

Martin STEM Academy Booster Club By-Laws

ARTICLE I: NAME

This organization shall be known as the **Martin STEM Academy Booster Club**; hereinafter referred to as "**Booster Club**".

ARTICLE II: MISSION STATEMENT

The Martin STEM Academy Booster Club, also known as the "Booster Club", is a group of parents, faculty members, and community members whose mission is to help promote the AISD STEM Academy at Martin High School students' academic growth, provide recognition of students' accomplishments, encourage student participation and spirit, and provide funding for STEM Academy needs not funded by the Arlington Independent School District.

ARTICLE III: BASIC POLICIES

- A. The Booster Club shall perform only those services which are requested by the AISD STEM Academy administration or those services which have the AISD STEM Academy administration's concurrence.
- B. The Booster Club shall pursue only those money raising projects which are designated by the Executive Committee and the AISD STEM Academy Administration's concurrence.
- C. Booster Club members shall not interfere in the decision-making prerogatives of the AISD STEM Academy Administration in relation to the AISD STEM Academy activities and monies.
- D. Dissolution shall only occur at a special meeting called by the Booster Club President and an AISD Administrator. A two-thirds ($\frac{2}{3}$) vote of those present shall be required. All net assets shall be used to promote STEM education in the Arlington Independent School District.

ARTICLE IV: MEMBERSHIP

- A. Membership in the Booster Club shall be open to all those interested in supporting the Martin STEM Academy and who pay membership dues.
- B. The Executive Committee shall set membership dues for the Booster Club at the end of each school year and those dues shall be for the fiscal year of July 1st through June 30th or any part thereof.
- C. **Suspension or Termination.** The Executive Committee shall have the authority to discipline, suspend, or terminate the membership of any Board member, when the conduct of such person is considered detrimental to the best interests and objectives of the Booster Club. Board members may be terminated by resignation, or action of the Executive Committee by a two-thirds ($\frac{2}{3}$) vote of those present at any Executive Committee meeting. The Executive Committee member shall be notified of such meeting, informed of the general nature of the reasons, and given an opportunity to appear at the meeting to show evidence that the reasons are not correct or true.

ARTICLE V: ELECTED OFFICERS

A. The Booster Club shall be represented by an Executive Committee consisting of ten (10) elected officers. The Executive Committee officer positions are shown in **bold** text below. The remaining positions listed below are selected by the Executive Committee and comprise the full Board. All members of the Booster Club Board must be members of the Booster Club.

1) President

2) First Vice President - Aide to President

3) Second Vice President – Fundraising

4) Fundraising Assistant

5) Spirit Shop Co-Chair

6) Spirit Shop Co-Chair

7) Food Chair

8) Food Chair Assistant

9) Scholarship Chair

10) Scholarship Fundraiser Chair

11) Scholarship Fundraiser Assistant

12) Third Vice President – Communications

13) Fourth Vice President – Volunteer Coordinator

14) On Call Chair

15) Fifth Vice President - Membership

16) Sixth Vice President – Hospitality

17) Hospitality Assistant #1

18) Hospitality Assistant #2

19) STEM Care

20) Seventh Vice President – Student Activities

21) Student Activities Assistant

22) Summer Activities Chair

23) Banquet Co-Chair

24) Banquet Co-Chair

25) Secretary

26) Treasurer

B. An AISD STEM Academy Administrator will serve as an Ex-Officio member of the Executive Committee.

ARTICLE VI: ELECTION PROCEDURE OF OFFICERS

- A. A nominating committee will be chosen by the membership at the Winter Meeting. The Nominating Committee shall consist of five (5) representatives. The representatives must be members in good standing. In the spirit of inclusion, it is encouraged to select a Nominating Committee for election of Executive Committee members that is reflective of the schools which the students of the STEM Academy represent.
- B. No member shall serve on the Nominating Committee for more than two (2) consecutive years.
- C. The Nominating Committee shall propose a slate of candidates for each office at the Spring Meeting. Candidates must be members of the Booster Club.
- D. Additional candidates may be nominated from the floor. A candidate's consent must be obtained prior to placing his/her name in nomination.
- E. Executive Committee Officers shall be elected during the Spring Meeting. Election of officers shall be by a majority of all members present.
- F. Officers shall assume their official duties starting July 1st and shall serve a term of one year through June 30th.
- G. No officer shall serve in the same office for more than two (2) consecutive terms. An officer who has served more than one half (½) of a term shall be credited with having served that term.
- H. No officer shall hold more than one office at a time.
- I. **Vacancies.** In the event that a position becomes vacant during the year, the president shall appoint a replacement with the approval of the Executive Committee.

