



HOWELL ATHLETIC BOOSTERS BYLAWS

September 11, 2013

ARTICLE I: NAME OF ORGANIZATION

1. The organization shall be known as HOWELL ATHLETIC BOOSTERS

ARTICLE II: PURPOSE AND MISSION STATEMENT

1. The purpose of the organization shall be to promote the Athletic Program of the Howell Public Schools.
2. The net proceeds from fund-raising activities will be used exclusively for this purpose.

ARTICLE III: UTILIZATION OF FUNDS

1. The fund balance of the Howell Athletic Boosters shall be utilized at the discretion of the membership in the following methods:
 - General Projects
 - Scholarships
 - Awards and Banquets
 - Long term expenses
 - Investments

High School Athletic teams that 1). have attended and participated in at least one draw during the entire school year, and 2). have had at least one representative attend every Boosters Board meeting for that school year (one absence allowed), are eligible to receive \$3 per athlete and coach, to be used towards their end of season team banquet. Effective September 11, 2013. Eligible teams must request funds via email to the Athletic office, vanolec@howellschools.com.

ARTICLE IV: MEMBERSHIP

1. Any person whose annual dues are current is a member of the organization and shall be entitled to vote at general meetings. 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. Exception to prior attendance will be the first Booster meeting of each academic year.
2. Annual membership dues or fees for the organization shall be determined by a vote of the members at large at the annual meetings. Membership dues will start at the beginning of each academic year.

ARTICLE V: MEETINGS

1. The organization shall meet once a month during the school year. Variation in the monthly meeting schedule may be adjusted after discussion of the general membership. Every attempt should be made to communicate meeting schedule changes such as school website, newsletter, etc.
2. The annual meeting of the organization shall be held in May of each year.
3. A quorum for the purpose of conducting business at any meeting shall be not less than six (6) members. The voting members must include at least two (2) of the Officers.
4. The Officers shall be elected at each annual meeting by a plurality vote of the members present. The Officers shall consist of the President, Vice-President, Secretary and Treasurer. The President and Secretary shall act as chairperson and secretary respectively at

all members meetings. In the absence of the President, the Vice-President shall act as chairperson. In the absences of the President and 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.

5. The President shall determine the agenda prior to the general meeting.

ARTICLE VI: FISCAL YEAR

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

ARTICLE VII: OFFICERS

1. The Officers of the Organization shall be a President, a Vice-President, a Secretary and a Treasurer, or co-chairs as necessary.
2. The President shall be the general executive office of the Organization. He/she shall preside at all meetings of the members and shall appoint all special or other committees unless otherwise ordered by the membership. 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.
3. 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. The Vice-President shall act as membership chairperson and time keeper during general business meetings. In addition, the Vice President in collaboration with the Secretary shall be responsible for development of newsletter items related to Booster activities.
4. The Secretary shall keep minutes of membership and shall have custody of all organization records, papers, files and books except books of account. The Secretary shall issue notices of all meetings and shall perform all duties usually appertaining to the Office of Secretary of an Organization.
5. 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. 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 to the Office of Treasurer of an Organization. The Treasurer shall present a full financial report at the Annual Meeting. The Treasurer shall be bonded.

6. All checks, drafts and notes issued by the organization shall be signed by the Treasurer or the President in the absence of the Treasurer.

ARTICLE VIII: COMMITTEES:

1. 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.
2. The Hall of Fame Committee will be convened at the direction of the Howell Athletic Booster President. This will occur when an application for the Athletic Hall of Fame does meet the specifics outlined in the qualification criteria. The committee will be composed of the Athletic Director, the President or designee of the Athletic Boosters, the charter committee members (deemed lifetime Hall of Fame Committee members) and a minimum of five (5) athletes who are members of the Hall of Fame. The total number of committee members shall be twelve (12). In the event that one of the charter members resigns, the vacancy will be filled by an athlete who is a member of the Hall of Fame.

ARTICLE IX: MISCELLANEOUS

1. 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.

ARTICLE X: DISSOLUTION

1. 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

1. 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 two-thirds majority vote of the members present and voting. The proposed amendments shall be presented at the meeting prior to the meeting at which the vote will be taken. 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.

ARTICLE XII: CONCESSIONS POLICY MAINTENANCE

1. The Board shall be required to maintain a written document that explains how the concessions policy works. This document will include, but not be limited to; the method teams use to choose events to work and the dispersement of funds. Changes to this document will not need to be voted on as a by-law change.

Concessions Draw Guidelines

Two draws will take place over a school year. Draws will take place in the fall for the winter sports, and again in the winter for the spring sports.

The order in which teams draw, or choose their games to work, are by referencing the "Points System." At the draw, the team with the most points will draw first, and so on until all teams are drawn. Boosters secretary will keep record of the points during the school year.

Points System:

- a. Teams will accumulate points based on their Boosters participation.*
- b. Teams that have accumulated the most points as of a draw date, will go first in the draw.*
- c. In the event of a tie, team with most points for attendance will draw first.*
- d. System effective September 11, 2013 meeting.*
- e. Teams will earn one point for:*
 - i. Attending every board meeting, one absence allowed.*
 - ii. Each Boosters membership form completed and brought to board meeting.*
 - iii. Volunteering to work concessions for an "added event."*

Each sporting event for that said season, will be added to a chart in date and sport order.

Only teams represented at that day of the draw may participate in that season draw. The representative for the team may be a parent, coach, or any person appointed by the team, if a conflict occurs that prohibits a coach or parent to attend (ex. Game scheduled on day of draw). An individual attending the draw may not be considered a team representative unless specifically asked to do so. An individual may not represent more than one team at the time of the draw.

Teams will choose to work an event in order picked. Teams must complete choosing an event until all events are filled. A team may pass only when remaining slots interfere with their team's game schedule.

Teams will sign up to work an entire event (from open to close-whole duration) and must be present with number of volunteers specified for such event, or team will not be credited with full compensation. If a team has trouble recruiting required number of volunteers, they must contact boosters coordinator as soon as you are aware of inability to cover the event.

Football games will be split among three different teams, and each team will provide four people to work concessions for the entire event.

High School Students can occupy one volunteer spot if accompanied by an adult. Students may not volunteer for a position that includes handling money.

Teams will be paid out in December and June for events worked.

Amount of money collected will be divided by the number of events allocated for the entire fall or winter/spring draw, minus 20% which will be disbursed to the Athletic Boosters Budget.