**DHS Booster Clubs & School Support Organizations**

**By-Laws Submission Form**

**Bylaws Must Include:**

1. Name

2. Objective of Organization including a statement that the organization will abide by all school board administrative policies and procedures.

3. Rules of membership

4. Eligibility for membership and membership enrollment procedures

5. Officer selection, election procedures, and duties of each officer

6. Fiscal Year

7. Bonding documents for signatures from licensed insurance company

8. The principal or designee who will serve as an ex-officio officer of the organization

9. Specific fiscal auditing and accounting procedures established by each organization.

10. In the event that the organization dissolves or is dissolved by the principal, language indicating how the group will handle remaining funds.

11. How to amend the by-laws.

**As the new officers of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Booster Club,**

**we have read the By-laws of our organization and do submit for approval.**

**President**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Vice President**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Secretary**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Treasurer**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**APPROVED/DISAPPROVED**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Principal) (Athletic Director)**