**Standard Operating Policy & Procedures – Membership Recruitment**

The Athletic Booster Club (ABC) is led by its Officers as outlined in its Bylaws, Article 7 – Officers. The Officers provide the leadership to run the operations of the club. In addition, per the Bylaws, Article 9 – Operations of the Athlet6ic Booster Club, E. Club Leaders, the Officers may appoint, by a majority vote of the Board, the following Club Leaders to help execute the annual plan: Concession, Membership, Communications, Volunteer and Trojan Wear Coordinators. Parent Representatives shall attend monthly meetings, representing their respective sport. Per the Athletic Booster Club Bylaws, Article 3 – Membership, the following is the policy related to Membership Recruitment.

**Membership Policy**

1. Membership is open to any parent/caregiver or community member who is interested in the athletic programs at Milpitas High School (MHS). MHS students may NOT be members, but may volunteer to assist the club in its activities.
2. While membership benefits are recognized upon the receipt of membership dues and are valid for the current school year, voting privileges will be recognized at the next available general meeting.
3. A membership, in good standing, whether it is a Group Membership or a Single Membership has one Membership vote. The name on the application shall have the right to vote. All levels of Membership shall have the right to vote.
4. Membership dues are set annually by the Board at the beginning of the school year and published on its membership application.
5. Membership may be revoked due to:
6. Conflict of interest, which includes self-promoting, financially or personally benefiting a business or non-profit with which one is associated (e.g., self-dealing).
7. Receiving compensation for their work within the booster club (unless approved by the Board and General Membership).
8. Violation of the club’s Code of Conduct.
9. Repeated acts of unsportsmanlike behavior.
10. Any action that may be considered harmful or potentially dangerous to students, staff, or community, or place the MH ABC in a place of organizational risk.
11. Board Members may, by placing the item on the agenda titled “Member Revocation,” recommend that Membership of an individual be revoked. A two-thirds (2/3) vote of the Board is required to revoke a membership, after hearing from the Member should they want to appear.
12. Level of Membership (Each level shall only have one vote):

i. Single Membership

ii. Group Membership

iii. Recent Alumni (graduated within 5 years)

iv. Life Time Member

**Membership Recruitment Procedures**

1. The Membership Coordinator will oversee Membership Recruitment.
2. Membership dues are set annually by the Board at the beginning of the school year and published on its membership application.
3. The Membership Coordinator will update the membership application when necessary.
4. The Membership Coordinator will attend most, if not all sports events, in an effort to recruit ABC members.
5. The Membership Coordinator will work with the Volunteer Coordinator to get volunteers to assist with membership recruitment.
6. The Membership Coordinator will keep a listing/spreadsheet of all members, when they sign up, what membership they purchase, and how they pay for their membership (cash, credit, debit, or check).
7. The Membership Coordinator will follow the cash handling procedures for membership sales at detailed in the Standard Operating Policy & Procedures – Cash Handling.
8. At each ABC Board and General Membership meeting, the Membership Coordinator will report monthly on the number of ABC Memberships sold.
9. The Membership Coordinator will provide a monthly and year-end cumulative ABC Membership Recruitment Report.

The Standard Operating Policy & Procedures – Membership Recruitment must be approved by the MHS ABC Board and its General Membership.

The MHS ABC Board and the Athletic Director or School-Appointed Representative shall review this document on a bi-annual basis.