

**Cheverus High School  
Purple & Gold Booster Club  
2014 By-Laws**

**ARTICLE I: Purpose**

The purpose of the Purple & Gold Booster Club ("P&G") is to supplement and complement the efforts of the Cheverus High School ("Cheverus") administration in providing extracurricular activities at Cheverus and minimizing additional expense to families in an equitable, organized, efficient, accountable, and financially sound manner consistent with the principles and policies of Cheverus.

**ARTICLE II: General Membership**

**Section 1 – Membership**

The P&G Membership shall be composed of the following:

1. One representative from each sanctioned activity as listed in the Cheverus Students Activity Guide, at each level (i.e., varsity, junior varsity, and freshman). That representative (the "Liaison") shall be a non-student adult, preferably one who has a student participating in the activity.
2. All members of the P&G Board of Directors.
3. Three (3) Ex-Officio Members: the Cheverus Business Manager, the Cheverus Director of Athletics and Student Activities ("DAA") and the Cheverus Vice President for Institutional Advancement.
4. One at large member appointed by the DAA.

**Section 2 – Vacancies**

Any Liaison or Director who resigns or who has three unexcused absences from meetings per fiscal year (July 1 to June 30) may be replaced. In the event of such a vacancy in representation, the Activities Liaison Coordinators appointed in Article III, Section 5, 1. of these By-Laws shall work with the coach or advisor for such activity and the DAA to find a volunteer associated with the activity to serve as its Liaison. In the event there are no such volunteers, a person otherwise eligible, but not associated with the activity, may be named as the replacement Liaison.

**Section 3 – Membership Meetings:**

1. Meetings of the P&G Membership shall occur:
  - a. Annually on the third Monday of May or on such other date during the month of May as determined by the Board of Directors.
  - b. At least twice during each season – fall, winter and spring.
  - c. When scheduled by the P&G President.
  - d. When called by a majority of the P&G Membership.
2. All Membership meetings shall be conducted under Robert's Rules of Order, be open to the Cheverus community, and be held on the Cheverus campus with no additional cost to the school.
3. A majority of members of the P&G Board of Directors must be present at meetings of the Membership to constitute a quorum for the transaction of business.

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**ARTICLE III: Board of Directors**

**Section 1 – Powers**

The daily business and operations of the P&G shall be managed and controlled by a Board of Directors.

**Section 2 – Number and Term**

There shall be nine (9) Directors elected by the P&G Membership at the Annual Meeting. Each Director shall serve for (i) a maximum term of three (3) years or (ii) a minimum term of two (2) years or (iii) for such shorter term as may be approved by the Board of Directors and the Membership. No one person may serve more than six (6) consecutive years as a Director.

**Section 3 – Board Meetings**

1. The P&G Board of Directors shall hold the following Board meetings:
  - a. Annual Meeting: The P&G Board of Directors shall hold an annual meeting within thirty (30) days of the P&G Membership annual meeting to elect officers and appoint committees.
  - b. A minimum of one (1) meeting each month.
  - c. Additional meetings may be called by the P&G President or a majority of the P&G Board of Directors.
2. All meetings shall be conducted in accordance with Robert's Rules of Order.
3. All meetings may be noticed and/or conducted electronically except as otherwise provided in these By-Laws.
4. The presence of a majority of the P&G Board of Directors (5) is necessary to constitute a quorum for the transaction of business.

**Section 4 – Officers of the Board**

1. Selection
  - a. The Officers of the P&G shall be elected by a majority (5) of the P&G Board of Directors at a meeting held within thirty (30) days following the annual meeting of the Membership in May.
  - b. The Board, from its membership, shall elect a President, Vice-President, Secretary and Treasurer, each for a term of one year. No Director shall be elected an Officer for more than two (2) consecutive years unless approved by unanimous consent of the P&G Board of Directors.
2. Vacancies
  - a. In case of a vacancy on the Board and/or any of its Officers occurring after the annual meeting of the P&G Board of Directors, the vacancy shall be filled by the P&G Board of Directors from within the Board or from the existing General Membership.
  - b. The term of any replacement Director or Officer shall not exceed the term of the original position holder.

