

# **Grand Ledge Football Boosters, INC**

## **By-Laws**

### **Article I - Name**

The name of this organization shall be for all purposes: Grand Ledge Football Boosters.

### **Article II - Purpose**

The organization's purpose is to support the sport of football at Grand Ledge High School; for the purpose of encouraging sportsmanship, fair play, physical fitness, knowledge and proficiency of the sport with special consideration to the children and youth in the Grand Ledge School District. This organization shall be operated as a non-profit and will comply with all IRS regulations related to non-profit status.

### **Article III - Membership**

Members will consist of all adult members of a family, business, and other organizations that support the purpose of Grand Ledge Football Boosters. The Board of Directors reserves the right to create other types of memberships as the need may arise.

### **Article IV - Membership Fees**

Membership fees, if any, shall be determined from time to time, but not less than annually, by majority vote of the Board of Directors at a regular or special meeting that has been called in accordance with these By-Laws.

### **Article V - Basic Policies**

The following are basic policies of the Grand Ledge Football Boosters:

1. The organization shall be noncommercial, nonsectarian, and nonpartisan.
2. The organization, or its members in their official capacities, shall not endorse commercial entities or engage in activities not related to promoting the purpose of the organization.
3. The organization, or its members acting in their official capacities, shall not directly or indirectly participate or intervene in any way, including the publishing or distributing of statements in any political campaign on behalf of, or in opposition to any candidate for public office.
4. No part of the net earnings of the organization shall be made to the benefit, or be distributed to its members, directors, or officers in any other private persons, except for the payment of, or reimbursement for approved expenditures.
5. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal

Revenue Code, or (ii) by an organization, contributions to which contributions are deductible under Section 170(c)(2) of the Internal Revenue Code.

## **Articles VI - Meetings**

**Annual Meeting:** There shall be an annual meeting of the membership for the purpose of hearing reports, election of Officers and Team Representatives and for the transaction of other business as may come before the membership. The time, date, and location of the annual meeting shall be established by the Board of Directors with notice thereof given by means that may include, but are not limited to, written, e-mail, website with a (10) day notice.

**Regular Board Meetings:** A regular meeting schedule of the Board of Directors shall be established by the Board of Directors. The Board of Directors shall meet at least once per quarter.

**Executive Committee Meetings:** The executive committee shall meet at least quarterly. Attendance at Executive Committee meetings is closed to the general membership. A summary of decisions made at the Executive Committee meetings shall be reported at Regular Board meetings.

**Robert's Rules of Order:** Meetings shall be conducted in accordance with "Robert's Rules of Order" and final decisions on matters of procedure shall be made by the presiding officer. Minutes shall be kept of the transaction of all business at such meetings.

**Special Meetings:** A special meeting of the Board of Directors or general membership may be called by the President or by majority of the Board of Directors.

**Quorum:** A Majority (75%) of the members present at an officially called meeting shall be deemed a quorum for the purposes of conducting business. Provided, however, that no business shall be conducted unless at least a majority of the elected officers are present and voting at such meeting.

**E-mail Voting:** If action on behalf of the Club is necessary between meetings and before it is reasonable to convene a Regular Board Meeting, the President shall take action based on majority vote by email of the Board of Directors. A Report of the action taken, including record of any motion and seconded and a record of votes, shall be made at the next Regular Board Meeting.

**Agenda:** Items to be placed on the Regular Board or Executive Committee agenda shall be communicated to the President at least three (3) days prior to the scheduled meeting.

### **Article VII - Board of Directors**

The Board of Directors shall consist of at least seven (7) persons, but not to exceed fifteen (15) members, including the four (4) elected officers, Head Coach, two (2) Coaches Representatives, seven (7) Team Representatives, three (3) Varsity, Two (2) Junior Varsity, Two (2) Freshman, and Two (2) At-Large members (Concession Rep and Advertising Rep).

Elections held for the purpose of electing the Officers and Team Representatives at, either the annual meeting, or a special meeting shall be conducted by open vote, or secret ballot, at the discretion of the President. The Coach Representatives will be appointed by the Head Coach. The at large members will be appointed by the Board of Directors.

Members elected to the Board of Directors shall serve a one (1) year term.

Should the Board of Directors drop below fifteen (15) members, vacancies may be filled by appointment by the Board of Directors to complete any unexpired term.

Nominations for the Board of Directors shall be made at the annual meeting.

All persons nominated for the following positions: President, Vice President, Secretary, Treasurer, and Team Representatives must:

- Have a current high school/football athlete,
- Be present at the meeting and accept the nomination or have submitted a written statement to the Secretary, indicating acceptance of the nomination,
- Have attained the age of eighteen (18) or older at the time of nomination.

Failure to accept shall render said nominee ineligible for said office. The President shall conduct the election. In the absence of the President, the elections shall be conducted by the Vice President, or other elected officer. All Officers and Team Representatives shall be elected by a majority vote of the members present at said meeting. There shall be no vote by proxy for the election of Officers of Team Representatives.

### **Article VII - Power and Duties Directors**

Except as limited by law, or other provisions of these by-laws, the Board of Directors shall have the following general powers.

