

By-Laws of the Mill Valley Booster Club

ARTICLE I NAME & LOCATION

Section 1.

The name of this organization shall be:

MILL VALLEY BOOSTER CLUB (hereafter referred to as the MVBC).

Section 2.

Official address of the MVBC will be:

Mill Valley High School

5900 Monticello Road

Shawnee, KS 66226

ARTICLE II PURPOSE

Section 1. Nonprofit Purpose

This corporation is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 2. Specific Purpose

To aid and promote the development of Mill Valley High School (MVHS) students through the support of school-approved and sanctioned academic and athletic programs per the annually updated list held by the Athletic Director and the Activities Director.

The specific objectives and purpose of this organization shall be:

1. To provide opportunities for all MVHS clubs, activities and sports to raise additional funds.
2. To provide opportunities for MVHS supporters to be more involved.
3. To provide funds or equipment to MVHS, its clubs/activities/sports, not provided for in normal budgeting line items.
 - a) It is the policy of the MVBC to not provide funds for coach's salaries or team uniforms.
 - b) Only MVBC Board Members may vote to approve funding requests.
 - c) To provide 12 senior scholarships worth \$500 each.
 - d) To promote school spirit and attendance at MVHS activities.

The MVBC recognizes that none of the goals parents have for their students can be accomplished without the participation of the students, staff, and parents of MVHS.

ARTICLE III MEMBERSHIP

By-Laws of the Mill Valley Booster Club

Section 1. Eligibility for Membership

Application for membership shall be open to any parent, guardian, alumni, teacher or business (with approval from the Board of Directors) who supports the purpose statement in Article II, Section 2. Membership is granted after completion and receipt of a membership application and annual dues. All memberships shall be granted.

Section 2. Annual Dues

The amount required for annual dues shall be:

- \$50 for a Family membership - this membership is for 2-parent households with a student(s) at MVHS.
- \$35 for an Individual membership - this membership is for single-parent households with a student(s) at MVHS

Membership dues will remain unchanged unless by a majority vote of members at an annual meeting of the full membership.

Section 3. Rights of Members

Each member shall be eligible to:

1. Cast a vote in monthly membership meetings.
2. Hold an elected officer position.
3. Hold a committee chairperson position.
4. Nominate candidates for elected officer positions.
5. Self-nominate for elected officer positions.
6. If a member has a senior student, that student may apply for the senior scholarship.
 - a) To be considered for the senior scholarship the booster club membership must be received by the end of the school day beginning winter break.

Section 4. Non-voting Membership

The Board of Directors shall have the authority to establish and define non-voting categories of membership.

ARTICLE IV MEETINGS OF MEMBERS

Section 1. Regular Meetings

Regular meetings of the members shall be held monthly, at a time and place designated by the Board of Directors.

Section 2. Annual Meetings

1. Membership shall receive at least a two-week notice of the annual meeting.
2. At the annual meeting, the members shall elect officers and receive reports on the activities of the organization.

By-Laws of the Mill Valley Booster Club

Section 3. Notice of Meetings

1. Electronic notice of each meeting shall be sent to each member not less than two weeks before the meeting.
2. Meeting dates/times/location shall also be posted on the MVBC web site.

Section 4. Quorum

A quorum for the annual meeting and membership meetings shall consist of a majority of the Board of Directors.

Section 5. Voting

All issues to be voted on, except for funding requests, shall be decided by a simple majority of those present at the meeting in which the vote takes place. See Article II, Section 2.

ARTICLE V BOARD OF DIRECTORS

Section 1. General Powers

The affairs of the Corporation shall be managed by its Board of Directors. The Board of Directors shall have control of and be responsible for the management of the affairs and property of the Corporation.

Section 2. Number, Tenure, Requirements, and Qualifications

The number of Directors shall consist of no less than four (4) officers: President, Vice-President, Secretary, and Treasurer, who shall comprise the Executive Board.

The remainder of Directors shall consist of no more than ten (10) committee chairpersons, including, but not limited to: Concessions, Communication, Fundraising, Membership, and Recognition & Scholarship.

