

**BYLAWS OF THE
INTERNATIONAL SCHOOL OF STUTTGART
BOOSTER CLUB
Adopted: August 1, 2008**

ARTICLE I: NAME

The name of this organization is the International School of Stuttgart Booster Club. Herein after referred to as the "Booster Club."

ARTICLE II: ARTICLES OF ORGANIZATION

The "articles of organization" of the Booster Club are the bylaws of the organization and any amendments to those bylaws.

ARTICLE III: PURPOSE

Section 1. Objectives

The objectives of the Booster Club are:

- A. To provide positive support for all competitive ISS athletic activities, including both the ISS Sportverein and ISS school teams, and any other ISS organization at the discretion of the Executive Committee.
- B. To create and improve public interest in all athletic activities of ISS.
- C. To cooperate with and assist the Athletic Department and the school administration in the promotion of athletic activities.
- D. To foster a spirit of inclusion and cooperation among the entire school community.

Section 2. Fund Raising

All fund raising activities shall be for the sole purpose of funding athletic activities, services, and supplies, excluding uniforms, as deemed advisable by the Booster Club and acceptable to the ISS Administration.

Section 3. Non-profit Status

The ISS Booster Club is organized as a non-profit organization.

ARTICLE IV: BASIC POLICIES

The following are basic policies of this organization:

- A. It is not the role of the Booster Club to gather, address, or communicate to the Administration or Athletic Department grievances from the parent body.
- B. The Booster Club shall be noncommercial, nondenominational, and nonpartisan.
- C. All funds generated by Booster Club fund raising activities shall solely benefit ISS and its students.
- D. No part of the net earnings of the organization shall be for the benefit of, or distributable to its members, directors, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.
- E. The organization shall not enter into membership with other organizations except with the approval of the Booster Club Executive Board but may cooperate with other organizations and agencies concerned with the welfare of athletes and other students.
- F. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for charitable or educational purposes. Preference shall be given to such organization(s) whose work specifically supports the activities of the International School of Stuttgart and its students.

ARTICLE V: MEMBERSHIP AND DUES

SECTION 1. ELIGIBILITY

- A. All parents or legal guardians of students who currently attend ISS are members of the Booster Club and are entitled to all benefits of such membership.
- B. All faculty, staff and administration of ISS, who are not parents or legal guardians of students, are members of the Booster Club and are entitled to all benefits of such membership.
- C. Membership shall be made available without regard to race, color, creed, or national origin.

Section 2. Term or Membership

Membership shall be annual for a school year, (August 1 to July 31), shall become effective for a year or portion thereof upon payment of the annual membership fee, if required, and shall remain effective until the following July 31.

Section 3. Honorary Membership

Honorary Membership shall be awarded at the discretion of the Executive Committee. Honorary members shall be entitled to all privileges of regular membership.

Section 4. Ex Officio Membership

The Principal or his designee, and the Athletic Director shall be ex officio members of the Booster Club Executive Board without vote. They may choose to join as regular members and will then be entitled to all privileges of regular membership.

Section 5. Dues

Membership dues, if required, shall be announced prior to the first meeting of the school year and collected by the treasurer. Any change in membership dues must be approved by a majority vote of those members present and voting at a regular membership meeting.

ARTICLE VI: EXECUTIVE OFFICERS AND THEIR ELECTION

Section 1. Eligibility

The privilege of holding office in the Booster Club Executive Board shall be limited to members of the organization whose dues, if required, are paid and who have been members of the organization for at least thirty (30) days previous to nomination.

Section 2. Officers

Officers of this organization shall be one (1) or two (2) presidents, one (1) or two (2) vice presidents, a secretary, and a treasurer. These officers shall be elected annually.

Section 3. Nomination and Election

- A. Nominations for office shall be made by a nominating committee, which shall be appointed by the Booster Club Executive Board at least two months before the annual election meeting in May.
- B. The Nominating Committee shall be composed of three (3) members. The committee shall select its' own chairman.
- C. No member shall serve on the nominating committee for more than two (2) consecutive years.
- D. The report of the nominating committee shall be submitted to the membership at least thirty (30) days prior to the annual election meeting. At the annual election meeting additional nominations may be made from the floor.
- E. Only those persons who are eligible and who have signified their consent to serve if elected shall be nominated for or elected to office.
- F. The officers shall be elected by a majority vote of those present at the annual election meeting.

