

FRASER ATHLETIC BOOSTER CLUB CONSTITUTION AND BYLAWS

ARTICLE I **NAME**

The name of the club shall be the Fraser Athletic Booster Club, hereafter referred to as “the Club” or “FABC.” The Club shall be operated as a not-for-profit.

ARTICLE II **PURPOSE**

The FABC is formed for the following purposes:

- (1) To promote and encourage all athletic activities within the Fraser School District (“the District”) through good sportsmanship and fundraising.
- (2) To promote and encourage all athletic activities within the District without interfering with the administrative activities or policies of the District.
- (3) To exist and provide funding, as available, for the exclusive benefit of District-sponsored athletic activities and events.
- (4) To provide the processes necessary to support District athletic activities and events.
- (5) To own and manage Club assets to support and fund District athletic activities and events.

ARTICLE III **MEMBERSHIP AND DUES**

Section 3.1 **Members In Good Standing**

A member in good standing is any person, not a student, who is at least 18 years of age, or a family (collectively), and who agrees to: support the purposes of the Club; be regulated by the Club’s rules and bylaws; and to abide by the membership dues and volunteer requirements of this Article.

Individuals and families must complete and submit a membership application. Once the member’s application is completed and submitted along with membership fee, that member is eligible to vote on any Club decision or nomination two (2) months from recorded submission date.

Section 3.2 **Dues and Terms of Membership**

Dues will be assessed annually.

Section 3.3 **Member in Good standing**

To be considered a member in good standing, all members must volunteer to work at one (1) FABC-sponsored fundraiser and one (1) concessions, as well as, attend two (2) membership meetings during the membership year and are a paid member.

Failure to meet the requirements set forth in the above paragraph revokes the members “in good standing” status and therefore takes away the privileges of a member in good standing.

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ARTICLE IV

OFFICERS AND EXECUTIVE BOARD

Section 4.1 Officers and Terms

The officers of this Club are the President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, and Athletic Director. All officers shall have a term of two (2) membership years, as defined in Section 3.2. The president and recording secretary will be voted upon every even numbered year and the vice-president, corresponding secretary and treasurer will be voted upon every odd numbered year.

Section 4.2 Executive Board

The Executive Board shall consist of the President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer. The duties of the Executive Board consist of those listed in Section 4.3. In addition, the Executive Board has the power and authority to establish annual membership dues.

Section 4.3 Duties of the Officers

A. President

The President shall preside at all Club meetings. The President shall be an ex officio member of all standing and special committees. The President shall create all necessary committees and appoint all committee chairpersons, unless it is already stated in the duties listed that another board member is to be the chairperson for a specific committee.

The President shall have no vote in Officer elections except to dissolve a tie.

The President shall perform all duties incidental to the office of President and required by the Club. The President is responsible for preparing the monthly meeting agenda.

In order to be elected president, the nominee must be currently serving, or have served on the board for a minimum of one year.

In the event of an Officer vacancy, the President, with the approval of the Executive Board, as defined under Section 4.2, shall appoint another member to fill the vacancy for the unexpired term, consistent with Section 7.1.

B. Vice-President

The Vice-President shall assume all responsibilities of the President in the President's absence. In the event the President's chair is vacated, the Vice-President will assume the office of President for the unexpired term and the Executive Board will appoint a new Vice-President for the unexpired term, consistent with Section 7.1.

The Vice-President shall preside as the chairperson of the Bylaws Committee and the Ways and Means Committee.

C. Recording Secretary

The Recording Secretary shall keep a record of all proceedings of all regular and special meetings of the Club. The monthly minutes shall include any information presented at the meeting, as well as anything the Executive Board deems necessary to include. All monthly minutes shall be kept in a bound book and be present at subsequent meetings. The

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Recording Secretary will send all regular monthly meeting minutes to the Corresponding Secretary within three days of meeting adjournment.

The Recording Secretary shall preside as the chairperson of the Scholarship Committee.

The Recording Secretary shall preside at all meetings in the absence of the President and Vice-President.

D. Corresponding Secretary

The Corresponding Secretary shall conduct all official correspondence of the Club as directed by the President.

The Corresponding Secretary shall present all communications to the Club's members and shall maintain up-to-date membership records. These records shall include a current membership mailing list and should be present at all meetings.

The Corresponding Secretary will send the regular monthly meeting minutes to all Club members, Officers, and the District's Athletic Department by the Monday following a scheduled meeting.

The Corresponding Secretary shall conduct all attendance reviews and determine voting eligibility for all elections.

The Corresponding Secretary shall preside as Manager of the Concession, Communication and Volunteer Signup as well as acquire and schedule all member volunteers.

The corresponding secretary presides over the concession stand committee chairperson.