1. The members of the Board of Directors shall enter upon the performance of their duties on July 1 of the year elected and shall continue in office until June 30 of the following year. All members of the Executive Board must be approved by a majority vote of the members present and voting. No vote on new members of the Board of Directors shall be held unless a quorum of the Board of Directors is present as provided in Section 6 of this Article.
2. Committee chairpersons serve as Directors on the Board of Directors. They shall be appointed by the President and serve a one-year term.
3. Each member of the Board of Directors shall be a member of the Corporation whose membership dues are paid in full and shall hold office for a one-year term.

Section 3. Meetings

By-Laws of the Mill Valley Booster Club

Meetings of the Board of Directors shall occur as deemed necessary by the Executive Board. Notice shall be given to the Board of Directors of any meetings no later than two weeks prior by the President.

Section 4. Special Meetings

Special meetings of the Board of Directors may be called by or at the request of the President or any two members of the Board of Directors. The person or persons authorized to call special meetings of the Board of Directors may fix any location, as the place for holding any special meeting of the Board called by them.

Section 5. Notice

Notice of any special meeting of the Board of Directors shall be given at least two (2) days in advance of the meeting by telephone, facsimile or electronic methods or by written notice.

Section 6. Quorum

The presence, in person of a majority of current members of the Board of Directors shall be necessary at any meeting to constitute a quorum to transact business, but a lesser number shall have the power to adjourn to a specified later date without notice. The act of a majority of the members of the Board of Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors unless the act of a greater number is required by law or by these by-laws.

Section 7. Forfeiture

Any member of the Board of Directors who fails to fulfill any of his or her requirements, as set forth in Section 2 of this Article by September 1st shall automatically forfeit his or her seat on the Board. The Secretary shall notify the Director in writing that his or her seat has been declared vacant, and the Board of Directors may forthwith immediately proceed to fill the vacancy.

Section 8. Vacancies

Whenever any vacancy occurs in the Board of Directors it shall be filled without undue delay by a majority vote of the remaining members of the Board of Directors at a regular meeting. Vacancies may be created and filled according to specific methods approved by the Board of Directors.

Section 9. Compensation

Members of the Board of Directors shall not receive any compensation for their services as Directors.

Section 10. Informal Action by Directors

Any action required by law to be taken at a meeting of the Directors, or any action which may be taken at a meeting of Directors, may be taken without a meeting. Consent in writing, setting forth the action so taken, shall be signed by

By-Laws of the Mill Valley Booster Club

two-thirds (2/3) of all of the Directors following notice of the intended action to all members of the Board of Directors.

Section 11. Informal Action by Executive Board

The Executive Board may approve up to \$500 in funding requests without the vote of the Board of Directors. Approval may take place electronically or by written means. The Executive Board shall inform the Board of Directors of any funding approvals at the next regular meeting.

Section 12. Advisory Council

An Advisory Council may be created whose members shall be previously elected or appointed members of the Board of Directors. They shall have no duties, voting privileges, nor obligations for attendance at regular meetings of the Board. Advisory Council members may attend said meetings at the invitation of a member of the Board of Directors. Members of the Advisory Council shall possess the desire to serve the community and support the work of the Corporation by providing expertise and professional knowledge.

Section 13. Parliamentary Procedure

Any question concerning parliamentary procedure at meetings shall be determined by the President by reference to Robert's Rules of Order.

Section 14. Removal

Any member of the Board of Directors may be removed by a vote of two-thirds (2/3) of the members of the Executive Board if in their judgment the best interest of the Corporation would be served thereby. Each member of the Board of Directors must receive written notice of the proposed removal at least ten (10) days in advance of the proposed action. An officer who has been removed as a member of the Board of Directors shall automatically be removed from office. Members of the Board of Directors who are removed for failure to meet the minimum requirements in Section 2 of this Article in these by-laws automatically forfeit their positions on the Board pursuant to Section 7 of this Article, and are not entitled to the removal procedure outlined in Section 14 of this Article.

ARTICLE VI OFFICERS

The officers of this Board shall be the President, Vice-President, Secretary, and Treasurer. All officers must have the status of active members of the Board.

Section 1. President

The President shall preside at all meetings of the membership. The President shall have the following duties:

1. S/he shall preside at all meetings of the Executive Board.
2. S/he shall have general and active management of the business of the Board of Directors.

