

DRAFT HIGH SCHOOL
ATHLETIC BOOSTER'S CLUB
BY-LAWS

ARTICLE 1: NAME AND OBJECTIVES

Section 1 – NAME: The name of the organization is Draft High School Athletic Boosters Club.

Section 2 – GENERAL OBJECTIVE: Provide support and develop interest for all programs and activities that promote athletic excellence, sportsmanship, high school scholastic achievement, and the opportunity of higher education in the Draft School District.

Section 3 – SPECIFIC OBJECTIVES: The purposes of the club shall be:

- a) To develop student and community interest in all Draft School District interscholastic sports activities and to promote a superior athletic program with a focus on the student athlete.
- b) To promote interest and attendance at all school district events and competitions.
- c) To conceive, create and develop ideas, projects and other assistance to further the athletic program and to improve the athletic facilities in the school district with a focus on the student athlete.
- d) To be organized and operated exclusively for the charitable and educational purposes related to the student athletes and school district athletic program.
- e) To help maintain and improve communications and cooperation between and among parents, coaches, teachers, students, student athletes, athletic director, administrators, and the School Board for the advancement and improvement of the interscholastic athletic programs in the school district.
- f) To raise funds to be utilized for supporting student athletes and the athletic programs and facilities.

ARTICLE 2: MEMBERSHIP

Section 1 – GENERAL:

- a) Any parent or guardian of a Draft High School athlete is automatically a member of the Club.
- b) Any person who is interested in the objectives of the Draft Athletic Booster Club and active in its affairs is considered a member of the Club.
- c) No dues are required for membership.

ARTICLE 3: MEETINGS

Section 1 – MEMBERSHIP MEETINGS: Regular monthly meetings shall be held at 6:30 on the second Monday of each month at Draft High School unless otherwise communicated.

Section 2 – EXECUTIVE COMMITTEE MEETINGS:

- a) The President may call special Executive Committee meetings.
- b) A majority of the Executive Committee shall constitute a quorum.
- c) Any member may present anything to the Executive Committee by making it known to any officer in person or in writing.

ARTICLE 4: OFFICERS, DIRECTORS, AND ELECTIONS

Section 1 – GENERAL TERMS: The officers and Executive Committee of the Club shall be the President, Vice President, Secretary, and Treasurer. There may be such other officers as the Club may require from time to time. Job descriptions for the Executive Committee are an attachment to these by-laws.

Section 2 – ELECTION: The officers shall be elected at the May meeting each year. For consideration, nominees for officers require ten (10) hours of active participation within the preceding twelve (12) month period which includes attendance at a minimum of two (2) monthly general membership meetings. Nominations may only be made with the nominated person's approval. Nominations will be announced at least thirty (30) days prior to the election. Majority rules based on those present at the election. No person shall hold more than one office during a term.

Section 3 – TERM OF OFFICE: The term of each administration begins July 1st and ends June 30th. The officers are elected yearly. If a vacancy occurs during a year, the remaining members of the Executive Committee shall elect a replacement at the next scheduled meeting.

ARTICLE 5: MOTIONS AND RESOLUTIONS

Section 1 – GENERAL: The Club shall consider no motion or resolution until it has been considered and recommended by the Executive Committee.

Section 2 – APPROVALS AND AUTHORIZATIONS: No motion or resolution will be adopted by the Club until approved by a majority at a membership meeting. The Executive Committee can authorize expenditures up to \$500 between membership meetings.

ARTICLE 6: PARLIAMENTARY AUTHORITY

Roberts Rules of Order shall govern the Booster Club in all cases which they are applicable and which they are not in conflict with these By-Laws.

ARTICLE 7: BY-LAWS ACCEPTANCE AND AMENDMENTS

Section 1 – AMENDMENTS: Amendments to the By-Laws shall require a plurality vote of the members at the May meeting. All proposed amendments shall be presented to the Executive Committee at least 60 days prior to the May meeting. The Executive Committee will notify the members of the proposed amendment at least 30 days prior to the May meeting.

Section 2 – BY-LAWS ACCEPTANCE: Acceptance of these By-Laws will be by a plurality of the voting members. These By-Laws will be considered effective immediately upon their acceptance and will supersede all previously accepted By-Laws and Amendments.

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Article I: Name

The name of this organization shall be the Canton High School Athletic Booster Club.

The organization will be a not-for-profit corporation under the laws of the State of Massachusetts. It will have a 501(c)(3) tax-exempt status from the Internal Revenue Code and is subject to those regulations.

Article II: Mission Statement

The mission of this organization shall be:

- to unite the parents, students, faculty, alumni, and community in the common interest of supporting and encouraging participation in interscholastic sports programs, recognizing the integral role athletics play in the education and development of our students;
- to promote the mental, physical, emotional, and social benefits of interscholastic athletic competition at Canton High School (referred to as CHS for the remainder of this document);
- to instill a sense of school pride and school spirit in all of our athletes and the community at large
- to provide financial support to CHS athletic programs; and
- to recognize and reward student athletes for participation in our athletic programs.

Article III: Membership

Membership shall be open to all supporters of CHS athletics.

