Objective**

- 2.1 The Boosters Club is organized for the purpose of promoting public interest in, and providing financing and other support for, the extra-curricular activities of Marriotts Ridge High School, Howard County, Maryland, including, for such purposes, the making of distributions to Marriotts Ridge High School for extra-curricular activities.

**ARTICLE THREE**

**Membership and Dues**

- 3.1 **Qualification** Membership in this Boosters Club shall be open to all persons interested in extra-curricular activities at Marriotts Ridge High School and who pay the annual membership dues as assessed by the Board of Directors.
- 3.2 **Faculty and Advisors** Faculty and Advisors of Marriotts Ridge High School’s duly authorized extra-curricular activities are eligible for Honorary Membership in this Boosters Club and have full voting privileges at all general membership meetings. All such Faculty and Advisors shall not be required to pay the annual membership dues required in Paragraph 3.1.
- 3.3 **Administrative Staff** The duly appointed Administrative Staff of Marriotts Ridge High School are eligible for Honorary Membership in this Boosters Club and will have full voting privileges at all general membership meetings. All such Administrative Staff [defined as the “Principal, Assistant Principals and Athletic Activities Manager” of Marriotts Ridge High School] shall not be required to pay the annual membership dues required in Paragraph 3.1.

## **ARTICLE FOUR**

### **Governing Body**

- 4.1 General** This Boosters Club shall be governed by its Board of Directors plus the duly appointed representatives from the School Administrative Staff, Faculty and Advisors.
- 4.2 School Staff and Advisors** The members(s) of the School Administrative Staff, Faculty and Advisors referred to in Paragraph 4.1 shall not be elected by the Boosters Club membership, but shall be appointed to their respective positions by the Principal of Marriotts Ridge High School.

## **ARTICLE FIVE**

### **Board of Directors**

- 5.1 Number** The Board of Directors of the Boosters Club shall be Fourteen (14) in number. Twelve (12) Directors shall be elected from the eligible Boosters Club Membership with six (6) Directors being elected each year for a two (2) year term commencing on July 1 and ending on June 30 of said years. Two (2) additional shall be annually appointed positions, the Principal or designee and the Athletic Activities Manager. The number of those elected from the Boosters Club Membership may be changed by a vote of majority of the Directors present at any Regular or Special meeting at which a quorum is present but shall never be less than seven (7) in number. The members of the Board of Directors shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successors shall be duly elected.
- 5.2 Nomination** Nomination of Directors shall be made in accordance with Article Seven of these By-laws.
- 5.3 Election** At the May general membership meeting next held after the adoption of these By-laws, and at each succeeding May meeting of the general membership, there shall be an election by ballot to elect a number of Directors to fill the vacant positions of those Directors who have resigned or whose terms expired. At the expiration of any term, any Director may be re-elected.
- 5.4 Duties** The Board of Directors, consistent with the Articles of Incorporation and these By-laws and by a majority vote of all Directors present at a duly held meeting at which a quorum is present.
- a) Shall decide all matters of general Marriotts Ridge High School Boosters policy.

- b) Shall establish yearly budgets from activity requests, and provide a way of raising the necessary funds.
- c) Shall establish a dues schedule for the membership.
- d) Shall elect a President, Executive Vice President, First Vice President, Recording Secretary, Corresponding Secretary and Treasurer, and such other Officers as the Board of Directors shall deem necessary for the proper management and operation of the Boosters Club.
- e) Shall fill any temporary vacancy in the membership of the Board of Directors.
- f) Shall grant the elected officers a credit authorization, not to exceed \$500.00 to conduct the business of the organization.
- g) Shall not financially obligate the Marriotts Ridge High School Boosters in any way for a period of more than one year.
- h) Shall designate the bank(s) in which the funds of the Boosters Club shall be deposited, and determine the manner in which checks, drafts and other instruments for the payment of funds of the Boosters Club shall be executed.
- i) Shall cause the financial books of the Boosters Club to be audited annually. Said auditors shall not be Directors or Officers of the Boosters Club and the report of the auditors shall be made available to the Members at all times.

**5.5 Vacancy** Whenever any temporary vacancy occurs in the Board of Directors that vacancy shall be filled without undue delay by a majority vote taken by ballot of the remaining members of the Board at a special meeting, which shall be called for that purpose. The person so chosen shall hold office until the next May general membership meeting.

**5.6 Meetings** Regular meetings of the Board of Directors shall be held at least quarterly at Marriotts Ridge High School. Notice shall be communicated to each Director and Officer, as well as each member of the School Administration, Faculty and Advisors where appropriate at least seven (7) calendar days before the time appointed for the meeting.

