

**Science Booster Club  
of  
Merrill F. West High School**



*WEST HIGH  
SCIENCE BOOSTERS*

**Operating Manual**

# Bylaws

*AS AMENDED APRIL 12, 2017*

The name of this organization shall be “West High Science Boosters” (hereinafter referred to as “WHSB”), also known as “Science Booster Club of Merrill F. West High School”. It shall be a nonprofit all-volunteer perpetual booster club, supporting Merrill F. West High School of Tracy, CA (hereinafter referred to as “the school”).

The mission of this organization shall be to:

1. Enhance classroom science education, and augment it with extracurricular activities
2. Deepen student familiarity with science and engineering careers, and increase awareness to available disciplines in these areas
3. Help students achieve admission to science and engineering majors at top national colleges

This organization shall be governed by the following guidelines:

## ARTICLE I: MEMBERSHIP

- 1.1 All parents and guardians of students enrolled and attending the school, and all licensed teaching staff of the school, shall be considered voting members of WHSB.
- 1.2 The Principal and Assistant Principals shall be non-voting, advisory members of WHSB.
- 1.3 Alumni of the school and community members may apply to become voting or non-voting members of WHSB for a two-year term. Their application shall be recorded by the secretary of WHSB, and then included for approval on the meeting agenda of the first general meeting following a thirty day waiting period.
- 1.4 Non-voting members of WHSB may vote at a committee, or the board, on which they serve by election or appointment.
- 1.5 All adult members working with students on a regular basis, as part of their duties with WHSB, shall complete the TUSD fingerprinting and background check process, before engaging in WHSB activities with students. WHSB shall pay the TUSD fingerprinting and background check fee, per the member’s request.
- 1.6 Honorary life membership may be conferred upon a person, member or non-member, who has rendered notable service to WHSB. Honorary life membership shall be approved by the general meeting, and shall not grant any voting rights or be associated with any member obligations.
- 1.7 A member may resign from WHSB by submitting a written resignation to the secretary. The resignation shall take effect after thirty days, or after it has been recognized by the board, whichever earlier.

## ARTICLE II: GENERAL MEETINGS

- 2.1 Regular general meetings of the WHSB membership shall be held twice annually, in September and April, at the school. The meetings shall take place on the first Wednesday of the month, at 6:30 pm, unless the board decides to reschedule a meeting due to a conflict with a school function or a school break.
- 2.2 A special general meeting may be called by the president or the board, and shall also be called upon the written request of at least ten voting members.

- 2.3 Notice of a general meeting shall be given by the secretary through all available electronic channels, in an effort to reach all WHSB members, at least one week before the meeting. The invitation to attend the meeting shall specify the date, time and venue of the meeting, and shall list the items on the agenda.
- 2.4 A quorum shall consist of a minimum of any five voting members of WHSB, out of which a minimum of two are officers, present at any regular general meeting or special general meeting.
- 2.5 Deadlock tie votes in ballots or in alternative propositions shall be resolved by the president's choice, whether the president has previously voted or not.
- 2.6 Except as provided in these bylaws, the general meetings shall be governed by the Standard Code of Parliamentary Procedure, a copy of which shall be made available at the meetings. The meetings shall be conducted using relaxed formality procedures when possible, at the president's discretion.

