

HOWELL ATHLETIC BOOSTERS BYLAWS

May 11, 2022

Article I. NAME OF ORGANIZATION

Section 1.01 The organization shall be known as HOWELL ATHLETIC BOOSTERS

Article II. PURPOSE AND MISSION STATEMENT

Section 2.01 The purpose of the organization shall be to promote the Athletic Program of the Howell Public Schools.

Section 2.02 The net proceeds from fund-raising activities will be used exclusively for this purpose.

Article III. UTILIZATION OF FUNDS

Section 3.01 The fund balance of the Howell Athletic Boosters shall be utilized at the discretion of the membership in the following methods:

- (a) Team Payouts from Concessions
- (b) Scholarships
- (c) Special Projects
- (d) Team Sponsored Season End Banquets
- (e) Senior Survivor
- (f) Long term expenses
- (g) Investments

Section 3.02 Beneficiaries are all High School Athletic teams that:

- (a) Teams will be paid according to having participated in staffing concessions, teams will be paid according to shifts worked (see article XII section 13.02 for details regarding payout)
- (b) Senior Athlete Scholarships (4)
 - (i) Criteria and qualifications are determined by the Scholarship Committee and voted on by all eligible representative
 - (ii) Scholarship Amounts will be determined by the Fiscal year budget

- (c) Special Projects: Teams and the Athletic Department that have financial needs outside their budget may request additional funding. This will be voted on by eligible members on a case by case basis and also depend on the availability of funds.
 - (i) Non-Eligible requests are uniforms, clothing or items to be used and cared for by individual athletes i.e. bags, or other individual items. All items purchased must be kept in the care of the team management.
 - (ii) Eligible teams and/or department must request funds via email to howellathleticboosters@gmail.com
- (d) Teams will receive a per athlete amount to be determined on the budget to be used towards their end of season team banquet if they have had at least one representative attend every Boosters Board meeting for the last 12 months.
 - (i) Payment will be given to the Athletic Department to be deposited into to the team account.
 - (ii) Eligible teams must request funds via email to howellathleticboosters@gmail.com
 - (iii) Payment must be requested within 30 Days Prior and 30 days following the event.
- (e) The first 5 survivors, who are student athletes, that reach out to howellathleticsboosters@gmail.com will receive a budgeted donation.
- (f) Long Term Expenses & Investments – Include but are not limited to concessions equipment and other items that support the overall goal of the Howell Athletic Boosters. All Investments must be voted on.

Article IV. MEMBERSHIP

Section 4.01 Any HPS Coach or any person whose annual dues are current is a member of the organization and shall be entitled to vote at general meetings. If a member would like to represent multiple teams \$5 per additional team must be paid for each team.

Section 4.02 Member Records

- (a) A spreadsheet of membership will be kept by each sport each school year
- (b) Membership forms will be available
 - (i) On the Howell Public Schools/Athletics webpage.
 - (ii) At all meetings
 - (iii) At seasonal All Sports Meetings hosted by the Athletic Director
 - (iv) At orientations for Middle and High School families

Section 4.03 Members who wish to express their vote of motions presented during the meeting must have attended at least one (1) prior Athletic Booster Meeting during that academic year.

Section 4.04 Members with multiple team membership can only cast 1 vote regardless of how many teams they represent.

Section 4.05 Annual membership dues or fees for the organization shall be determined by a vote of the members at large at the annual meetings.

Section 4.06 Membership dues will start at the beginning of each academic year.

Section 4.07 In the event that a person would like to be a member but cannot afford the dues the following will be accepted in lieu of payment

- (a) 1 Concessions shift for their team
- (b) 1 S.O.S. Concessions shift credited to the Boosters

Article V. MEETINGS

Section 5.01 The organization shall meet once a month during the school year.

- (a) The schedule will be posted to the Howell Public Schools/Athletic Webpage
 - (i) Variation in the monthly meeting schedule may be adjusted after discussion of the general membership.
 - 1) To communicate meeting schedule changes emails will be sent to all members.

Section 5.02 The annual meeting of the organization shall be held in May of each year.

- (a) The annual meeting will determine the ballot proposals for the next fiscal year including
 - (i) The Board Member Nominations
 - (ii) Membership Fees for the upcoming year.
 - (iii) Other items moved and voted on by attendees of annual meeting
- (b) Ballots will be sent within 24 hours to all members and must be returned within 1 week. Results of ballots will be published via e-mail to all members within 48 hours of the election closing.

Section 5.03 A quorum for the purpose of conducting business at any meeting shall be not less than 51% of the teams participating in the booster program. The voting members must include at least two (2) of the Officers.