Section 4. Term of Office

- A. Officers shall be elected to serve for a term of one (1) year, or until successors have been elected.
- B. Officers on the Booster Club Executive Board may be elected for a maximum of three (3) consecutive terms.
- C. No person may hold more than one elected office.
- D. Terms shall commence on July 1 and end on June 30.
- E. A vacancy occurring in any office during the term shall be filled for the remainder of the term by a person elected by a majority vote at a Special Elections Meeting.

ARTICLE VI -- DUTIES OF OFFICERS AND COMMITTEE HEADS

Section 1. President (s)

The president(s) shall:

- A. Preside at all meetings of the Booster Club and the Booster Club Executive Board.
- B. Be a member ex officio of all committees with the exception of the nominating committee.
- C. Appoint all committee chairmen subject to the ratification of the Board.
- D. Coordinate the work of officers and committees in order that the purposes of the organization may be promoted.
- E. Develop agendas for monthly board and general meetings and preside at all meetings.
- F. Meet with Athletic Director and school administration as needed.
- G. Mentor Booster Club members and develop good working relationships.
- H. Assist in monitoring/attending school meetings such as PTA, Parent Forum, etc.
- I. Ensure bylaws are revised if necessary and submitted every two years.
- J. Maintain records, notes, and procedures for transfer to successor.
- K. Assist general committee with fundraising programs.
- L. Development of publicity and marketing with committee heads.

Section 2. Vice President(s)

The vice president(s) shall:

- A. Act as aide(s) to the president and shall perform the duties of the president in the absence or inability of that officer to act.
- B. Have such other powers and perform such other duties as from time to time may be prescribed by the President or by the board
- C. Assist in monitoring/attending school meetings such as PTA, Parent Forum, etc.
- D. Maintain records, notes, procedures for transfer to successor.
- E. Assist President and general committee with fundraising programs.
- F. Development of publicity and marketing with committee heads.
- G. Monitor committee activity.

Section 4. Secretary

The secretary shall:

- A. Keep an accurate record of the proceedings of all meetings of the Membership, and of the Booster Club Executive Board.
- B. Record all expenditures in the minutes.
- C. Prepare and disseminate minutes of the meetings to appropriate administrative staff, Athletic Director, and Board Members.
- D. Shall keep a current copy of the Bylaws and the Standing Rules.
- E. Be responsible for the preparation and counting of any necessary ballots.
- F. Shall send correspondence deemed necessary by the President and the Board.
- G. Perform such other duties as may be delegated to the secretary.

Section 5. Treasurer

The treasurer shall:

- A. Receive monies of the Booster Club, keeping an accurate record thereof, and shall deposit them in the name of the ISS Booster Club in keeping with the procedures established by the ISS Bookkeeper.
- B. Retrieve the cash box from the ISS Bookkeeper as requested by the Board members.
- C. Pay all bills as authorized by the Booster Club Executive Board or the organization. Pay bills and deposit monies in a timely manner.

- D. Keep an accurate record of receipts and disbursements. That being a permanent record of the Booster Club. All other financial records must be retained for seven years, including the current year.
- E. Present a statement of account and cash flow at every meeting of the Board and general membership meeting, and when otherwise requested by the Board.
- F. Make an annual financial report in September to the membership, which includes gross receipts and disbursements for the year.
- G. Prepare an annual budget to be presented at the first general membership meeting of the fiscal year to be approved by Executive Board and general membership.
- H. Ensure payment of dues by all units and notify of "good standing"
- I. Receive monies of the Booster Club, keeping an accurate record thereof, and deposit them in the name of the ISS Booster Club in keeping with the procedures established by the ISS Bookkeeper.

Section 6. Housing Assistant

The Housing Assistant shall:

- A. Be responsible for coordinating housing needs along with Co-Presidents of the Booster Club for all ISS hosted tournaments.
- B. Assist with documentation that will be distributed to ISS parents, faculty, and athletic groups regarding housing for tournaments and necessary requirements.
- C. Be available during tournaments to assist groups with any housing emergencies and act as parent/athletic department liaison.
- D. Maintain records, notes and procedures for transfer to successor.

Section 7. Special Events Coordinator

The Special Events Coordinator shall:

- A. Work on at least 4 targeted events during the school year. These to be decided by the Booster Club Executive Board and general membership.
- B. Be Responsible for coordinating volunteers for and at targeted events.
- C. Be responsible for coordinating dates of events with the ISS administration in ensure availability of rooms and staff.
- D. Be responsible for working with Booster Club Executive Board to determine the nature of the targeted events.
- E. Work with the Executive Board to determine the role of the ISS Kids Spirit Club in each event.