The President may call special meetings of the Board of Directors, when he/she deems it necessary. Notice of any special meeting called by the President shall be communicated at least three (3) calendar days before the time appointed for the meeting.

Additionally, the Recording Secretary shall issue a call for a special meeting of the Board of Directors upon the written request of at least twenty (20) members of the Boosters Club. Notice of any special meeting called in this manner shall be communicated at least seven (7) days before the time appointed for the meeting.

Notice of any special meeting, regardless of how initiated, shall state the purpose for which the special meeting is being called and no other business shall be otherwise transacted.

**5.7 Quorum** Seven (7) members of the Board of Directors shall constitute a quorum for the transaction of business. In the absence of the President,

Executive Vice President or First Vice President, the quorum present may choose a Chairperson for the meeting.

- 5.8 Absence and Removal** Should any member of the Board of Directors absent him/herself unreasonably from three (3) consecutive meetings of the Board of Directors without sending a communication to the President or Recording Secretary stating the reasons for such absence, and if such excuse should not be accepted by the members of the Board of Directors, said seat on the Board of Directors may be declared vacant by the action of a majority of the Board of Directors present at a duly held meeting.

Any Director may be removed with or without cause, at any time, by a vote of two-thirds (2/3) of the Board of Directors present at any duly held special meeting called for that purpose.

## **ARTICLE SIX**

### **Officers**

- 6.1 Number** The Officers of this Boosters Club shall be a President, Executive Vice President, First Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and any additional Officers, which the Board of Directors shall create at a regular or special meeting called for that purpose.
- 6.2 Nomination** Nomination of Officers shall be made in accordance with Article Seven of these By-laws.
- 6.3 Method of Election** The Board of Directors shall elect all officers for a term of one year, with the President and Treasurer being elected from the Board of Directors. Said election of officers shall take place at each June meeting of the Board of Directors. *(Amended 5/9/2006)*
- 6.4 Duties of Officers** The duties and powers of the officers of this Boosters Club shall be as follows:

**A. President** The President Shall:

- a. Assume general supervision of the affairs of the Boosters Club.
- b. Preside over all General membership, Board of Directors and Board of Officers meetings.
- c. Appoint such standing and special committees and chairpersons of such committees as are considered necessary for the furtherance of the extra-curricular activities of Marriotts Ridge High School.
- d. Direct the Executive Vice President in the latter's responsibilities with all standing and special committees.
- e. Be a member ex officio, with right to vote, of all committees except the Nominating Committee.
- f. At the General Membership meetings and such other times as the President deems proper, communicate to the Membership

or to the Board of Directors such matters and make such suggestions as may in the President's opinion tend to promote the purpose and usefulness of the Boosters Club and shall perform such other duties as are necessarily incident to the office of the President.

- B. Executive Vice President** The Executive Vice President shall:
- a. In the absence of the President, or in the event of his/her inability to act, shall perform the duties of the President.
  - b. Under the direction of the President, attend to the business and financial operation of this Boosters Club with the Chairperson of the Financial Committee.
  - c. Be a member ex officio, with right to vote, of all committees except the Nominating Committee.
- C. First Vice President** The First Vice President shall:
- a. Under the direction of the President, appoint and direct such standing and special committees, and Chairpersons of such committees, as are considered necessary for the furtherance of the extra-curricular activities of Marriotts Ridge High School.
  - b. Perform other duties as may be assigned by the Board of Directors or the President.
- D. Recording Secretary** The Recording Secretary shall:
- a. Keep a record of all proceedings of the Boosters Club and of its meetings.
  - b. Maintain a record of all Committees and their reports.
  - c. Send out all required notifications and Notices of Meetings and attend all meetings.
  - d. Shall be responsible for safeguarding all documents and records (written or financial) that are deemed necessary by the Board of Directors in order to conduct current or future business of the Boosters Club,
  - e. Keep a list of the Members of the Boosters Club.
  - f. In the absence of the Secretary, the President may appoint a Secretary, *pro tem*.
- E. Corresponding Secretary** The Corresponding Secretary shall:
- a. Receive and send the correspondence of the Boosters Club.
  - b. Assist the Recording Secretary when necessary.
  - c. Perform other duties as may be assigned by the Board of Directors or President.
- F. Treasurer** The Treasurer shall:
- a. Keep an accurate record of all monies received and disbursed by the Boosters Club.