ARTICLE VII: DUTIES AND POWERS OF THE EXECUTIVE COMMITTEE

Section 1

Appointments. The president of the Executive Committee shall have the power to appoint such committees as they deem necessary and to delegate such powers to them as is advisable and proper under these By-Laws. The Executive Committee shall have the power, by two-thirds ($\frac{2}{3}$) vote of those present at a duly constituted meeting, to discipline, suspend, or remove any Board member or Committee member in accordance with the procedure set forth in Article IV (C).

Section 2

A. President

- 1) Conduct the affairs of the Booster Club and execute the policies established by the Executive Committee.
- 2) Communicate to the Executive Committee such matters as deemed necessary, and make suggestions that promote the welfare and achieve the objectives of the Booster Club.
- 3) Act on behalf of the Executive Committee, with their approval on matters of contracts, leases, and purchases in the name of the Booster Club.
- 4) Authorized to co-sign with the Treasurer and the Secretary on bank accounts.
- 5) Work with the Treasurer to maintain a balanced budget.
- 6) Investigate complaints, irregularities, and conditions detrimental to the Booster Club and report to the Executive Committee as necessary.

- 7) Have the authority to call special meetings of the Executive Committee without advanced notification.
- 8) Preside at all meetings of the Booster Club.

B. First Vice President – Aide to President

- 1) Aide to President.
- 2) Preside at meetings in the absence of the President (in their designated order).
- 3) Maintain an electronic copy of current documents in their original formats (ie. Bylaws in Word, etc.).

C. Second Vice President – Fundraising

- 1) Coordinate fundraising activities with the faculty sponsors.
- 2) Ensure fundraising projects do not conflict with the policies of AISD and secure the necessary approval from school officials, including the STEM Academy Coordinator.
- 3) Formulate and present fundraising projects to the Executive Committee and to this organization for approval.
- 4) Responsible for publicity for fundraising projects.
- 5) Submit any related expenditures to the Executive Committee for approval prior to their remittance.
- 6) Preside at meetings in the absence of the President (in their designated order).

D. Fundraising Assistant

- 1) Responsible for assisting the Fundraising officer in their duties as determined by the Fundraising officer.

E. Spirit Shop Co-Chairs (2)

- 1) Responsible for planning and coordination of all activities related to First Event.
- 2) Responsible for managing all Booster Club products including but not limited to t-shirts, car decals, yards signs, or other items designed to be sold and/or distributed by the Booster Club.

F. Food Chair

- 1) Responsible for planning and coordination of all food events/fundraisers approved by the board, including selling concessions at First Event.

G. Food Chair Assistant

- 1) Responsible for assisting the food chair in their duties.

H. Scholarship Chair

- 1) Responsible for overseeing a scholarship committee for the selection process of scholarship recipient(s).
- 2) Preferably unrelated to a STEM Academy student in his/her senior year who is eligible to apply for the scholarship.

I. Scholarship Fundraiser Chair

- 1) Responsible for planning and implementing the annual scholarship fundraiser; this fundraiser has been a silent auction, but is subject to change at the discretion of the Executive Committee.

J. Scholarship Fundraiser Assistant

- 1) Responsible for assisting the Scholarship Fundraiser Chair with planning and implementing the annual scholarship fundraiser.

K. Third Vice President - Communications

- 1) Responsible for maintaining the website and other social media applications.
- 2) Promote the AISD STEM Academy and the Booster Club through the use of media.
- 3) Preside at meetings in the absence of the President (in their designated order).

L. Fourth Vice President – Volunteer Coordinator

- 1) Maintain a current roster of approved AISD volunteers.
- 2) Coordinate volunteers as necessary for activities for both the Booster Club and the STEM Academy.
- 3) Support STEM Academy student volunteer opportunities.
- 4) Preside at meetings in the absence of the President (in their designated order).

M. On-Call Chair

- 1) Responsible for all duties as determined by the STEM Coordinator.

N. Fifth Vice President - Membership

- 1) Responsible for new membership recruitment.
- 2) Responsible for promoting the Booster Club Membership initiatives.
- 3) Maintain membership roster.
- 4) Preside at meetings in the absence of the President (in their designated order).

O. Sixth Vice President – Hospitality

- 1) Provide refreshments at events designated by the Executive Committee and STEM Coordinator for the benefit of STEM students and faculty.
- 2) Provide a minimum of one event per semester specific to teacher appreciation (ex: luncheon, breakfast, snack bag, etc.)
- 3) Act as goodwill ambassador to the general members and STEM parents.
- 4) Preside at meetings in the absence of the President (in their designated order).

P. Hospitality Assistants (2)

- 1) Responsible for assisting the Hospitality officer in their duties as determined by the Hospitality officer.

Q. STEM Care Chair

- 1) Responsible for correspondence and other activities as needed in the case of special circumstances related to STEM students, families and/or STEM teachers (ex: serious illness, bereavement, etc.)

