

PIEDMONT HILLS HIGH SCHOOL
PARENT BOOSTER CLUB BY-LAWS
(As Revised & Adopted November 2006)

I. Purpose and Name

The purpose and "Piedmont Hills High School Parent Booster Club" is to assist and support the school staff in the education of all students at Piedmont Hills High School. The Parent Booster Club will provide this support through fund raising activities as well as sponsorship and voluntary assistance of special events. The Parent Booster Club's goal is to help Piedmont Hills High School students receive the best education possible and leave this high school with many fond memories.

II. Membership and Meetings

- A. PHHS Parent Booster Club shall consist of all interested parents of PHHS students, interested faculty members and community members. In addition membership shall consist of the Principal or a designate and a volunteer staff liaison member.
- B. Annual membership dues, for the period September 1st through August 31st, shall be \$10.00 per family.
- C. Members who have paid annual dues shall be placed on the Parent Booster Club membership list.
- D. Only paid members shall have voting privileges.
- E. A general meeting of the Parent Booster Club shall be held monthly beginning September. There will be no general meetings in July and August.
- F. Special meetings may be called by the President.

III. Board

- A. PHHS Parent Booster Club elected officers, namely, President, Vice President, Secretary, and Treasurer, shall attend all monthly meetings deemed necessary by the President of the PHHS Parent Booster Club. The official term of all officers shall be from September through September. The duties of the Board are as follows:
 - 1. President
 - a. Preside at all meetings
 - b. Serve as chairperson of the Board
 - c. Direct the planning of events to be held during the term of office
 - d. Submit dates to members attending meeting of all intended functions for the school year
 - e. Represent the Parent Booster Club at numerous events to promote PHHS and the Parent Booster Club.
 - f. Be responsible for all written social correspondence of the Parent Booster Club
 - 2. Vice-President
 - a. Assist the President
 - b. Preside at the Parent Booster Club meeting in the absence of the President
 - c. Coordinate committee chairpersons, attending meetings as needed and communicate with the President

3. Secretary(ies), Recording/Corresponding
 - a. Keep all records of the minutes of the PHHS Parent Booster Club meetings
 - b. Ensure that all members attending meetings receive a copy of the previous months minutes
 - c. Keep a file of the minutes from the PHHS Parent Booster Club for an indefinite period of time
 - d. Read correspondence at meetings
 - e. Type up Membership list and keep current during school year
4. Treasurer
 - a. Collect all membership dues from parents and faculty
 - b. Give all monies collected from dues and fund raisers to School Bank with itemized accounting
 - c. Be responsible for contacting the PHHS school bank to obtain advance money needed prior to any function sponsored by the Parent Booster Club
 - d. Call school bank several days prior to the monthly Parent Booster Club meeting and ask for a monthly financial report. Pick up the report prior to the meeting
 - e. Read financial report at meeting and provide a copy to the Board
- B. Committee Chair Person(s)

All Chairpersons, whether voluntary or appointed by the President, shall turn in a report to the Board President at the conclusion of each function they have chaired. The chairperson shall also keep the President/Vice President informed of activities and discussions of their committee on an on-going basis.

IV. Election of Officers

- A. Any paid member can run for an office of their choosing
- B. All members interested in holding an office for the coming term shall be nominated and voted upon at the September election meeting
 1. Interested members may contact the President prior to the September meeting or state their interest in running for a particular office at the election meeting
- C. Voting
 1. Voting will be by all paid members attending the September election meeting
 2. Election results will be announced at the September meeting
- D. Vacancies of an Elected Office
 1. In the event that a vacancy on the Board should arise, the remaining term will be filled by appointment as determined by the remaining Board members

V. BY-LAWS AND AMENDMENTS TO BY-LAWS

- A. By-laws
 1. By-laws are to reviewed by the Board for possible revision at least every three (3) years

2. If deemed necessary, a By-Law committee shall be appointed by the President
3. Proposed By-Law revisions will be read at one regular monthly meeting and voted on at that time by members in attendance
 - a. The proposed revision(s) will be considered passed (approved) by a simple majority vote of members present at a regularly scheduled meeting of the Parent Booster Club
4. All voting will be done by a quorum of seven (7) members of the Parent Boosters Club. In the event of a tie, the President will cast the deciding vote