

Article I -- Name

The name of this organization shall be the Chattahoochee High School Art Booster Club (also known as the CHSA Booster Club.)

Article II -- Mission Statement

The Chattahoochee High School Art Booster Club is a non-profit organization formed for the purpose of assisting in and enhancing the visual art programs sponsored by Chattahoochee High School. The Booster Club shall strive to indirectly enhance the educational environment of all CHS students by supporting and supplementing the schools visual art department budget when and where necessary. Our goals as an organization include (but are not limited to) the following:

- To promote and publicize incarnate Chattahoochee High School visual arts;
- To encourage artistic development of students;
- To develop and enhance a sense of pride in self expression through art;
- To provide support, financial and otherwise, to all CHS artists
- To provide the necessary resources to supply the program with the highest quality training, equipment and supplies

Article III -- Structure / Membership

The structure and organization of the CHS Art Booster Club is intended to assure coordination and harmony with other departments and organizations within the school. The activities of the Booster Club shall be subject to the approval of the school administration.

PRINCIPAL Representing Administration	ART DIRECTOR Representing visual art teachers/ Students	BOOSTER CLUB BOARD Representing Art Programs
MEMBERSHIP Representing Families (students, Parents, Alumnae)		

A. Principal -- The CHS Principal will be the Administrator through which the activities of the Booster Club will be approved. Minutes of all Booster Club meetings shall be made available to the Principal.

B. Art Director -- The CHS Art Director shall be on the Booster Club Board as the representative of the art teachers and students. The Art Director shall be the liaison between the Booster Club Board and the Administration.

C. Booster Board -- The Booster Board shall consist of one (1) to three (3) representative for each visual art program as appointed by the art director with concurrence from the Booster Club Board. The Art Director shall also be on the Booster Board representing the visual art teachers. The Booster Board is the functional body of the Booster Club. It will act to carry out the purposes as stated in Article II. The Booster Board will set short term and long term goals for the Booster Club and make recommendations to the Administration as to how its monies will be spent. Officers will be elected from the Booster Board by the membership annually. The titles and duties of the officers shall be:

PRESIDENT

- The President shall preside at all Chattahoochee High School Art Booster Club meetings and fund raising events;
- Shall work with the Art Director to develop meeting agendas;
- Shall ensure that representatives effectively perform their duties
- Shall coordinate the activities of representatives and shall perform other duties usually pertaining to the office of President.

VICE PRESIDENT

- The Vice President shall assist the President and shall preside over any meeting or event in the absence of the President;
- Shall coordinates Publicity with the Art Director and Administration
- Shall coordinate optional visual art specific fund raising approved by the Art Director
- In the event that the President cannot complete the designated term, the Vice President shall complete the remainder of the term in the position of President.

SECRETARY

- The Secretary shall keep a written record of all Chattahoochee High School Art Booster Club meeting;
- Shall present Minutes of all Meetings on a monthly basis for review and approval of the Booster Board;
- Shall maintain a copy of the By-Laws;
- Shall add any amendments to the By-Laws

TREASURER

- The Treasurer shall maintain a complete set of books of account in accordance with generally accepted accounting principles and practices.
- The Treasurer shall make disbursements from the visual art encumbered funds and the general fund, and shall pay expenses approved by the Executive Board and shall secure proper vouchers thereof and shall receive and deposit moneys of the CHSA Booster Club in the Club's checking and/or savings account.
- The Treasurer shall report the amount of money available in the general fund and encumbered funds at each monthly General Membership Meeting.
- Treasurer shall maintain membership information for each CHSA Booster Club member.

BOOSTER CLUB BOARD REPRESENTATIVES

- The Booster Club Board representatives shall provide oversight and serve as liaison with parents for the visual art department;
- Shall be responsible for overseeing the collection of art participation fees;
- Shall organize banquets
- Shall support fund raising activities, including but not limited to such activities as seeking sponsorships for the annual events (TBD), seeking business sponsorships for CHS visual art programs.