Section 5.04 The President shall act as chairperson at all members meetings. In the absence of the President, the Vice-President shall act as chairperson. In the absences of the Vice-President, the Secretary then Treasurer shall assume the role of chairperson of the meeting. In the absence of the Secretary, the meeting shall elect any member present to act as Secretary.

Section 5.05 Officer acting as chairperson may not make motions or cast votes on proposed motions, with the exception to break ties.

Section 5.06 The President & Board shall determine the agenda prior to the general meeting.

- (a) If general members and coaches would like to add agenda items for discussion, they must submit 1 week prior or make a motion to amend the agenda at the monthly meeting.
- (b) The Agenda will be disbursed to all members 24 hours prior to attending. The purpose of this is to notify members if a quorum is needed.

Article VI. FISCAL YEAR

Section 6.01 The fiscal year of the organization shall end on each July 31st.

Section 6.02 The final duty of the fiscal year is to have the financials audited by an independent CPA to be presented at the First Meeting of the next Fiscal Year

Section 6.03 Elected Officers begin their role August 1-July 31

Section 6.04 The first meeting of the fiscal year will include the presentation of the annual budget to be discussed and voted on at the next meeting.

- (a) Included in the budget should be specific line items for annual events. Including but not limited to:
 - (i) Scholarships
 - (ii) Special Projects
 - (iii) Banquets
 - (iv) Senior Survivor
 - (v) Long Term Expenses each with individual line items
 - (vi) Concession Spending (Can be multiple line items)

Article VII. OFFICERS

Section 7.01 The Officers of the Organization shall be a President, a Vice-President, a Secretary and a Treasurer, or co-chairs as necessary.

Section 7.02 Board Members must be a parent/guardian of a student enrolled in Howell Public Schools.

Section 7.03 The Officers shall be elected based on the ballot established at the annual meeting. The Officers shall consist of the President, Vice-President, Secretary and Treasurer.

(a) Officers will give monthly reports that relate to their title.

Section 7.04 No more than 2 Officers may be a part of the same athletic program.

(a) The President shall be the general executive office of the Organization.

(i) The President shall preside at all meetings of the members and shall appoint all special or other committees unless otherwise ordered by the membership.

(ii) The President shall perform all the duties usually appertaining to the Office of President of an Organization and shall have general charge of the business affairs of the organization.

(iii) The President is responsible for the Agenda for each meeting. It should be posted on the Howell Public Schools/Athletic webpage and also shared with membership 1 week prior to each meeting. This may be updated with additional items up to 24 hours prior.

(iv) All checks, drafts and notes issued by the organization shall be signed by the President in the absence of the Treasurer.

(b) The Vice-President shall have the powers and perform the duties usually appertaining to the office and shall exercise the duties of President in the absence of the President.

(i) The Vice-President shall act as membership chairperson and timekeeper during general business meetings.

(ii) The Vice President will maintain the Membership spreadsheet and have present at all meetings. The Membership spreadsheet will be shared with Membership, Varsity Coaches and Athletic Director. It will be a live document that updates automatically.

(iii) In addition, the Vice President in collaboration with the Secretary shall be responsible for development of newsletter items related to Booster activities.

(iv) The newsletter will be shared monthly with Membership, Varsity Coaches and Athletic Director. The newsletter will be posted on the Howell Public Schools/Athletic webpage.

(c) The Secretary shall keep minutes of membership and shall have custody of all organization records, papers, files and books except books of account.

(i) The Secretary shall issue notices of all meetings and shall perform all duties usually appertaining to the Office of Secretary of an Organization.

(ii) The Secretary will share the approved meeting minutes with Membership, Varsity Coaches, Athletic Director, and posted on the Howell Public Schools/Athletic webpage

(iii) The Secretary shall be responsible for documentation of the draw results.

(d) The Treasurer shall have the custody of and be responsible for all funds and securities of the organization and shall keep regular and accurate accounts of all receipts and disbursements and shall render reports of the same to the membership and Athletic Director.

(i) The Treasurer shall deposit all funds of the organization in such bank or banks as shall be designated by the vote of the membership and shall generally perform all duties usually appertaining the Office of Treasurer of an Organization.

(ii) Approved monthly treasurer reports will be shared with membership, Varsity Coaches, Athletic Director, and posted on the Howell Public Schools/Athletic webpage.

- (iii) The Treasurer shall present a full financial report at the Annual Meeting.
- (iv) The Treasurer shall be bonded. The Treasurer will submit the Full Financial Report for Audit.
- (v) All checks, drafts and notes issued by the organization shall be signed by the Treasurer or the President in the absence of the Treasurer.

Section 7.05 Transition between outgoing officers and incoming officers is to take place between the election and the beginning of the next Fiscal Year.

Article VIII. COMMITTEES:

Section 8.01 The President shall seek interested individuals to serve on committees. These may include committees to address issues of finance, publicity, membership and nominating committees and other committees as deemed necessary.

