

Seven Lakes High School
Project Prom Booster Club
By-Laws
Adopted May 9, 2007

ARTICLE I: NAME AND PURPOSE

The name of the organization shall be Seven Lakes High School Project Prom Booster Club (SLHSPBPC). It shall be called either the “Seven Lakes Project Prom Booster Club” or Project Prom. The purpose of this club is to provide support and assistance to all graduating seniors at SLHS and to organize a safe, alcohol and drug free fun filled all night prom celebration for ALL Seven Lakes High School graduating seniors to attend after the Prom celebration.

ARTICLE II: BASIC POLICIES

The following are basic policies of the Seven Lakes High School Project Prom Booster Club:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to the promotion of the purpose of the organization.
- c. The organization shall not — directly or indirectly participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office, or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the organization shall be authorized to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purpose set forth in Article I.
- e. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501 C (3) of the Internal Revenue Code or (ii) by an organization, contributions to which are deductible under Section 170 C (2) of the Internal Revenue Code.
- f. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundation or organizations which have established their tax exempt status under Section 501 C (3) of the Internal Revenue Code.

ARTICLE III: MEMBERSHIP AND DUES

Membership in the SLHS Project Prom Booster Club shall be open to parents or guardians of Seven Lakes High School graduating seniors.

A special meeting of the parents or guardians of the junior class will be held for the sole purpose of voting in the officers of the association for the next school year.

No annual dues will be charged to be a member of SLHS Project Prom Booster Club.

All members of the SLHS Project Prom Booster Committee may receive a copy of the By-Laws upon request to the Secretary or President.

ARTICLE IV: GENERAL MEMBERSHIP MEETINGS

General membership meetings of the SLHS Project Prom Booster Committee will be held four (4) times during the academic school year. Dates and times of the meetings will be established by the Executive Board at its first meeting of the year. Five days notice shall be given if a change of date is needed.

Additional meetings of the association may be called by the President or by a majority of the Executive Board, five days notice having been given.

The meetings will be announced by local newspaper, telephone, or e-mail.

All meetings of the SLHSPBC, including committee meeting shall be public meetings.

A quorum for the purpose of voting on motions or elections shall consist of ten (10) or more members.

Once a quorum has been established, a majority vote rules.

ARTICLE V: EXECUTIVE BOARD MEETINGS

The Executive Board shall consist of the officers of the association, the chairpersons of the standing committees, the SLHS Senior Class Assistant Principal and the Principal of Seven Lakes High School ex-officio.

The Executive Board shall create standing and special committees.

Executive Board meetings of the SLHS Project Prom Booster Committee shall be held monthly.

A majority vote at the regular Executive Board meetings shall rule.

Additional meetings of the Executive Board may be called by the President or by a majority of the members of the Board, two (2) days notice being given.

A quorum for the purpose of voting on motions shall consist of 50% of the voting members of the Executive Board.

ARTICLE VI: ELECTIONS, OFFICES, AND EXECUTIVE BOARD

The officers of SLHS Project Prom Booster Club shall consist of a President, Vice-President, Secretary and Treasurer. The Seven Lakes High School Principal and the Senior Class Assistant Principal serve as ex-officio members of the board.

Additional officers may be created by the Executive Board as deemed necessary, but must be voted on by the general membership prior to assuming their officer positions.

The Executive Board will change every year with the incoming graduating senior class. Because there is no carryover of Executive Board members from one year to the next, a junior class Executive Board will be elected for transitional and knowledge gaining purposes. The junior class Executive Board becomes the senior class Executive Board (Project Prom officers) the following year.

All officers shall be elected to a one year term of office. Officers shall serve from June 1 to May 31. This term of office shall coincide with the fiscal year of the club.

After the start of the school year but prior to November 1, the Executive Board shall form a Nominating Committee. The Nominating Committee shall include the Seven Lakes High School Junior Class Assistant Principal, and four parents or guardians of the junior class.

A slate of officers for the following year, named the junior class Project Prom officers, shall be presented by the Nominating Committee to the senior class Executive Board. Prior to the end of the first semester of the school year, the senior class Executive Board shall call a special meeting of the junior class parents or guardians for the sole purpose of electing the junior class Project Prom officers. At this special meeting of the junior class, parents or guardians, the slate of junior class officers will be presented, at which time additional nominations may be made from the floor. Votes will be cast at this special meeting by the junior class parents or guardians present to determine the junior class Project Prom officers.

