

Rockford Activities Rocket Boosters
By-Laws
August 2, 2006

Article I: MISSION

- 1) The mission of the Rockford Booster Club is to support, encourage and advance the 7-12 activities program of the Rockford School District and thereby cultivate wholesome school spirit, promote good sportsmanship, and develop high ideals of character.
- 2) This association shall promote projects to improve facilities and equipment necessary to provide an adequate activities program for the Rockford schools.
- 3) This association shall not seek to influence or direct the technical activities or policies of the school administration or of the school officials who are charged with responsibility of conducting the activity programs of the Rockford school district.
- 4) This association will follow all rules and regulations of the Minnesota State High School League and in no way will jeopardize the membership of Rockford Schools in said League.

Article II: MEMBERSHIP

- 1) The Board of Directors shall have authority to admit to membership any individual, corporation, association or other entity which shall have agreed to actively support the mission of the Booster Club. The Board shall annually fix dues, terms, and conditions of such membership and determine classes, types, and kinds of membership.
- 2) The Board shall have authority to suspend or terminate memberships in the Booster Club, but no membership shall be suspended or terminated without a hearing.
- 3) Each member at least eighteen (18) years old shall have the right to cast one vote in person at the annual membership meetings of the Booster Club in order to elect candidates to the Board of Directors.
- 4) The annual meeting of the membership shall be held in the month of May of each year on a date and at a place determined by the President of the Board of Directors. At least thirty (30) days advance notice of the meeting shall be given to the membership.
- 5) Outright gifts will be accepted.

Article III: BOARD OF DIRECTORS

- 1) The Board of Directors shall consist of 9 persons elected by the Membership at the annual meeting plus the coordinating vice-president. The term of a Director shall be three years. One third of the Directors shall be elected each year. The unexpired term of any vacancy shall be filled by election of a successor by the Board of Directors. The original members of the Board of

Directors will have three people serving one year terms, three serving two year terms and three serving three year terms in order to establish this system.

- 2) A nominating committee shall be appointed by the President of the Board at least forty-five (45) days prior to the annual meeting of the Membership to recommend and nominate candidates for the Board.
- 3) A director may resign at any time by giving written notice of his or her resignation to the Board. The resignation is effective when received by the Board unless a later effective date is specified in the notice.
- 4) A director may be removed from office with or without cause by the affirmative vote of a majority of the directors present at a duly held meeting, provided that not less than five (5) days and not more than thirty (30) days notice of such meeting stating that removal of such director is to be on the agenda for such meeting shall be given to each director.
- 5) The annual meeting of the Board will be convened in conjunction with the annual membership meeting in May.
- 6) The chairperson(s) of all committees established by the Board shall be appointed by the President and may include directors and non-directors. (*Ex. Concessions, fundraising, spirit wear, golf tournament, other special events, individual memberships, business/corporate/family memberships, etc.*)

Article IV: POWERS OF THE BOARD

- 1) The Board shall have the authority to solicit and accept gifts or property, and to direct the Executive Committee in the handling of such property and the investment or reinvestment of funds, whether received by public or private gifts, grants, dues, subscriptions, bequests, or otherwise.
- 2) The Board shall provide for raising funds necessary for the operation of programs which it undertakes.
- 3) The Board shall, through a Finance Committee or the Executive Committee, provide for an annual budget which shall be approved by the Board and shall cause an annual compilation and review or audit to be made by one or more non-board members selected by the Board at the close of each fiscal year. A formal letter by the auditor(s) shall be standard procedure expressing the findings and filed in the records of the club.

Article V: OFFICERS

- 1) The officers of this association shall be a president, vice-president, a coordinating vice-president, a secretary, and a treasurer.
- 2) The officers shall be elected annually as follows:
 - a. The President, Vice-President, Secretary and Treasurer will be elected by the Board of Directors at a short meeting following the Annual Meeting in May and be in office for the following meeting.
 - b. The coordinating Vice-President will be whomever is the Activities Administrator for the Rockford School District, and will serve in a

non-voting advisory capacity as the principal liaison between the school system and the Booster Club.

- 3) The principle duties of the Secretary shall be to keep a record of the proceedings of meetings of the Booster Club and of the meetings of the Board, and to systematically keep or supervise the keeping of books, papers, records, and documents belonging to the Booster Club, and to perform other duties customary to the office of the Secretary.
- 4) The principle duties of the Treasurer shall be to keep account of the monies, credits and property of the Booster Club and to keep or supervise the keeping of accurate accounts, statements, and inventories of the monies received and disbursed.
- 5) Additional duties may be assigned to an officer from time to time by the Board.

Article VI: BOARD MEETINGS

- 1) Board meetings shall be held according to the calendar approved by the Board. The day and week should be consistent if possible. The June meeting shall be for committee organizational purposes and planning for the coming year, such as accepting a budget goal.
- 2) There shall be not less than five (5) regular meetings of the Board in each calendar year in addition to the annual membership meeting.
- 3) All meetings should include a review of the minutes from the previous meeting, presentation of a current financial report, reports from active committees, old and new business.
- 4) Meetings shall be presided over by the President. The Vice-President or Treasurer may preside in the absence of the President.
- 5) A special meeting may be called by the President.
- 6) Except where otherwise required by law or these bylaws, the affirmative vote of a majority of the directors present at a duly held meeting shall be sufficient for any action.
- 6) A quorum shall be at least five (5) Board members.
- 7) Directors are expected to make reasonable efforts to attend all meetings. Unexcused absences and/or excessive absences shall require that the director be replaced for the good of the organization.

Article VII: FINANCES

- 1) The funds of this association shall be used to further the purpose expressed in these bylaws. They shall be disbursed by the treasurer upon the approval of the Board of Directors.
- 2) The President of the association shall have the authority to authorize expenditures up to one hundred dollars (\$100.00) each month from the association's funds when it is not feasible to call a special meeting of the Board of Directors. A report of those expenditures shall be given at the next regular meeting.

- 3) This association is organized as a non-profit organization per section 501(c)(3) of the Internal Revenue Code and no member shall have any legal or equitable ownership in any of its funds or property. In the event of the dissolution of this association, any funds or property remaining shall be turned over to the Rockford Board of Education.
- 4) All projects that require financial obligation of the club will be presented to the Board of Directors by the coordinating vice-president, on the forms approved by the Board.

Article VIII: MISCELLANEOUS

- 1) Every director, officer, or employee of the Booster Club shall be indemnified by the Booster Club against all expenses and liabilities, including counseling fees, reasonably incurred or imposed in connection with any proceeding to which they may be a party or in which they may become involved, by reason of their being or having been a director, officer or employee of the Booster Club or any settlement thereof, whether or not they are a director, officer or employee at the time such expenses are of willful malfeasance or malfeasance in the performance of his/her duties. This right of indemnification shall be in addition to all other rights to which such director, officer or employee may be entitled.

Article IX: AMENDMENTS

- 1) These bylaws may be amended by a vote of two-thirds (2/3) of the members of the Board present at any Board meeting, provided that any proposed change shall be submitted in writing, fax, or email, for discussion and debate at least fifteen (15) days prior to such meeting. The proposed amendment shall be included in the agenda and notification of the Board meeting.