Section 8. Fundraising Coordinator

Fundraising Coordinator shall:

- A. Create, assign and manage opportunities to earn money towards established goals set by Executive Board.
- B. Coordinate with Special Events Coordinator on fundraising ideas for the targeted Booster events.
- C. Manage any and all after school or during school beverage or food sales. Determine how often sales should occur and coordinate volunteers for the sales.
- D. Organize volunteers for and manage the monthly Booster Lunch.

Section 9. Merchandise Coordinator.

The Merchandise Coordinator shall:

- A. Conduct sales of items, including but not limited to: ISS Wear, PE Uniforms and Tournament Wear.
- B. Conduct merchandise sales during school wide events including the PTA Picnics, BBQ's and United Nations events.
- C. Receive approval from the ISS Executive Board to hold these sales only after appropriate approval from the groups involved.
- D. Obtain all quotes for merchandise and coordinate goals with the Executive Board.
- E. Work with Executive Board and Athletics Director to set up a store and or mobile kiosk to showcase merchandise items.

Section 10. Publicity Coordinator

Publicity Coordinator shall:

- A. Advertise all events for the Booster Club via the school website, and with school wide emails that are coordinated through the ISS office.
- B. Work with each committee head to make sure that the Booster Club's activities are marketed

throughout the school, informing the students as well as the parents.

Section 11. Upper School Coordinator.

The Upper School Coordinator shall:

- A. Be responsible for coordinating the Booster Club events with the ISS Student Council, ISS Lower School Coordinator and the ISS Spirit Club.
- B. Arrange for all activities to be agreed upon and coordinated so the events compliment each other and do not create an atmosphere of competition.
- C. Be responsible for coordinating volunteers for the Upper School Sports day in cooperation with the ISS Athletic Director.
- D. Coordinate with the Booster Club Merchandise and Fundraising committees for the Upper School Sports day.

Section 12. Lower School Coordinator

The Lower School Coordinator shall:

- A. be Responsible for coordinating volunteers for the Lower School Sports day in cooperation with the ISS Athletic Director.
- B. Coordinate with the Booster Club Merchandise and Fundraising committees for the Lower School Sports day.

Section 14. Failure to Attend Meetings

When an Officer or Committee Chairperson fails to attend three (3) consecutive meetings without adequate excuse or when an officer fails to perform the prescribed duties of the office, the Board may declare the office vacant.

Section 15. Expiration of Term or Resignation

Each Officer or Committee Chairperson, upon expiration of his or her term of office or in case of resignation, shall turn over to the president without delay, all records, books and other materials pertaining to the chairmanship, and shall return to the treasurer, without delay, all funds belonging to the Booster Club.

ARTICLE VII - BOOSTER MEETINGS

Section 1. Meetings

Booster Club meetings shall be held in the second week of September, October, November, January, February, March, April, and May of the school year unless otherwise ordered by the Board.

Section 2. Annual Election Meeting

The annual election meeting shall be held in May in conjunction with the regular meeting of that month.

Section 3. Special Membership Meetings

Special Meetings may be called at any time, for any reason, in any of the following ways:

- A. By the Booster Club president
- B. By a request to the president of at least (3) Booster Club Executive Board Members.
- C. By a written petition signed by at least ten (10) general members of the Booster Club. Such petition shall be presented to the president who shall call such meeting within one week after notification of members.

Section 4. Participation in General Meetings

The privilege of making motions, debating and voting shall be limited to members of the Booster Club who are present and whose dues are paid (if required), and who have been members of the organization for at least the previous ten (10) days.

Section 5. Quorum for General Meetings

A quorum for general membership meetings shall consist of at least three (3) officers and at least ten (5) members in total. The officers may be counted as part of the five.

Section 6. Voting

At general membership meetings, all members of the Booster Club may vote by voice or written ballot as directed by the presiding officer. The membership may, by majority vote, request a written ballot vote on any item. Proxy and absentee voting are expressly prohibited.

ARTICLE VIII -- BOOSTER EXECUTIVE BOARD

Section 1. Composition

The Booster Club Executive Board shall consist of the 5 duly elected officers. The ISS Director or his designee, and the Athletic Director shall be non-voting ex officio members of the Board and are welcome at all regular Booster Club meetings.

