

OCTOBER 16, 2019

GROVER CLEVELAND CHARTER HIGH SCHOOL'S GLOBAL MEDIA
STUDIES (GMS) MAGNET BOOSTER CLUB
BY-LAWS

ARTICLE I—NAME

The name of this organization shall be the GROVER CLEVELAND CHARTER HIGH SCHOOL GLOBAL MEDIA STUDIES (GMS) MAGNET BOOSTER CLUB. Hereafter referred to as the GMS Booster Club.

ARTICLE II—PURPOSE

The purpose of the Booster Club shall be to promote the activities of the Grover Cleveland Charter High School's GMS Magnet and raise, to the maximum extent possible, the additional funds not provided by the school, that are required to support GMS Magnet activities while cooperating with the respective parents, officers, and Director of the GMS Booster Club.

ARTICLE III—POLICY

The Booster Club shall be non-commercial, non-sectarian, and non-partisan. No commercial enterprises or any candidate shall be endorsed by the Club. The name of the Booster Club, or its officers in their official capacity shall not be used in any connection with a commercial concern or with any partisan interest, or for any other than the regular work of the Booster Club. The Booster Club may cooperate with other organizations of the school.

ARTICLE IV—MEMBERSHIP AND DUES

SECTION 1 - MEMBERSHIP

Membership of the Booster Club shall be comprised of (but not limited to) all parents and/or guardians of students who are members of the Grover Cleveland Charter High School's GMS Magnet. Any other adult may join the Booster Club by attending a regular meeting and being approved by a majority of the general membership present.

SECTION 2 - VOTING RIGHTS

All members as described in Article IV, Section 1, may act and vote in all transactions of this Booster club at any regular or duly called meeting.

SECTION 3 - DUES

This is known to be a non-profit club and as such shall have no dues.

SECTION 4 - DONATIONS

In order to meet the financial obligations of the GMS Magnet, donations will be used to purchase supplemental video software, art supplies, and materials for GMS Magnet students. Funds raised will also pay for our four academic field trips, two Film Festivals, Experience Day, Mock Interviews, Senior Portfolio Defense, Freshman-Senior Buddy program, Summer Bridge, International Youth Media Day, and GMS Awards ceremony. In the case of financial hardship, the GMS Booster Club will work in conjunction with Grover Cleveland Charter High School and the Los Angeles Unified School District to insure access for all students.

ARTICLE V—OFFICERS

SECTION 1 - POSITION AND TERMS OF OFFICE

The officers shall be the President, Vice-president, Recording Secretary, Treasurer and Volunteer Coordinator. They shall be nominated and elected from the eligible members of the GMS Booster Club for one year terms (July through June), and shall be ineligible for election to the same office after serving two (2) consecutive terms as an executive officer until a lapse of one (1) year.

SECTION 2 - PRESIDENT

The President shall be responsible for presiding at the regular or special meetings. He/She shall also be responsible for insuring that all activities of the GMS Booster Club are successfully accomplished. The President will maintain liaison with the School Administration Officials and will cooperate with the GMS Magnet Coordinator.

SECTION 3 - VICE-PRESIDENT

The Vice-president shall be responsible to carry out the duties of the President in his/her absence. The Vice-president shall be the Chairperson of the Ways and Means Committee. The Vice-president will maintain liaison with the School Master Calendar coordinator. He/She shall accept any special duties that the President may assign him/her.

SECTION 4 - RECORDING SECRETARY

The Recording Secretary shall keep an accurate record of all proceedings of both the meetings of the GMS Booster Club and the Board of Directors. He/She shall maintain all records of the GMS Booster Club. He/She shall be prepared to make a report of each official meeting of the Club and Board.

SECTION 5 - TREASURER

A. The Treasurer shall be responsible for all moneys that belong to the GMS Booster Club. He/She shall be responsible for maintaining a bank balance that records the deposits and withdrawal of Club funds. He/She shall give a full report of the status of the Treasury at each regular meeting and whenever asked to do so upon sufficient notice of a member of the Board of Directors. The Treasurer shall be the Chairperson of the Budget Committee.

B. An Auditing Committee, appointed by the President, shall audit the Treasurer's records each year in June.

C. The Treasurer shall have primary responsibility for writing all checks for approved GMS Booster Club items. These checks shall be signed by the Treasurer. In the Treasurer's absence, checks may be written and signed by any two (2) members of the Board of Directors.

SECTION 6 - VOLUNTEER COORDINATOR

A. It shall be their duty to provide Chaperones whenever needed for GMS Magnet activities requiring such persons. It shall also be their duty to arrange for volunteers for fundraiser, and other GMS Booster Club activities requiring such persons.

B. It shall be their duty to notify the General Membership of special meetings, changes to regular meetings, and other events.

C. It shall be their duty to maintain an accurate attendance record of each GMS Booster Meeting.

ARTICLE VI—COMMITTEES

SECTION 1 - STANDING COMMITTEES

The following shall be the Standing Committees for the GMS Booster Club. Each committee may select/appoint co-chairpersons as deemed necessary.

