

Spencer County Project Graduation Booster Club By-Laws

ARTICLE 1

Name

The name of the organization shall continue to be the Spencer County High School Project Graduation Booster Club.

ARTICLE 2

Purpose

The purpose of this organization is to provide support to the Spencer County High School Project Graduation Event (hereafter the Event).

ARTICLE 3

The Event

The Event will be organized, adult-supervised where alcohol and drug-free activities are offered as part of a post-graduation party. The Event is held at Spencer County High School on the night of their graduation ceremony.

ARTICLE 3

Members

All senior students and their parents or guardians are members. Members will be encouraged to attend meetings, participate in The Event, as well as multiple fundraising activities. Any parent or guardian participating or volunteering at any event involving students must have a background check on file prior to the event. Members will nominate and vote on the Board of Directors Officers at the first meeting for that year's senior class.

ARTICLE 4

Board of Directors Officers

A. The President:

1. Shall preside at all meetings of the club.
2. Shall personally represent the club or appoint a delegate as needed.
3. Shall appoint committees and committee chairpersons.
4. Shall effect compliance with the rules, regulations, and policies of the Spencer County Board of Education.

B: The Vice-President:

1. Shall have such powers and perform such duties as delegated by the President.
2. In the absence or disability of the President, he/she shall perform the duties and exercise the powers of the President.

C: The Secretary:

1. Shall keep all minutes of all Board of Directors and membership meetings.
2. Shall keep such other records as directed by the Board of Directors.
3. Shall sign with the President or with the Vice-President, and / or Treasurer all contracts.
4. Shall perform all the duties usually assigned to the office of Secretary.

D: The Treasurer:

1. Shall keep the financial records of the club and authorize payment on approval of the Board. All funds are to be kept at Spencer County High School or Cub Bank.
2. Shall perform all the duties usually assigned to the office of the Treasurer, to the benefit of the Board of directors.

E: The Chairmen (optional)

1. Shall participate in Board decisions and attend meetings.
2. Shall coordinate various fundraising events, and any other task assigned by the President or Vice-President.

The term of these officers will expire at the conclusion of The Event post planning and concur with the submission of the Financial Report.

ARTICLE 5

Finances

- A. The funds of this association shall be used to further the purpose expressed in Article II of the by-laws. Only the Spencer County Project Graduation Booster club Treasurer or Secretary, upon approval of the Board of Directors, shall be authorized to disburse funds.
- B. This association is organized as a non-profit organization per section 501(c) (3) Public Charities of the Internal Revenue Code and no

member shall have any legal or equitable ownership in any of its funds or property. In the event of the dissolution of this association, any funds or property remaining shall be turned over to the succeeding project graduation organization.

ARTICLE 5

Procedures

Procedures for planning, organizing and hosting The Event, including entertainment, activities, and distribution of gifts will be established and approved by the Board of Directors. The procedures established will be in compliance with Internal Revenue Service regulations for 501(c) (3) Public Charities, the KDE Accounting Procedures for Kentucky School Activity Funds (*Redbook*), SBDM policies and Spencer County School Board policies. With specific mention "Fundraising proceeds must benefit the entire group of students involved, regardless of participation in the fundraising activity" (Item #7 under "Fundraising" on page 7 of *Redbook 2013 Edition*)

ARTICLE 6

Addendum

To protect the integrity of the Booster club and purpose of The Event, each new Board of Directors should draft specific procedures for the fundraising activities and how they will conduct The Event. This will be an Addendum to these by-laws that will be submitted to SBDM and School Board for review and approval. Once approved, it will take the place of the previous year's Addendum.

PRESIDENT _____ Date _____

VICE-PRESIDENT _____ Date _____

SECRETARY _____ Date _____

TREASURER _____ Date _____

Class of 2016 Addendum to Project Graduation Booster Club By-Laws

Basic Policy and Procedures

The sole purpose of Project Graduation is to provide a safe and memorable post-graduation celebration. The event runs graduation evening from 11:30 p.m. through 6:00 a.m. The evening will offer opportunities to win prizes through competitive games and will also consist of food and various entertainment based on a student survey. All students must have permission slips signed prior to the event and are required to stay until 6:00 a.m. If a parent chooses to sign a student out, they will not be re-admitted and will forfeit their parting gift.

Project graduation is funded through various fundraising activities and donations throughout the year. Each senior and his or her family will have equal opportunity to contribute for a successful project graduation. All fundraising events will be approved through the schools SBDM and School Board. All approved events will be on file in the minutes of the SBDM and School Board. Fundraising opportunities will be listed on the schools website and district Calendar. Information will also be available on the "SCHS Class of 2016 Project Graduation" Facebook page.

Each senior student will receive a parting gift at the end of the night as they leave Project Graduation. A parting gift of equal amount will be given to every senior student. The gift value will be determined by the amount of funds raised throughout the year. Additional items may be donated or purchased for use as prizes and could be of varying value. If that occurs, every student in attendance at The Event will have an equal number of chances entered into the drawings for the specific items. Again, the main focus is to keep our children safe while they have the most amazing, engaging, memorable party of their senior year.

PRESIDENT _____	Date _____
VICE-PRESIDENT _____	Date _____
SECRETARY _____	Date _____
TREASURER _____	Date _____