LCN Athletic Booster Club
BYLAWS

Adopted May 28th, 2026

Table of Contents

NAME..... 3

OBJECTIVES..... 3

PURPOSES OF THE CLUB.....3

BASIC POLICIES.....4

BOARD OF DIRECTORS AND OFFICERS..... 4

ELECTION.....4

OFFICER DUTIES.....5

COORDINATOR POSITIONS..... 6

VACANCIES AND REMOVAL..... 6

MEMBERSHIP..... 7

MEETINGS..... 7

PROCEDURES FOR MAKING MOTIONS AND VOTING.....8

COMMITTEES.....9

SCHOLARSHIPS..... 9

FUNDS..... 10

FUNDING REQUEST..... 10

AMENDMENTS..... 11

MISCELLANEOUS.....11

L'ANSE CREUSE NORTH ATHLETIC BOOSTER CLUB
CONSTITUTION & BY-LAWS
ADOPTED : OCTOBER 09, 2024

ARTICLE I: NAME

1.1 The name of this corporation shall be the LCN Athletic Booster Club. The business of the corporation may be conducted as LCN Athletic Booster Club or LCN ABC. LCN ABC was organized as a Nonprofit Corporation by the filing of Articles of Incorporation on October 10, 2024. LCN ABC may be referred to as Club in these bylaws.

ARTICLE II: OBJECTIVES

2.1 PURPOSES OF THE CLUB

(A) LCN Athletic Booster Club will provide supplemental financial support to the athletic programs and clubs of L'anse Creuse High School North.

(B) The Club recognizes that the primary responsibility for funding the L'anse Creuse North Athletic Department rests with the Board of Education of the L'anse Creuse School District.

2.2 NON PROFIT PURPOSES

(A) LCN Athletic Booster Club is organized exclusively for charitable purposes under section 501(c)(3) of the Internal Revenue Code or corresponding section of any future tax codes. No part of the net earnings of LCN Athletic Booster Club shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation 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.

(B) The organization shall not participate in any political campaign in any manner. The organization shall not attempt 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.

(C) In the event of the dissolution of this organization, the remaining assets shall be applied and distributed as follows:
All liabilities and obligations shall be paid, satisfied, and discharged, or adequate provision shall be made, therefore. Assets not held upon a condition requiring return, transfer, or conveyance to any other organization or individual shall be distributed, transferred, or conveyed, in trust or otherwise, to the L'anse Creuse School district, specifically the L'anse Creuse High School North Athletic Department, organized under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or corresponding section of any future federal tax code of a similar or like

nature to this organization as determined by the Board of Directors, or shall be distributed to the federal government, or to a state or local government, for public purpose.

ARTICLE III: BASIC POLICIES

3.1 The Club shall seek neither to direct the administrative activities of the school and/or the athletic department, nor to control its policies. However, this does not preclude the Club from formally stating its position on matters where the school and/or any organization have requested funds.

3.2 The athletic director, principal and associate principal serve as liaisons between the LCN Athletic Booster Club and L'anse Creuse High School North, facilitating communication, coordination and alignment between the Club and the school.

ARTICLE IV: BOARD OF DIRECTORS, OFFICERS AND ELECTION

4.1 LCN ABC shall have a Board of Directors composed of the following officers; President, Vice President, Secretary and Treasurer

4.2 The duties of the Board of Directors shall be:
(A) to transact necessary business in the intervals between meetings;
(B) to appoint coordinator positions
(C) to create committees
(D) to approve work of committees
(E) to approve bills within the limit of the treasury

4.3 Board of Directors members may also serve as an active member of any committee.

4.4 In the event funding is requested that justifies immediate attention, the Board of Directors has the authority to approve the purchase as long as the item or items does not exceed $2,000

4.5 The board has the authority to directly authorize operational expenditures of $1000.00 or less. For expenditures greater than $1000.00, the board may authorize them directly if they are directly associated with a fundraising event or directly support the club's charitable purposes.

4.6 Meetings of the Board of Directors shall be called by any Board Member.

4.7 The roles of Board Member and Officer may be combined or separate, as determined by the needs of the organization.

4.8 Officers shall be elected annually by the membership through ballot vote during the general membership meeting in May. Candidates may be nominated in the meeting held one month prior to the election.

4.9 Elected officers shall assume their official duties at the beginning of the fiscal year, July 1st, after said election.

4.10 Term of the office shall be one year and are renewable.

4.11 All officers must deliver all official materials within 10 days following the meeting in which the successors were elected.

