

**ALLEGAN HIGH SCHOOL AND L.E. WHITE MIDDLE SCHOOL  
ALLEGAN COUNTY  
1560 M-40 NORTH  
ALLEGAN, MICHIGAN 49010**

**ALLEGAN ALL-SPORTS BOOSTER CLUB  
a/k/a  
THE SPORTS BOOSTERS  
And/Or THE BOOSTER CLUB**

## **BYLAWS**

Formed: December 3, 2007

**ALLEGAN ALL-SPORTS BOOSTER CLUB**  
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## **ARTICLE I: NAME**

- **Section 1.01** The legal name of this organization shall be Allegan All-Sports Booster Club, a non-profit Michigan corporation located in Allegan, Michigan hereinafter referred to as The Sports Boosters or The Booster Club. This corporation was founded August 15, 2007.

## **ARTICLE II: PURPOSE**

- **Section 2.01** To promote among parents, students, faculty, business people and the general citizenry in the Allegan Public Schools District interest in sports and sports activities.
- **Section 2.02** The Sports Boosters are to encourage and develop all student sport programs at the Allegan High School and L.E. White Middle School by improving and sustaining the spirit, fellowship, and knowledge among its members and the surrounding community in a cooperative and enthusiastic manner.
- **Section 2.03** To discuss needs, problems, and projects of the Booster Club and Athletic Department with the authorized sports personnel in the Allegan Public Schools.
- **Section 2.04** To initiate and support worthwhile fundraising for the sole purpose of enhancing the athletic programs sponsored by the Athletic Department.
- **Section 2.05** To financially assist Allegan Public School District with playing facilities, equipment, uniforms and accessories.
- **Section 2.06** Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations qualifying as an exempt organization from the Federal income tax under section 501C(3) of the Internal Revenue Code, or corresponding section of any future Federal Tax Code.
- **Section 2.07** No part of the net earnings of the organization shall inure to the benefit of or be distributable to its members, trustees, officers, or other private persons, except the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the purpose of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other purpose not permitted to be carried on (a) by an organization exempt from Federal income tax under section 501C(3) of the Internal Revenue Code, or (b) by an organization contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code or corresponding section of any future Federal tax code.

## **ARTICLE III: BASIC POLICIES**

- **Section 3.01** The Sports Boosters are an administrative and fundraising organization of Allegan High School and L.E. White Middle School and are under the authority of the Athletic Director and the Allegan Public School System.
- **Section 3.02** The Sports Boosters reserve the right to present proposals to the school/sports programs for the purpose of further developing all student athletic programs, but in no way seeks to interfere, control the policies of, or take authority over the actual coaching of the high school or middle school teams.
- **Section 3.03** When the rights and policies of the Allegan Public Schools are in direct conflict with the rights and policies of The Booster Club, the rights and policies of the Allegan Public Schools shall prevail.

#### **ARTICLE IV: MEMBERSHIP AND DUES**

- **Section 4.01** Membership/Participation in The Booster Club will be voluntary. Participation in a sport does not require participation in The Booster Club nor does membership in The Booster Club require participation in a sport.
- **Section 4.02** Active membership in this organization shall be open to any person who has paid at least the minimum level annual membership dues and is willing to uphold the purposes and Bylaws of this club.
- **Section 4.03** Membership will expire at the end of each fiscal year in which the membership was paid unless a multi-year membership was paid at which time the expiration date will be adjusted accordingly. Lifetime members are excluded and will be considered active members at all times. The fiscal year ends on June 30<sup>th</sup>.
- **Section 4.04** Membership in this organization shall be made available without regard to race, color, religion, national origin or ancestry, age, sex, marital status, or handicap.
- **Section 4.05** The Booster Club shall conduct an annual enrollment of members, but may admit individuals to membership at anytime with no provisions for pro-rata payments with the exception of dues collected on or after May 1; they will be applied to the upcoming booster year.
- **Section 4.06** Membership levels may be upgraded to a higher level by paying the difference in dues, plus benefits received.
- **Section 4.07** Each member of The Booster Club shall pay annual dues as determined by the Board of Directors unless they hold a lifetime membership.
- **Section 4.08** Individuals may select a Single, Two-year, Four-year, Lifetime or Business membership. Full voting rights, holding office, making nominations and debating privileges are allotted to each member who is 18 years or older and considered a member in good standing with The Booster Club. Only one vote will be allowed per Lifetime Member. Only one vote will be allowed per Single Membership. Only two votes will be allowed per Couple Membership.
- **Section 4.09** There is no proxy voting allowed in General Meeting elections.
- **Section 4.10** No member shall be considered in good standing if dues are not paid in full.
- **Section 4.11** Board members may vote by proxy in the event they are absent from a meeting. Board members may also vote via e-mail sent directly to the President of The Booster Club.