R. Seventh Vice President – Student Activities

- 1) Plan social activities for STEM Academy students.
- 2) Preside at meetings in the absence of the President (in their designated order).

S. Student Activities Assistant

- 1) Responsible for assisting the VP Student Activities with their duties.

T. Student Summer Activity Chair

- 1) Responsible for coordinating STEM Academy summer activities with the STEM Coordinators.

U. Banquet Co-Chairs (2)

- 1) Responsible for planning and coordination of all details associated with the end of year banquet approved by the board.

V. Secretary

- 1) Record the minutes of all meetings of the Booster Club.
- 2) Keep an accurate record of attendance at Executive Committee meetings.
- 3) Have a current copy of the by-laws.
- 4) Have a current copy of the membership roster.

W. Treasurer

- 1) Keep books of accounts and records including bank statements, receipts, budgets, invoices, paid receipts, and canceled checks.
- 2) Be in charge of the receipt and disbursement of all monies of the Booster Club, approve all payments from allotted funds, and draw checks therefore in agreement with policies established by the Executive Committee.
- 3) Be authorized to co-sign with the President and the Secretary on bank accounts.
- 4) Present a financial report at every meeting.
- 5) Work with the President to maintain a balanced budget.
- 6) Provide a year-end accounting report for a reconciliation committee.

ARTICLE VIII: BUDGET AND FINANCIAL ACCOUNTING

- A. The fiscal year of the Booster Club shall be from July 1st to June 30th.
- B. The budget shall be developed by the President and the Treasurer with the input of the Executive Committee and AISD STEM Academy Administration. Once approved by the Executive Committee, the budget shall be presented at the Spring Meeting to the General Membership of the Booster Club for adoption.

- C. The budget must be adopted by a majority of the membership present at the Spring General Membership Meeting.
- D. The President, Secretary, and Treasurer have the authority to sign checks, and are hereinafter known as the “signatories”. All checks shall require two signatures from the approved signatories.
- E. At the end of the fiscal year, the President of the Booster Club shall appoint a Reconciliation Committee consisting of three members and two alternates to review the financial statements. The committee shall be exclusive of the signatories.
- F. A final report of the budget to the General Membership of the Booster Club shall be presented.

ARTICLE IX: MEETINGS

Section 1

A general membership Meeting is any meeting of the membership of the Booster Club.

- A. There shall be at least three (3) General Membership Meetings (Fall, Winter, Spring) to include election of officers and adoption of the annual budget.
- B. The Executive Committee shall meet a minimum of eight (8) times during its term.
- C. Special meetings may be called by the Executive Committee or AISD STEM Academy Administration.
- D. General Meetings shall be held at such time and location as determined by the President.
- E. The Executive Committee may invite and admit guests for presentations or comments during such meetings.
- F. The membership present at any given meeting shall constitute a quorum.
- G. Only regular members in good standing shall have the right to make the motions at General Membership Meetings.
- H. Each member is allowed to cast only one vote.
- I. Business can be transacted by a quorum of those present, except for amendments to the By-Laws, where a two-third ($\frac{2}{3}$) vote is required by those present.
- J. Meetings will be conducted following Roberts Rules of Order (most recent version).

Section 2

Notice of Meeting. Notice of each General Membership Meeting shall be posted electronically at least seven (7) days in advance of the meeting. Such notice shall include the place, date, time, and purpose of the meeting.

Approval of Meeting Minutes. Executive Committee meeting minutes may be approved at the following meeting or may be approved via email by two Board members who attended the meeting in which the minutes were taken. General membership meeting minutes may be approved at the following general membership meeting or may be approved via email by two members who attended the meeting.

ARTICLE X: CONFLICT OF INTEREST

- A. No member of the Board shall financially benefit from any of the earnings of the Booster Club.

- B. No part of the activities of the Booster Club shall endeavor to influence legislation or involve participation in any political campaign on behalf of any candidate for public office.
- C. Notwithstanding any other provisions of these articles, the Booster Club shall not participate in any other activities not permitted to be carried out by a non-profit organization exempt from Federal Income Tax.
- D. Monies from fundraising activities of the Booster Club shall be limited in use to projects not normally funded by the Arlington Independent School District.
- E. All activities of the Booster Club shall be compatible with the policies and the program objectives established by the appropriate officials and employees of the Arlington Independent School District.
- F. Members of the Executive Committee shall not engage in any activity which gives rise to, or could give rise to, an appearance or claim of self-dealing loyalty or conflict of interest by reason of such person's position with the Booster Club. In the event that such person has reason to believe her or his activities or anticipated activities could give rise to any such claim, she or he shall have a duty to disclose such activities or anticipated activities to the Executive Committee.
- G. The officers of the Executive Committee shall sign a Confidentiality, Ethics and Conflict of Interest Agreement annually.