4.12 Within 7 days of taking office, the treasurer shall obtain new signature cards and authorization forms from the banking institution, obtain the signatures of the designated officers and return them within 14 days of the election.

4.13 COMPENSATION

Officers, to include coordinator positions, shall receive no monetary compensation for carrying out their duties. However, in recognition of their service, each Officer shall be eligible to receive up to one hundred fifty dollars ($150) per school year served in Athletic Booster Club credit to be applied toward approved L'Anse Creuse North student event purchases for their student. Examples of eligible purchases may include, but are not limited to, Homecoming tickets, Prom tickets, Banquet tickets, Senior Dues, and other school-sponsored student activities approved by the Board.

This benefit shall have no cash value and may not be transferred or redeemed for cash.

4.14 EMERGENCY AUTHORITY OF THE BOARD:

In the event of an emergency, the Board of Directors may act on behalf of the membership to make decisions critical to the operation of the Club. Such actions must be communicated to the membership within seven days and ratified at the next general meeting.

4.15 SUSPENSION OF REGULAR PROCEDURES

The Board may temporarily suspend bylaws that impede emergency decision-making, provided such suspension is consistent with applicable laws and nonprofit governance standards.

ARTICLE V: OFFICER DUTIES

5.1 PRESIDENT: Shall preside at all meetings, create an agenda for meetings, provide assistance to other officers and prepare/present a written account of the club activities upon termination of office at the annual May meeting.

5.2 VICE PRESIDENT: Shall preside in the absence of the President and perform all duties as required by the club. The Vice-President shall keep a record of all due paying members and have it available at all general meetings to enforce 8.3 of Article VIII.

5.3 SECRETARY: Shall record and maintain written records of the proceedings of all meetings of the Club; is responsible for posting public notices in advance of the general membership

meetings.

5.4 TREASURER: Shall serve as custodian of all club funds; Provide monthly bank statements; keep an accurate record of receipts and expenditures; provide a financial statement at every meeting or upon request by the Board of Directors; have a yearly financial review performed by an individual independent of the club; shall pay out funds in accordance with established banking procedures; Provide a separate financial report for large fundraisers; ensure taxes are filed each year.

ARTICLE VI: COORDINATOR POSITIONS

6.1 The Board of Directors shall appoint a Concessions Coordinator for the term of one year.

(A) Duties of the Coordinator:

Shall be responsible for creating all concessions sign up forms; keeping a log of all volunteer workers; reporting hours worked by each sport monthly; make sure concessions are stocked and ready for customers; promote any open concession volunteer spots on LCN ABC sites; and communicate concerns with other officers.

6.2 The Board of Directors may appoint new coordinator positions as they deem necessary for the Club.

ARTICLE VII: VACANCIES AND REMOVAL

7.1 Vacancies:

A vacancy occurring in any office other than that of the President shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Board of Directors, notice of such election having been given. Should a vacancy occur in the Presidency, the position shall be offered and filled by one of the remaining members of the Board of Directors in the following order, Vice-President, Treasurer then Secretary. The three remaining members may choose to cumulatively assume the duties of the President for the unexpired terms as well, if in the best interest of the club.

7.2 Removal:

An officer or board member may be removed from their position for any of the following reasons:

A. Failure to Fulfill Duties: Failing to carry out the responsibilities associated with their position.
B. Misconduct or Misrepresentation: Engaging in unethical behavior or actions that are inconsistent with the mission and values of the organization.
C. Absenteeism: Missing three consecutive meetings without a valid reason, or more than four meetings in a fiscal year.
D. Conflict of Interest: Acting in a way that constitutes a conflict of interest, as determined by the board.
    i. Disclosure: All officers, board members and committee members are required to disclose any actual, potential, or

perceived conflicts of interest at the earliest opportunity.

7.3 Removal Process:
Removal of an officer or board member requires:

A. Notification: A written statement of the proposed removal, including reasons, shall be provided to the individual at least fourten days prior to a board meeting where the removal will be considered.
B. Right to Respond: The individual shall have an opportunity to respond to the grounds for removal before the board at the designated meeting.
C. Board Vote: A two-thirds (2/3) vote of the board of directors present at the meeting is required for removal.

7.4 Filling a Vacancy Due to Removal:

1.) If a removal results in a vacancy, the position shall be filled according to the procedures outlined in Section 7.1.