E. Treasurer

The Treasurer shall monitor all monies collected and all debts payable on behalf of the Club. All monies shall be deposited into the Fraser High School Activity Account in the name of the Club by the Fraser High School bookkeeper. The Fraser High School bookkeeper is solely responsible for disbursement of all monies from account #993 (Checking Account). All withdrawals from account #993 must be approved by the District's Athletic Director and the Fraser High School principal.

The Treasurer will be bonded upon direction of the District's Board of Education.

The Treasurer will prepare a monthly financial report to be presented at each monthly membership meeting. All monthly financial reports shall be kept in a bound book and presented at all subsequent meetings. The Treasurer will send all monthly financial reports to the Club Officers and the Athletic Department.

F. Athletic Director

The Athletic Director is an ex officio Officer of the Club, without voting privileges, whose primary duties are to guide, advise, and present all Athletic Department activities and events at the monthly membership meetings. The Athletic Director is the financial liaison between the Club and the District.

The Athletic Director is also responsible for collecting all monies generated by Club fundraising efforts from the assigned committee chair of each event. The Athletic Director may appoint a designee to collect monies on his/her behalf by making said designee

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known to the committee chairperson prior to completion of the event. The Athletic Director is responsible for handling all finances as outlined in Article IX. The Athletic Director shall make a written report of all funds collected from Club fundraising events to be presented to the Treasurer along with the collected funds.

The Athletic Director is responsible for ensuring all financial reports generated by the Fraser High School bookkeeper, which detail all deposits and expenditures for the Club, are given to the Treasurer in a timely manner, so as to allow the Treasurer to complete the monthly financial report in time for each monthly membership meeting.

The Athletic Director or his/her designee is responsible for making available to all members copies of this Constitution and Bylaws and regular meeting minutes through the Fraser High School website at: [<https://mi02212020.schoolwires.net/Page/305>].

ARTICLE V **RULES OF ORDER**

When applicable and not inconsistent with this Constitution and Bylaws, “Robert’s Rules of Order” shall govern the transaction of business at all membership meetings, all Executive Board meetings, and all meetings of each standing and special committee.

ARTICLE VI **MEETINGS**

Section 6.1 **Monthly Membership Meeting**

Regular meetings will be held monthly between September and June, inclusive. The Executive Board is responsible for scheduling all regular meetings. If after school activities for Fraser High School are cancelled on the day of a scheduled regular monthly meeting, the meeting will take place either the following Monday or the next day school is in session.

All meetings require a quorum of at least three (3) Executive Board Officers to proceed.

Section 6.2 **Special Meetings**

The Club President may call a special meeting all matters to be discussed at the special meeting must be decided and provided, in writing, to all members one week prior to the special meeting.

Section 6.3 **Membership Voting**

A quorum for the transaction of business at any meeting of the membership shall be the members in good standing who are present. An affirmative vote of a majority of the membership present and in good standing constitutes a quorum and a vote of the membership.

ARTICLE VII **ELECTIONS**

Section 7.1 **Nominations**

Nominations for the annual election of Club Officers will be opened at the March membership meeting. Nominations will remain open until adjournment of the April membership meeting. All nominees must be present to accept their nomination at the April or May membership meeting. Membership voting for Club Officers will occur at the May membership meeting. To be eligible to vote for Club Officers, members must be a member in good standing and be present at the March and/or April membership meeting. Any such member may vote in absentia.

All Club Officer nominees must be Club members who have been consistently in good standing, consistently in attendance, and have a strong history of volunteering in the six months immediately

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preceding the March membership meeting. This criteria will be determined at the discretion of the Executive Board and the committee chairs.

Section 7.2 Elections

Each Club Officer shall be elected by ballot, with the exception that if only one candidate is presented for a specific office, the President may declare election by acclamation. Otherwise, the candidate with the highest number of votes shall be elected. In the event of a tie, the President's vote shall be cast to determine the elected Officer.

Newly-elected Officers will assume their position at the end of the June meeting.

ARTICLE VIII STANDING COMMITTEES

Section 8.1 Generally

No committee chairperson or member may receive, hold, or expend any Club funds without prior, written approval of the Executive Board.

All standing committee chairpersons or their representatives shall attend all regular monthly membership meetings to present their monthly report to the Club. Any standing committee chairperson or representative unable to attend a regular monthly meeting shall provide their report to an Executive Board member to be presented to the membership.

Section 8.2 Current Standing Committee

A. Concession Stand Committee

This committee is responsible for the efficient operation of the concession stands, including:

1. Ordering and purchasing supplies.
2. Responsible for the "clean-up" of the stand and reporting any maintenance issues.
3. Handling all finances as outlined in Article IX.
4. Approving use of the concession stand equipment and/or products by entities other than the Club.

