

Stevenson Athletic Booster Club By-Laws

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Article I: Name

Name

The name of the corporation is the Stevenson Athletic Booster Club, hereafter referred to as the "Club", located at 39701 Dodge Park Rd., Sterling Heights, MI 48313.

Article II: Purpose and Objectives

Purpose

The purpose of the Club is to promote athletics at Adlai E. Stevenson High School, Sterling Heights, Michigan in an atmosphere that is consistent with the educational philosophy of the Utica Community School District.

Objectives

The objectives of the Club are as follows:

1. Develop an organization with an active and involved membership that is concerned with the total athletic program and all of its participants regardless of race, color, national origin, creed, sex, sexual orientation, socio-economic status or chosen sports activity.
2. Promote school spirit and sportsmanship and encourage attendance at all Stevenson athletic events.
3. Encourage and support the academic endeavors of Stevenson's student athletes by providing four (4) scholarships per year.
4. Provide supplementary financial support for the various athletic activities at Stevenson.
5. Aid the athletic department staff in organizing and staging special events and projects.
6. Aid and support the athletic department staff in the areas of sports promotion, publicity, and athletic program development.

Article III: Basic Policies

This organization shall not seek to direct the administrative activities of the school or the athletic department, nor to control their activities.

Non-profit Status

The corporation is organized exclusively for educational and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended. Tax ID #38-3134049.

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 that 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 activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or 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 activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax 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.

Termination

Upon the termination, dissolution or final liquidation of the organization in any manner for any reason, the Board of Directors shall first pay or provide for the payment of all liabilities of the organization; all remaining assets shall be distributed for one or more of the exempt purposes within the meaning of Section 501(c)(3) of the Code (or the corresponding section of any future federal tax code) or shall be distributed to the federal, state or local government for a public purpose.

Professional Association Membership

The corporation is a member of The National Booster Club Training Council (NBCTC) which provides guidance, education, training and discounted insurance to booster clubs. Yearly membership dues will be paid out of the Booster Club General Fund.

Insurance

The corporation will carry the following insurance/limits of liability which will be renewed annually and paid for out of the Booster Club General Fund:

General Liability	\$1,000,000/occurrence - \$2,000,000/aggregate
Property	\$10,000
Crime	\$10,000
Directors & Officers Liability	\$1,000,000/occurrence - \$1,000,000/aggregate

Article IV: Membership & Dues

Membership

1. The corporation will have no members. The corporation may, nevertheless, use the term "Members" or "Membership" to designate those persons having such privileges and status as the Board of Directors may determine. Such "Members" and "Membership" shall have no legal or equitable rights in the corporation.
2. Membership shall be open to anyone 18 or older.
3. Membership applications shall be accepted at any time. Applications that are received without a dues payment shall be considered null and void.
4. Only active members in good standing (ie., paid dues and attendance at one Booster Club meeting or event) will be permitted to vote or hold office in this organization. Certification of members in good standing shall be made by the Membership Chair prior to any general membership meeting.
5. The school Principal, Assistant Principal(s) and all paid members of the Coaching staff shall be ex-officio members with all rights and privileges of membership.
6. No member shall be subject to any assessment or obligations incurred by this Club. It is intended that all expenditures made by the Club shall be financed by membership dues and/or monies obtained through approved fundraising activities.
7. Membership shall be considered active for one school year (August 1 - July 31). Booster Club members who joined between 1/1/2015 - 7/31/2015 will be "grandfathered" and their membership will end on July 31, 2016.

Dues

1. Dues, established by the Board of Directors, shall accompany each application for membership and shall become the property of the Club.
2. A family only needs to make one yearly membership dues payment regardless of how many children or how many sports are represented.
3. Changes in dues may be approved by the Board of Directors once annually.