ARTICLE VIII: MEMBERSHIP

8.1 All adults that are interested in the activities of LCN Athletics are eligible for membership.

8.2 Annual membership dues shall be determined by the Board of Directors; a paid membership entitles a family to up to two votes, with voting rights assigned to two adult individuals designated within the family.

8.3 Membership dues shall cover the period from the first general membership meeting of the new school year until the first general membership meeting of the next school year.

8.4 The privilege of making motions, debating issues, and voting shall be limited to paid members in good standing only. “Members in good standing” are those who have paid membership dues.

8.5 Members are encouraged to be active in the Club by attending meetings, joining committees, volunteering at concessions and fundraisers, along with other Club needs.

8.6 If a member provides the Club with an e-mail address, the provision of such email address is consent to receipt of communications and notices of the Club until such time as the member shall notify the Club that consent is withdrawn.

ARTICLE IV: MEETINGS

9.1 General membership meetings shall meet monthly, August thru June. The date, time and location will be communicated to the membership prior to the meeting date.

9.2 Special Meetings of the membership may be called by the President and/or majority of the Board of Directors providing notice of the meeting has been given to the general membership at least 5 days prior to the meeting and the purpose stated therein.

9.3 A minimum of five members present shall constitute a quorum for transaction of business in any general meeting of this club.

9.4 The Board has the ability to adjust the operating procedure to allow for alternative voting methods.

9.5 All general meetings are open to the public

9.6 The Club may use email, text messaging or other electronic platforms to communicate meeting notices, agendas and other official communications.

ARTICLE X: PROCEDURES FOR MAKING MOTIONS AND VOTING

10.1 It is the right of any member to call for a secret ballot on any matter.

10.2 MAKING MOTIONS

A. **Presenting the Main Motion**
A main motion is a proposal presented by the Board for the membership to take a specific action or make a decision on a particular issue.
    i. A member makes a motion by saying, “I motion that [describe the action proposed]
    ii. Another member must second the motion

B. **Discussion and Debate**
    i.Once seconded the chair re-states the motion for clarity and opens the floor for discussion.

C. **Subsidiary Motions** (optional)
A subsidiary motion is used to modify, delay, or otherwise handle the main motion. These motions take precedence over the main motion and must be resolved before the main motion can be voted on.
Subsidiary motions must be seconded to proceed, and handled in order of precedence, with each one being addressed and voted on before returning to the main motion.
    i. ***Amend the Motion***- If a member wishes to change the motion they state “I move to amend the motion by…”
    ii. ***Table the Motion***- To postpone consideration of the main motion indefinitely or until a specified time. This motion is debatable and requires a majority vote.

D. **Motion to End Discussion**
    i. When discussion concludes, any member may motion to end discussion, proceeding the motion directly to a vote. Must be seconded.

E. **Voting on the Motion**
   i. A vote takes place using a preselected voting method (e.g. Show of hands, ballot, etc)

F. **Announcement of Outcome**

G. **Recording the Vote**
   i. The secretary records the motion, type of vote, outcome and any notable discussion details in the minutes.

10.3 VOTING

A. Each main motion and subsidiary motion shall be approved by a majority vote of those present, unless otherwise specified in these bylaws.

ARTICLE XI: COMMITTEES

11.1 Committees will be appointed by the Board of Directors for each major fundraiser or designated need. Committees shall consist of one to three co-chairpersons.

11.2 Terms of appointment will be dependent upon the duration of the fundraiser/need.

11.3 Each committee will be responsible for submitting a written summary to the Board of Directors documenting its activity, or allow for complete oversight of all associated working documents.

ARTICLE XII: SCHOLARSHIPS

12.1 The club has established a scholarship fund for graduating seniors.

12.2 There shall be up to 10 recipients that will share the $10,000 scholarship fund. For example, if only 5 people apply and are selected, they will each receive $2,000.

12.3 Requirements that the student/athlete must meet are as follows:

1. Applicants must have participated in the athletic program at L'Anse Creuse North High School for a minimum of four MHSAA seasons or have received their varsity letter.

2. Must be in good standing with LCN.

3. Must be a graduating senior, with a minimum of a 3.0 cumulative G.P.A.

4. Applicants must have been accepted into a 2 or 4-year college or trade school.

5. Two recommendations, one from a teacher at LCN (including MST, Pankow or IAM) and one from a coach at LCN that the student has played for.

6. Families must be a paid member of the Athletic Booster Club by the Scholarship

application deadline of their student's senior year.