Section 8.02 The President appoints Committee Directors.

Section 8.03 Concessions Committee: The Committee will be led by the Concessions Director.

- (a) This committee will be responsible for Opening and Stocking the Concession Stands.
- (b) At least 1 Committee Member will be required to be in attendance of all home football games.
- (c) The Committee will be composed of:
 - (i) The Concessions Director
 - (ii) At least 1 Board Member
 - (iii) At least 2 representatives from each athletic season (Fall, Winter, Spring)
 - (iv) At least 1 representative must be from a Girls Team
 - (v) At least 1 representative must be from a Boys Team
 - (vi) At least 1 representative must be from a Co-Ed Team
 - (vii) At least 1 representative must be from a Varsity Sport
 - (viii) At least 1 representative must be from a Club Sport Team
 - (ix) At least 7 representatives total
- (d) All Concession Policies & Processes must be documented (Including but not limited to)
 - (i) Pricing
 - (ii) Products & Suppliers
 - (iii) Equipment Maintenance Schedule
 - (iv) Cash Box Policy
 - (v) Number of slots needed per event and duties
 - (vi) Opening & Closing
 - (vii) Concessions policies - This document will include, but not be limited to; the method teams use to choose events to work and the distribution of funds. The exception is the draw. See Article XIII Section 13.01
- (e) All Concession Policies must be presented and voted in at the first meeting of the FY.

Section 8.04 Scholarship Committee:

- (a) The Committee will be established at the 1st meeting of the FY
- (b) The Committee is responsible for including but not limited to:
 - (i) Documenting the criteria and qualifications for applicants
 - (ii) Reviewing the Qualifications with the board at large by the 3rd meeting
 - (iii) Submitting the scholarship to HPS to be published on the HHS Scholarship page.
 - (iv) Vote on all the qualified Applicants

- (c) The committee can be composed of:
 - (i) All eligible Board Members
 - (ii) Eligible Coaches
 - (iii) Eligible Members
- (d) A family member of an applicant may not serve on the committee

Section 8.05 Additional Committees:

- (a) Additional Committees must be voted on by members.
- (b) If a Committee is determined to be an Annual Committee, it must be added to the bylaws in the second year and added to the Annual Budget.

Article IX. MISCELLANEOUS

The rules contained in Roberts Rules of Order shall govern the organization in all cases in which they are applicable and in which they are not inconsistent with the provisions of these By-laws. The Secretary will have a copy of Robert's Rules of Orders at all times.

Article X. DISSOLUTION

Section 10.01 In the event of dissolution of the organization, all funds on hand will be transmitted to the Howell Public Schools to be used for athletics. It is the desire of the Boosters that those funds be divided equitably among the existing athletic teams.

Article XI. AMENDMENTS

Section 11.01 These by-laws may be amended, adopted or repealed or any part of them amended, adopted or repealed at any regular board meeting or special meeting by a majority vote of the quorum.

Section 11.02 The proposed amendments shall be presented at the meeting prior to the meeting at which the vote will be taken.

Section 11.03 In addition, a committee appointed by the President, brought to the general membership for review no less than bi-annually, should routinely review the by-laws.

CONCESSIONS POLICY MAINTENANCE

Moved to Concession Committee

Article XII. By-Laws

Section 1.01 The By-Laws should be reviewed annually

Section 1.02 By-lays are be available on the Howell Public Schools/Athletics webpage.

Article XIII. Concessions Draw Guidelines

Section 13.01 The Draw & Volunteer Guidelines

- (a) The order in which teams draw, or choose their games to work, are randomly selected by the eligible teams in attendance of the Draw Meeting.
- (b) Only teams represented at that day of the draw in person may participate in that season.
- (c) The representative for the team may be a coach or appointed Booster Member for the team.
- (d) If a conflict occurs that prohibits a coach or parent to attend (ex. Game scheduled on day of draw). A non-member may attend the draw in their place.
- (e) Teams will choose to work an event in order picked.
 - (i) Teams must complete choosing an event until all events are filled.
 - (ii) A team may pass only when remaining slots interfere with their team's game schedule.
- (f) If a team has trouble recruiting required number of volunteers, they must contact the Board and the Concessions Director as soon as you are aware of inability to cover the event.
- (g) High School Students can occupy a volunteer spot if accompanied by an adult.
- (h) Students may not volunteer for a position that includes handling money.

Section 13.02 Distribution of Funds

- (a) Profit will be divided by the number of events allocated for each draw, minus 20% which will be disbursed to the Athletic Boosters Budget.
- (b) Teams will be paid out one month after the official season has ended.
- (c) Report of all payouts will be sent to Athletic Office and Head Coaches.