A. PUBLICITY - It shall be their duty to see that activities of the GMS Magnet and the GMS Booster Club are publicized substantially prior to the announced date of such activities. The President shall be the Chairperson of this committee.

B. BUDGET - It shall be their duty to meet with the Treasurer of the GMS Booster club prior to the first regular meeting of the school year to establish a recommended budget.

The budget shall indicate estimated expenses and estimated month of expenditure for each budget item. The budget shall cover the period of July through June.

The committee, along with the Treasurer and GMS Coordinator, shall make recommendations to the Board and General Membership, at the first regularly scheduled meeting in September on the proposed budget for approval. The approved budget will be funded out of the general fund.

The committee will periodically meet to make recommendations as to adjustments to the approved budget based on actual funds raised and/or additional GMS Magnet needs. Any recommended changes shall be presented at a regularly scheduled meeting for member approval. The Treasurer shall be the Chairperson of this committee.

C. WAYS AND MEANS - It shall be their duty to provide fund raising promotions and events in support of the Booster Club's approved budget. The Vice-president shall be the Chairperson of this committee.

D. GMS MAGNET AWARDS BANQUET- Their committee, along with the GMS Magnet Coordinator, shall make budget recommendations to the Budget Committee for the Student Awards and Banquet. This committee shall also be responsible for arranging and organizing the banquet.

SECTION 2 - OTHER COMMITTEES

The President, with the approval of the Board, shall appoint such other committees as he/she may feel are necessary at the time to fulfill the purposes of the GMS Booster Club.

SECTION 3 - COOPERATION

It shall be necessary for all Committees to cooperate with each other to the fullest extent.

ARTICLE VII—BOARD OF DIRECTORS

SECTION 1 - MEMBERSHIP

The Board of Directors shall consist of the elected Officers and the GMS Magnet Coordinator.

SECTION 2 - MEETINGS

The Board shall meet at the beginning of the school year, at the end of the school year, and as needed per Board discretion, the President having the authority to call additional meetings as required. Two-thirds of the Board Members at a meeting shall constitute a quorum.

SECTION 3 - VACANCIES

The Board shall fill any vacancies through a majority vote appointment that occur for the elected term only.

SECTION 4 - ABSENCE

In the event a member of the Board of Directors misses three (3) consecutive meetings without a valid excuse, the Board may declare such a position to be vacant.

SECTION 5 - DISMISSAL

If it is determined that a member of The Board is acting in detriment to the organization or fails to meet the conditions as outlined in the volunteer guidelines, a special meeting of The Board shall be called and the removal of the board member will need to be approved by a majority vote of the board member quorum.

ARTICLE VIII—MEETINGS

SECTION 1 - REGULAR MEETINGS

Regular meetings shall be on the fourth Wednesday of each month. The regular meeting may be changed due to special circumstances by a majority vote of the

membership or by the Board of Directors with all members being notified immediately by the Volunteer Coordinator, of such change.

SECTION 2 - SPECIAL MEETINGS

Special meetings may be called when approved by a majority of the Board of Directors. Special meetings may be held to consider only agenda items announced to the general membership through the Volunteer Coordinator.

SECTION 3 - VOTING

All members of the GMS Booster Club shall have one vote. A majority vote of the members in attendance at a regular or special meeting shall prevail.

SECTION 4 - PRESIDENT'S VOTE

The president shall vote at regular or special meetings of the general membership only in the event of a tie vote.

ARTICLE IX—ELECTIONS

SECTION 1 - ELECTIONS

Elections of the officers shall be held the last scheduled GMS Booster Club meeting of the School calendar year. Nominations may be submitted in writing to an officer prior to the last meeting. At the last regular meeting, nominations from the Board of Directors and the floor shall be accepted. If there is more than one nominee for a given office, the election shall be by secret ballot. A majority vote of the members present shall constitute election to office.

ARTICLE X—EXPENDITURES & FUNDRAISING

SECTION 1 - UNBUDGETED EXPENDITURES

A majority of the Officers and/or Board of Directors may authorize a non-budgeted expenditure of Club funds up to \$500.00, without obtaining prior approval from the general membership at a regular or duly called meeting of the Booster Club. Such expenditures shall be reported at the next regularly scheduled meeting of the GMS Booster Club.

SECTION 2 - FUND RAISING ACTIVITIES

Fund raising activities shall be recommended by the Ways and Means Committee and approved by a regular or special meeting of the GMS Booster Club. Funds raised shall be applied to the general fund or to a previously designated specific objective.

ARTICLE XI—REVIEW AND AMENDMENT

SECTION 1 - REVIEW

These By-Laws shall be reviewed every four (4) years as per Board discretion, by the Board of Directors or by a special committee appointed by the President. A report of the review must be made in writing to the members of the GMS Booster Club at a regular or special meeting called for that purpose.

SECTION 2 - AMENDMENT

These Bylaws may be amended by an affirmative majority vote of the members present at a regular meeting of the GMS Booster Club, subsequent to notification of the proposed amendment having been made at a regular or special meeting of the GMS Booster Club.