Article V: Board of Directors and Their Election

1. The Board of Directors shall consist of the Officers of this organization and the Athletic Director of Stevenson High School or a representative appointed by him/her.
2. The Officers of the organization shall be: President, Vice President, Secretary, Treasurer, Membership Chair, Social Media Chair, Volunteer Chair and Historian.
3. Any member of the organization is eligible to hold office providing he/she is a member in good standing.
4. Officer membership shall be held for a term of one year.
5. Officers shall be elected annually in the month of April. They shall be nominated in the month of March. If there is only one nominee for any office, the election may be by voice vote. If there is more than one nominee for any office, the election will be by ballot. Officers shall assume their official duties after the election or at the close of the May meeting.
6. A person shall not be eligible to serve more than three (3) consecutive terms in the same office.
7. A vacancy occurring in any office shall be filled for the un-expired term by a person elected by the majority of the remaining members of the Board of Directors, after notice of such election has been given. In case of a vacancy occurring in the office of the President, the Vice President shall assume the duties for the un-expired term.
8. All members of the Board of Directors shall be required to sign the Code of Ethics (see Booster Club Handbook).

Article VI: Duties of the Board of Directors

The Board of Directors shall be responsible to implement the decisions of the general membership and administer the affairs of the Club.

1. The President shall be the chief executive officer responsible to the General Membership for the complete supervision and administration of this organization's budget, activities and property; be responsible for the signing of all official documents issued or required by this organization; represent this organization in all external Club affairs; preside over all meetings of the organization and Board of Directors; be an ex-officio member of all committees; call all special meetings; and have an official signature card on file with the bank utilized to manage the funds of the Club (Chase) and have electronic access to said account.
2. The Vice President shall act as an aide to the President and shall perform the duties of the President in his/her absence or inability to serve; maintain all insurance for Club; ensure proper filings with State of Michigan including non-profit status report and gaming licenses; and have an official signature card on file with the bank utilized to manage the funds of the Club (Chase) and have electronic access to said account.
3. The Secretary shall take the minutes of all General Membership and Board of Directors meetings; sign, along with the President, contracts and all other legal documents; give notice of all meetings as required by these By-Laws; and collect and respond to all notices, mail, or other correspondence directed to this organization or as directed by the President.

4. The Treasurer shall maintain a complete set of books of account in accordance with generally accepted accounting principles and practices; make disbursements from the teams' encumbered funds and the general fund, and shall pay expenses approved by the Board of Directors and shall secure proper receipts thereof; report the amount of money available in the general fund and encumbered funds at each monthly General Membership Meeting and at other times when requested by the Board of Directors; make a full report at the annual meeting and have an official signature card on file with the bank utilized to manage the funds of the Club (Chase) and have electronic access to said account. Checks shall be signed by a combination of two signatures - President/Treasurer, Vice-President/Treasurer and in the absence of the Treasurer, then the President/Vice-President. Checks shall be written in numerical order (voids shall be kept to account for sequence of checks). It is not permissible to sign a blank check. The Treasurer's accounts shall be examined annually by the full Board of Directors, who after being satisfied that the Treasurer's Annual Report is correct, shall sign a statement of that fact at the end of the report.
5. The Membership Chair shall maintain a current record of all eligible members in good standing; certify members in good standing and provide a report of membership percentages by sport at each meeting.
6. The Historian shall be the keeper of the Club's history and will collect comprehensive, chronological files of general meeting minutes, Board of Directors meeting minutes, By-Laws, approved request forms, etc. A complete file should be presented to the President within 30 days of the final membership meeting of the year.
7. The Social Media Chair shall be responsible for disseminating pertinent Booster Club information via Booster Club email and social media accounts (Facebook, Twitter, Sign-Up Genius, Instagram, etc.); contacting local media to increase event attendance and exposure; and keeping track of all log in and password information for each account.
8. The Volunteer Chair shall be responsible for keeping a master list of volunteers; populating Sign-Up Genius with volunteer opportunities; contacting Coaches for assistance in securing volunteers; working with Social Media Chair to promote volunteer opportunities to membership; and securing the appropriate amount of volunteers to work concession stands and other Booster Club events.
9. The office of President and Treasurer shall not be occupied by any two (2) persons who are related through marriage or birth.
10. If the offices of Secretary and Treasurer are combined, refer to Sections VI.3 and VI.4.
11. If the position of Historian is not filled, all duties fall to the Secretary.
12. All Officers shall deliver to their successors all official material within ten (10) days following the April meeting at which the successors were elected. If an officer resigns prior to the end of his/her term, all official material must be turned over to the Athletic Director within five (5) days.
13. Meetings of the Board of Directors shall be called by the President during the school year, the time to be fixed by the committee at the first meeting of the year. Four (4) voting members shall constitute a quorum for any vote taken by the Board of Directors.
14. Absence of any elected officer without good cause from two (2) consecutive meetings of the General Membership or Board in one (1) year shall be considered as resignation from such office.
15. In the event a charge of financial irregularity is brought by any active member; the Board may ask for and receive an audit of the financial records of the person or persons in question.