B. Bylaws Committee

The Vice-President shall preside as chairperson and solicit and appoint volunteers to serve on this committee. The committee shall meet annually to review these bylaws. The committee shall solicit suggestions and concerns from Club members for amendments to the bylaws. Once all suggestions have been collected, the committee will draft any recommended amendments. These amendments will be handled in accordance with Article XII.

C. Scholarship Review Committee

The Recording Secretary shall preside as chairperson and the Athletic Director shall serve as a representative of Fraser High School. The committee shall meet annually to review the Club's scholarship guidelines.

In addition to the Recording Secretary and the Athletic Director, this committee will consist of five (5) individuals selected by the Recording Secretary and current Executive

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Board members. No current Club member or standing member of the Executive Board who is an immediate family member (parent, guardian, custodian, stepparent, sibling, stepsibling, or in-law) to a student applying for a scholarship under Article XIII may sit or be represented on this committee. If this prohibition applies to the Recording Secretary, the Executive Board will appoint another individual to preside as committee chairperson.

D. Ways and Means Committee

The Vice-President shall preside as chairperson and solicit and appoint volunteers to serve on this committee. The committee shall review the Club's overall expenses as compared to the funds raised by the Club. The committee shall meet within the 30 days following any meeting where questions are raised and remain unanswered about the finances of the Club. The Executive Board may also order a meeting of this committee as it deems necessary.

ARTICLE IX BANKING AND FINANCES

Section 9.1 Club Funds

Club funds shall be deposited into the Fraser High School Activity Account #993 (Checking Account) and #995 (Savings Account).

Section 9.2 Counting/Collection of Monies; Special and Major Fundraising Efforts

At all times there shall be no less than two (2) unrelated individuals responsible for the counting and collection of monies in conjunction with Club-sponsored fundraising efforts. These individuals will count all monies obtained from Club-sponsored fundraising events. The Athletic Director will verify the amount and deposit same with the Fraser High School bookkeeper.

The Treasurer or a board member designated by the treasurer must be one of these individuals at all special and major fundraising efforts (i.e.: The Athletic Booster Club Fall Craft Show, Homecoming concession, and Reverse Raffle). All fundraising events not specifically designated in meeting minutes as "special and major" are not subject to the remainder of Section 9.2. Collections from special and major fundraising efforts shall be handled in the following manner:

1. The Athletic Director shall provide all necessary starting funds before all concession events, along with a deposit slip, in triplicate, which identifies the starting fund amount and the date of the concession event.
2. All monies will be accounted for as outlined above. The total amount of funds obtained during each event will be documented on a deposit slip and the individuals responsible for collection of the monies will print their name and sign the deposit slip.
3. All monies collected from concession events will be given to the Athletic Director or his/her designee. Two copies of the signed deposit slip will remain with the money, recorded and/or kept by the Fraser High School bookkeeper, and the other copy will be given to the Treasurer.

Section 9.3 Expenditures and Requests for Funds

The Executive Board may authorize an expenditure or financial commitment of Club funds

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provided a single expenditure or commitment does not exceed \$3,000. Any expenditures or financial commitments in excess of \$3,000 must be proposed to and approved by the membership at a regular monthly meeting, as outlined in Section 6.3.

Requests for Club funds made by outside entities shall be presented and passed by the membership at a regular monthly meeting, as outlined in Section 6.3. The amount requested and voted upon is not to exceed \$500. Written receipts of all cash expenditures and financial commitments shall be submitted to the Treasurer by the Fraser High School bookkeeper.

The Executive Board will send flowers or other arrangements and/or monetary gifts to any family and/or organization fund for funerals. 50% of all such donations will be provided by the Athletic Department.

Section 9.4 Purchase Orders

The Athletic Director and one (1) of the following four individuals must approve and sign all purchase orders made by or on behalf of the Club:

1. President;
2. Vice-President;
3. Treasurer; or
4. Recording Secretary.

Section 9.5 Club Dissolution

Should the Club dissolve, all assets will become the property of the Fraser Public School athletic fund.

ARTICLE X

LIABILITY

No Officer, Executive Board member, or Club member shall be personally liable for any past or present debts or obligations of the Club.

Except as otherwise stated in these bylaws, no Club Officer or member shall commit, hold, or disburse any funds in his/her keeping or belonging to the Club without authorization of the membership or as otherwise stated in these bylaws.

ARTICLE XI

COACHES' REQUESTS

Section 11.1 How Requests Are Made

All requests for funds to be contributed to the Athletic Department will be made on official request forms provided by the Club. The completed originals shall be sent to the Athletic Director for review, recommendation, and presentation to the Club. All requests must be sent to the Athletic Director by [April 1st].

To be eligible to submit Coaches' Requests, student athlete representatives, parents, or guardians are required to work their allotted concession date and one (1) FABC-sponsored fundraiser during the current school year. For purposes of this Article, a student athlete's representative can be anyone over the age of 18.