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3. Officers' Duties

a. President

- i. Preside at all meetings of the P&G Membership and the P&G Board of Directors
- ii. Represent the P&G, or appoint a substitute to represent the P&G, where representation is deemed advisable.
- iii. Assure compliance by the P&G with the rules, regulations, and policies of Cheverus, the Maine Principals' Association, and the Cheverus Office of Student Athletics and Activities.
- iv. Schedule meetings of the P&G Board of Directors and General Membership as prescribed by these By-laws
- v. Keep the Cheverus Principal and President informed of activities which impact or interrelates with academic and administrative matters
- vi. Appoint Chairpersons of the Standing Committees as provided in Article VII, Section 1 of these By-Laws and Non-Officer Functional Coordinators as provided in Article III, Section 5 of these By-Laws.
- vii. Appoint members to Ad Hoc Committees as provided in Article VII, Section 2 of these By-Laws.
- viii. Distribute to the P&G Board requests for funds at least one (1) business day before the scheduled meeting.
- ix. Shall sign, with the Secretary of P&G and Cheverus administrators, all contracts in the name of the P&G.

b. Vice President

- i. In the absence or disability of the President, perform the duties and exercise the powers of President of the P&G.
- ii. Perform such duties as may be delegated by the President of P&G.
- iii. Perform all Public Relations duties for the P&G.
- iv. Assure that the names of the P&G Directors are placed where they are accessible to the entire Cheverus community.
- v. Submit regular news updates to Cheverus' designated information source for parents.

c. Secretary

- i. Keep the minutes and records of all meetings of the General Membership and the Board of Directors and prepare a draft of such minutes to be presented to the Board for review within two weeks of the conclusion of any meeting.
- ii. Maintain and distribute the history of the P&G actions and ensure their dissemination through the designated information source for Cheverus parents.
- iii. Keep the records where the Cheverus Community has access to them at Cheverus.
- iv. Keep such other records as directed by the Board of Directors.
- v. Sign, with the President of the P&G and Cheverus administrators, all contracts in the name of the P&G.
- vi. Coordinate receipt and distribution of the P&G's mail.

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- d. Treasurer
  - i. Provide financial management reports to the P&G Board of Directors at all monthly meetings.
  - ii. Provide a monthly report of receipts and expenditures and year-to-date approved requests and corresponding disbursements for distribution to the P&G Membership; provide an annual report to be distributed at the annual meeting of the P&G Membership and through the Cheverus designated information source for parents.
  - iii. Perform duties and exercise fiduciary responsibility generally incident to the Office of Treasurer in coordination with the P&G Board of Directors and the Cheverus Business Manager to ensure that the finances of the P&G are accurately accounted for and reported.

**Section 5 – Non-Officer Functional Roles**

- 1. Activities Liaison Coordination Team
  - a. Shall be made up of two Directors appointed by the P&G President; one to serve as the Lead Coordinator and one to serve as the Assistant Coordinator.
  - b. Shall work with coaches and advisors to recruit a Liaison Representative from each sanctioned activity as discussed in Article II, Section 1, 1.
  - c. Keep and maintain a current list of Liaisons for each activity, including contact information, and provide that information as needed to the P&G Directors and officers at least quarterly.
  - d. Communicate with Liaisons regarding the rules and regulations of the P&G as well as the rules, regulations, policies of Cheverus, the MPA and the Office of the DAA as needed.
  - e. Communicate and coordinate with the Liaisons the needs of the P&G and Cheverus activities and the Office of the DAA.
  - f. Communicate the needs and concerns of the Liaisons and their fundraising activities to the P&G Board and the Office of the DAA.
- 2. Concessions Coordination Team.
  - a. Shall be made up of two Directors appointed by the P&G President; one to serve as the Lead Coordinator and one to serve as the Assistant Coordinator.
  - b. Shall be responsible for ensuring that the concession stand is adequately supplied for each event with necessary perishable and non-perishable supplies and equipment.
  - c. Shall serve as the Liaison between the Office of the DAA and the P&G Board for the purpose of coordinating all concession activity.
  - d. Shall work with the Activity Liaisons to set up each season's concessions routine and work space and training as needed.
  - e. In conjunction with the P&G Treasurer, shall review the concession expenses and income on a monthly basis for reasonableness and accuracy.

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3. At-Large Director
  - a. One Director appointed by the P&G President shall have an undefined functional position.
  - b. This person shall be assigned functional positions from time to time by the Officers of the Board, in support of another functional position, or in support of a necessary temporary function undefined in these By-laws.

**ARTICLE IV: Finances**

**Section 1 – Fiscal Year**

The fiscal year of the P&G shall be from July 1 through June 30 of each year.

**Section 2 – Management of Funds**

1. All funds of the P&G shall be used to further the purpose as expressed in Article I of these By-laws and shall be consistent with the policies of Cheverus High School.
2. All funds received by the P&G shall be deposited in an account specifically identified as the account of P&G of Cheverus High School.
  - a. All funds collected by P&G Officers, Members, and all extracurricular activities shall, unless otherwise specifically provided by these By-laws, be deposited in the P&G account.
  - b. Funds may be withdrawn from this account with the approval of the P&G Board of Directors on the signatures of the P&G President and Treasurer jointly with the Cheverus President and/or Business Manager. All Board approvals of withdrawals shall be communicated to the P&G Membership.
  - c. The Board of Directors, with notice to the Membership, shall establish at its annual meeting the minimum amount of monies to be maintained in the P&G account at the end of the fiscal year.
3. All funds shall be disbursed as directed by the P&G Board of Directors in accordance with these By-laws.
4. The P&G is a not-for-profit organization qualifying under Internal Revenue Code section 501 (c) (3). As such no member shall have legal or equitable ownership of any funds or property. In the event of dissolution of this Club any funds or property shall become the sole property of Cheverus.