- Membership shall run for the 12 month period beginning July 1st and ending June 30th of the following year.
- Dues shall be established and collected annually by the Board, and shall cover the period from July 1st to June 30th of the following year.
- Dues cannot be pro-rated for less than a year's membership.
- Active members shall have all privileges of membership as provided in the By-Laws of this organization.
- Each member in good standing shall be entitled to one vote at all General Membership meetings.
- Visitors are welcome to all General Membership meetings, but may not exercise the right to vote.

Article IV: Organization/Officers

There shall be a Board of Directors for this organization (referred to as the Board for the remainder of this document), all of whom must be members in good standing.

- The Executive Board shall consist of five Elected Officers. These officers shall consist of the following:

- 1) President;
- 2) 1st Vice President;
- 3) 2nd Vice President;
- 4) Secretary; and
- 5) Treasurer.

- Officers will be nominated and elected by the General Membership.

- The Board shall also include a Membership Chairperson, a Coach Representative, and up to three other members at large who are appointed by the President and approved by a majority of the Elected Officers.

- The Canton High School Athletic Director will serve as an advisor to the Board.

The term of service for the Board will be one year. All positions are open at the end of each fiscal year. Existing Officers may be re-elected annually. Canton High School Athletic Booster Club

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Article V: Meetings

All general membership meetings shall be open to the public. All Board meetings are open to the membership.

- Meeting minutes and treasurer's report shall be available to all members.
- Board meetings will be held at on a monthly or bi-monthly basis, as determined by the Board.
- Special meetings of the general membership may be called at the discretion of the Board. At least a five day notice shall be given.
- At least 50% of the Board must be in attendance in order to have a voting quorum.

Article VI: Spending Guidelines

The Fiscal Year shall be July 1st to June 30th of the following year. Budgets shall be established by May 31st for the upcoming year.

- Receipts for all spending/payments shall be required.
- All spending shall be limited to funds available.
- The Board shall establish short and long range plans for spending based upon the needs of the sports teams, in conjunction with the Athletic Director.
- Spending guidelines shall be as follows:

1) Board of Directors - up to \$25,000 with a majority vote of the Board.

- up to \$100,000 with a two thirds majority vote of the Board

However, this limit may be exceeded for funds that the Executive Board unanimously votes to transfer to the Town of Canton, to be used by the Canton School Committee to directly reduce the user fees for Canton High School athletic programs.

2) Treasurer - up to \$2,000 to pay for operating, or fundraising expenses

- up to \$3,500 with approval by the President or Executive Board to pay for operating, fundraising, or CHS athletic program expenses.

3) All other spending must have approval of the general membership by a 2/3 majority vote of the members.

- No part of net earnings of the organization shall inure to the benefit of, or be distributable to, its members or officers. The organization shall be authorized and empowered to make payments and distributions in furtherance of the purposes set forth in our mission statement.
- The treasurer shall deposit all funds of the organization in a bank or banks, or other depository of investment vehicle deemed adequate to meet the needs of the organization.
- All bills shall be paid only by checks signed by at least either the President or the Treasurer of the organization, with amounts greater than \$3,500 subject to the approval of the majority of Board or general membership.
- A thorough review of all the organization's financial transactions by a certified public accountant, or other qualified person, shall be made once each year. A full audit of the financial transactions will be performed for any year that revenues exceeds \$250,000.

Article VII: Acquisitions

The organization may receive and accept donations by way of a gift, bequest, or devise from any person, firm, trust or corporation, to be held, administered, and disposed of in accordance with the provisions of these articles of the organization, but no gift, bequest or devise shall be received and accepted if it is conditioned or limited in such a manner that it would jeopardize the purposes of the organization and the federal income tax exemption pursuant to section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

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Article VIII: Duties of Officers

The Board is responsible for the operation and management of the organization. The duties of the Officers are described as such:

1. The President shall:

- Be the official representative of the CHS Athletic Boosters Club;
- preside at all regular, special, and Board meetings;
- be an ex-officio member of all committees;
- appoint special committees; and
- keep members informed of all matters pertaining to the affairs of the club.

2. The 1st Vice President shall:

- Preside over meetings in the absence of the President, and perform all duties as such.

3. The 2nd Vice-President shall:

- Serve as the Chairperson of Fundraising.

4. The Secretary shall:

- Write and keep minutes of all regular, special and Board meetings;
- present and/or make available all such minutes at the regular monthly meetings;
- have full charge of all correspondence of the organization and of filings correspondence for future reference;
- keep a roster of all active members; and
- issue notification of all upcoming regular, special, and Board meetings.

5. The Treasurer shall:

- Be the custodian of all funds of the organization;
- supervise and accurately record all receipts and disbursements of funds;
- report to the membership on all receipts, disbursements, and financial statements of the organization at each regular meeting;
- be responsible for coordinating preparation of state and federal filing forms;
- be responsible for coordinating all information for tax purposes; and
- assist in the preparation of annual budgets.

Any Board Member may, by written instrument, signed and acknowledged by the Executive Board, resign his/her office.

The Board Members shall serve in their positions without compensation, except for reimbursement of expenses incurred on behalf of the organization.

