

Constitution  
Lutheran High School Westland Boosters  
Detroit Michigan

6-17-87  
Revised 8-19-91  
Revised 9-15-94

**ARTICLE I – NAME**

The name of this organization shall be the Lutheran High School Westland Boosters. It shall be an auxiliary organization of the Lutheran High School Association of Greater Detroit.

**ARTICLE II – PURPOSE**

The purpose of this organization shall be:

- A. To promote interest in the school.
- B. To strengthen the bond between the school and the home.
- C. To foster and develop a spirit of Christian fellowship and social activity among the parents, friends, teachers and students in Lutheran High School Westland.
- D. To aid in providing funds and service for the high school.

**ARTICLE III – MEMBERSHIP**

Any person who has the interest of Lutheran High School Westland at heart shall be eligible to become a member. This shall include:

- A. All LHSW parents.
- B. All other persons interested in supporting the purpose of the Boosters. Membership shall continue as long as interest is shown by the member.

**ARTICLE IV – OFFICERS AND ELECTIONS**

- A. The officers of this organization shall be: President; Vice President; Secretary; and Treasurer. Officers shall have attained the age of 18 years when they assume office.
- B. Officers shall be elected at the May Booster membership meeting and shall assume office June 1<sup>st</sup>.
- C. The President and Treasurer shall be elected in odd years and the Secretary and Vice President in even years.
- D. A nominating committee, consisting of three members shall be appointed no later than the March Executive Board Meeting by the President. They shall prepare a slate of candidates to be presented at

the April Executive Board Meeting. Additional nominations may be made to the President at any time prior to the May election.

- E. The President shall appoint five Directors following the annual elections. The director's positions will consist of those described in ARTICLE VI below.
- F. A vacancy in any office of Directorship may be filled by presidential appointment for service until the time of the next regular election.

#### **ARTICLE V – EXECUTIVE BOARD**

- A. The Executive Board shall consist of the officers and five directors of this organization and the principal, assistant principal and athletic director of Lutheran High Westland.
- B. The Executive Board shall meet as needed, but generally once per month. Special meetings of the Executive Board may be called when deemed necessary by the President, or any three (3) members of the Executive Board.
- C. Only Executive Board members are eligible to vote at Executive Board Meetings.

#### **ARTICLE VI – DUTIES OF OFFICERS AND DIRECTORS**

- A. The President shall:
  - 1. Preside at all meetings of this organization.
  - 2. Appoint, with the approval of the Executive Board, the five Directors and the Chairmen of all committees and special events.
  - 3. Perform such duties as are ordinarily incumbent upon the president of an organization.
  - 4. Serve as ex-official member of all standing committees and special committees.
  - 5. Be authorized to sign checks in the absence of the Treasurer.
- B. The Vice President shall:
  - 1. Perform all the duties of the President in his or her absence.
  - 2. Be the chairperson of the Church Representative Committee.
  - 3. Assist the President, Special Events Director and Craft Show Director in finding volunteers to chair and work at Booster sponsored events.
- C. The Secretary shall:
  - 1. Record the minutes of all meetings of this organization and the Executive Board.

2. Receive and file all formal reports of officers and committees.
3. Conduct all official Booster Correspondence.
4. Maintain the Booster Executive Board Rooster.

D. The Treasurer shall:

1. Pay by check all bills authorized by the Boosters, using procedures outlined by the Association office.
2. Receive and deposit all monies in a bank.
3. Keep an itemized account of all receipts.
4. Submit financial reports at each meeting.
5. Submit financial records annually for audit.
6. Advise the board of conditions where chairpersons or Board members have not submitted receipts to cover advanced funds within a reasonable time period, (usually within 30 days of issue)

E. The Director-Special Events shall:

1. Coordinate and monitor the Boosters calendar to assure coverage for special events including: the Band concert, the Fine Arts Festival Reception, the Teacher Appreciation week, and other activities as directed by the Executive Board.
2. Coordinate the distribution of "Participation Sheets" to Fall Registration to identify people willing to assist with School or Booster Events.
3. Identify and recommend to the Board chairpersons and assist them as necessary.
4. Maintain a file of written instructions for all "Special Events"

F. The Director Concessions and Tickets shall:

1. Coordinate the selling of tickets and concessions at selected home activities or Booster sponsored functions.
2. Direct the purchase of all concession products and maintain an inventory of products to assure upcoming events are stocked.
3. With the assistance of the Board, select and direct the concession and ticket chairpersons in the performance of their duties. (Includes the publishing of written instructions for volunteer workers (parents) to follow for specific events.)

G. The Director Craft Show shall:

1. Coordinate the LHSW Spring and Fall craft show.

2. Report needs and activities to the Boosters Executive Board before and after each craft show either by attending the Board meeting or advising the President.
3. Work with the Treasurer to account for receipts and expenses attributed to the craft show.
4. Select craft show chairpersons.

H. The Director Publicity and Newsletter shall:

1. At the direction of the Executive Board publish flyers and announcements to promote all Booster events.
2. Publish a Booster Newsletter to be included with the regularly mailed school newsletter.

The Director Buildings and Grounds shall:

1. At the direction of the Executive Board coordinate the purchase, repair or construction of physical changes sponsored by the Boosters.
2. Coordinate the clean-up work days with the school administrators to assure meaningful participation by parents, students and teachers.
3. Assist the Athletic Director and Coaches to locate volunteers to prepare the athletic fields for games. (e.g. lining the fields.)

## **ARTICLE VII – DUTIES OF THE MEMBER**

Members of this organization are encouraged to attend all Booster membership meeting and take an active interest in attaining the objectives and purpose of the organization.

## **ARTICLE VIII – RESPONSIBILITIES**

As an auxiliary organization of the Lutheran High School Association of Greater Detroit, this organization is responsible to the Principal of Lutheran High School Westland. This organization will abide by all Association policies governing auxiliary organizations.

## **ARTICLE IX – DISSOLUTION**

In the event of the dissolution of this organization, all funds shall be turned over to the Lutheran High School Association of Greater Detroit.

## **ARTICLE X – AMENDMENTS**

- A. Amendments to this Constitution may be proposed at any regularly called membership meeting of this organization. Final action on a proposed amendment shall not be taken until a second or subsequent meeting. A copy of the proposed amendment shall be available to all members at least one week prior to the second meeting at which final action is to be taken on the amendment.
- B. Any amendment will have been properly adopted when it shall have passed by 2/3 majority of all votes cast in a properly constituted Booster meeting.
- C. Any amendment upon being properly adopted and ratified shall be declared to be in effect at once unless stated to the contrary at the meeting at which the amendment is ratified.