Article VII: Standing and Special Committees

Standing and Special Committees shall be created by the Board of Directors, as may be required, to promote the goals and interests of this organization. The Chair of said Committees shall be appointed by the Board of Directors.

The Chair of a Standing or Special Committee shall present the plan of work to the Board of Directors and no Committee work shall be undertaken without the approval of the Board of Directors.

The President shall be an ex-officio member of all committees.

Standing Committees

The term of a Standing Committee shall be that of the school year. The following are Standing Committees:

1. An Apparel Committee shall be responsible for working with Coaches and/or team representatives to determine what type of apparel is desired; obtaining competitive bids from at least two vendors; presenting options to Board for approval; ordering merchandise; keeping an inventory of all merchandise; working with Concessions and Social Media Chairs to secure volunteers to work apparel tables during sporting events; complying with all Stevenson Athletic Booster Club Concessions Guidelines (see Booster Club Handbook); and presenting a report on apparel activity at each membership meeting.
2. A Concessions Committee shall be responsible for determining concessions items to be sold at various sporting events, purchasing and keeping an inventory of merchandise, working with Social Media Chair to secure volunteers to work concessions; complying with all Stevenson Athletic Booster Club Concessions Guidelines and presenting a report on concessions activity at each membership meeting.
3. A Fundraising Committee shall be responsible for developing and executing fundraisers (other than concessions and apparel) and ensuring full compliance with State of Michigan gaming regulations, where applicable.
4. A Sponsor Committee shall be responsible for developing working relationships with local companies with the goal to secure sponsors for Booster Club and/or specific team and events.

Special Committees

Since a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and the final report is given. The following are Special Committees:

1. An Election Committee is to be appointed at the regularly scheduled membership meeting in February or an executive meeting prior to said meeting. The purpose of this committee is to seek out and acquire firm commitments of candidates to be nominated for election to offices of said organization for the following school year.
2. A Scholarship Committee is to be appointed at the regularly scheduled membership meeting in February. The Scholarship Chair is responsible for soliciting eligible scholarship candidates and distributing applications. The Chair, along with the Committee, shall review and score the applications; complying with the Stevenson Athletic Booster Club Scholarship Committee Guidelines (see Booster Club Handbook). The Stevenson Athletic Booster Club shall award 4 scholarships per year (2 male and 2 female) for \$1,000 each to be used for school-related expenses.

Article VIII: Meetings

1. Regular general meetings of this organization shall be determined by the President as to the day, time and number of meetings per month. That number being no less than five (5) per school year. A seven (7) day notice shall be given to establish or change a meeting date. Regular general meetings shall be held in the months of September, October, November, December, January, February, March, April, and May.
2. Special meetings of the membership may be called by the President and/or Board of Directors after seven (7) days notice has been given.
3. The annual meeting shall be in March.
4. An agenda of the general membership meeting shall be prepared by the President upon consultation with the Board of Directors.
5. All votes require approval of a simple majority of the eligible attending membership.
6. There shall be no voting by proxy in any regular and/or special general membership meetings.
7. The minutes of general membership meetings shall be prepared by the Secretary. They shall be approved by the General Membership at the following meeting. In the event of the absence of the Secretary, the President may appoint another member of the Board of Directors to perform this function.
8. Meeting participants are expected to maintain a level of decorum and respect during the meeting. Participants who are disruptive or disrespectful may be asked to leave the meeting. If disruptive or disrespectful behavior continues or becomes a pattern, the Booster Club Board of Directors retains the right to revoke membership.

