
GLACIER HILLS ELEMENTARY BOOSTER CLUB BY-LAWS

Glacier Hills Elementary School of Arts & Science, Eagan, Minnesota

Article I. Name – The name of this organization shall be the Glacier Hills Booster Club.

Article II. Purpose – The purpose of the Glacier Hills Booster Club is to involve parents and community members in the support of Glacier Hills Elementary School of Arts & Science, to enhance the students' learning experience and promote school spirit. The Booster Club sponsors and/or supports fundraising opportunities at Glacier Hills Elementary School of Arts & Science.

The Booster Club will –

- a) Raise money with the consideration of the Glacier Hills Elementary School of Arts & Science Site Council.
- b) Enhance the educational program by recognizing efforts of students, parents and staff, and sponsoring field trips and special programs.
- c) Promote a sense of school spirit.
- d) Advance the mission and vision of Glacier Hills Elementary School of Arts & Science.

Article III. Membership –

The structure of the Booster Club will consist of –

- a) Any interested parents/guardians of a Glacier Hills Elementary School of Arts & Science student can serve on the Glacier Hills Booster Club but would not have voting rights.
- b) Up to five parents will be elected to the Booster Club and shall be voting members of the Booster Club.
- c) The treasurer (as ex-officio) will be nominated to the Site Council/Booster Club by the principal, secretary and chair and voted on by elected Site Council/Booster Club members.
- d) The volunteer coordinator(s) will serve as ex-officio member(s) of the Booster Club.
- e) The two-year term for elected officers is based on the school year calendar. With the exception of the treasurer, a member may not serve in the same officer position for more than two consecutive terms.
- f) Regular meetings will be held approximately every month between September-June (excluding January). The exact dates and meeting times will be set by the members at the March or April meeting prior to the new school year. Booster Club and Site Council meetings are held concurrently.
- g) Members of the Booster Club are strongly encouraged to volunteer at events and/or serve on committees.

Article IV. Policies

- a) The Glacier Hills Elementary Booster Club will work in cooperation with the Glacier Hills Site Council to review the proposed budget and fundraising activities.
- b) Membership election will be dependent on the number of interested parents and staff. If the number of applicants exceeds the vacancy membership by one or more, then an election will be held.
 - 1. Election Procedure: If an election is needed, a notification will be made via various communication channels (newsletter, Friday folder, etc.) and an election will be held during a high-traffic school event in April or May (e.g., school carnival, science night, etc.) In addition to the election being available at a school sponsored event, the election will also take place during regular office hours. All elections will have a designated duration determined by the chairperson.
 - 2. If a child of a parent Booster Club representative leaves Glacier Hills during the representative's term, the Booster Club shall consider the position vacant and fill it according to the bylaws or may appoint an interim member to fill the vacancy for the duration of the term. This appointment shall require a vote by simple majority by the Site Council/Booster Club voting membership.
- c) In order to keep the Glacier Hills Booster Club vigilant of fraud, the following steps will be taken:
 - 1. Two members of the Glacier Hills Booster Club will count the money in the Glacier Hills office for fundraising events and for transactions greater than \$1,000.00.
 - 2. Two members of the Glacier Hills Booster Club will verify monetary transactions and sign off on any deposit over \$1,000.00.
 - 3. If there is a suspicion of fraudulent activity, the first point of contact would be the police.
- d) The Glacier Hills Site Council and Glacier Hills Booster Club will share information regarding fundraising activities, although final decisions and managing of fundraisers is the responsibility of the Glacier Hills Booster Club.
- e) The position of secretary will be rotated among parents on the Site Council/Booster Club with the chair indicating the secretary for each meeting at the first Site Council/Booster Club meeting of each year.
- f) Decisions are made by simple majority vote by elected Site Council/Booster Club members.
- g) A quorum must be present in the event of a vote. Members may vote in absentia by providing their vote, in writing, 24 hours before the meeting to the chairperson.
- h) Members must attend at least ½ of the meetings per annum or their seat will be vacated.

Duties of Officers

- a) The treasurer shall:
 1. Have at least a two-year degree in accounting or related work experience, preferably.
 2. Have the authority to perform the banking transactions.
 3. Supervise the collection, deposit and disbursement of all funds for the Glacier Hills Booster Club on a weekly basis.
 4. Disburse the funds of the Glacier Hills Booster Club according to the budget or when approval is required separately by the Glacier Hills Site Council/Booster Club.
 5. Keep accounts, and supporting documentation needed to determine income, receipts and disbursements of the Glacier Hills Booster Club funds.
 6. Prepare and present the financial report at each Site Council/Booster Club meeting.
 7. Hold position starting on July 1 to coincide with the fiscal year.
 8. Prepare and maintain all records in accordance with state and federal laws.
- b) The volunteer coordinator(s) shall:
 1. Solicit volunteers.
 2. Act as a resource for both the volunteers and the staff.
 3. Train volunteers.
 4. Ensure volunteers complete or update volunteer position checklist/log.
 5. Post the minutes of all meetings on the Site Council/Booster Club website.
- c) The secretary will rotate between parents on the Site Council/Booster Club and shall:
 1. Take minutes at the Site Council/Booster Club meeting on the meeting date assigned by the chairperson at the beginning of the school year.
 2. Provide a copy of the minutes to the chairperson and principal's secretary within 3 days of the meeting.
 3. If absent on a scheduled date to take minutes, arrange for another member to do so in their place.