Once elected, the junior class Project Prom officers are encouraged to attend the current senior class Executive Board and general meetings in a non-voting, non-advisory role for transitional and knowledge gaining purposes only.

The junior class Project Prom officers may hold meetings of the junior class parents or guardians in March, April, or May for planning and preparation purposes only.

Fundraising activities and the solicitation of funds for the incoming senior class cannot begin before June 1.

Vacancies in Office:

The president shall have authority to nominate vacant Executive Board positions. The Executive Board has the authority to approve by simple majority.

Reason to Remove:

By a two-thirds vote of the Executive Board, an officer or committee member may be removed from office for failure to perform duties.

ARTICLE VII: EXECUTIVE BOARD DUTIES

The president shall:

- a. Coordinate the work of the officers and committees to stay in focus with purpose of this organization.
- b. Confirm that a quorum is present at each meeting of the organization.
- c. Preside at all meetings of the organization.
- d. Be authorized to sign on bank accounts.

The Vice President shall:

- a. Preside at all meetings in the absence of the president.
- b. Act as an aide to the President.
- c. Act as head of the Audit Committee.
- d. Be authorized to sign on bank accounts.
- e. Advise on matters of parliamentary procedure.
- f. At the April meeting, acting as head of the Auditing Committee, appoint two individuals from the general membership for the purpose of reviewing the organization's financial records. At least one of the individuals shall be a junior class parent or guardian. This shall be done after the close of the fiscal year.

The Secretary shall:

- a. Record the minutes of all meetings of the association.
- b. Keep a current copy of the By-Laws.
- c. Perform necessary club correspondence.
- d. Act as custodian of all records and materials pertinent to the history of the association.

The Treasurer shall:

- a. Have custody of all funds of the association.
- b. Keep books of account and records, including bank statements, receipts, budgets, invoices, paid receipts, and cancelled checks, for five years
- c. Make disbursements as authorized by the President, Executive Board, or association in accordance with the budget.
- d. Sign on bank accounts.
- e. Present a financial statement at general meetings, Executive Board meetings and at other times when requested by the association.
- f. Construct a full report of the year's activities at the end of the fiscal year.
- g. Be responsible for the maintenance of such books of account and records.
- h. Submit books to the Auditing Committee as requested.

i. Work with the Executive Board in establishing an annual budget, to be presented at the last general membership meeting of the year.

The Standing Committee Chairpersons shall:

- a. Be chairperson of their committees and steer their committees to accomplish the goals and purposes of the organization.
- b. Keep a good record of their activities to pass on to the next officer.

ARTICLE VIII: FUNDRAISERS

Primary funding for the SLHS Project Prom Booster Club shall come from fundraising efforts and donations from parents, local business and corporations. All fundraising activities must be approved by the Seven Lakes High School principal before they begin.

ARTICLE IX: EXPENDITURE OF FUNDS

Funds of the SLHS Project Prom Booster Club will be disbursed throughout the year by the Executive Board.

A financial operating budget shall be submitted by the Treasurer of the organization and reviewed and approved annually by the Executive Board and general membership.

All funds earned through events and promotions shall be disbursed to the current graduating class. However, there shall be a sum of no more than \$2,000.00 remaining in the budget to start work in the next fiscal year, with exception to Project Prom 2008; no funds need be retained during the first year of operations.

ARTICLE X: RELATIONSHIP TO SCHOOL

The school administration offers guidance and assistance in the planning efforts of Project Prom. They are responsible for donating the school facility in which to potentially have the celebration.

The Principal of Seven Lakes High School shall have veto power over the decisions and activities of SLHSPBC.

ARTICLE XI: AMENDMENTS

The procedure for amending these By-Laws will be as follows:

- a. Proposed changes will be submitted in writing to the Executive Board and presented at an Executive Board meeting prior to reviewing with the general membership.
- b. Proposed changes will then be submitted to the general membership at a regularly scheduled meeting to be voted upon.
- c. A two-thirds majority of those members present (provided that there is a quorum) is necessary to effect a change.

d. The change will become effective immediately, unless otherwise indicated.

ARTICLE X PRINCIPLES OF ACTION

The SLHS Project Prom Booster Club shall undertake (but not be limited to) the following activities:

- a. Provide a forum for the parents and patrons to meet together to provide support for the graduating students of Seven Lakes High School.
- b. Direct fundraising activities to support the Project Prom program of Seven Lakes High School graduating students.