Article IX: Removal of Board Members:

Upon reasonable written notice, any Board member may be removed from office for cause by a two thirds or greater majority vote of the Board, subject to approval by a majority of the membership attending its next regularly scheduled meeting. Any such accused Board member shall not vote on the issue of his/her removal from office, although he/she shall be afforded an opportunity to be heard concerning the issue, both before the Board and the membership, and to be confronted by his/her accuser with evidence of wrongdoing. Canton High School Athletic Booster Club

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Article X: Liability of Directors, Officers, and Members

1. No Board member shall be required to furnish bond or surety, or shall be liable or responsible for acts of omission or errors of the Board, or of any predecessors or counsel selected with reasonable care.

2. No Board member shall be personally liable to the organization or its members for monetary damages for breach of fiduciary duty as an officer or director, notwithstanding any provision of law imposing such liability: provided, however, that this provision shall not eliminate the liability of Board member, to the extent that such liability is imposed by applicable law, (i) for any breach of the Board member's duty of loyalty to the organization or its members (ii) for acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law, or (iii) for any transaction from which the Board member derived an improper personal benefit. No amendment to or repeal of this provision shall apply to or have any affect on the liability or alleged liability of any Board member for or with respect to any acts or omissions of such Board member occurring prior to such amendment or repeal.

3. Neither the Board, nor any member, shall have power to bind the members or the individual Board members or Officers of the organization, personally. All persons or corporations extending credit to, contracting with, or having claims against the organization, shall look only to the funds and property of the organization for the payment of any debt, damage, judgment, or decree, or of any money that may otherwise become due and payable to them from the organization, so that neither the members nor the Board, present or future, shall be personally liable therefore.

4. No Board member, or member, shall be personally liable to the organization or its members or guests in any maintenance or recreational activity. These activities consist of maintaining the landscaped common land areas; block parties; softball games; neighborhood yard sales; fundraising events; or the like. Board members, and members, make no claims as to the expertise of any of the members or their family members in such matters. Therefore, the organization bears no liability for any incident, accident or injury that may occur during or as the result of maintenance, recreational, or fundraising activity sponsored by or organized by the organization.

Article XI: Dissolution of the Organization

In the event that the CHS Athletic Boosters Club should dissolve, all existing monies, after the payment of all outstanding bills, shall be distributed for one or more exempt purposes with the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. Canton High School Athletic Booster Club

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These are the by-laws of the Canton High School Athletic Booster Club, as put forth herein, were ratified and accepted by the Board of Directors on the _____ day of _____, 20____.

President

Secretary

This document is a complete and accurate copy of the By-laws of Canton High School Athletic Booster Club.

President

Secretary

The Canton High School Athletic Booster Club does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, or disability.

SIMON G. ATKINS HIGH SCHOOL ATHLETIC BOOSTER CLUB CONSITUTION AND BY-LAWS

Article I. Name

Section 1:

The official name of the organization is Simon G. Atkins Academic and Technology High School Athletic Booster Club and the business of the organization may be conducted as the Atkins Athletic Boosters.

Section 2:

The organization was founded on August 29, 2005.

Approval of changes to the Constitution and By-Laws must be recommended by the Officers and approved by fifty percent plus 1 of members present at a duly constituted member meeting.

The Constitution and By-Laws were reviewed, amended and restated as of September 4, 2014

Article II. Purpose

Section 1:

The organization's purpose is to enrich, improve, develop, and support all athletic activities of Simon G. Atkins Academic and Technology High School (Atkins High School). The Atkins Athletic Boosters will provide financial support for the purchase, maintenance and sponsorship of athletic events, athletic equipment and athletic fields.

To maximize its impact, and at the discretion of the Officers, the organization may collaborate with other non-profit organizations in activities and events to enhance its success in support of the athletic programs of Atkins High School.

Section 2:

The organization shall operate as a non-profit organization, and no part of the assets, revenue, or excess receipts over disbursements shall be distributed to benefit of any officer, any member, or any other non-profit entity. No funds of the organization shall be used to influence state, local or national legislation. The organization shall not participate in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Article III. Membership

Section 1:

Membership shall be open to any person regardless of Race, Ethnicity, Religion or Sexual Orientation who expresses a desire to support the purpose of the organization and promote its programs and policies.

Section 2:

Membership does not provide avenues for advisement, appeal, redress, or complaint regarding students and/or staff members of Atkins High School.

Section 3:

Membership shall follow the rules and policies of Atkins High School and be in compliance with North Carolina State School laws.

Section 4:

Membership dues will be reviewed by the Officers at the May meeting, and voted on and adopted by a majority vote of the membership present at a duly constituted member meeting.

Section 5:

Membership period is from August 1 to July 31 of the next calendar year. Any membership paid after August 1 is valid until the following July 31.

Article IV. The Officers

Section 1:

The officers of the organization will be President, Vice-President, Secretary, Treasurer, Assistant Treasurer and six (6) Committee Chairs.

Section 2:

The Atkins High School Principal, the Athletic Director and the immediate past President may serve in an advisory role to the Officers. They will have no voting privileges.

Section 3:

Officers are elected annually. Officers can serve no more than two (2) consecutive terms in the same office.

Section 4:

Officers shall be elected at the April meeting of the organization's membership with newly elected Officers assuming duties at the May meeting.

Section 5:

Elected officers must be the legal guardian or parent of a student enrolled at the school.

Section 6:

Only members in good standing can be nominated and elected as Officers.