Disbursement of Funds

Fiscal Policies

- a) The Glacier Hills Site Council/Booster Club members will approve a budget of expenditures during the March or April meeting.
- b) Additional events held at Glacier Hills will be approved by the Site Council/Booster Club. This would be events such as the school dance, cultural event, etc. which require Booster Club funds for the event to take place.
- c) The treasurer of the Glacier Hills Booster Club has the authority to disperse funds with supporting documentation for such things as the Eagan Foundation, Lifetouch, school planners, etc.
- d) Supporting documentation, as requested, beyond the standard monthly reports.

GLACIER HILLS ELEMENTARY SITE COUNCIL BY-LAWS

Glacier Hills Elementary School of Arts & Science, Eagan, Minnesota

Article I. Name – The name of this organization shall be the Glacier Hills Site Council.

Article II. Purpose – The purpose of the Glacier Hills Site Council is to allow parents and staff to provide input regarding the operation of the school. The Site Council makes recommendations and assists in the decision making process to best meet the needs of all the students.

The Site Council will –

- a) Enhance the educational program for the students and community,
- b) Work with the school to ensure the care and education of the students.
- c) Provide communication between school and home, through newsletter articles, website information and updates, as well as other means.
- d) Represent Glacier Hills in the community as a liaison to the school.
- e) Share information to the school about the needs of the community.

Article III. Membership –

The structure of the Site Council will consist of –

- a) Up to five parents, five staff members (ex-officio), consisting of 1 primary teacher, 1 intermediate teacher, 1 specialist, 2 at large, and the secretary and principal.
- b) A chairperson will be selected from the Site Council members.
- c) The chairperson of the Site Council will serve as a liaison with the Glacier Hills Booster Club and have voting rights.
- d) The two-year term for members is based on the school year calendar. A member may not serve in the same officer position for more than two consecutive terms.
- e) Regular meetings will be held approximately every month between September-June (excluding January). The exact dates and meeting times will be set by the members at the March or April meeting prior to the new school year. Site Council/Booster Club meetings are held concurrently.
- f) Members of the Site Council are strongly encouraged to volunteer at events and/or serve on committees.

Article IV. Policies -

- a) Membership election will be dependent on the number of interested parents and staff. If the number of applicants exceeds the vacancy membership by one or more, then an election will be held.
 - 1. Election Procedure: If an election is needed, a notification will be made via various communication channels (newsletter, Friday folder, etc.) and an election will be held during a high-traffic school event in April or May (e.g., school carnival, science night, etc.) In addition to the election being available at a school sponsored event, the election will also take place during regular office hours. All elections will have a designated duration determined by the chairperson.
 - 2. If a child of a parent Site Council representative leaves Glacier Hills during the representative's term, the Site Council shall consider the position vacant and fill it according to the bylaws or may appoint an interim member to fill the vacancy for the duration of the term. This appointment shall require a vote by simple majority by the Site Council/Booster Club voting membership.
- b) The Glacier Hills Site Council and Glacier Hills Booster Club will share information regarding fundraising activities, although final decisions and managing of fundraisers is the responsibility of the Glacier Hills Booster Club.
- c) The position of secretary will be rotated among parents on the Site Council/Booster Club with the chair indicating the secretary for each meeting at the first Site Council/Booster Club meeting of each year.
- d) Decisions are made by simple majority vote by elected Site Council/Booster Club members.
- e) A quorum must be present in the event of a vote. Members may vote in absentia by providing their vote, in writing, 24 hours before the meeting to the chairperson.
- f) Members must attend at least ½ of the meetings per annum or their seat will be vacated.

Duties of Officers

- a) The chairperson shall:
 - 1. Preside over all meetings.
 - 2. Coordinate the work of the officers and committees to assure achievement of the objectives and be an ex-officio member of each committee.
 - 3. Prepare meeting agendas with the principal and input from members as needed.
 - 4. Publish notices and/or reports of Site Council/Booster Club information in the monthly newsletters.
 - 5. Distribute minutes from the Site Council/Booster Club meetings via email to Site Council/Booster Club members within 5 days.
 - 6. Chairperson shall serve as liaison between Site Council/Booster Club and be a voting member of Site Council.
 - 7. Monitor and respond to Site Council/Booster Club email inquiries.

- b) The secretary will rotate between parents on the Site Council/Booster Club and shall:
 1. Take minutes at the Site Council/Booster Club meeting on the meeting date assigned by the chairperson at the beginning of the school year.
 2. Provide a copy of the minutes to the chairperson and principal's secretary within 3 days of the meeting.
 3. If absent on a scheduled date to take minutes, arrange for another member to do so in their place.

Disbursement of Funds

Fiscal Policies

- a) Requests that are not approved budgeted items must be presented at the Site Council/Booster Club meeting and a motion made and voted on by Site Council/Booster Club members.
- b) The Glacier Hills Site Council/Booster Club members will approve a budget of expenditures during the March or April meeting.
- c) Additional events held at Glacier Hills will be approved by the Site Council/Booster Club. This would be events such as the school dance, cultural event, etc. which require Booster Club funds for the event to take place.

Meeting Procedures

- a) We will use the Simplified Handbook of Parliamentary Procedure as a guide for operation of meetings. <https://www.uaex.edu/publications/pdf/MP350.pdf>

Bylaws Revision History

Version	Date