Coaches' Requests should not request equipment necessary for a particular sport unless the Athletic Director can justify the purchase of such items. All approved equipment purchases are for the sole use of Fraser Athletes.

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Section 11.2 Funding Coaches' Requests

Membership voting on the funding amount allocated for Coaches' Requests will be handled in the following manner:

- Voting will take place at the March membership meeting.
- Any member in good standing with the Club and present at the February membership meeting is eligible to vote on funding for Coaches' Requests at the March membership meeting, either in person or in absentia.
- The Corresponding Secretary will conduct an attendance review of the February membership meeting to ensure compliance with membership voter eligibility.

In total, all Coaches' Requests cannot exceed \$15,500. Coaches may be asked to modify requests to assist the Club in remaining at or below this funding limit.

Section 11.3 Approving Coaches' Requests

At the April membership meeting, the Athletic Director, along with any available coaches, will present an itemized list of Coaches' Requests to the membership. The Athletic Director should organize the requests by sport program and include the total cost per item requested. The total amount of all requests shall not exceed the funding voted on at the March membership meeting, as described in Section 11.2.

Coaches' Requests will be approved or denied by vote of the members present at the April membership meeting and will be based on available funding and need. Vote will be conducted based on the entirety of items presented and listed on the Coaches' Request form, which has been approved by the Athletic Director. Items listed are not to be separated and voted on independently. Requested items approved by the Club must be ordered no later than March 30th of the following year, or the Club's approval will be rendered null and void.

ARTICLE XII AMENDMENTS

These Constitution and Bylaws may be amended by affirmative vote of a quorum of members at a regular monthly meeting or any special meeting, consistent with Section 6.3, provided that any such proposed amendment shall have been read to the membership at the monthly meeting at least one month prior to a vote by the membership.

Only members of the Executive Board may propose amendments. Proposed amendments will be proposed and voted on annually. All approved changes to the bylaws will become effective at the beginning of the next Club calendar year.

The Club will submit its bylaw amendment(s) to the District's Superintendent or his/her designee for review and approval each year.

ARTICLE XIII FRASER ATHLETIC BOOSTER CLUB SCHOLARSHIPS

Section 13.1 Eligibility to Apply for the Booster Club Scholarship Award

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Refer to Scholarship application for eligibility information

For purposes of this Article, a “student athlete representative” is defined as a member who has been in good standing with the Club for at least two full years prior to and in the year the student athlete submits his/her scholarship application under this Article.

“Membership” shall fall under the guidelines set forth under ARTICLE III – Membership and Dues. Any and all exceptions to the membership rule can be brought before the Executive Board of the Club and the Scholarship Award Committee to be reviewed on an individual basis. The Scholarship Committee may award scholarships to student athletes who have not met all scholarship criteria, but have been outstanding student athletes throughout their four (4) years at the District. Such scholarships shall not exceed \$250 of the total available scholarship funds.

All scholarship forms must be postmarked by the third Friday in April.

Section 13.2 Scholarship Funding and Awards

Subject to the total available funds available to the Club in a given year, the Club will award up to \$6000.00 in scholarships to student athletes. The monetary value of each scholarship and number of scholarships awarded will be determined on an annual basis by the Executive Board. In the event funding cannot support \$6,000.00 in scholarship awards, the Executive Board and the Athletic Director will meet to discuss additional sponsoring.

The Scholarship Committee and the Athletic Director will meet and select the scholarship winners by the first Sunday in May. The Athletic Director is an ex officio officer and is ineligible to vote on scholarship recipients. The Scholarship Committee must verify that all scholarship applications have met the requirements in this Article prior to awarding any scholarships.

Scholarship winners will be notified by the 3rd Friday in May.

Section 13.2 Post-Award Responsibilities

Upon award of a scholarship, each student athlete must provide the Athletic Department with:

1. An acceptance letter from the school the student athlete they are will attend.
2. Official correspondence from the school listing the student athlete’s student identification number
3. A copy of the student athlete’s fall classes.

Once these items have been submitted, the Athletic Department will issue a check to be deposited directly into the student athlete’s Continuing Education Program student account. The documents identified in this paragraph must be provided to the Athletic Department within one (1) year of the date the student athlete was notified s/he received a scholarship under this Article.

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Section 13.3 Forms

The following forms will be used to carry out the purpose of this Article and are attached to these Constitution and Bylaws: scholarship application (FORM A), scholarship checklist (FORM B) and scholarship rubric (FORM C).

Revised:

Mar 1989

Apr 2002

Mar 2003

May 2004

Aug 2005

Sep 2008

Mar 2010

Mar 2012

Dec 2014

Jan 2015

Feb 2016

Aug 2018

Feb 2021

May 2022