Section 7:

In the event of a vacancy of an Office, except for the office of President, for any reason during the term of that office, shall be filled by appointment of majority vote of the Officers and such appointment shall expire with the original term of the elective office being filled. In case of a vacancy in the office of President, the Vice-President will succeed to the office of President and the office of the Vice President shall be filled.

Section 8:

Any Officer or general member can be removed from office or membership by two-thirds (2/3) vote of the general membership present at a duly constituted member meeting. Reasons for removal may be, but are not limited to: 1) cause, 2) excessive absence 3) non-participation.

Article V: Duties of Officers

Section 1:

President: The President shall be the Chief Executive Officer of the organization. He/she will preside at all meetings of the organization and the Officers, appoint all special committees, and shall see that all committees function and shall cooperate with the chairman of each committee toward that end. The President will have general control of the affairs of the organization between meetings.

Section 2:

Vice-President: The Vice-President shall preside at all meetings in the absence of the President, and shall run the rules of order for all meetings. The Vice-President shall discharge the duties of President in case of a vacancy in the office, and shall perform other duties as assigned by the President.

Section 3:

Secretary: The Secretary shall conduct general correspondence of the organization subject to direction of the President and the Athletic Director. The Secretary shall give notice of all meetings, keep an accurate list of membership, and keep/make available minutes of all meetings.

Section 4:

Treasurer: The Treasurer shall receive all moneys for the organization, and deposit same in a bank or banks approved by the Officers. Disbursements must be by check or debit and substantiated by invoice or receipt. The Treasurer may deposit funds not needed for immediate expenditure in an interest bearing account. The Treasurer will keep accurate records of accounts, develop an annual budget, and prepare monthly financial reports for the Officers and general membership.

Section 5:

Assistant treasurer will carry out the above duties as deemed necessary in support of the Treasurer.

Note: The Officers shall require an annual audit or review of the financial records of the organization and the Officers may request an audit or review at such other time as it deems appropriate.

Section 6: .

Committee chairs will carry out duties to support their respective committee responsibilities as defined in Article VI, Section 7 of these by-laws and any duties assigned by the President.

Section 7:

All new business shall be first considered by the Officers and shaped for presentation to the general membership if, in the opinion of the Officers, it is advisable to do so. It shall authorize all expenditure recommendations and shall not disburse any funds non-essential to the stated purpose of the organization.

The Officers shall meet regularly at least nine (9) times per year. Regular meetings will be held by the Officers at times and locations fixed by the Officers and notice of meeting shall be given at least 5 business days in advance of the meeting. Notice may be given by email. Special meetings of the Officers may be called by the President, any two officers or by any five non-officers with at least 2 days advance notification.

A majority vote of the Officers shall be required to approve any action by the Officers.

The Officers shall receive committee reports/recommendations, and following deliberation, shall make recommendations to the organization's membership.

Article VI: Committees

Section 1:

Members of the organization may be appointed to more than one committee, but cannot serve as a chairperson of more than one committee.

Section 2:

The chairperson of a committee shall be elected by membership and shall serve a one (1) year term.

Section 3:

Standing committees shall be: Fundraising/Business Sponsorship, Volunteer Coordination, Membership, Spirit Wear, Concessions, and Marketing/Communications.

Section 4:

Special committees may be instituted as necessary and the President shall appoint a chairperson of the special committees or delegate authority to appoint chairpersons of any special committee to Officers.

Section 5:

The chairperson of a committee shall present reports at general meetings, and these reports shall be included in the minutes of the general meeting.

Section 6:

Committees can consist of as many members as deemed necessary by the committee chairperson; members may be added throughout the year.

Section 7:

Committee Responsibilities:

- Fundraising/Business Sponsorship: Organize and promote fundraising opportunities and promote business sponsorships of the organization through actively recruiting new sponsors.
- Volunteer Coordination: Recruit and schedule volunteers for fundraising, merchandise, concessions.
- Membership: Promote and recruit new members and assist the Secretary in maintaining an accurate membership.
- Spirit Wear: Select, purchase, and organize the sale of approved merchandise at all school and organization events; work closely with Treasurer to ensure proper bookkeeping/accounting procedures are in place.
- Concessions: Organize and staff concession sales at all designated events; work closely with Treasurer to ensure proper bookkeeping/accounting procedures are in place.
- Marketing/Communications: Provide on-going communication to the public at large through website updates, all-call phone calls and press releases as deemed necessary by the organization.

Section 8:

Historian:

- The historian is an honorary member within the Athletic Boosters, appointed by the Officers. The historian will assist with maintaining a history of the school by collecting photos, articles, videos or documents.

Action VII: General Membership Meetings

Section 1:

Monthly meetings will be held for the organization's membership. The time and place for these meetings will be determined by the Officers and communicated to the membership at least 7 days in advance of the meeting.

Section 2:

The majority of those members present at an organizational meeting will represent a quorum.

Section 3:

The proceedings of all meetings shall be conducted in an orderly fashion following the agenda published the week previous.

Section 4:

The April General Membership meeting shall include the election of Officers with the new Officers beginning their term and commencing their duties and responsibilities immediately after the conclusion of the April meeting no later than the next regularly scheduled meeting in May.

