

Lakewood Tiger Football Booster Club
By-Laws as Amended December 8, 2009
(Original March 14, 2006)

I. Purpose

- A. To promote and develop pride and school spirit for football activities of Lakewood High School
- B. To promote understanding, recognition, and achievements of those involved in the football program at Lakewood High School.
- C. The primary objective of the Lakewood Tiger Football Booster Club is to promote and support the football program of Lakewood High School.
- D. Funds will be used only to accomplish the objective stated about, Item C.
- E. The Lakewood Tiger Football Booster Club is not for profit.

II. Membership

- A. Parents of, the football players are automatic members of the Lakewood Tiger Football Booster Club with the exclusion of any person convicted of any felony or misdemeanor involving financial mismanagement, theft or embezzlement of funds from any organization.
- B. Football Alumni players are automatic members of the Lakewood Tiger Football Booster Club, however have no voting privileges.
- C. The board may award special memberships to any person, company or organization interested in the Lakewood Tiger Football Booster club.

III. Voting.

- A. Every member present at a General meeting or special meeting shall be entitled to one vote on each motion present for adoption.
- B. Proxies or vote by proxy shall not be permitted.
- C. The members present shall constitute a quorum.

IV. Management

- A. Lakewood Tiger Football Booster Club is incorporated under the laws of The State Colorado as a non-profit organization

V. Executive Board Members

- A. The board shall be comprised of (4) executive officers: to include
 - 1. President
 - 2. Vice-President
 - 3. Secretary
 - 4. Treasurer
- B. In addition, there will be a Freshmen, Sophomore, Junior and Senior class representative.

VI. Activities

- A. All activities shall be approved by the board and general membership.
- B. It is understood that the Lakewood Tiger Football Booster Club will in no way interfere with the administration of Lakewood High School or the Jefferson County R-1 School District.
- B. Materials purchased for the school by the Lakewood Tiger Football Booster Club shall become the property of the school.

VII. Funds

- A. All fund raising drives instituted and completed by the Lakewood Football Booster Club shall be the property of said club and the distribution of funds shall be at the discretion of the board.
- B. All Members will be active participants of all fund raising events.

- C. All Members will encourage and support the Team fund raising events.
- D. Requests for monies must be in written form.
- E. The President or designee, and Treasurer may approve expenditures up to \$250.00.
- F. The general membership of the Lakewood Football Booster Club must approve expenditures exceeding \$250.00.

VIII. Meetings

- A. General meetings for the membership shall be held on a monthly basis.
- B. Notice shall be given prior to each meeting.

IX. Attendance

- A. If any member of the board is absent from (3) consecutive meetings, that member may be dropped from the board.
- B. If the board chooses to drop that member, the general membership will nominate and elect a person to fill the unexpired term of that vacated position.

X. Elections

- A. Nominations for officers shall be made at the general meeting in October of each year.
- B. The Board elections shall be in November of each year.
- C. The transition of Board members shall be at the season end banquet of that year. Except the treasurer.

XI. Duties of the Officers

President

- A. The president shall preside at all the meetings.
- B. He/she shall whenever necessary, appoint appropriate committees to carry out the necessary functions of the organization.

- C. He/she shall be the ex-officio member of all committees
- D. The president shall receive all communications from whatever source relative to the organization.

Vice President

- A. In the absence of the President the Vice-President shall assume the duties of the President.
- B. The Vice-President shall attend to such other duties as requested by the President.

Secretary

- A. The secretary shall have custody of the by-laws.
- B. He/she shall keep the minutes of all meetings
- C. He/she shall be responsible for preparing and distributing meeting notices, and the minutes of all meetings.
- D. He/she shall attend to such other correspondence as it requested of this office and shall perform such other duties as assigned by the President or appropriate officer.

Treasurer

- A. Treasurer shall receive and disburse the funds of the Lakewood Tiger Football Booster Club.
- B. He/she shall keep the appropriate records as needed for accounting for the funds received and disbursed.
- C. All checks shall require the signature of two officers.
- D. The annual report shall be presented to the January General Meeting, with Board approved audit. The newly elected Treasurer shall assume the duties of Treasurer at this time.
- E. The Treasurer may authorize an appropriate officer to perform any of the duties of the Treasurer during his/her absence.

XII. Duties of Class Representatives

- A. Obtain current class roster.
- B. Obtain current football schedule and distribute it.
- C. Obtain the player's parents name, address and current phone numbers.
- D. Notify parents of each class about current information as directed by:
 - 1. Committee Heads
 - 2. Board Members
 - 3. Coaches

Freshmen Representative

Responsible for coordination at Varsity home games the sale of:

- 1. Programs
- 2. Clothing and apparel

Sophomore and Junior Representatives

Responsible for coordination at Junior Varsity games:

- 1. Concessions at JV games
- 2. Assist as needed with the Freshmen class representatives for the sales at the Varsity games.

Senior Representatives

Responsible for:

- 1. Assisting the other class representatives as needed.

XIII. Amendments

These by-laws, rules and regulations may be amended at any general meeting of the Lakewood Tiger Booster Club, provided that the proposed amendment was presented and read at the preceding general meeting. A new amendment or by-law not affecting any existing by-law may be adopted at the general meeting of the Lakewood Tiger Football Booster Club upon the prior approval of the board.

Amendment A. (passed 2009)

To the extent that the by-laws of the Lakewood Tiger Football Booster Club contains a provision requiring the season ending banquet be held on a date that is determined by reference to the CHSAA playoff scheduled, that provision is hereby deleted, effective immediately.