**Section 3 – Miscellaneous Expenditures**

1. The P&G President shall have the authority to authorize expenditures up to \$250 per each request from the P&G account without first receiving authority from the Board of Directors. Such expenditures must be reported to the P&G Treasurer and Secretary and provided to the P&G Board of Directors at its next regular meeting.
2. The P&G Board of Directors shall allocate funds to cover the cost of items necessary for fund raising, including but not limited to perishable and non-perishable supplies for the concession stand and materials necessary to manage

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P&G activities. Funds shall be disbursed for these expenses on the presentation of an appropriate purchase order, or other approved form.

**ARTICLE V: Fund Raising**

**Section 1 – Fund Raising Standards**

1. Purple & Gold and its member activities shall conduct no fund raising activity without prior approval of the DAA and the Cheverus Office of Institutional Advancement.
2. No individual or group of individuals may contract or commit the P&G, an activity, or Cheverus in connection with fund raising activities without the Cheverus Business Manager's approval.
3. A parent or parents may volunteer to provide items for the benefit of participants, coaches, advisers, or moderators of an activity so long as those items are not in contravention of the policies of the P&G and Cheverus.
4. Except as otherwise permitted by the P&G Board of Directors, each sanctioned extracurricular activity may conduct one planned fund raising activity each season under the following conditions:
  - a. A request must be submitted to the Office of Student Athletics and Activities and the Office of Institutional Advancement setting forth
    - i. Details of the activity including the date, participants, conditions, etc.
    - ii. Specific purpose for raising the money.
    - iii. Statement of anticipated revenue, expenses and net income from the proposed fundraiser.
  - b. The fund raising activity may not infringe upon the domain of another activity (e.g., road race by the hockey team) or not be in conflict with other planned fund raising activities or Cheverus principles.
  - c. The request will be handled according to the process outlined in Article V, Section 2.
5. Funds raised shall be credited to the account of the P&G.

**Section 2 – Fund Raising Approval Process**

All fund raising projects must be approved by the P&G Board of Directors, according to the following process and subject to other rules and restrictions described in this Article:

1. Activity Liaison completes Fund Raising Request Form and submits to the Office of Student Athletics and Activities at least one week prior to the next P&G monthly meeting.
2. DAA reviews each request with the Office of Institutional Advancement to ensure there are no conflicts in the Cheverus community.
3. The DAA shall tell the Activity Liaison whether the request is denied at least one business day before the monthly P&G Membership meeting.
4. All approved requests shall be communicated to the P&G Board of Directors by the DAA for announcement at the P&G Membership meeting.
5. The Activity Liaison for the group conducting an approved fundraiser shall provide a Fundraising Summary Report Form to the Board of Directors with the

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income submitted from the fundraiser that shall include details about the gross proceeds, net proceeds, and a recommendation as to whether the subject activity should be undertaken again in the future.

**Section 3 – Fund Raising Rules for Exempted Activities**

1. Those activities intertwined with the administration of Cheverus, limited to Student Council, the Senior, Junior, Sophomore, and Freshman classes, service groups, Project Graduation, and Prom are exempt from Article V, Sections 1 & 2 and Article VI.
2. The list of exempt groups may be changed only by the Cheverus Principal.
3. Exempted Activities as defined in this Section may plan one or more fund raising activities on the condition that activities meet the following requirements:
  - a. Project/activity must be approved by the DAA and the Office of Institutional Advancement.
  - b. The project/activity is not in conflict with other activities or Cheverus' principles.
  - c. The purpose of the activity and its fund raising goal are provided to the P&G Board of Directors.