Section 5:

The September General Membership meeting will be designated as the organization's annual meeting. Projects and annual budget will be presented to the membership during this meeting.

Section 6:

Only members in good standing may vote on the business items and in elections.

Article VIII: Capital and Liability

Section 1:

The capital of the organization shall consist of membership fees, donations, concessions, and funds collected from other activities sponsored by the organization.

Section 2:

No one other than the President, Vice-President, Secretary, or Treasurer can obligate the organization for any debt(s) or disbursement of funds without the approval of the Officers. All disbursements shall be for the specific reason of promoting the purpose of the organization as stated in the Constitution and By-Laws. All disbursements shall require the appropriate supporting documentation which may include an invoice, billing statement or such other similar document. Disbursements shall conform to the schedule of payment as established by the office of the Treasurer or the Assistant Treasurer.

Section 3:

Expenses up to \$1000.00 can be disbursed by the signers indicated on the bank card related to the Booster Club bank account.

Section 4:

Expenses over \$1000.00 must be approved by the Officers, and the check for these expenses must be signed by two bank signers.

Section 5:

Expenses for items not appropriated in the annual budget shall require the approval of the Officers, and shall not be considered unless there are sufficient funds in the treasury after deducting the funds allocated for those items approved in the annual budget.

Article IX: Compensation

Section 1:

The Officers shall serve without compensation for any services rendered to the organization, and no member of the organization, Officers or Directors shall either directly or indirectly receive any payment, any dividend or share in any proceeds from fundraising events, sale, or division of property of the said organization or in any way receive remuneration for services rendered to or performed by the organization as result of being an officer, director or member. No rewards, incentives or gifts shall be given to anyone in exchange for their services to the organization as an officer, director or member. The Athletic Director, who is employed by the school, shall be excluded from the limitations of Article IX, Section 1 as it relates to rewards or incentive compensation.

Article X: Dissolution of the Organization

Section 1:

In the event the organization is dissolved, any monies and/or assets of the organization shall become the property of Simon G. Atkins Academic and Technology High School without recourse.

BY-LAWS OF THE

ANN ARBOR HURON HIGH SCHOOL

ATHLETIC BOOSTER CLUB

Revised: January 23, 2012

Approved

BY-LAWS OF THE ANN ARBOR HURON HIGH SCHOOL

ATHLETIC BOOSTER CLUB

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BY-LAWS OF THE ANN ARBOR HURON HIGH SCHOOL ATHLETIC BOOSTER CLUB

ARTICLE I – Name, Purpose and Objectives

Section 1.01 Name. The name of this organization shall be the Ann Arbor Huron High School Athletic Booster Club, commonly known as Huron Booster Club, hereafter referred to as the “Club.”

Section 1.02 Purpose. The purpose of the Club is to promote athletics at Ann Arbor Huron High School in an atmosphere that is consistent with the educational philosophy of the school community.

Section 1.03 Objectives. The objectives of the Club are as follows:

- (a) Develop an organization with an active and involved membership that is concerned with the total athletic program and all of its participants regardless of sex, race, socio-economic status or chosen sports activity.
- (b) Promote school spirit and sportsmanship and encourage attendance at all Huron athletic events.
- (c) Encourage and support the academic endeavors of Huron’s student athletes.
- (d) Provide supplementary financial support for the various athletic activities at Huron.
- (e) Provide supplementary financial support for the future of the various athletic activities at Huron in the form of an Endowment Fund.
- (f) Aid the staff in organizing and staging special events and projects.
- (g) Aid and support the school staff in the areas of sports promotion, publicity, and program development.

Section 1.04 Non-profit Status. Notwithstanding any other provisions of these By-Laws, the Club shall carry out activities permitted by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law or by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Internal Revenue Law.

ARTICLE II – Membership and Fees

Section 2.01 Membership. There shall be one class of membership in the Club; the adult members of any household who have paid a current annual membership fee or have a lifetime membership.

Section 2.02 Membership Fee. A membership fee, established by the Executive Board, shall accompany each application for membership and shall become the property of the Club.

Section 2.03 Members Right to Privacy. Any personal information gathered or requested by the Club is for the sole use of the Club and will not be made available to any other organization.

ARTICLE III – Officers

Section 3.01 Officers. The officers shall consist of the President, Vice-President, Secretary, Treasurer and Co-Treasurer. There shall also be elected at-large members whose responsibilities are described in Article IV, and one chairperson of each Standing Committee.

(a) Election. The officers and the at-large members shall be elected by a majority of the voting membership present at the final General Membership Meeting. All elected officers, at-large and standing committee chairs must be current members of the Club.

(b) Nominations. The President, with concurrence of the Executive Board, shall present a slate of nominees (who have agreed to serve) for positions of officers and at large members with reasonable notice prior to the Annual Business Meeting. Additional candidates may be nominated from the floor at the Annual Business Meeting.

(c) Terms of office. A term is one fiscal year, July 1 through June 30. An individual may not serve in the same elective capacity for more than four consecutive terms, with the exception of Treasurer, which is for no more than six consecutive terms.

(d) Vacancy. The President, with the approval of the Executive Board, shall appoint any officer vacancy, other than the Presidency. A vacancy in the office of the President shall be filled by a majority vote of the Executive Board at their first meeting after the vacancy occurs.