Article IX: Request for Funds

Request for Funds Review Panel and Executive Review Panel

The Review Panel shall consist of the Athletic Director, President, Vice President, Treasurer, Secretary, Membership Chair, one Administration liaison and one membership representative at large chosen by the membership by majority vote at the first meeting of the school year. The Executive Review Panel shall consist of the Athletic Director, President and Treasurer.

Request for Funds

1. Requests for funds may be submitted by a Coach or a designated Team Parent and must be submitted on the Stevenson Athletic Booster Club Request for Funds form (see Booster Club Handbook) to the Athletic Director. All requests must have no less than two (2) competitive bids which must be attached to the form. The form can be submitted at any time.
2. Sport teams submitting requests for funds must be able to demonstrate that at least twenty five percent (25%) of team families are registered as active members of the Booster Club OR that team has recorded 30 minutes per player of volunteer hours during the year. For example, if a team has a roster of 18 players, that team must volunteer a total of 9 hours for Booster Club events during the school year. Booster Club roster and records of volunteer participation shall be used to judge participation. Historic team rosters shall be used to determine team size.
3. Each team requesting funds must have at least one Team Parent registered with the Booster Club to act as a point of contact. A representative is required for all levels of participation. A sport that offers Freshman, Junior Varsity, and Varsity teams is expected to have separate representation for each team.
4. There will be a cap on the amount of funding granted to each team based on a formula that is set by the Board of Directors once the budget is determined.

5. The Athletic Director will screen all requests to ensure compliance with the request guidelines. If additional information is required, the request is returned to the requester. Once the form is approved, the Athletic Director will submit the request to the Review Panel via email for consideration and voting. The Athletic Director shall, whenever possible, group together multiple requests from Coaches to save time.
6. Voting by the Review Panel shall take place within one week of submission (or resubmission if more information was required) by a deadline designated by the Athletic Director. Review panel members vote by submitting an email by the specified deadline to the Athletic Director of: *approve or disapprove*. Review Panel members who do not vote by the deadline forfeit their vote. A tie is decided by majority membership vote at the next meeting.
7. The Athletic Director shall immediately report the results of the vote to the Review Panel and Coach. The identity of each person's vote on the Review Panel shall remain confidential with the Athletic Director and President.
8. The Treasurer shall report to the general membership the approval of funds at the next membership meeting following approval.

Special Requests for Funds

1. Special funding requests are usually requests that are made by an outside source (another school's Athletic Director or Booster Club) for a special event or need in which a Stevenson High School athlete will directly or indirectly benefit.
2. The request must be submitted on the Stevenson Athletic Booster Club Special Request for Funds form (see Booster Club Handbook) to the Athletic Director. Once the form is approved, the Athletic Director will submit the request to the Review Panel via email for consideration and voting.
3. Voting by the Review Panel shall take place within one week of submission (or resubmission if more information was required) by a deadline designated by the Athletic Director. Review panel members vote by submitting an email by the specified deadline to the Athletic Director of: *approve or disapprove*. Review Panel members who do not vote by the deadline forfeit their vote. A tie is decided by majority membership vote at the next meeting.
4. The Athletic Director shall immediately report the results of the vote to the Review Panel and requesting party. The identity of each person's vote on the Review Panel shall remain confidential with the Athletic Director and President.
5. The Treasurer shall report to the general membership the approval of funds at the next membership meeting following approval.

Other Requests for Funds

1. The Booster Club will pay for up to \$100 per team for awards. Invoices for awards should be sent to the Athletic Director who will forward to the Treasurer for payment. If the invoice is over \$100, the team is required to pay the difference.
2. The Booster Club will not sponsor fundraisers for individuals unless they are active members of the Club. If such a fundraiser is approved, the creation of a Special Committee to operate and report on the fundraiser is required.

Article X: Funds Receipt Procedures

Funds Collections

All cash/check collections received by the Booster Club for fees, dues, fund raising, etc. must be deposited upon receipt or as soon as practicable. All funds must be supported by some type of record documenting the source and amount of funds (tabulation of monies collected form, cash receipt form, ticket sales record, etc.). All checks received shall be immediately restrictively endorsed to the Booster Club. A restrictive endorsement does not allow further transfer of a check. It will read "For Deposit Only", Stevenson Athletic Booster Club and account number. All documentation shall be readily available for audit purposes.

