

**BY-LAWS**  
**THOMAS JEFFERSON HIGH SCHOOL FOR SCIENCE AND TECHNOLOGY**  
**ACADEMIC BOOSTERS, INC.**

**ARTICLE I: NAME**

The name of this organization shall be the Thomas Jefferson High School for Science and Technology Academic Boosters, Inc., (hereinafter referred to as the “Academic Boosters”).

**ARTICLE II: PURPOSE**

The objectives of the Academic Boosters are:

- To promote and support the academic teams of the Thomas Jefferson High School for Science and Technology (hereinafter “TJHSST” or the “School”) and the many students who participate on the School’s academic teams.
- To assist the TJHSST Administration’s efforts to support the School’s academic teams.
- To provide a means for parents to communicate their comments, ideas, and recommendations concerning the administration of TJHSST’s academic teams.

**ARTICLE III: ORGANIZATION OF THE ACADEMIC BOOSTERS**

The Academic Boosters shall consist of the General Membership (hereinafter referred to as “Academic Boosters members” or “members”), a Board of Directors (hereinafter referred to as the “Board”), and the Academic Boosters Officers.

**ARTICLE IV: GENERAL MEMBERSHIP**

1. To be a member of Academic Boosters, a person must be a parent or guardian of a current or former student at the School or a member of the School’s faculty or Administration and must have paid the annual dues for the current membership year. The membership year shall begin on July 1 of each year and end on the following June 30.
2. Each Academic Boosters member shall have one vote on all questions that come before the General Membership.
3. Each Academic Boosters member shall have the right to attend all meetings of the Academic Boosters, including the general meetings and the meetings of the Board. At meetings of the Board, a Academic Boosters member shall have the right to speak and present subjects for discussion. Any Academic Boosters Member who is in attendance at an Academic Boosters meeting may vote on all issues that require approval by the Board.
4. To remain in good standing, Academic Boosters members must pay dues annually.

**ARTICLE V: BOARD OF DIRECTORS**

1. The activities of the Academic Boosters shall be managed and directed by its Board. The Board shall provide daily oversight and direction of the activities of the Academic Boosters. These activities include, but are not limited to:
  - Representing the views of the Academic Boosters members to the Administration.
  - Overseeing and managing the fund raising, volunteer work, and other activities of the Academic Boosters.

- Coordinating the Academic Boosters' activities with, the Administration, with the students on the School's academic teams, and with other organizations at the School.
  - Overseeing and allocating the funds of the Academic Boosters to the School's academic teams.
2. The Board shall consist of Academic Boosters Officers, the chairs of any working committees created by the Board, representatives of the Administration, and members selected from the General Membership.
  3. Academic Boosters Board Members: The Board shall consist of at least five (5) and not more than twenty (20) people.
  4. Academic Boosters Officers: The Academic Boosters Officers shall be as defined in ARTICLE VI.
  5. Administration: The Administration shall select at least one member of the faculty to serve as a member of the Board. The Principal shall be an advisor to the Board.
  6. Members of the Board and Academic Boosters members attending regularly-scheduled meetings shall have one vote each on issues coming before the Board.
  7. Student representatives may be invited to attend the monthly meetings to present views and recommendations to the Academic Boosters Board.

#### **ARTICLE VI: ACADEMIC BOOSTERS OFFICERS**

1. The Academic Boosters Officers shall be a President, Vice President, Secretary, and Treasurer, all of whom shall be elected annually from the Academic Boosters members. Any person who is a Academic Boosters member in good standing may hold an office.
2. President: The role and responsibilities of the President shall be the following:
  - The President will preside at meetings of all the members of the Academic Boosters and at all meetings of the Board.
  - The President will represent the Academic Boosters in meetings with the Administration, the students, and other groups affiliated with the School.
  - The President will perform such other duties as the Board or the membership shall deem necessary, although any additional duties are subject to approval of the Board or the Academic Boosters members.
  - The President will appoint Committee Chairpersons.
  - The President will develop a slate of nominees for service the following year.
  - The President will fill vacant Chairperson positions.
  - The President shall serve no more than two consecutive terms.
3. Vice President(s): There shall be at least one Vice President elected each year. In the absence of the President or in the event of the inability of the President to act, the Vice President (or in the event there be more than one Vice President, the Vice Presidents in the order designated by the Board, or in the absence of any designation, then in the order of their

election) shall perform the duties of the President. Vice Presidents shall perform such other duties and have such other powers as the Board may from time to time prescribe.

4. Secretary: The Secretary shall:

- Record and distribute the minutes of all meetings of the Academic Boosters Board and general membership.
- Prepare all formal correspondence of the Academic Boosters.
- Retain all records of the meetings of the Board, copies of the Treasurer's reports, and copies of correspondence, and shall make these available to any Academic Boosters member upon request at a mutually convenient time and place. The Board may determine the form in which records are to be kept (e.g., paper, electronic, stored on website or CD backup).
- Submit articles to the various school related publications such as the PTSA Newsletter and TJ Today. In the absence of the President and Vice President(s), the Secretary shall perform the duties of the President.