Section 3.02 Duties of Officers.

(a) President. The President shall:

- (1) Preside at all meetings;
- (2) Appoint standing committee chairpersons with the concurrence of the Executive Board;
- (3) Appoint and/or dissolve all other committees as required;
- (4) Serve as ex-officio member of all committees;
- (5) Serve as primary spokesperson for the Club, except as otherwise specified;
- (6) Direct goals and budget performance;
- (7) Have an official signature card on file with the bank utilized to manage the funds of the Club and have electronic access to said accounts.

(b) Vice President. The Vice President shall perform all the duties of the President in his/her absence and shall be responsible for an annual review of the By-Laws, recommending revisions as deemed appropriate.

(c) Secretary. The Secretary shall keep a record of all the proceedings of the General Membership Meetings of the Club. All minutes shall be kept in a regular bound Secretary's Book. A record of the decisions of the Executive Board shall be kept in a separate bound Secretary's Book. A summary of the decisions made in these Meetings should go out to the general membership each month.

(d) Treasurer. The Treasurer shall:

- (1) Maintain a complete set of books of account in accordance with generally accepted accounting principles and practices;
- (2) Make disbursements from the teams' encumbered funds and the general fund, and shall pay expenses approved by the Executive Board and shall secure proper vouchers thereof;
- (3) Report the amount of money available in the general fund and encumbered funds at each monthly General Membership Meeting. The monthly financial reports shall include an accurate representation of Club funds;
- (4) Have an official signature card on file with the bank utilized to manage the funds of the Club and have electronic access to said accounts.

(e) Co-Treasurer. The Co-Treasurer shall receive and deposit moneys of the Club in the Club's checking and/or savings accounts.

ARTICLE IV – Executive Board

Section 4.01 The Board shall be responsible to act on behalf of the Club in the management of the business affairs of the organization, except for matters decided by a vote in the General Membership Meetings. The Executive Board shall consist of:

(a) President

- (b) Vice-President
- (c) Secretary
- (d) Treasurer and Co-Treasurer
- (e) Elected At-large Members
- (f) Athletic Director of Ann Arbor Huron High School
- (g) One Chairperson of each Standing Committee as defined in Article V.

Section 4.02 The Executive Board shall:

- (a) Approve the expenditure of all general funds up to \$1000 per request. Any expenditure of general funds above \$1000 shall require an advance approval vote by the Executive Board and then be presented at a General Membership Meeting for approval.
- (b) Approve the President's creation and dissolution of all necessary Committees and Chairpersons.
- (c) Set the time and date of General Membership Meetings and give members timely notification;
- (d) Approve goals and budget targets annually; and
- (e) Review the annual budget, monthly financial reports, and monthly financial statements issued by the bank utilized to manage the funds of the Club (including other official bank records for team accounts utilizing the 501(c)(3) status of the Club) at a minimum, every three months. Bank issued financial statements shall be provided to all Executive Board Members at said meetings by the President.

Section 4.03 If action on behalf of the Club is necessary before it is reasonable to convene the General Membership Meeting, the President shall take such action based on the majority vote of the Executive Board, comprised of the five officers, the at large members, one chairperson of each Standing Committee, and the Athletic Director. A report of the action taken shall be made at the next General Membership Meeting.

Section 4.04

A. To the fullest extent permitted under Section 209C of the Michigan Nonprofit Corporation Act (MNCA), as the same presently exists or may hereafter be amended, a volunteer officer of the Ann Arbor Huron High School Booster Club shall not be personally liable to the Ann Arbor Huron High School Booster Club for monetary damages for breach of the officer's fiduciary duty. However, this provision does not eliminate or limit the liability of an officer for any of the following:

1. A breach of the officer's duty of loyalty to the Ann Arbor Huron High School Booster Club;
2. Acts or omissions not in good faith or that involve intentional misconduct or a knowing violation of the law;
3. A violation of Section 551(1) of the MNCA (dealing with certain prohibited transactions by officers);
4. A transaction from which the officer derived an improper personal benefit;
5. An act or omission occurring before the date that this Article becomes effective in accordance with the pertinent provisions of the MNCA; and
6. An act or omission that is grossly negligent.

Any volunteer officer of the Ann Arbor Huron High School Booster Club shall only be personally liable for monetary damages for a breach of fiduciary duty as an officer to the Ann Arbor Huron High School Booster Club to the extent set forth in this Section A.

B. To the fullest extent permitted under Section 209(d) of the MNCA, as the same presently exists or may hereafter be amended, the Ann Arbor Huron High School Booster Club assumes all liability to any person other than the Ann Arbor Huron High School Booster Club, for all acts or omissions of a volunteer officer occurring on or after the date this Article becomes effective in accordance with the pertinent provisions of the MNCA, incurred in the good faith performance of the volunteer officer's duties as such. A claim for monetary damages for a breach of a volunteer officer's duty to any person other than the Ann Arbor Huron High School Booster Club, shall not be brought or maintained against a volunteer officer; but such a claim shall be brought or maintained instead against the Ann Arbor Huron High School Booster Club, which shall be liable for the breach of the volunteer officer's duty.