Chattahoochee High School students, parents, faculty members, staff, alumnae and their families. Throughout each year CHS students who participate in visual art shows, competitions etc. are our ambassadors to the entire community. Our goal is to achieve 100% participation by all families of the school by soliciting sponsorship support, volunteer participation is support of fund raising events and contribution of a fee (to be determined by the Booster Club Board) to support participation in art.

E. Meetings -- The CHSA Booster Club Board shall meet monthly from August through May of each school year. Booster Club members may attend either of two open meetings scheduled each year. Members wishing to attend a Booster Club Board meeting may do so by requesting to attend at least one month in advance at the discretion of the Art Director.

Article IV -- Election of Officers

The election of officers shall take place annually. Officers shall be limited to a maximum of three one year terms. Officers who complete the maximum years of service and who want to continue to serve may retain a position as an at-large booster club representative upon approval by the Art Director.

Article V -- Rules

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and special rules of order the organization may adopt.

Article VI -- Amendment to the By-Laws

These By-Laws may be amended by a simple majority vote of the members present at the May meeting each year. All proposed amendments to the by-laws must be submitted in writing in February. They will then be open for discussion and modification at the March and April meetings, and will be voted upon at the May meeting each year. Any approved amendment to the by-laws will be incorporated and effective for the next school year.

Article VII -- Approval of By-Laws

These By-Laws were adopted by the Booster Club Board at its May 2007 meeting to be effective immediately. Adoption of these by-laws will be recorded in the official minutes of the August 2007 Booster Club meeting.

President: _____
Vice President: _____
Secretary: _____
Principal: _____
Art Director: _____

Appendix A:

Introduction to Robert's Rules of Order

What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

- 1. Call to order.
- 2. Roll call of members present.
- 3. Reading of minutes of last meeting.
- 4. Officers reports.
- 5. Committee reports.
- 6. Special orders --- Important business previously designated for consideration at this meeting.
- 7. Unfinished business.
- 8. New business.
- 9. Announcements.
- 10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

- 1. Call to order.
- 2. Second motions.
- 3. Debate motions.
- 4. Vote on motions.

There are four Basic Types of Motions:

1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

- 1. Obtaining the floor
 - a. Wait until the last speaker has finished.
 - b. Ask to be recognized by the Meeting Chairman (usually the President) for the purpose of making a motion.
 - c. Wait until the Meeting Chairman recognizes you.

- 2. Make Your Motion
 - a. Speak in a clear and concise manner.
 - B. Always states a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ..."
 - C. Avoid personalities and stay on your subject.

- 3. Wait for Someone to Second Your Motion
- 4. Another member will second your motion or the Meeting Chairman will call for a second.
- 5. If there is no second to your motion it is lost.
- 6. The Meeting Chairman States Your Motion
 - a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
 - B. The membership then either debates your motion, or may move directly to a vote.
 - C. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.

- 7. Expanding on Your Motion
 - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - B. The mover is always allowed to speak first.
 - C. All comments and debate must be directed to the meeting chairman.
 - D. Keep to the time limit for speaking that has been established.
 - E. The mover may speak again only after other speakers are finished, unless called upon by the Meeting Chairman.

- 8. Putting the Question to the Membership
 - a. The Meeting Chairman asks, "Are you ready to vote on the question?"
 - B. If there is no more discussion, a vote is taken.
 - C. On a motion to move the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws or policy of your organization. There are five methods used to vote by most organizations, they are:

- 1. By Voice -- The Chairman asks those in favor to say, "Aye", those opposed to say "no". Any member may move for an exact count.
- 2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
- 3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
- 4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
- 5. By Ballot -- Members write their vote on a slip of paper; this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

- 1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.

- 2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

- 1. Allow motions that are in order.
- 2. Have members obtain the floor properly.
- 3. Speak clearly and concisely.
- 4. Obey the rules of debate.
- 5. Most importantly, *BE COURTEOUS*.