

FHS BOOSTER CLUB BYLAWS

ARTICLE I Name, Purpose and Objectives

Section 1 **Name.** The name of this organization shall be the “Freeman High School Athletic Booster Club” hereafter referred to as “the Boosters”.

Section 2 **Purpose.** The purpose of the Boosters is to promote athletics at Freeman High School in an atmosphere that is consistent with the educational philosophy of the Freeman School District and Freeman community.

Section 3 **Objectives.** The objectives for the Boosters are as follows:

(1) Increase support of Freeman High School Athletics and those groups that support FHS Athletics through the purchase of certain equipment and other expenses not covered by Freeman School District. It is not the objective of the Boosters to relieve the school district of their specific obligations in regards to the FHS Athletic program. The Boosters will operate in accordance with FSD Procedure 4120P – Community Relations and operate without cost to the District.

(a) Teams & activities supported: baseball, basketball, cross country, football, golf, soccer, softball, tennis, track and field, volleyball, wrestling, cheerleading and pep/marching band.

(2) Develop an organization with an active and involved membership that is concerned with the total FHS Athletic program and all of its participants regardless of sex, race, socio-economic status or chosen activity.

(3) Promote school spirit and sportsmanship and encourage community-wide attendance at all FHS Athletic events.

(4) Encourage and support the academic endeavors of FHS’s student-athletes.

(5) Aid the FHS staff in organizing and staging special events and projects as needed.

(6) Aid and support the FHS staff in the areas of Athletics promotion, publicity and program development as needed.

ARTICLE II Membership and Dues

Section 1 **Membership.** There shall be four classes of membership in the Boosters: Individual Members, Family Members (*the adult members of any household*), Business Members and Lifetime Members who have paid a current annual membership fee.

(a) **Member Voting Privileges.** All Individual Members (*annual and Lifetime*) shall have one vote. Each spouse/partner in a Family Membership (*annual and Lifetime*) will have one vote. Business Members shall have a voice, but no voting privileges.

(i) A member who leaves the Boosters forfeits his/her right and voting privilege effective immediately.

(b) **Expulsion of Member.** If at any time a member of the Boosters acts in a manner which is considered by the Officers as not being in the best interests of the Boosters, the member may be expelled from the association by a 75 percent majority vote of the membership.

FHS BOOSTER CLUB BYLAWS

(i) The member affected may appeal to the membership of the association by filing such an appeal in writing with the President within 90 days of the action by the officers. The President shall then poll the membership by email ballot. A majority vote of the ballots returned within 14 days shall confirm or reverse the action of the officers.

Section 2 **Dues.** The annual dues for membership will be established by the Officers. Annual dues are accepted beginning July 1.

ARTICLE III Finances

Section 1 All monies received by the Boosters for any purpose shall be deposited to the credit of the Boosters in a financial institution or institutions selected by resolution of the Officers.

Section 2 Any interest generated by the investment of the Booster's general funds and/or encumbered funds, in an approved financial institution, will be deposited into the Booster's general fund.

Section 3 The fiscal year of the Boosters shall begin July 1 and end June 30. The expenditures of the Boosters shall be in accordance with the budget as approved by the Officers.

Section 4 All checks dispersed shall require two Officer signatures.

Section 5 Allocations of monies will be thoroughly researched by either the Team Representative or Officers prior to approval. Each team or activity shall receive no more than \$1000 per fiscal year. Each team has until September 30 each year to spend these funds or lose them for that school year. Requests can be re-submitted at the appropriate end-of-the-school year meeting (*typically May*).

Section 6 Booster supplies and inventory shall not be used for events produced by external team clubs or other similar groups when only those groups benefit from the event. When an external group leases District facilities where Booster equipment is used, the Boosters may require a damage deposit and user agreement form prior to approval of use.

Section 7 Due to the extensive use of personal computer/printer/fax equipment by the Officers (*officials elected to the Executive Board and who oversee the day-to-day business of the Boosters*), a request of a stipend of up to \$100 per school year to compensate for use of said personal equipment. The stipend shall be requested by the Officer through completion of the published **Payment Request form** and said form shall be authorized and signed by the President of the Club.