The term "volunteer officer" shall have the same definition as the term "volunteer director" set forth in Section 110(2) of the MNCA, as the same presently exists or may hereafter be amended.

Any repeal, amendment or other modification of this Article shall not adversely affect any right or protection of an officer of the Ann Arbor Huron High School Booster Club existing at the time of such repeal, amendment or other modification. If the MNCA is amended, after this Article becomes effective, then the liability of officers shall be eliminated or limited to the fullest extent permitted by the MNCA as so amended.

D. Any repeal, amendment or other modification of this Article shall not adversely affect any right or protection of an officer of the Ann Arbor High School Booster Club existing at the time of such repeal, amendment or other modification. If the MNCA is amended, after this Article becomes effective, then the liability of officers shall be eliminated or limited to the fullest extent permitted by the MNCA as so amended.

ARTICLE V – Standing Committees

Section 5.01 Standing Committees. Standing Committees are those required to function throughout the year. Chairpersons shall be appointed by the President, subject to the approval of the Executive Board. Standing Committees and their primary functions follow. Note: No individual has the authority to use or remove any funds from any Club checking or saving account for investment purposes or otherwise, unless directed and approved by the Executive Board majority.

Section 5.02 Membership Committee. The Membership Committee shall maintain a complete and current list of all annual and lifetime members, collect dues, and produce the team fund report following each sport's season. The report will be shared with the Club's General Membership and the Club Treasurer who will distribute the funds according to the teams' encumbered funds. Further, the Membership Committee shall conduct ongoing efforts to recruit new members.

Section 5.03 Concessions Committee. The Concessions Committee shall be responsible for the management of all concessions using the indoor, outdoor or off-site facilities. Any off-site concession Chairperson will report directly to the Concessions Committee. Each seasonal concession payout report shall be produced for distribution by the Treasurer and simultaneously be shared with the Club's General Membership.

The Concessions Committee shall:

- (a) Recruit and schedule parent volunteers (representing the various sports teams) to manage the concession for specific events;
- (b) Record the labor-hours incurred for each event, allocated to the specific sports teams represented;
- (c) Record the concession expenses and revenues for each event;
- (d) Acquire all provisions required for the concession stands;
- (e) Recommend to the Executive Board the allocation of profits to the encumbered funds of each sports team in accordance with the participation of volunteer help; and

Set aside, each sports season, the Rat Shack and UM events host team payout amounts into a Club general fund account for future concession maintenance or equipment purchases. This amount shall be incorporated into the Club monthly general financials and shown as a separate line item.

Section 5.04 Spirit Shop. The Spirit Shop Committee shall coordinate the promotion of school spirit through the sale of apparel and memorabilia, bearing the Huron logo, at a nominal price.

The Spirit Shop Committee shall:

- (a) Manage the inventory of the Shop to meet the changing needs of the student body;
- (b) Record an accurate and timely account of revenues and expenses of the Shop and coordinate its financial operation with the Club Treasurer; and
- (c) Report the ongoing operational and financial status of the Shop's operation to the Club's Executive Board on a periodic basis.

Section 5.05 Standing Committee Chairpersons shall recruit as many members as necessary to accomplish the responsibility of the Committee. The Chairperson shall also keep a historical file of the year's proceedings, financial records, vendor contacts, etc., for turnover to his/her successor. At the end of each fiscal year, these committee records should be turned over to the Committee Chairperson successor.

ARTICLE VI – Team Representatives

Section 6.01 Each team shall have a team representative present at each General Membership Meeting.

Section 6.02 Team Representatives shall disseminate information from the General Membership Meeting to the team coach, athletes, and parents.

Section 6.03 Team Representatives shall review the monthly financial report issued by the Treasurer, paying particular attention to the encumbered fund(s) for which he/she is a Team Representative. Any points requiring clarification should be raised as soon as possible or within a reasonable time frame with the Executive Board and/or the Team Coach/Parents.

Section 6.04 Teams are responsible to contribute to projects and fundraising activities as called upon.

Section 6.05 For voting purposes, on matters for which it is appropriate to ensure equal representation for each team sport, the following rules apply:

- (a) Only the team representative, alternate or team coach may vote.
- (b) Team representatives can represent no more than two teams and have no more than two votes.
- (c) No proxy votes will be accepted.

ARTICLE VII – Meetings

Section 7.01 Annual Business Meeting. The Annual Business Meeting of the Club shall be held at the May General Membership Meeting unless otherwise specified by the Executive Board. Any change to the Annual Business meeting date, time or location shall be announced a minimum of two weeks in advance of the proposed change.

Section 7.02 General Membership Meetings. General Membership Meetings shall be held monthly unless otherwise specified by the Executive Board and reasonable notice is provided to the General Membership. Meetings shall be open to all interested persons.

Section 7.03 Executive Board Meetings. Executive Board Meetings shall be held monthly unless otherwise specified by the Executive Board. A summary of the decisions reached and Executive Board members present at each meeting should be distributed to all Executive Board members and Team Representatives within a reasonable timeframe following the meeting and before the next General Meeting.

Section 7.04 General Meeting Voting. All members who have paid a membership fee for the current year may vote, except on matters for which it is appropriate to ensure equal representation for each sport team. In these cases, only Team Representatives for each sport may vote.