7. The athlete's parent(s)/guardian(s) must WORK a minimum of four (4) Athletic Booster Club fundraisers during the athlete's junior year and four (4) Athletic Booster Club fundraisers during the athlete's senior year. All volunteering obligations must be completed by the scholarship application deadline. It is required that all volunteers sign in and sign out at the designated time that they work in order to prove their volunteer hours. No exceptions will be made. Attendance only at a fundraiser does not apply to these criteria.

8. Up to a 500 word essay on: "How high school athletics has prepared you for your future goals and career." This essay must be separate from the general essay requested from other L'Anse Creuse scholarships. It must be written or typed on its own paper. It should also be emailed LCNABC@gmail.com.

9. The Student must work two (2) Athletic Booster Club fundraisers during their senior year, to be completed by the scholarship deadline. These are exclusive of the parental requirement in item 7.

11. Financial status of the family will not be taken into

12. Other scholarships awarded will not be a factor.

12.4 A process for selecting scholarship recipients has been established.

12.6 Scholarship payments will be issued directly to the selected school.

ARTICLE XIII: FUNDS

13.1 All funds accumulated shall be deposited in the club's bank account by the Treasurer.

13.2 All expenditures shall be used solely for the charitable purposes of LCN ABC. Distribution of funds may only be authorized by the President, Vice President, Secretary or Treasurer.

13.3 The president, vice president, treasurer, and secretary are authorized to sign and distribute checks or funds on behalf of the organization.

13.4 Check Endorsement

(A) All checks, drafts, or other orders for the payment of money issued in the name of the organization shall be signed by the Club's authorized officers.

13.5 Check Distribution

(A) For checks under $3000.00, one authorized officer's signature is required. For checks over $3000.00, two signatures are required.

13.6 Online Purchases

(A) All online purchases require verbal or digital approval by the Board prior to finalizing the purchase. If this is for operational expenditures, two thirds approval of the Board of Directors must consent to the purchase.

ARTICLE XIV: FUNDING REQUEST

14.1 All funding requests must be made privately and not in a public forum; many factors will be considered, amount requested, membership, member participation and financial hardship. The board has the authority to determine the appropriate method for submitting funding requests, in accordance with operating procedures.

14.2 All requests for funding must contains the following criteria:

(A) The name of the organization and its advisor
(B) The current amount being requested, supply source (vendor), and reason you need assistance with funding. If the request exceeds $2000.00, two competitive quotes are required, if appropriate.
(C) A description of the purpose for which the funding is being used.
(D) Coach or representative must be present at the Athletic Booster Club meeting when the request for funds is being made.

14.3 All funding requests must be reviewed by the Board of Directors prior to being brought to the general membership for approval.

(A) Reviewed to ensure all criteria has been accurately included
(B) All requests for funding will be shared with the Athletic Department, prior to presenting the request to the membership. *Please allow ample time for review and presentation.

14.4 The Board of Directors reserves the right to negotiate funding requests with the requester and the Athletic Department to determine an appropriate amount based on factors deemed necessary by the Board.

14.5 The Board of Directors may only reject a funding request due to:

(A) Availability of Funding
(B) Does not fall within the scope of athletics

14.6 After the Board of Directors approves a funding request, it shall be presented to the membership for final approval by a majority vote following Article VIII.

14.7 If a funding request is tabled or approved with conditions and additional information is required, the requester must provide the information within three business days.

14.8 Approved funding requests will be paid directly from LCN ABC to the vendor whenever possible. If direct payment to vendor is not possible, the coach/representative must submit proof of payment to the Club in a timely manner,

ARTICLE XV: AMENDMENTS

15.1 These bylaws may be amended at any regular meeting of the Club by a two-thirds vote of the members in attendance and eligible to vote, provided a notice of the proposed amendments shall have been submitted at the meeting prior to the voting on such proposed amendments and is incorporated into the written record.

ARTICLE XVI: MISCELLANEOUS

16.1 **Fiscal Year.** The fiscal year of the organization is July 1-June 30. Taxes must be filed to the IRS no later than the 15th day of the fifth (5th) month after the organization's annual accounting period. Taxes should be retained for seven years.

16.2 **Records**. Every officer and member in good standing may request access to the Club records. Requests must be made in writing and will be fulfilled within 30 days. Sensitive information may be redacted to protect confidentiality.

16.3 **Retention Schedule.** The Secretary and Tresurer are resposible for maintaining all Club records, including meeting minutes, financial statements, and correspondance, for a minimun of seven years or as required by law.