ARTICLE XI: AMENDMENTS

These by-laws may be amended after approval of the Executive Committee and with a two-thirds ($\frac{2}{3}$) vote of the membership of the Booster Club present at a General Meeting.

ARTICLE XII: NON-DISCRIMINATION

It is the policy of the Booster Club that all parties involved in the operation of the Booster Club will provide an inclusive environment that is free of all forms of discrimination.

ARTICLE XIII: SCHOLARSHIP

Section 1. Scholarship Eligibility Requirements.

1. The policy of the Booster Club is that the applicant or the applicant's household must have had an annual Booster Club membership for the entire four (4) years of being in the STEM Academy to be an eligible scholarship awarded recipient, with the exception of applicants for the Jay Atman scholarship. For the Jay Atman scholarship, applicants or the applicant's household must have Booster Club membership at least during the applicant's senior year and prior to the scholarship application deadline to be eligible to receive this scholarship.
2. Scholarship applicants must also be a graduating STEM Academy senior, must enroll full-time in an accredited college, university, technical institute, or trade school in the summer or fall semester immediately following high school graduation, and must have a weighted GPA of 3.4 or higher.
3. Students or relatives of the Board may be eligible for scholarships assuming all identifying information has been removed from all applications by the Scholarship Chair prior to providing the applications to the Scholarship Committee.
4. Preferably the Scholarship Chair shall be unrelated to a STEM Academy student in his/her senior year who is eligible to apply for the scholarship. Preferably Scholarship Committee members will also not be the parent or relative of a graduating STEM senior. However, if other volunteers are

unavailable, the Scholarship Committee may be comprised of parents or relatives of a graduating STEM senior if the senior is not applying for a scholarship.

Section 2. Scholarship Committee.

1. The Scholarship Chair shall advertise the scholarship program at least twice annually [Fall general meeting when discussing committee membership and Spring when the application deadline is announced] through the Booster Club's social media accounts and through the STEM Academy information distribution systems, such as Remind, the newsletter, etc.
2. The Scholarship Chair shall appoint a Scholarship Committee consisting of at least three (3) members and one (1) alternate, with the committee consisting of an odd number of members. This Committee shall be responsible for reviewing scholarship applications and selecting recipients.
3. The Scholarship Chair, along with the Committee, shall establish evaluation criteria elements and the weight of each element prior to distribution of the applications to the Committee. The criteria elements may include, but are not limited to, grade point average, student response to essays or questions, letter of recommendation, leadership roles, community service, extracurricular activities, and/or work experience. Individual donors who provide a specific scholarship may submit additional criteria elements (such as preference given to a female biomed student).
4. The Scholarship Chair shall advertise the application acceptance period and all deadlines, receive applications, determine all applications meet the eligibility requirements, redact any identifying information of the applicant, and distribute the redacted applications to the Scholarship Committee. The Scholarship Chair shall not participate in the selection of the scholarship recipients. Once the recipients are determined, the Scholarship Chair will organize the distribution of the scholarships.
5. The Scholarship Committee shall determine the number and award amount of the scholarships based on the number of applicants and established criteria. Preferably no single scholarship award shall be for more than 25% of the available funds **unless the pool of qualified applicants is less than 5 or the available funds are less than \$1,000 with the exception of the Jay Atman Scholarship.** The Jay Atman Scholarship may be up to \$1,000 to a single recipient. Scholarships awards shall be in increments of \$250 (\$250, \$500, etc), and any remaining funds not awarded shall remain in the Booster Club bank account designated for future scholarship awards.
6. The Scholarship Chair will notify scholarship recipients in writing prior to the spring STEM banquet and no later than May 31 of the current year. Results will be published via the Booster Club's social media and scholarship certificates will be awarded at the spring STEM banquet. Recipients and their families are encouraged to attend. In the event the banquet is not held **or the recipient cannot attend**, certificates will be arranged to be delivered directly to recipients **or families.**
7. Scholarship recipients will receive a Scholarship Award Winner Packet that they must complete and submit to the MHS Bookkeeping Office. The Martin STEM Academy Booster Club treasurer shall collect and distribute all monies for the scholarships as directed by the Scholarship Committee; the treasurer will send the scholarship award check to MHS who will coordinate payment with the recipient's selected school. Funds shall be applied to college tuition, fees, or room and board.

Section 3. Scholarship Fundraising.

1. Funds raised at the scholarship fundraiser influence the number and amounts of scholarships that are awarded for the following year. For example, funds raised at the scholarship fundraiser in Spring 2023 directly influence the number and amounts of scholarships the Scholarship Committee may award in Spring 2024.

2. If the scholarship fundraiser raises over \$10,000, the Executive Committee retains the discretion to retain up to 25% of the funds (rounded up to a whole number) designated for the next year's scholarship awards to remain in the Booster Club's bank account to protect against the following year's scholarship fundraiser underperforming.