**ARTICLE VI: Funding Request Approval**

**Section 1 – Request Process**

1. All requests for funding shall be presented on the P&G Fund Request form and delivered to the Office of Student Athletics and Activities at least one week before the next P&G monthly meeting.
2. All funding requests must be supported by a fund-raiser done by the requesting activity. The Fund Raising Request Form (Article V, Section 2) must accompany the submission of this funding request.
  - a. In lieu of a fund raiser, participation in another activity's fund raiser is acceptable.
  - b. A written description of that participation must be submitted.
3. Within five business days of receipt, all requests shall be forwarded to the P&G President.
4. Requests will be processed as follows:
  - a. Equal to or less than \$250:
    - i. The P&G President will consider all written requests equal to or less than \$250 otherwise permitted by these By-laws and approve or reject the request in whole or in part
    - ii. The President may attach conditions such as procurement of bids, and collection of items for the school
  - b. Greater than \$250 and equal to or less than \$1000:
    - i. The P&G Board of Directors will consider all written requests for more than \$250 and equal to or less than \$1,000 otherwise permitted by

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- these By-Laws and by majority vote approve or reject such request in whole or in part
- ii. The Board may conduct its business by telephone or electronically.
- c. Greater than \$1,000:
- i. The P&G Board of Directors will consider all written requests for more than \$1,000 otherwise permitted by these By-Laws and will make a recommendation for approval or rejection or other decision regarding such request to the P&G Membership.
  - ii. The P&G Membership, by majority vote, will approve or reject the request in whole or in part
  - iii. Votes must be taken at a duly called meeting, which may be called electronically; the vote, however, must take place at a live meeting, approving or rejecting the request by majority vote.
5. Disposition of Requests
- a. Approved
    - i. Within 7 days of approval by the Board of Directors, the P&G President shall provide the meeting minutes discussing all approved requests to the Cheverus Business Office.
    - ii. Within 7 days of approval by the Board of Directors, the DAA will create a purchase order covering expenditures under the approved request and deliver such request to the Cheverus Business Office.
    - iii. The Activity Liaison responsible for the request will work with the DAA to make all payments connected to the request. Proof of such payments shall be delivered to the Cheverus Business Office, applied against the purchase order covering the request and reimbursed where necessary.
  - c. Not Approved
    - i. The Activity Liaison responsible for the request will be notified of the decision by the P&G Treasurer.
    - ii. Requests may be tabled pending the receipt of further information from the requestor or denied.

**Section 2 – Monetary Distribution Rules**

1. Each sanctioned extracurricular activity shall be allowed no more than three (3) approved Funding Requests in one fiscal year.
2. The P&G Treasurer must be informed if actual expenditures for approved requests exceed approved amounts by up to a maximum of \$100. Such additional expenditures may be paid by the Cheverus Business Office without further approval. No expenditure shall be paid by the Cheverus Business Office if it exceeds the approved request by more than \$100 without submitting a new request for approval of such additional amount as described in Article VII, Section 1.
3. All amounts covered by an approved funding request must be expended no later than 90 days after the completion of the season. In the event that the approved amount is not fully spent within that time, the approval will expire and become



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null and void; and such expenditure must go through the Funding Request Approval process set forth in this Article VI again.

4. Consistent with copyright law and Cheverus intellectual property rights, no one, whether or not associated with P&G or funded by P&G, can produce items using the Cheverus name or logo without prior approval from Cheverus Administration.

## **ARTICLE VII – Committees**

### **Section 1 – Standing Committees**

The Board of Directors shall have the Standing Committees listed below. Members shall be appointed to the Standing Committees by the P&G President by June 30 and any vacancies on such Committees occurring thereafter shall be filled by the P&G President.

1. **Appeals Committee:** Shall be composed of three members appointed from the Board of Directors and three members appointed from the P&G Membership. The duties of this committee include hearing complaints and appeals of decisions of the P&G President, the P&G board of Directors and the P&G Membership, and any complaints regarding compliance with these By-Laws.
2. **Nominating Committee:** Shall be composed of a minimum of three members of the P&G Board of Directors. The duties of this Committee shall include submitting the names of nominees for election to the P&G Board of Directors and the slate of P&G Officers to the P&G Board of Directors.

### **Section 2 – Ad Hoc Committees**

The P&G President may in his or her discretion appoint committees to address certain issues, projects or other matters of concern to the P&G. These committees shall have a set term and stated charge. Any such committee shall report to the P&G Board of Directors.

## **ARTICLE VIII – Applicability and Authorization**

Cheverus recognizes the P&G as the authorized organization for raising funds and approving funding requests outside of the Cheverus Administration. Funds raised shall be spent only for items and expenses over and above funds designated by the Cheverus Business Office for sanctioned student activities. As such, no individual, group of individuals, students, parents, or other interested party, shall raise money through projects or solicitations from any participant, parent, or business for the purpose of purchasing or otherwise providing items, goods or services for any student activity without the approval of the P&G Board of Directors as set forth in these By-Laws and the written approval of the DAA. Gifts may be made consistent with the policies for gifts made to Cheverus.

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**ARTICLE IX – Amendments**

These By-laws may be amended annually upon:

1. Providing the proposed change(s) in writing or electronically to the P&G General Membership 30 days in advance of the Annual General Membership Meeting in May.
2. Acceptance of such change(s) by the President of Cheverus High School.
3. The approval of two-thirds of the P&G Membership present and voting at the Annual Meeting.