1. Said Officers and Directors shall determine the general policy of the organization and shall have control, supervision, and management over the budgeted and

approved finances, and over any other physical property of this organization, and over all activities that are held for, or on behalf of the organization, or in the furtherance of its purposes.

2. The Officers and Directors shall authorize all contracts and obligations of any kind that are entered into in the name of the organization and shall authorize all expenditures of funds belonging to the Grand Ledge Football Boosters. The foregoing notwithstanding, said Officers and Directors shall be without power to make any contracts binding upon any of the members, Officers, or Directors, personally or individually.

### **Article IX - Officers**

The Officers shall consist of the President, Vice President, Secretary, and Treasurer. Said Officers shall be elected annually. Further, said officers shall take office immediately upon conclusion of the meeting, wherein their election has been held.

The **President** shall be the chief executive officer of the organization and shall preside at all meetings of the membership and Board of Directors. The President shall appoint committee chairpersons not otherwise stated in these by-laws. The President may appoint special committees as he/she deems necessary. In the event of the inability of the President to perform any of their duties, or in the event of vacancy, the Vice president shall act in his/her place.

The **Vice-President** shall, in the absence of the President, assume all duties and powers associated with the office. The Vice President shall also conduct regular audits of the financial books and review the by-laws. Said audits, and review, shall be conducted on an annual basis.

The **Secretary** shall record all proceedings of the organization, hold all official and legal papers, and be empowered to certify jointly, with the President, as to said proceedings. The Secretary shall also create, and issue, all membership lists of the organization, and if directed, membership cards. Further, it shall be the duty of the Secretary to comply with the public notification provisions contained in Article VI.

The **Treasurer** shall have custody of all corporate funds and shall keep all books belonging to the organization, records of all accounts, receipts and disbursements. Further, the Treasurer, or his or her Board approved designee shall deposit all monies, securities or valuable effects in the name of the organization in such depositories as may be designed for that purpose from time to time by the Board of Directors. The Treasurer shall prepare an annual budget and shall submit to the Board of Directors for

review and approval. The Treasurer shall create and submit all financial statements required of the organization by either the State of Michigan or Federal Government.

### **Article X - Executive Committee**

The Executive Committee shall be responsible to act on behalf of the Club in management of the business affairs of the organization, between regular meetings of the Board of Directors. The Executive Committee shall consist of:

- President,
- Vice-President,
- Secretary,
- Treasurer, and
- Head Coach

The Executive Committee is authorized to:

- Set the time and date of all meetings and give members timely notification.
- Approve the expenditure of funds up to \$500 per request without prior approval of the Board of Directors. Approvals shall be reported to the Board at the next Regular Board meeting. Any expenditure of funds above \$500, not previously budgeted for, shall require presentation at a Regular Board meeting and approval by the Board of Directors.
- Approve goals and budget targets annually.

### **Article XI - Committees**

The regular committees of the organization shall be as follows:

**Finance Committee** - Treasurer Chair. Responsible for developing an annual budget for consideration by the general membership.

**Audit Committee** - Vice-President Chair. Responsible for conducting annual audits of the financials.

**Concession Committee** - Chair will be appointed by the Board of Directors. The concession representative will be the chair. Responsible for all game day activities, including parking and the operations, staffing, coordination of volunteers, storage of equipment, and replenishment of concession supplies. The Chair will be a signer on the Booster Bank Account. The Concession committee shall also be responsible for presenting for approval suggested price lists for various items sold at the concession stands. The Concession Committee's membership shall include, but not be limited to, the Treasurer, who cannot serve as chair, and at least one other member appointed by the Executive Committee.

**Public Relations Committee** - Chair appointed by the Board of Directors. Responsible for the overall promotion of various activities that the Club is involved in while ensuring a positive impact to the Grand Ledge community through outreach, i.e., community day, GL parade, etc.

**Fundraising Committee** - Chair appointed by the Board of Directors. Responsible for coordinating and generating the various fundraising activities for the Grand Ledge Football Boosters. In addition, the Fundraising Committee will work closely with the other committees and head coach to ensure these activities are run in accordance with the Club's by-laws and the philosophy of the Grand Ledge High School Athletic Program.

### **Article XII - Fiscal Year**

The fiscal year of the Grand Ledge Football Boosters shall begin on January 1 and end on the following December 31.

### **Article XIII - Conflict of Interest**

Any elected or appointed member of the board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily excuse him/herself and will refrain from discussion and voting on said item.

### **Article XIV - Disbandment**

Upon the dissolution of this organization, after paying or adequately providing for the debts and obligation of the organization, the remaining assets shall be initially turned over to the Grand Ledge Public School Athletic Department to be held for a period of twelve (12) months to determine if further interest exists to reestablish the club. After the 12-month period the funds will revert to the Grand Ledge Public Schools General Athletic Fund.

**Article XV Amendments to the By-Laws**

Amendments to the by-laws of this organization may be made at a regular or special meeting of the membership. Said approval of the proposed amendments or amendments shall be by majority vote of the membership present and voting.

These by-laws declared and adopted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
President – Christie Konieczny

\_\_\_\_\_  
Secretary - Kelli Bohnet