



MIDLAND HIGH SCHOOL ATHLETIC BOOSTER CLUB BYLAWS

I. NAME.

The name of this organization is the Midland High School (“MHS”) Athletic Booster Club (“ABC”) (together, the “MHS ABC”).

II. TYPE.

The MHS ABC is an independent 501(c)(3) nonprofit organization, Tax ID 38-2548128.

III. PURPOSE.

The MHS ABC is dedicated to the support of those interscholastic athletics at MHS that are under oversight of the MHS Athletic Office. The principle tenet of the MHS ABC is that public school athletic programs contribute positively to the educational, physical, and social development of students. The purpose of the MHS ABC is to provide financial support to the athletic program in order to help maintain and enhance this important part of the learning experience at MHS.

IV. FISCAL YEAR.

The fiscal year of the MHS ABC shall begin each July 1 and end the following June 30.

V. POLICIES AND PROCEDURES.

The MHS ABC shall maintain internal policies and procedures, developed and maintained by its Executive Committee, which shall not direct nor control the administrative activities of MHS. It is the role of the MHS Athletic Director to act in an advisory capacity to the MHS ABC, and as such, the MHS Athletic Director shall not direct nor control the administrative activities of the MHS ABC.

VI. MEMBERSHIP.

1. Members.

MHS ABC membership is open to all adults of at least 18 years of age who are interested in supporting MHS interscholastic athletics (the “Members”). The Executive Committee is a subset of the Members. Registered MHS students are ineligible for membership.

2. Voting Privileges.

- a) Each Member, including Executive Committee Members, shall have one vote for each action called to a vote at General Meetings except for the President, whose vote shall be used only in the event of a tie.
- b) Each Executive Committee Member shall have one vote for each action called to a vote at Executive Committee Meetings except for the President, whose vote shall be used only in the event of a tie.



- c) All actions called to a vote at General Meetings and Executive Committee Meetings shall be determined by a majority vote of those present and eligible to vote. Members must be present to vote, and no proxy votes shall be accepted.
- d) As may be determined by the President, during significant times of hardship, such as global pandemics, floods, or other events that may cause the Members to be unable to join in person, meetings may be held via video or other telephone conference technology by which all participants can hear each other. Votes may take place by telephonic or other electronic means, including by email, as determined by the President.

VII. OFFICERS.

The following Officers shall compose the Executive Committee of the MHS ABC. Some Offices may be “Multi-Person Offices,” as determined by the Executive Committee, which may be held by more than one individual. All individuals elected to a Multi-Person Office are members of the Executive Committee, each with a unique Member vote.

1. President.

The President shall: (a) provide strategic direction of the affairs of the MHS ABC; (b) create the agenda for and preside over MHS ABC meetings; (c) represent the MHS ABC to the community at large or appoint a representative to do so; (d) collaborate with the MHS Athletic Office; and (e) be an ex-officio member of all committees, except the Executive Committee, at which the President shall have voting rights as set forth in these Bylaws.

2. Vice President.

The Vice President shall: (a) act as assistant to the President; (b) perform the duties of the President in the absence of that officer; (c) initiate annual review of these Bylaws, full descriptions of the Officer roles and responsibilities, and Treasurer’s accounts including a signed statement of compliance from the Executive Committee to be submitted to the MHS Athletic Director at the end of each fiscal year; (d) co-manage with the Treasurer and MHS Athletic Director the capital plan with input from Executive Committee members; (e) manage the MHS ABC social media accounts; and (f) perform all other duties pertaining to the office and work closely with the other Officers.

3. Secretary.

The Secretary shall: (a) keep the attendance and minutes of all meetings including General Meetings and Executive Committee meetings; (b) submit a copy of the meeting minutes to the President and MHS Athletic Director within seven (7) days of each meeting; (c) confirm with the MHS Athletic Director the meeting facilities and equipment needs for upcoming meetings; and (d) perform all other duties pertaining to the office and work closely with the other Officers.

4. Treasurer.

The Treasurer shall: (a) receive all monies of the MHS ABC; (b) keep an accurate record of receipts and expenditures; (c) pay such expenditures only as authorized by the Executive



Committee; (d) present a statement of account at each General Meeting including an annual report at the August General Meeting; (e) prepare and submit all necessary financial statements required for legal compliance, including state and/or federal tax reporting; (f) serve as liaison between the MHS ABC and the MHS ABC Endowment Fund at the Midland Area Community Foundation; (g) co-manage with the Vice President and MHS Athletic Director the capital plan with input from Executive Committee members; and (h) perform all other duties pertaining to the office and work closely with the other Officers.

5. Concessions Coordinator.

The Concessions Coordinator shall: (a) be responsible for the management of concessions at interscholastic athletic events; (b) take inventory and order supplies (food, drinks, and other supplies); (c) ensure adequate equipment and facilities, including health and safety policies and procedures; (d) meet annually with the Midland County Health Department and ensure that the MHS ABC is following Health Department requirements; (e) ensure current ServSafe certification and plan for future certification needs; (f) co-review with the Volunteer & Sport Representative Coordinator the training materials for volunteers to ensure current and accurate practices are followed; (g) work with the Treasurer to maintain sufficient cash in the concession stands and make deposits; and (h) perform all other duties pertaining to the office and work closely with the other Officers.

6. Merchandise Coordinator.

The Merchandise Coordinator shall: (a) actively drive apparel and merchandise fundraising; (b) work with the President, Vice President, Treasurer, and selected supplier, to design and order apparel and merchandise for incoming school year; (c) manage inventory; (d) maintain and manage the online store www.ChemicGear.com; (e) perform review of apparel and merchandise orders; (f) prepare orders for pickup or shipping; (g) coordinate the sale of apparel and merchandise at a select number of home football and basketball games; (h) work with Volunteer & Sport Representative Coordinator to confirm dates, times, and locations of the parent meetings at the start of each sport season and present and promote at such meetings; and (i) perform all other duties pertaining to the office and work closely with the other Officers.

