

# **BY-LAWS OF THE ALL SPORTS BRANDON BOOSTERS**

## **ARTICLE I**

### **OBJECTIVES**

All Sports Brandon Boosters (the "Organization") is organized for the following purposes:

1. To promote, assist, support and encourage the Brandon school's athletic programs, or any programs the All Sports Brandon Boosters deem worthwhile.
2. To cooperate with the Brandon School District.
3. To operate as a non-profit Organization with all monies to be used for maintenance and operation of the Organization and to support the objectives outlined in this section.
4. To solicit, accept, hold and administer any contributions received. To own, hold, operate and administer or dispose of real and personal property and generally do all things necessary and proper to accomplish the purpose herein stated and permitted to like non-profit corporations by law. No part of any net earnings shall inure to the benefit of any private member, except that said corporation shall not be precluded from disbursing funds in the form of awards, grants-in-aid, scholarships, etc. to any person the Executive Board of Officers shall deem advisable.
5. This Organization is organized and operated exclusively for the purposes described in section 501(c)(3) of the Internal Revenue Code.

## **ARTICLE II**

### **MEMBERSHIP**

**Section 1. Members.** Any person who is 18 years or older and who is interested in this Organization may become a member. There shall be no limitation on the number of members.

**Section 2. Term of Membership.** Membership shall be on a year to year business from July 1 to June 30.

**Section 3. Membership Qualification.** Each member shall attend 3 out of the last 11 Booster Monthly Board meeting to obtain/maintain voting rights.

**Section 4. Special Memberships.** The Executive Board shall have the right to name certain individuals as honorary members or as supporting members.

**Section 5. Board Memberships.** Persons holding executive board positions for at least 2 years will maintain a lifetime membership and voting rights. They shall not be required to pay dues and must attend 2 meeting per year to maintain voting rights.

### **ARTICLE III**

#### **EXECUTIVE BOARD**

**Section 1. Number of Board.** The business, property and affairs of this Organization shall be managed by an Executive Board composed of five persons, being the President, Vice-President, Secretary, Treasurer and Concession Chairperson.

**Section 2. Term of Officers.** Each board member shall serve a one-year term.

**Section 3. Vacancies.** Vacancies in the Executive Board shall be filled by appointment made by the remaining board members. Each person so appointed to fill any vacancy shall remain a board member until his/her successor has been elected by the members, who shall make such election at their next annual meeting, or at any special meeting duly called for that purpose.

**Section 4. Power to Appoint Agents and Hire Employees.** The Executive Board shall have the power to hire and appoint such agents and/or employees as the Board may deem necessary to carry out the business of the Organization.

**Section 5. Removal of and Agents and Employees.** Any agent or employee of the Organization may be removed or terminated by the Executive Board whenever in the judgment of the Executive Board the business interests of the Organization will be served thereby.

**Section 6. Committees.** The Executive Board shall have the power to create by resolution such committees as are necessary for the efficient operation of the Organization and to appoint the members thereof.

**Section 7. Power to Require Bonds.** The Executive Board may require any Officer, agent, or employee to file with the Organization a satisfactory bond conditioned for the faithful performance of such Officer's, agents, or employee's duties. The costs of any such required bond will be paid for by the Organization.

## ARTICLE IV

### OFFICERS

**Section 1. President.** The President shall be the chief executive Officer of the Organization. He/she shall preside over all meetings of the Executive Board and of the members. He/she shall direct the general and active management of the business of the Organization and shall assure that all orders and resolutions of the Executive Board are carried into effect. He/she shall appoint all committee chairpersons and shall be exofficio a member of all standing committees and shall have the general powers and duties of supervision of management usually vested in the office of President of a corporation. He/she shall be the official representative of the Organization at all outside functions and meetings, as the need arises. He/she shall oversee and coordinate all of the Organizations affairs and activities.

**Section 2. Vice-President.** The Vice President shall preside in the absence of the President or at his/her request. He/she shall assist the President in any and all assignments. He/she shall immediately become President for the unexpired term if the office of the President is vacated through resignation, leave of absence or death.

**Section 3. Secretary.** The Secretary shall maintain an accurate and permanent minute record by day, month, year and time of all business transacted at regular and Executive Board meetings. He/she shall maintain an attendance sheet of activities of active members and Executive Board members at all meetings. He/she shall receive and reply to all correspondence as directed by the Executive Board. He/she shall perform other secretarial duties as requested by the President. He/she shall retain an original copy of the by-laws voted and approved. He/she shall record amendments on the original and issue new copies to the membership.

**Section 4. Treasurer.** The Treasurer shall be responsible for all monies and financial data. He/she shall deposit monies in the bank(s) approved by the Executive Board. He/she shall ensure that bank records reflect correct financial status. Savings-checking transfers by the Treasurer only are permissible. He/she shall obtain prior approval from Executive Board or President to pay all bills over \$50, where approval may be given orally. He/she shall provide a financial status report at each regular meeting or at other times as requested by the President or Board. He/she will prepare all taxes with the aid and the full support of the executive board. He/she shall certify as to accuracy of all financial records prior to vacating office.