Section 7.05 Quorum. A quorum for the transaction of business at the Annual Business Meeting and at General Membership Meetings shall be five percent (5%) of the families with a current annual paid membership. A quorum for Executive Board Meetings shall be two-thirds (2/3) of the Board members. In all voting instances, majority rules for those present.

Section 7.06 Robert's Rules of Order. Robert's Rules of Order, the latest edition, shall be recognized as the authority governing the meetings of the Club, its Executive Board, and its Committees.

ARTICLE VIII – Finances

Section 8.01 All monies received by the Club for any purpose other than the Endowment Fund, shall be deposited to the credit of the Club in a financial institution or institutions selected by resolution of the Executive Board.

Section 8.02 All funds specified "Endowment Fund" shall be forwarded to the Ann Arbor Area Community Foundation, and deposited to the credit of the Club agency fund.

Section 8.03 Funds raised by and/or allocated to specific sports teams, although deposited in the Club's account, shall be separately tracked as "encumbered funds" for each sports team. Expenditures from these encumbered funds do not require Executive Board approval but may be expended on behalf of these teams at the discretion of the team's Head Coach and/or duly authorized member. No team or committee should submit a payment request which exceeds the amount of funds available, at the time of the request in the team or the committee encumbered funds account. The Executive Board may decline a request for funds if the team balance is inadequate to cover the expenses.

Section 8.04 Funds raised by the Club that have a specific advertised purpose, shall be deposited (and separately tracked) in the Club's general fund to ensure that it is disbursed for the advertised purpose and to safeguard the integrity of the Club and the School. No vote is required by the general

membership unless the advertised purpose has been altered or changed since the project's inception. Funds raised by a Huron organization outside of the Club, but whose funds are directed to the Club for financial record keeping, also require the same Club procedures for disbursal.

Section 8.05 At the end of each fiscal year, after all fiscal year income and expenses have been recorded, ten percent (10%) of the General Fund net ordinary income balance will be specified for the Endowment Fund, forwarded to the Ann Arbor Area Community Foundation (AAACF) and deposited to the credit of the Club agency fund by December 31st following the fiscal year close. Included with this payment will be any net profit from the annual Hall of Fame Banquet. If the Hall of Fame event does not generate any profit or show a loss, then only the 10% of the General Fund net ordinary income shall be forwarded to the AAACF. An annual distribution from the Huron Athletic Booster Club Endowment Fund through the AAACF may in part or in full be taken as a distribution into the Huron Athletic Booster Club General Fund as determined by the Executive Board on a yearly basis. Any portion of the interest not taken as a distribution, in any given year, will continue to be reinvested.

Section 8.06 Funds raised by any of the Club fundraising programs can only be directed to an approved Huron sport or team. All requests to direct money elsewhere must have prior approval of the Executive Board.

Section 8.07 Any interest generated by the investment of the Club's general funds and/or encumbered funds, in an approved financial institution, will be deposited into the Club's general fund.

Section 8.08 Due to the extensive use of personal computer/printer/fax equipment by the Treasurer (an official officer elected to the Executive Board and who manages the official books for the Club), said Treasurer may request a stipend of up to \$100 per school year to compensate for use of said personal equipment. The stipend shall be requested by the Treasurer through completion of the published Payment Request form and said form shall be authorized and signed by the President of the Club.

Section 8.09 Any Team making use of the Club Tax ID number for purchases made with funds from a Team bank account which is separate from the official Club Team encumbered funds, shall provide financial reports, including bank statements as appropriate, at the request of the President for review.

ARTICLE IX – Amendment of These By-laws

Section 9.01 Amendments to the By-laws are to be submitted in writing at a regular Executive Board Meeting prior to the Annual Business Meeting. Notice of the amendments shall be publicized by direct mail or e-mail to the membership at least two weeks prior to the Annual Business Meeting.

Section 9.02 Amendments may be adopted at the Annual Business Meeting by a 2/3 majority of those Club members voting, a quorum being present.

ARTICLE X – Dissolution of Club

Section 10.01 Dissolution of the Club entity. Should the Huron Booster Club cease to operate as a legal entity, all of the Club assets and cash will be distributed equally to all active athletic teams and clubs having an encumbered fund with the Club. Distribution to the teams will be calculated in the following manner; the total sum of the Club's ending cash balance, including assets converted to cash, divided by the total of all Huron athletes participating in the previous three sport seasons as determined by ending varsity, junior varsity and freshman rosters prior to the Club's dissolution. Example: \$50,000 available divided by 750 athletes participating in the three prior sports seasons equals \$66.66 dollars given to each team based upon their athlete roster totals. Once distributed, the funds can be used at the discretion of the team's Head Coach and/or duly authorized designate. Encumbered fund balances for teams or clubs no longer active at Huron will be added to the general fund balance prior to the final distribution in the manner described above.

Section 10.02 Upon Club dissolution, the interest generated in perpetuity by the assets of the Huron Athletic Endowment Fund will be distributed on an annual basis equally to all Huron Athletic teams and clubs based upon athlete participation as described in section 10.01. The Huron Athletic Endowment Fund is maintained by the Ann Arbor Area Community Foundation.

(BC By-Laws) 6/18/01 Revised 5/18/09 Revised 1/24/2011 Revised 1/23/2012)