Bank Deposits

Bank deposits should be prepared as follows to ensure the integrity of the financial reporting:

1. Separate all currency and coins by denomination and carefully count and record it in the appropriate section of the bank deposit form.
2. A tape may be run of any checks included in the deposit rather than indicating the checks individually on the deposit slip form. A copy of the tape should be retained with your copy of the deposit records.
3. Total the deposit slip.
4. Tally the pre-numbered cash receipts and make certain that this total matches the deposit total.
5. Attach the cash receipt verification with a copy of the deposit slip and file in date order.
6. For deposits over \$250, have another individual independently count the currency and verify that the currency has been correctly recorded on the deposit slip.
7. Both individuals should initial the deposit slip next to the currency amount on the deposit slip.
8. Seal the deposit in a deposit bag in the presence of the second individual. This is called dual control and places the organization in a better position to challenge any claim that the bank may make that the currency received was not correct.

Petty Cash

The Booster Club may maintain petty cash not to exceed \$100. Strict controls must be maintained by keeping petty cash in a locked box accessible by only the Treasurer and one other officer. Control of the petty cash account by a school district employee is not allowed unless said employee is a member of the Board of Directors. The petty cash funds should be used for emergency purchases only. All other purchases should be made with a Booster Club check or debit card.

Article XI: Conflict of Interest Policy

Purpose

The purpose of the conflict of interest policy is to protect the tax-exempt Stevenson Athletic Booster Club interests when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a Board Member or officer of the Club or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Definitions

Interested Person: Any Board or Committee member, who has a direct or indirect financial interest, as defined below, is an interested person.

Financial Interest: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

1. An ownership or investment interest in any entity with which the Club has a transaction or arrangement,
2. A compensation arrangement with the Club or with any entity or individual with which the Club has a transaction or arrangement, or
3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Club is negotiating a transaction or arrangement.
4. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under the Procedures provision, a person who has a financial interest may have a conflict of interest only if the appropriate Board of Directors or Committee decides that a conflict of interest exists.

Procedures

Duty to Disclose: In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

Determining Whether a Conflict of Interest Exists: After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

Procedures for Addressing the Conflict of Interest: An interested person may make a presentation at the Board or Committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest. The chairperson of the Board or Committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

After exercising due diligence, the Board or Committee shall determine whether the Club can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board or Committee shall determine by a majority vote of the disinterested Board members whether the transaction or arrangement is in the Club's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

Violations of the Conflicts of Interest Policy: If the Board or Committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Records of Proceedings

The minutes of the Board and all Committees shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Boards or Committees decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Compensation

A member of the Board who receives compensation, directly or indirectly, from the Club for services is precluded from voting on matters pertaining to that member's compensation.

A voting member of any Committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Club for services is precluded from voting on matters pertaining to that member's compensation.

No voting member of the Board or any Committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Club, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Annual Statements

Each member of the Board of Directors and all Committee Chairs shall annually sign a statement which affirms such person:

1. Has received a copy of the conflicts of interest policy,
2. Has read and understands the policy,
3. Has agreed to comply with the policy, and
4. Understands the Club is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Periodic Reviews

To ensure the Club operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted by the Vice President. The periodic reviews shall, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
2. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Club's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article XII: Miscellaneous Provisions

These by-laws may be amended at any regular meeting of the Club by a two-thirds (2/3) vote of the members present and voting, provided seven (7) days notice has been given on the proposed amendments, and they have been made available to the membership prior to the meeting. The By-Laws shall take effect upon ratification.

Federal income taxes shall be completed and filed by a Certified Public Accountant approved by the Board of Directors, on or before October 31st each year. The CPA chosen cannot be related to any Board Member by marriage or birth.

Adoption

We certify that the above By-laws are hereby approved by the Board Members present on 9/15/2015.

Denise Nowicki-Skrok - President

Gina Kowalski - Vice President

Jennifer Mitchelson - Treasurer

Leslie Schimeck - Membership Chair

Jason Battle - Athletic Director

Revision History

1/7/2008 – First registered electronic copy

8/28/2008 – Changes unlisted

8/11/2010 - Changes unlisted

9/15/15 - By-Laws amended