**Section 5. Concession Chairperson.** The Concession Chairperson will be responsible for the management of all concession stands. He/she will secure captains for each sport. He/she will ensure that each stand is properly

stocked. He/she will prepare monthly reports for the Executive Board. He/she will handle all matters with the health department and maintain safe serve certification fees paid by the All Sports Brandon Boosters.

## **ARTICLE V**

### **ELECTIONS**

**Section 1. Voting.** At the annual meeting of the Organization, each member present at such meeting shall be entitled to one vote.

**Section 2. Balloting.** The method of balloting and counting of the ballots shall be as determined of by the Executive Board.

## **ARTICLE VI**

### **MEETINGS**

**Section 1. Place of Meetings.** All meetings of the members, and of the Executive Board, shall be held in the Brandon, Groveland, or Ortonville area.

**Section 2. Annual Meeting of Members.** The annual meeting of the members shall be held in the month of June or July.

**Section 3. Notice of The Annual Meeting.** At least ten (10) days prior to the date for the annual meeting, a written notice of the time and place of such meeting shall be mailed to each current member entitled to vote at such meeting. Notice in the form of email is permissible.

**Section 4. Delayed Annual Meeting.** If for any reason the annual meeting of the members shall not be held on the day and time designated, such meeting may be called and held as a special meeting; however, notice of such meetings shall be the same herein required for the annual meeting.

**Section 5. Order of Business at Annual Meeting.** The order of business at the annual meeting shall be as follows: a.) roll call; b.) reading notice and proof of mailing; c.) agenda; d.) reading of minutes of last annual meeting; e.) report of the President; f.) report of the Secretary; g.) report of the Treasurer; h.) election of the executive Officers; i.) transaction of all other business; j.) new business; k.) adjournment.

**Section 6. Special Meetings of Members.** A special meeting of the members may be called at any time by a majority of the Executive Board, or on the

delivery to the Executive Board of a petition containing signatures of not less than 10% of all of the current members of the Organization.

**Section 7. Notice of Special Meeting of Members.** Upon receipt of a request in writing setting forth the date and objectives of the proposed special meeting signed by a majority of the Executive Board or by not less than 10% of the members, the Secretary shall notify the members in writing of such special meeting. Such notice shall be sent at least seven (7) days prior to the date fixed for the holding of any special meeting of members, and shall provide the time, place and purpose of such meeting. Business not mentioned in the notice shall not be transacted at such meeting.

**Section 8. Regular Meeting of Board.** Regular meetings of the Executive Board shall be held each month as designated by the Executive Board. Meetings will be posted on the Brandon School District website. No notice of regular meetings of the Executive Board shall be required, and all Executive Board meetings shall be open for attendance by any current member.

**Section 9. Special Meetings of Board.** Special meetings of the Executive Board may be called by the President at any time by the means of written or verbal notice of the time, place, and purpose thereof to each Officer as the chairperson, in his/her discretion shall deem sufficient, but action taken at any such meeting shall not be invalidated for want of notice if such notice shall be waived as hereinafter provided.

## **ARTICLE VII**

### **QUORUM**

**Section 1. Quorum of Members.** The members present at any regular or special meeting shall constitute a quorum.

**Section 2. Quorum of Officers.** A majority of the Officers shall constitute a quorum for any meeting of the Executive Board Officers.

## **ARTICLE VIII**

### **EXECUTION OF INSTRUMENTS**

**Section 1. Checks, Etc.** All checks, drafts, and order for payment of money shall be signed in the name of the Organization and shall be counter-signed by such Officers or agents as the Executive Board shall from time to time designate for that purpose.

**Section 2. Contacts, Conveyances, Etc.** The Executive Board shall have the power to designate the Officer(s) and/or agent(s) who shall have authority to execute any instrument on behalf of the Organization. Provided, however, that no persons shall be entitled to sign any drafts or checks issued by the Organization unless such person is an Officer or a committee chairperson.

## **ARTICLE IX**

### **RESTRICTIONS OF EXPENDITURES**

No individual project or expenditure may be undertaken by the Organization at the direction of the Executive Board if such project or expenditure exceeds the sum of \$10,000 unless prior approval has been obtained by resolution passed by a majority of the members voting at the annual meeting, or a special meeting called for such purpose.

## **ARTICLE X**

### **DISTRIBUTION UPON DISSOLUTION**

In the event of the dissolution of this Organization, after the payment of all the debts and satisfaction of all liabilities, and the liquidation of all assets owned by the Organization, the remaining monies shall be distributed to such Organization as are qualified as tax-exempt under 501(c)(3) of the Internal Revenue Code or the corresponding provisions of a future United States Internal Revenue Statute.

## **ARTICLE XI**

### **AMENDMENT OF BY-LAWS**

These by-laws may be amended, altered, changed, added to, or repealed by the affirmative vote of not less than two-thirds of the members entitled to vote at any regular or special meeting of the members if notice of the proposed amendment, alteration, change, such as contained in the notice of the meeting.

I hereby certify that the by-laws set forth above were duly adopted by the members of All Sports Brandon Boosters at a meeting held on May 21, 2019 and became effective May 22, 2019.

Marie Manion

ASBB Secretary