**MILFORD HIGH SCHOOL ATHLETIC BOOSTERS - BYLAWS**

**ARTICLE I-NAME**

The name of the organization is Milford High School Athletic Boosters. It is also commonly known, and will be referred to in these bylaws, as the MHS Athletic Boosters.

**ARTICLE II-PURPOSE**

The Milford High School Athletic Boosters is organized exclusively for the charitable or educational purpose within the meaning of Section 501© (3) of the Internal Revenue Code or corresponding Section of any future federal tax code.

The Milford High School Athletic Boosters is dedicated to promoting school spirit and community involvement for the school, celebrating the school’s achievements in athletics, arts, and the various clubs and service organizations, and raising funds to help support these extended school activities.

The MHS Athletic Boosters is made up of parents of Milford High School students, MHS teachers and administrators, MHS Alumni, and Huron Valley community members. This is a non-profit organization, raising money through the sale of concessions, spirit wear and other fundraisers. Distribution of the funds is based on parent involvement for a team or group, giving points for volunteer time and paying out up to four times a year. Individuals may also apply for scholarships to participate in activities to further their talents when funds are available.

**ARTICLE III-BASIC POLICIES**

The following are basic policies of the MHS Athletic Boosters:

1. The organization shall be noncommercial, nonsectarian, and nonpartisan.
2. The name of the organization or names of any members in their official capacities shall not be used to endorse or promote a commercial concern.
3. No part of the net earnings of the organization shall insure to the benefit of, or be distributed to its members, directors, 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 Article II hereof.
4. The organization shall remain nonprofit forever.

**ARTICLE IV-OFFICE**

The office of this organization will be at Milford High School, 2380 S. Milford Road, Highland, MI 48357. Attn: Milford High School Athletic Boosters

**ARTICLE V-MEMBERSHIP**

**Section 1**. Membership in the organization shall be granted to all persons who are over 18 years of age upon payment of dues without regard to race, color, creed and national origin.

**Section 2.** Staff of Milford High School may hold positions of liaison advisors as well as active membership. Milford High School staff shall not hold elected offices.

**Section 3.** One student of Milford High School may be extended a liaison advisor membership that has been confirmed by a two-thirds majority vote of the Executive Board.

**ARTICLE VI-FISCAL YEAR**

The fiscal year of the Milford High School Athletic Boosters shall begin on September 1st and end on the following August 31st.

**ARTICLE VII\_OFFICERS, DUTIES AND EXECUTIVE BOARD**

**Section 1. The President shall**:

1. Preside at all monthly Booster meetings and Executive Board meetings.
2. Appoint with the approval of the Executive Board the chairman on all standing committees. The committee chairs for Concessions, Volunteers, Points and Membership will be given voting rights on the Executive Board.

# Section 2. The Vice President shall:

1. Perform duties of the President in the absence of the President.
2. Manage Spirit Wear.

# Section 3. The Secretary shall:

* 1. Keep accurate minutes of all business transacted and membership attendance at each regular or special meeting.
	2. Responsible for the election of officers.
	3. Handle all correspondence for the organization.

# Section 4. The Treasurer shall:

* + 1. Receive all organizational money and pay bills as approved by budget or Executive Board.

# Section 5. The Executive Board shall consist of:

1. President, Vice President, Treasurer and Secretary.
2. The Executive Board will be responsible for preparing and submitting yearly reports required for non-profit status.

**Section 6.** In the absence of the President, the chair will be filled by the Vice-President. All other offices and trustee positions shall be filled temporarily or for the remainder of the term by the Executive Board.

**Section 7.** The President shall vote only in case of a tie.

**Section 8**. A quorum is to consist of three Executive Committee members and two Members at large totaling five (5).

**Section 9.** An officer or member may be removed by the Executive Committee whenever in its judgment the best interests of the Booster Club will be served thereby.

**Section 10.** The committee chairs appointed by the Executive Board for the Concession, Volunteer, and Membership committees shall be voting members of the Executive Board.

**ARTICLE VIII ELECTIONS**

**Section 1**. The President shall appoint a nominating committee of four (4) members at The April meeting for the purpose of submitting candidates for office and trustee Positions at the May meeting. The Secretary shall chair the nominating committee.

Additional nominations for officers and trustees may be made from the floor at the May meeting. The new officers and trustees shall take office at the September Meeting.

**Section 2**. The term for officers shall run from September-August for a two-year period. The President and Secretary shall be elected in odd years and the Vice-President and Treasurer shall be elected in even years.

**ARTICLE IX MEETINGS**

**Section 1.** Meetings shall be held on a week day of the first week of each month at the 7:00 p.m. and end at 8:00 p.m. unless otherwise designated. Meeting dates will be agreed upon at each meeting or before.

**Section 2**. Emergency meetings may be called by the President or three (3) of the four (4) Executive Committee members.

**Section 3.** The meetings, unless otherwise specified in this document, shall be governed by Robert’s Rules of Order.

**ARTICLE X DUES**

**Section 1.** Annual dues are no longer requested but donations are accepted.

**ARTICLE XI FUNDS**

**Section 1.** All monies not approved by budget shall be approved by the Executive Board.

**Section 2.** A checking account shall be opened in the name of the organization.

**Section 3**. Checks or other legal documents must be signed by the Treasurer or President unless a specified document requires another signatory basis. Expenditures over $200 require both the President and Treasurer’s signature.

**Section 4.** The President shall ask for volunteers to audit the Treasurer’s books prior to each meeting. The motion to accept the Treasurer’s report will be given by the volunteers.

**Section 5.** Sources of funds are to be promotional programs. Fund-raising activities are to be approved in accordance with Board of Education policy.

**Section 6.** Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to the Milford High School Student Activity account.

**Section 7.** A point system will be used to distribute money back to each student group represented in membership. The amount earned depends on how many points are earned during the year.

**ARTICLE XII – VOTING**

**Section 1.** Voting shall be extended to the Executive Board provided they have attended at least three meetings during the calendar year and paid their annual dues (September- August).

**Section 2.** General membership voting shall be extended to all members per Article V.

**ARTICLE XIII – STANDING COMMITTEES AND DUTIES**

**Section 1.** Standing committees shall consist of a membership committee, volunteer committee, fundraising committee, concession stand committee, spirit committee, web page committee, scholarship committee, and points’ coordinator.

**Section 2.** The chairman of each standing committee shall be appointed by the President and approved by the Executive Board.

**Section 3.** Each committee chairman shall submit an oral report to the membership and meetings minutes to the President and Secretary at each meeting.

**Section 4.** The membership committee shall be responsible for recruiting new members.

**Section 5.** The volunteer committee shall keep a rooster of volunteer opportunities and assign using point system.

**Section 6.** The fundraising committee shall choose and organize all fundraising activities.

**Section 7.** The concession stand committee shall be responsible for all duties required manage the concession stand such as purchase of supplies, set up and clean up.

**Section 8.** The spirit committee shall promote and organize school spirit events.

**Section 9.** The web page committee shall be responsible for web page updates.

**Section 10.** The scholarship committee shall be responsible for setting criteria and determining amount available to be donated to Milford High School for scholarships.

**Section 11**. The points’ coordinator shall be responsible for the calculation and distribution of point value as earned by groups and individuals of MHS.

**ARTICLE XIV**

**Section 1.** No alterations or amendments to these By-laws shall be made unless proposed in writing to the Secretary and approved by an Executive Board member. The Secretary shall then have the proposed alterations or amendments entered in the minutes for reading at the next regular meeting for an affirmative vote of two-thirds of the members present.