Section 2. Duties

The Booster Club Executive Board:

- A. Shall transact necessary business between meetings of the organization and shall transact such other business as may be referred to it by the general membership.
- B. May authorize the payment of the organizations bills within the limits of the budget adopted by the organization. Such action shall be ratified at the next organization meeting and must be recorded in the minutes.
- C. May authorize the payment of other non-budgeted organization bills not to exceed €500 between meetings of the organization. Ratification of payment of these bills must occur at the next organization meeting and must be recorded in the minutes.
- D. Shall create such committees as are deemed necessary to carry out the work of the organization.
- E. Shall fill all vacancies in office, including that of president by calling a Special Election Meeting.
- F. Shall receive a financial report from the treasurer at each meeting.

Section 3. Quorum

A majority of Executive Board members (or 50% when there is an even number of Board members) shall constitute a quorum for Executive Board votes. A majority of Board members present who vote on any particular issue will suffice to pass that issue.

Section 4. Special Action

For situations requiring Booster Club Executive Board action that occur when there is not time to constitute a quorum at a meeting, the Board may be polled by the President on an issue. In this instance, a majority of the Board membership must vote affirmatively for the action to be declared passed. A Board Member not voting is counted as not voting affirmatively, whether by abstention or by being unavailable for contact at the time of polling.

Section 5. Year End Reports

At the end of each term of office and/or upon completion of a specific responsibility, each Booster Club officer or committee chairman is responsible for submitting a comprehensive written report of the activity for which he or she was responsible. This is to become a part of the permanent record of the Booster Club to aid subsequent persons in each responsibility area.

Section 6. Permanent Records of the Booster Club

The president shall be responsible for maintaining the permanent records of the Booster Club during his or her term of office, and for passing it on to the next President. The Treasurer shall be responsible for maintaining all financial records of the Boosters during his or her term of office and for passing it on to the next Treasurer.

ARTICLE IX -- COMMITTEES

Section 1. Required Committees

The following committees are recommended for carrying on the work of the Booster Club. The quorum for a committee meeting shall be a majority of its members.

- A. Fundraising
- B. Merchandising
- C. Publicity
- D. Housing
- E. Special Events
- H. Primary School Coordinator
- I. Secondary School Coordinator

Section 2. Additional Committees

The Booster Club Executive Board shall create additional Committees necessary to carry on the work of the Booster Club. The quorum for a committee meeting shall be a majority of its members.

Section 3. Chairmen

The chairmen of committees shall be appointed by the president subject to the ratification of the Board.

Section 4. Term of Office

The term of office for a chairman shall be one school year or until successors have been appointed. Term limit is 3 years.

Section 5. Plan of Work

The chairmen shall consult with the president or designated elected officer concerning plans of work. No work shall be undertaken without such consultation.

Section 6. Reports

Reports shall be compiled annually by all chairmen and filed with the president.

ARTICLE X -- FUNDS

Funds required for the purposes of the Booster Club shall be raised by annual dues, donations, and fund-raising activities the Booster Club may undertake from time to time. The Board will establish methods of designation and distribution of said funds taking into account the stated preferences of donors, the requests of the Athletic Directors, and the Administration.

ARTICLE XI -- STANDING RULES

Specific Standing Rules designating operational details of the Booster Club shall be maintained separately from these Bylaws and shall govern certain policies and procedures of the Booster Club. They shall in no case be in conflict with these Bylaws, and these Bylaws shall always take precedence over such Standing Rules.

The Standing Rules may be changed by a majority vote at any Booster Club Executive Board meeting or General Membership meeting, providing the required quorum is present. Such changes will take effect immediately. The Standing Rules will be updated and maintained by the Booster Club Secretary who is responsible for recording and dating each official modification of Booster Club policy and procedure.

ARTICLE XII -- BYLAWS

Section 1. Articles of Organization

The articles of organization of the Booster Club comprise these Bylaws.

Section 2. Revision and Amendment

These Bylaws may be amended by a majority vote of those present and voting at a General Membership Meeting. Proposed amendments must first be approved by the Booster Club Executive Board, whose members shall receive them at least one month prior to the meeting at which they will

be voted upon. The membership shall receive notification at the previous meeting that Bylaws revisions and/or amendments are to be voted upon at a General Membership meeting.

Section 3. Review

These Bylaws shall be reviewed at least every other year by a committee appointed by the president.