### ARTICLE III: THE BOARD

- 3.1 The business of WHSB shall be vested in the board of directors consisting of a Faculty Representative and the following eight officers:
  - President
  - Secretary
  - Treasurer
  - Activities Chair
  - College Admission Chair
  - Communications Chair
  - Resources Chair
  - Science Inventory Chair
- 3.2 Regular board meetings shall be held monthly, except in the months of April, July and September. The meetings shall take place at the school, on the first Wednesday of the month, at 6:30 pm. The president may schedule special board meetings, reschedule a regular board meeting, or relocate a meeting to a different venue, as long as the new meeting information is made available to the WHSB members on the WHSB website at least one week in advance.
- 3.3 A WHSB board member unable to participate in-person in a board meeting may join the meeting electronically from a remote location, and shall be considered present so long as the electronic connection is not terminated, and the member is able to participate in the discussion and vote.
- 3.4 Presence of at least half of the current members of the board shall constitute a quorum at any board meeting. Any action permitted to be taken at a meeting of the board may be taken without a meeting if all of the members of the board consent in writing or by email to taking the action without a meeting. Such consents shall be deemed a unanimous vote of the board.
- 3.5 The faculty representative shall serve as a liaison between the WHSB board and the school, including all teaching staff and administration. The faculty representative shall help the board maintain good working relationships with all related school staff, and shall assist in the smooth flow of communication with the school administration.  
The faculty representative shall be appointed by the school principal from time to time, with no required term.
- 3.6 The current members of the board shall be listed on the WHSB website, on a page accessible to all WHSB members.

## ARTICLE IV: OFFICERS

4.1 In addition to their duties as members of the board, the officers shall have the following duties and responsibilities:

### *President*

The president shall be the principal executive officer, and shall supervise the activities of WHSB. The president shall preside at all general meetings and all meetings of the board, shall appoint special committees as necessary, and shall serve as ex-officio member of all WHSB committees. The president shall attempt to keep all offices active, and shall oversee the nomination and appointment of officers as detailed in these bylaws. The president shall share the history and legacy of WHSB with the members and with others. The president shall showcase the WHSB success, and present its activities and benefits to school staff and students, during freshmen orientation, in the classrooms, and in other relevant events.

### *Secretary*

The secretary shall organize the board meetings and the general meetings (e.g. invitation, venue, equipment), shall keep the minutes of these meetings, shall see that all notices are given in accordance with these bylaws, shall record membership applications by alumni and community members and, in general, perform all duties incident to the office of secretary and such other duties as may be assigned by the president or the board. In the absence of both the president and the activities chair, the secretary shall perform the duties of the president.

### *Treasurer*

The treasurer shall be responsible for all WHSB funds in accordance with the WHSB financial policies. The treasurer shall receive and give receipts for monies due and payable, shall deposit funds to the credit of WHSB, shall make disbursements per the approved budget, and shall maintain proper financial records. The treasurer shall ensure proper regulatory filings to achieve and maintain 501(c)(3) tax exempt status. The treasurer shall keep track of the compliance of WHSB with all applicable financial rules and regulations, and shall alert the board of any potential issues. The treasurer shall present a written financial report, prepared in accordance with the WHSB financial policies, at each regular general meeting and at other times as requested by the board.

### *Activities Chair*

The activities chair shall oversee the student activities offered by WHSB. The activities chair may form an activities standing committee to assist in carrying out the associated tasks, shall chair the committee, and shall select its members.

The responsibilities include, but are not limited to: bringing guest speakers and scientific demonstrations, organizing school-wide science competitions, managing and coaching the school's Science Olympiad team, selecting and mentoring the school representatives to the county science fair, and maintaining the records of WHSB student activities.

In the absence of the president, the activities chair shall perform the duties of the president.

### *College Admission Chair*

The college admission chair shall oversee the college admission support offered by WHSB (also known as Project Einstein). The college admission chair may form a college admission standing committee to assist in carrying out the associated tasks, shall chair the committee, and shall select its members.

The responsibilities include, but are not limited to: student recruitment to Project Einstein, involving the families of the project participants, collaborating with the school's counseling

office, organizing social gatherings with successful alumni, facilitating college admission planning and advice, and arranging travel to college events (e.g. open house events, admission sessions, campus tours).

#### *Communications Chair*

The communications chair shall oversee the channels of communication to WHSB members. The communications chair may form a communications standing committee to assist in carrying out the associated tasks, shall chair the committee, and shall select its members. The responsibilities include, but are not limited to: maintaining the membership database, administrating and developing the WHSB website, keeping social media presence for WHSB, operating email broadcast groups, and providing photography at WHSB programs.

#### *Resources Chair*

The resources chair shall oversee the identification and deployment of resources available from the community and WHSB members. The resources chair may form a resources standing committee to assist in carrying out the associated tasks, shall chair the committee, and shall select its members.