## ARTICLE V: THE BOOSTER CLUB ORGANIZATIONAL STRUCTURE

- **Section 5.01** The Allegan All-Sports Booster Club shall consist of the following:
  - A governing administrative organization known as The Booster Club Board.
  - School Sports that have been approved by The Booster Club Board.
  - General individuals holding the following memberships: Single, Two-year, Four-year, Lifetime or Business will be known as Booster Club Members.
- **Section 5.02** The Booster Club Board, aka Board of Directors, shall consist of elected Officers, Athletic Director, Committee Chairpersons and a Non-Voting Student Representative.
  - **Section 5.02.01** – Officers:
    - The executive officers of The Booster Club Board are voting members of the Board of Directors and shall include the following, as well as the Athletic Director:
      - President
      - Vice-President
      - Secretary
      - Treasurer-Receivables
      - Treasurer-Payables
  - **Section 5.02.02** – Committee Chairpersons:
    - The Committee Chairpersons, members in good standing, are voting members of the Board of Directors and shall include the following:
      - Concession Chair
      - Membership Chair
      - Publicity Chair
      - Spirit Chair
      - Hall of Fame Chair
      - Scholar Athlete Chair
      - Fundraising Chair
  - **Section 5.02.03** – Non-Voting Student Representative
    - The Non-Voting Student Representative will be selected based on applications submitted and voted on by the executive officers of The Booster Club.
- **Section 5.03** – Each individual team sport shall be governed by The Booster Club Board and shall operate within the parameters as defined herein and by The Booster Club Board.
- **Section 5.04** – The Allegan All-Sports Booster Club shall consist of General Members, eighteen years of age and older, that have paid an annual membership fee. Each General Member in good standing shall be entitled to vote on all issues at regular and special General Booster Club Meetings.

## ARTICLE VI: ALLEGAN ALL-SPORTS BOOSTER CLUB MEETINGS

- **Section 6.01** – General Membership Meetings – These meetings are open to anyone interested in Allegan Athletics. Only members in good standing may vote on open motions.
  - **Section 6.01.01** – Scheduled General Membership Meetings:
    - The regular meeting of The Booster Club shall be held monthly.
    - A Planning Session for the Board of Directors is to be scheduled in July after the sports season has ended to plan for the upcoming year.
    - Changes to the regularly scheduled meetings can be made at the discretion of the Executive Board and will be posted in board minutes, on the website or sent out via e-mail.

- **Section 6.01.02** – Special Meetings:
  - A special meeting of the General Membership or Board of Directors may be called at any time as deemed necessary by the Executive Board.
- **Section 6.02** – Regular Board Meetings:
 

The average meeting cycle of The Booster Club is once per month but the Board of Directors shall meet as often as deemed necessary.

  - The privilege of making motions, debating and voting shall be limited to members of the Allegan All-Sports Booster Club who have paid their dues for the current membership year and are 18 years or older.
  - Four (4) members shall constitute a quorum for the transaction of business in any Regular Board Meeting of the Allegan All-Sports Booster Club.
  - All members are invited to be present at all meetings or have a representative attend in their absence.

## **ARTICLE VII – ELECTION OF OFFICERS:**

- **Section 7.01** The officers of the Allegan-All Sports Booster Club shall consist of President, Vice-President, Secretary, Treasurer – Payable and Treasurer - Receivable.
- **Section 7.02** Officers shall be elected at the annual year-end General Meeting. In the event an Officer is not elected for a given position at said meeting, the newly elected President shall have the authority to appoint interim Officers to those positions not filled. Said appointed Officers may be confirmed and duly elected by a majority vote of the Board of Directors at the next meeting of the Board following the date of appointment.
- **Section 7.03** The following provisions shall govern the qualifications and eligibility of individuals to be officers of The Booster Club:
  - Each officer shall be 18 years or older and a member in good standing with The Booster Club.
  - Each officer must willingly accept the position for which he/she is nominated.
- **Section 7.04** The vote shall be conducted by ballot or showing of hands. A majority vote (51%) shall be required for election. The Vice-President is responsible for the preparation of the voting process, as this position is chair of the Nominating Committee.
- **Section 7.05** Officers shall assume their official duties at the first scheduled board meeting of the new fiscal year. The incumbents shall work with the newly appointed Officers throughout the following term on an as needed basis to ensure a smooth and efficient transfer of duties.
- **Section 7.06** A permanent vacancy, occurring in any office except that of President, shall be filled for the unexpired term by a person elected by a majority vote (51%) of the Board of Directors. Notice of such election to fill a vacancy by the Board of Directors having been given to all members fourteen (14) days in advance. In case a vacancy occurs in the office of President, the Vice-President shall serve notice of election and a Special General Meeting may be held to elect a New President. The Vice-President shall operate The Booster Club until this vacancy is filled.
- **Section 7.07** No officer or member of the Board shall receive any remuneration for his/her services.