7. Volunteer & Sport Representative Coordinator.

The Volunteer & Sport Representative Coordinator shall: (a) lead the group of MHS ABC volunteers and sport representatives; (b) act as a liaison among the MHS ABC, volunteers, sport representatives, coaches, and teams; (c) manage timely, comprehensive, and required communications; (d) build the concession stand volunteer schedule by recruiting and/or assigning volunteers to the various concession stand needs for fall, winter, and spring sports as well as special events; (e) co-review with the Concessions Coordinator the training materials for volunteers to ensure current and accurate practices are followed; (f) collect the dates, times, and locations of the parent meetings at the start of each sport season and ensure attendance by the Merchandise Coordinator; and (g) perform all other duties pertaining to the office and work closely with the other Officers.

8. Fundraising Coordinator.

The Fundraising Coordinator shall: (a) actively drive the non-apparel/merchandise fundraising initiatives of the MHS ABC; (b) be responsible for coordinating the 100



Chemic Champion Campaign in collaboration with President and Vice President, including all campaign details, timeline, records, and related events; (c) serve as liaison and coordinate with the MHS Athletic Director to manage advertising on the LED interactive scorer table located in the main gym at MHS; and (d) perform all other duties pertaining to the office and work closely with the other Officers.

VIII. EXECUTIVE COMMITTEE.

1. Executive Committee Members.

The MHS ABC Officers, as outlined in *Article VII. Officers*, shall comprise the Executive Committee (the “Executive Committee Members”).

2. Term.

Newly elected Executive Committee Members shall assume office as outlined in Article VIII(4)(a)-(c). The term for each Executive Committee Member is two years. The Vice President shall typically assume the position of President, subject to formal election, after serving a two-year commitment as Vice President.

3. Transitional Term.

An Executive Committee Member shall serve a minimum 90-day overlapping transitional term, during which time they shall provide training, counsel, and support to their successor.

4. Nomination and Election.

- a) Vacancies. Nomination for a vacant Officer/Executive Committee position may be presented by any Member at any General Meeting. Consent of such nominee must be obtained prior to such presentation. The President shall entertain any additional nomination from the floor at the time of presentation, provided the nominee is present to offer consent. Newly elected Executive Committee Members to vacant positions shall assume office effective immediately upon affirmative vote of the majority of Members present at such General Meeting and shall occupy such Office for the remaining term.
- b) Multi-People Offices. The Executive Committee may from time to time create “Multi-People Offices” in which more than one individual may hold a single office. Nomination to add an individual to an Officer/Executive Committee Multi-People Office (i.e., Merchandise Coordinator) may be presented by any Member at any General Meeting. Consent of such nominee must be obtained prior to such presentation. The President shall entertain any additional nomination from the floor at the time of presentation, provided the nominee is present to offer consent. Newly elected Executive Committee Members to Multi-People Offices shall assume office effective immediately upon affirmative vote of the majority of Members present at such General Meeting and shall occupy such Office for the remaining term.
- c) Expiring Term. Nomination for an expiring Officer/Executive Committee position may be presented by any Member at any General Meeting. Consent of such nominee must be obtained prior to such presentation. The President shall entertain



any additional nomination from the floor at the time of presentation, provided the nominee is present to offer consent. Newly elected Executive Committee successors to expiring positions shall assume office effective immediately upon: (a) affirmative vote of the majority of Members present at such General Meeting; and (b) expiration of predecessor's term.

5. Recall.

Any Member of the Executive Committee may be subject to recall for just cause. The recall process shall be initiated when a petition of no confidence signed by at least one hundred (100) Members has been submitted to the Executive Committee. The petition shall include specific charges and reasonable substantiating documentation. The Executive Committee shall meet to review the petition, and in the absence of resolution, a recall election shall be held at the next General Meeting. The Executive Committee Member may be removed upon affirmative vote of the majority of Members present at such General Meeting. Such vote shall occur by written ballot.

6. Advisory Support.

The MHS Athletic Director shall serve in an advisory, non-voting capacity to the Executive Committee.

IX. MEETINGS.

1. General Meetings.

The MHS ABC shall meet monthly August through May, excluding December. Meetings shall be held at a pre-announced time and place, which may include video or other telephone conference technology as determined by the President and may be needed to meet current local health and safety recommendations or requirements. Special General meetings may be called by the President as needed. General meetings shall be open to all Members.

2. Executive Committee Meetings.

The Executive Committee shall meet as called by the President to discuss and make decisions between General Meetings. Meetings shall be held at a pre-announced time and place, which may include video or other telephone conference technology as determined by the President and may be needed to meet current local health and safety recommendations or requirements. Executive Committee meetings shall be open only to Executive Committee Members.

3. Annual Meeting.

The August General Meeting shall be the annual meeting, at which the prior year's annual financial report is presented, and a budget is adopted for the incoming school year.

4. Governance.

Robert's Rules of Order Newly Revised shall govern the proceedings at all meetings.



X. AMENDMENTS.

Any amendment to these Bylaws may be made only by two-thirds majority vote of the Executive Committee.

XI. DISSOLUTION.

The MHS ABC shall be dissolved by a three-quarters vote of the Members present at a special meeting called for that specific purpose. Notice of the proposed dissolution must be provided to Members at least one month prior to meeting date and shall be reviewed at the previous meeting. Any assets held by the MHS ABC at that time, after payment of, or provisions for all liabilities of the organization, shall become the property of MHS.

XII. PERPETUATION AS NONPROFIT.

The MHS ABC exists only as a nonprofit organization exclusively for the Purpose defined herein.