5. Treasurer. The Treasurer shall be responsible for the funds and other assets of the Academic Boosters. The Treasurer shall:

- Receive, deposit, and account for the funds and other current assets of the Academic Boosters.
- Maintain all records of the funds, securities, and other assets of the Academic Boosters.
- Maintain cash boxes.
- Prepare monthly a Statement of Revenues and Expenses of the Academic Boosters for submission to the Board.
- Reconcile bank accounts.
- Prepare the annual tax return.

The Treasurer shall be limited in his/her discretionary authority to dispense funds by provisions established in the Article IX. The Treasurer shall perform the duties of the President in the absence of the President, Vice President(s), and Secretary.

6. Compensation of Officers: Officers shall not receive any salaries or fees for their services, but they shall be reimbursed for out-of-pocket expenses incurred in the performance of their duties on behalf of the Academic Boosters.

## **ARTICLE VII: NOMINATIONS AND ELECTIONS**

1. Academic Boosters Officers shall be nominated no later than April 30 of each year and shall be elected at the next annual meeting of the Board.

- Any Academic Boosters Member in good standing may be nominated for any Academic Boosters Officer position, but he/she must be present at the time of his/her nomination or indicate in writing that he/she will accept the nomination and will remain a member in good standing of the Academic Boosters in the following academic year.

- Members of the Academic Boosters shall be notified of the slate of nominees at least two weeks before the next scheduled annual meeting of the Academic Boosters.
  - Notice can be effectuated by any of the following methods: posting the list of nominees on the Academic Boosters website, emailing the list of nominees to all current members, sending the list nominees to all members by U.S. first class mail, or giving personal notice by telephone or similar communication.
  - A vote of the majority of those present at the annual meeting shall be sufficient to elect Academic Boosters officers. Members unable to attend may cast a vote by submitting a letter to the President of the Academic Boosters.
2. Terms of Academic Boosters Officers: Academic Boosters Officers shall serve from July 1 of the year in which they are elected until June 30 of the following calendar year.
  3. Resignation, Filling Vacancies: Any Officer or Board member may resign at any time by delivering written notice to the President or Secretary of the Academic Boosters. Should an Academic Boosters Officer or Board member be unable to complete his or her term, the Board may -- at its next scheduled meeting -- select an individual in good standing from the general membership of the Academic Boosters to complete the unexpired term of the resigning Officer or Board member.
  4. Should the Board or general membership create a new officer position, it shall be the responsibility of the Board -- at its next scheduled meeting -- to select an individual in good standing from the general membership of the Academic Boosters to serve in the new role until the next annual meeting of the Academic Boosters.
  5. Effort shall be made to insure that the Board membership includes people who can represent the interests of all the academic teams and all the classes of the School.

#### **ARTICLE VIII - ACTIVITIES OF THE BOARD**

1. The Board shall meet monthly unless deemed unnecessary by the Board.
2. The President shall set the time and place of each meeting. Board meetings may take place by conference call or similar communications equipment by means of which all persons participating in the meeting can simultaneously hear each other. Also where appropriate, the Board may conduct business through the use of electronic communications (*e.g.*, email).
3. The President may call a special meeting of the Board at any time. A special meeting may be called at the request of five Academic Boosters Board members, upon a request of the members of the Board who are from the Administration, or upon a request of twenty-five Academic Boosters members.
4. Notices of the Board's monthly meetings and any special meetings shall be posted on the website for the Academic Boosters.
5. A quorum for conducting business at Board meetings shall be at least two elected officers and a total of at least five (5) Board or Academic Boosters members. For emergent issues that require attention between regular board meetings, the President may proceed with the approval of the other elected officers.
6. The Board may appoint various committees to assist it in carrying out its functions.

## **ARTICLE IX. - GENERAL PROVISIONS**

### 1. Financial:

- All funds of the Academic Boosters shall be deposited promptly.
- All disbursements in excess of \$1,000.00 must be approved by a majority of the Board.
- Disbursements less than \$1,000.00 may be approved by the President, or a designated Vice President in the absence of the President, if the decision to expend such funds must be made before the next scheduled meeting of the Board. However, such disbursements shall be reported to the Board at the next scheduled meeting.
- Emergency disbursements of less than \$200 may be made at the discretion of the Treasurer. Such disbursements shall be reported to the Board at the next scheduled meeting.

### 2. Amending By-Laws:

- These by-laws may be amended by a vote of one-half the Members present at any meeting of the General Membership of the Academic Boosters.
- The Academic Boosters Board must be notified of the intent to amend the by-laws at least fifteen (15) days prior to the meeting. The notice must include information on the time and location of the meeting and information on how an interested member can obtain a copy of the proposed by-law amendments (*e.g.*, on the Academic Boosters website or from Academic Booster Board members).
- Notice to members of an intent to amend the by-laws can be effectuated by any of the following methods: posting such notice on the Academic Boosters website, emailing the notice to all current members, sending the notice to all members by U.S. first class mail, or providing personal notice by telephone or similar communication.

### 3. Conduct of Meetings: Except as the attendees shall agree, all meetings of the Academic Boosters shall be conducted in accordance with Roberts Rules of Order (and any revisions therein).

## **ARTICLE X**

These by-laws shall be effective from the date of incorporation until amended or Rescinded. Whenever these by-laws are amended, they shall be annotated as amended and signed by the President.