## **ARTICLE VIII: DUTIES OF OFFICERS**

- **Section 8.01** – President: The President shall:
  - a) Prepare the agenda and preside at all meetings.
  - b) Appoint special committees.
  - c) Be the official voice and spokesperson for the organization, and shall have powers of supervision and management over the affairs of the organization as are not otherwise specified, but under the advice and consent of the Board of Directors.
  - d) Be a Co-signer on The Booster Club checking account, and be aware of all other bank accounts held under The Booster Club.
  - e) Perform such other duties as may be provided for by these Bylaws, prescribed by the direction of the Board of Directors.
- **Section 8.02** – Vice President: The Vice-President Shall:
  - a) Act as aide to the President.
  - b) Perform the duties of the President in the President’s absence or inability to serve
  - c) Serve as ex-officio member of all committees except for the Nominating Committee.
  - d) Serve as Chairperson of the Nominating Committee.
- **Section 8.03** – Secretary: The Secretary shall:
  - a) Take minutes at all meetings.
  - b) Make all required secretary reports.
  - c) Send all meeting notices to members.
  - d) Memorial/donation correspondence.
- **Section 8.04** – Treasurer – Accounts Payable : The Treasurer – Accounts Payable shall:
  - a) Keep accurate records of all monies received and disbursed.
  - b) Deposit monies in approved depositories, in the event the Treasurer – Accounts Receivable cannot fulfill this duty.
  - c) Pay all authorized transactions and accounts.
  - d) Present the Treasurer’s report at the regular board meetings.
  - e) Work with the accountant who prepares the Annual Form 990 – Non-Profit Tax Return.
  - f) The Treasurer – Accounts Payable shall be bonded.
- **Section 8.05** – Treasurer – Accounts Receivable. The Treasurer – Accounts Receivable shall:
  - a) Keep accurate records of all monies received and report this to the Treasurer – Accounts Payable.
  - b) Deposit monies in approved depositories, in the event the Treasurer – Accounts Payable with supporting documentation.
  - c) Pay all authorized transactions and accounts in the event the Treasurer – Accounts Payable cannot fulfill this duty.
  - d) The Treasurer – Accounts Payable shall be bonded.

## **ARTICLE IX: THE AUDIT**

- **Section 9.01** An audit is not required annually, but may take place immediately upon the resignation of the Treasurer, before the new officer assumes his/her duties, and at any other time as deemed necessary by the Board of Directors.
- **Section 9.02** Any audit must be certified, signed, dated and included in the minutes of the recording Secretary. The audit must be prepared by a mutually agreed upon individual or organization as approved by the Board of Directors.

## **ARTICLE X: FISCAL YEAR & TAX FORM**

- **Section 10.01** For tax and accounting purposes, the fiscal year of the Allegan All-Sports Booster Club shall end as of June 30<sup>th</sup>.
- **Section 10.02** The fiscal year is the twelve month period used for:
  - a) Determining The Booster Club's IRS requirements.
  - b) Completion of financial records to be used in filing both state and federal taxes.

## **ARTICLE XI: USE OF ALLEGAN ALL-SPORTS BOOSTER CLUB LOGO**

- **Section 11.01** Use of the Allegan All-Sports Booster Club name and logo, including the Lifetime Logo, must first receive approval of the Board of Directors.

## **ARTICLE XII: PARLIAMENTARY AUTHORITY**

- **Section 12.01** Meetings shall be conducted according to these Bylaws and Roberts Rules of Order's, most current edition.
  - o **Section 12.01.01** Procedure:
    1. Call to order
    2. Read and approve previous minutes
    3. Treasurer's report
    4. Committee reports
    5. Unfinished or Old Business
    6. New Business
    7. Announce next meeting
    8. Adjournment

## **ARTICLE XIII: AMENDMENTS TO THE BYLAWS**

- **Section 13.01** Any proposed amendments to the Bylaws may be submitted in writing or be presented verbally. The Bylaws may be amended at any regular or special publicized meeting by a 2/3 vote of the members present and voting.

## **ARTICLE XIV: DISSOLUTION**

- **Section 14.01** Upon dissolution or disbandment of the Allegan All-Sports Booster Club, any and all unallocated funds shall be turned over to the Allegan Public Schools for the exclusive use in the athletic programs.
- **Section 14.02** Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501c(3) of the Internal Revenue Code, or corresponding section of any future Federal tax code, or shall be distributed to the Federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

## **ARTICLE XV: MISCELLANEOUS**

- **Section 15.01** The Board of Directors may create or dissolve such special committees as it may deem necessary to promote the purposes and carry out the work of the Allegan All-Sports Booster Club
- **Section 15.02** All printed material must have final approval by the Executive Board and/or athletic director before publication.



- **Section 15.03** Loans – No Director, officer, or agent shall have the authority, on behalf of the Corporation, to enter into a loan or any other contract of indebtedness except by unanimous vote in a specific resolution of the Board of Directors. The authority designated by this provision shall be limited to a single and specific instance.

**End of By-laws**

**Amended in 9/15/15**