ARTICLE IV Record Keeping

Section 1 Appropriate records are to be kept by the Secretary and Treasurer. All materials printed and/or dispersed to the membership or general public shall have a copy kept on file for future reference. This file shall be kept by the current Secretary and passed on to the President when position vacated.

Section 2 All agreements (*financial and otherwise*) with Freeman High School or any organization shall be kept on file.

Section 3 The Boosters records shall be audited and submitted to the Officers by two officers but not including the Treasurer on an annual basis. If possible, the Vice President, Secretary or Membership Manager should be chosen for this task.

ARTICLE V Officers and Management

Section 1 The direction of affairs and activities of the Boosters shall be vested in the Officers composed of President, Vice President, Secretary, Treasurer, Concessions Manager and Membership Manager. This group shall make up the Executive Board.

The Officers shall have responsibility for budget and fiscal planning, recommending annual association goals and objectives, determination and approval of membership categories.

The FHS Athletic Director shall assist with the management of the Boosters but shall not have any voting rights.

Section 2 Officers will be members of the Boosters and will be selected in the following manner: by a majority vote of the membership present at the appropriate meeting.

Section 3 The term of each office shall be one year at the beginning of each fiscal year. In the event the President of the Boosters is unable to complete a term of office, then the Vice President of the Boosters will succeed to the office of the President for the balance of the term.

Section 4 Election of new Officers is to be accomplished during the last monthly meeting of the regular school year (*typically May*) and begin his/her duties at the beginning of each fiscal year.

Section 5 Duties of Officers.

President. The President shall:

- (a) Organize and preside at all meetings.
- (b) Oversee all activities.
- (c) Oversee budget.
- (d) Work with FHS Athletic Director, FSD Superintendent and community to insure open communication and understanding.
- (e) Work with Concessions Manager.
- (f) Appoint committee to award annual scholarships with Executive Board's approval.
- (g) Promote positive school spirit and athletic sportsmanship.

Vice President. The Vice President shall:

- (a) Shall perform all the duties of the President in his/her absence or if the President ceases to be able to fulfill duties during the year.
- (b) Shall have first right of refusal to become President the following year with approval of Nominating Committee.
- (c) Be responsible for concessions and will assist Concessions Manager to ensure smooth operations.
- (d) Be responsible for an annual review of the bylaws, recommending revisions as deemed appropriate.

Secretary. The Secretary shall:

- (a) Keep a record of all the meetings of the Boosters. All minutes shall be kept in an electronic file on a thumb drive and then emailed out to the general membership each month.
- (b) Oversee placing notices as necessary in the various building newsletters and flyers as well as the Bagpiper student newspaper.

Treasurer. The Treasurer shall:

- (a) Maintain a complete set of books of account in accordance with generally accepted accounting principles and practices and report to the President.
- (b) Will coordinate funding with Concessions Manager.

Concessions Managers. The Concessions Managers shall:

- (a) Procure items for sale, oversee set-up, sales and clean-up of concessions.
- (b) Work with Vice President and report to the Treasurer.
- (c) Work with Officers to assign work schedules.

Membership Manager. The Membership Manager shall:

- (a) Coordinate and maintain membership and email distribution lists.
- (b) Work with President/Secretary to promote membership through building newsletters and Bagpiper student newspaper.
- (b) Maintain and update membership signage.
- (c) Maintain volunteer contact list for Concessions Manager.

ARTICLE VI Meetings

Section 1 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 2 Special Meetings. The need for and calling together of a special meeting is to be done by the President. Notification of those members, other than the Executive Board, of such a meeting is to be carried out as deemed necessary by the importance of the issue.

Section 3 Quorum. At an official meeting a majority of the Executive Board, four (4) members shall constitute a quorum. In all voting instances, majority rules for those present.

ARTICLE VII Fundraising Projects

Section 1 Fundraising projects are to be considered, coordinated with and/or approved by FHS officials if necessary, and agreed to by a majority vote of the membership attending the meeting in which it is presented for final approval.

Section 2 An effort should be made to seek volunteer labor and donated materials before expenditures of monies are made for fundraising projects.

ARTICLE VIII Amendments

Section 1 These bylaws may be amended by a two-thirds majority vote of the regular members present at a General Membership meeting or by a two-thirds majority of the ballots returned via email.