The responsibilities include, but are not limited to: researching grants and completing grant applications, identifying corporate sponsorships, organizing fundraising activities, encouraging WHSB members to attend meetings and become active, maintaining communication with school alumni in science and engineering fields to promote their involvement, recruiting key community members to help WHSB, and serving as a liaison to make other community resources available to WHSB.

#### *Science Inventory Chair*

The science inventory chair shall oversee the WHSB science material and equipment bank (also known as Marie's Attic). The science inventory chair may form a science inventory standing committee to assist in carrying out the associated tasks, shall chair the committee, and shall select its members.

The responsibilities include, but are not limited to: furnishing Marie's Attic storage area, recommending check-out and access procedures for Marie's Attic, introducing an inventory control system, obtaining equipment and supplies, and managing the science supply wish list.

- 4.2 Officers shall be elected or re-confirmed during these general meetings, and shall serve for these terms unless removed from office by vote of the WHSB members with at least one percent of the members present:
- April of every even calendar year: President, for a term of two years
  - April of every odd calendar year: Activities Chair, for a term of two years
  - September of every year: All other officers, for a term of one year
- Newly elected officers must be adult members of WHSB at the time of election, and shall assume office at the close of the first board meeting following their election.
- 4.3 A nominating special committee, composed of at least two board members, shall begin seeking candidates one month prior to any election, and shall announce its nominees to the WHSB members as soon as possible. Additional nominees shall be solicited from the floor on the day of the election. Departing officers are expected to help solicit replacement candidates for their office. Only those who have consented to serve shall be eligible for nomination or election. Offices with more than one nominee shall be elected by secret ballot using an absolute-majority two-round ("runoff") system. An incumbent shall prevail if tied in the final round.
- 4.4 Officer resignations shall be made in writing and addressed to the president. A vacancy occurring in any office during its term shall be filled by appointment by the president with

approval of the board. When the vacancy is in the president office, the new president shall be appointed by the board from within its members. Officers may be appointed to fill any vacancy without forfeiting their current office if no candidates are found to replace them.

## ARTICLE V: FINANCES

- 5.1 No member shall gain any financial benefit, whether current or future, from the activities conducted by WHSB, and no member shall receive any form of compensation, with the exception that expenses incurred in the furtherance of WHSB's business may be reimbursed, so long as they are budgeted for.
- 5.2 All WHSB checks shall be signed by the treasurer and another officer authorized by the board, and shall bear the notice "Two Signatures Required". Contracts or agreements to purchase materials or services shall be signed by the president or by any officer authorized by the board.
- 5.3 All funds received shall be receipted and deposited to the credit of WHSB within 48 hours of receipt, in accounts as the board may select, under the name "West High Science Boosters".
- 5.4 All financial records of WHSB shall be maintained and kept in accordance with the law and standard record retention practices.
- 5.5 The fiscal year of WHSB shall extend from June 1 of each calendar year to May 31 of the following calendar year.
- 5.6 At the April general meeting, the board shall present to the membership a budget of anticipated revenue and expenses for the following fiscal year. This budget shall be used to direct the business of WHSB during the year. Amendments to the budget may be presented for approval at any general meeting.
- 5.7 Expenses not explicitly budgeted, including miscellaneous or emergency budget items, or expenses over their budgeted amount, shall be pre-approved by the board, but may be pre-approved by the president and reported to the board if \$50.00 or less.
- 5.8 After the end of the fiscal year, an audit special committee of at least two persons without check signing authority shall audit all WHSB accounts and financial reports, and shall submit a signed audit report to the board no later than August 31.
- 5.9 In the case of dissolution of WHSB, all WHSB assets shall be donated to the Merrill F. West ASB, where they will be used exclusively to enable and fund the school's participation in science programs organized by the San Joaquin County Office of Education.

## ARTICLE VI: AMENDMENTS

- 6.1 These bylaws may be amended at any regular or special general meeting by a two-thirds majority vote of the voting members present, provided that at least a one week notice of the proposed amendments has been made to WHSB members.