- b. Oversee the collection and deposit of all monies paid over to the Boosters Club.
- c. Maintain such Bond as may be required by the Board of Directors, at the expense of the Boosters Club, for the faithful discharge of said duties in such sum and with surety as the Board of Directors shall determine.
- d. Be charged with the filing of all Boosters Club financial reports.
- e. Make a report at the May meeting of the General Membership or when otherwise called upon by the President.
- f. At the completion of each fiscal year (June 30<sup>th</sup>), submit the Boosters Club financial reports for audit.
- g. At the expiration of term of office, deliver over to the succeeding Treasurer all books, money or other property, or in the absence of Treasurer-elect, to the President.
- h. In the absence of the Treasurer, the president may appoint a Treasurer, *pro tem*.

## **ARTICLE SEVEN**

### **Nomination of Directors and Officers**

- 7.1** During the month of February in each year, the Board of Directors shall appoint a Nominating Committee of at least three (3) Boosters Club Members, at least one (1) of whom shall not be a member of the Board of Directors.
- 7.2** The duty of this Nominating Committee shall be to nominate candidates for both Directors and Officers, who are to be elected according to Article 5.3 and 6.3, respectively.
- 7.3** Any General Member (or Honorary Member) of the Boosters Club in good standing shall be eligible for election as a Director or Officer.
- 7.4** The Nominating Committee shall prepare a recommended slate of Directors, each of whom shall have previously consented to said recommendation. This slate of Director nominees shall be communicated simultaneously with the Notice of May General Meeting by the Recording Secretary to each member of the Boosters Club at least seven (7) days prior to the aforementioned May meeting of the General Membership.
- 7.5** Any Booster Club Member or Honorary Member in good standing may make further nominations for Directors from the floor at the May General Membership meeting. Any candidate for Director nominated from the floor shall be present or shall have signified his/her intention in writing to accept the position for which nominated.
- 7.6** The Nominating Committee shall prepare a recommended slate of Officers, each of whom shall have previously consented to said recommendation.

This recommended slate of Officers shall be presented at the June meeting of the Board of Directors.

## **ARTICLE EIGHT**

### **Committees**

- 8.1 **Nominating Committee** Appointed annually according to Article 7.1
- 8.2 **Other Committees** Appointed by the President, subject to the Board of Directors approval, on any subject for which there is no standing committee, to consist of as many members as seems advisable.
- 8.3 **Committee Quorum** A majority of any Committee of the Boosters Club shall constitute a quorum for the transaction of business, unless any committee shall, by a majority vote of its entire membership, decide otherwise.

## **ARTICLE NINE**

### **Meetings and Quorums**

- 9.1 **General Membership** A General membership meeting will be held in May for the purpose of electing directors and for the transaction of such other business as may come before the meeting. General membership meetings may also be called by the Board of Directors or upon the written request to the Recording Secretary of at least twenty (20) members of the Boosters Club. Any such Special meeting of the general membership shall be held within twenty (20) days from the date the Recording Secretary receives such request.  
Only active Members in good standing and Honorary Members shall be entitled to vote at the general membership meeting. Simple majority of the membership present will constitute a quorum for the transaction of business.
- 9.2 **Board of Directors** See Paragraphs 5.6 and 5.7 of these By-laws.
- 9.3 **Committees** See Paragraph 8.3 of these By-laws.

## **ARTICLE TEN**

### **Fiscal Year**

- 10.1 The Fiscal Year of the Boosters Club shall commence on July 1 and end on June 30<sup>th</sup>. The Marriotts Ridge High School Booster Club, Inc. originated in 2005.

## **ARTICLE ELEVEN**

### **Amendment**

- 11.1** These By-laws may be amended, repealed or altered in whole or in part by a two-thirds (2/3) vote of those members present at any duly organized meeting of the General Membership, observing the requirements or quorum, providing that at least fifteen (15) days prior to the meeting to review and consider proposed changes. Notice of the General Membership meeting to consider the proposed By-law amendments, shall be communicated simultaneously with a notice that states, "A copy of the proposed By-law amendments is available for review in the front office at Marriotts Ridge High School. Proposed amended version may also be downloaded from the Boosters website."

## **ARTICLE TWELVE**

### **Roberts Rules of Order**

- 12.1** The rules contained in *Roberts Rules of Order*, Revised Edition, shall govern the Boosters Club in all instances where such Rules are not inconsistent with the Articles of Incorporation, By-laws or other duly promulgated rules of order of the Boosters Club.

Amended May, 2009