By-Laws of the Mill Valley Booster Club

3. S/he shall see that all orders and resolutions of the Executive Board are brought to the Board of Directors.
4. S/he shall have general superintendence and direction of all other officers of this corporation and see that their duties are properly performed.
5. S/he shall submit a report of the operations of the corporation for the fiscal year to the Board of Directors and members at their annual meetings, and from time to time, shall report to the Board all matters that may affect this corporation.
6. S/he shall be Ex-officio member of all standing committees and shall have the power and duties usually vested in the office of the President.

Section 2. Vice-President

The Vice-President shall be vested with all the powers and shall perform all the duties of the President during the absence of the latter. The Vice-President's duties are:

1. S/he shall have the duty of chairing their perspective committee and such other duties as may, from time to time, be determined by the Executive Board and/or the Board of Directors.

Section 3. Secretary

The Secretary shall attend all meetings of the Board of Directors, the Executive Board, and all membership meetings of members, and will act as a clerk thereof. The Secretary's duties shall consist of:

1. S/he shall record all votes and minutes of all proceedings in a book to be kept for that purpose. S/he in concert with the President shall make the arrangements for all meetings of the Executive Board.
2. S/he shall perform all official correspondence from the Board of Directors and/or the Executive Board as may be prescribed.

Section 4. Treasurer

The Treasurer's duties shall be:

1. S/he shall submit for the Board of Directors approval of all expenditures of funds raised and proposed expenditures by the Board of Directors.
2. S/he shall present a complete and accurate report of the finances raised by the Board of Directors at each meeting of the members, or at any other time upon request to the Board of Directors or Executive Board.
3. S/he shall have the right of inspection of the funds resting with the MVBC including budgets and subsequent audit reports.
4. It shall be the duty of the Treasurer to assist in direct audits of the funds of the program according to funding source guidelines and generally accepted accounting principles.
5. S/he shall perform such other duties as may be prescribed by the Board or the President under whose supervision s/he shall be.

Section 5. Election of Officers

By-Laws of the Mill Valley Booster Club

1. Members shall submit at the meeting prior to the annual meeting the names of those persons for the respective offices of the Executive Board. Nominations may also be made from the floor prior to the elections, provided the nominee is present and indicates the nomination is made with her/his consent and s/he is willing to serve in the capacity elected. The election shall be held at the annual membership meeting. Those officers elected shall serve a term of one (1) year, commencing July 1 of that year.
2. Officers of the Executive Board shall be eligible to succeed themselves in their respective offices providing there is no other candidate available.
3. Election of officers will be determined by a majority of the regular members present at the annual meeting

Section 6. Removal

See Section 14 of ARTICLE V

Section 7. Vacancies

See Section 8 of ARTICLE V

ARTICLE VII COMMITTEES

Section 1. Committee Formation

The board may create committees as needed. All committee chairpersons are to be appointed by the President at the annual membership meeting following the election of new officers.

Section 2. Executive Board

The four officers serve as the members of the Executive Board. Except for the power to amend the Articles of Incorporation and Bylaws, the Executive Board shall have all the powers and authority of the board of directors in the intervals between meetings of the Board of Directors and is subject to the direction and control of the full board.

Section 3. Concessions Committee

The concessions chairperson serves as the chair of this committee.

1. S/he is responsible for the concession areas in the field house and inside the high school.
2. S/he must maintain adequate inventory levels, ordering as needed.
3. S/he moves stock from the field house to inside concessions and back out again as necessary for athlete schedules.
4. S/he also partners with Monticello Trails Middle School for their use of the field house concessions during middle school events.

Section 4. Communication Committee

The communication chairperson serves as chair of this committee.

By-Laws of the Mill Valley Booster Club

1. S/he is responsible for maintaining the MVBC web site, Facebook page, Twitter and any other social media sites that may arise in the future.
2. S/he sends all monthly membership meeting notices to the MVHS Activities Vice-Principal for distribution to all MVHS parents/guardians.
3. S/he coordinates with other chairpersons as necessary for ad placement in the MVHS JagWire newspaper forwarding invoices for said ads to the Treasurer.
4. S/he sends any other communication deemed necessary by the Executive Board or Board of Directors shall come from this committee.

Section 5. Fundraising Committee

The fundraising chairperson serves as chair of this committee.

1. S/he is responsible for establishing, organizing and running any fundraising opportunities held by the MVBC.
2. S/he shall report on funds raised and suggest changes for the next year.

Section 6. Membership

The membership chairperson serves as the chair of this committee.

1. S/he maintains membership records and reports to the Board of Directors the status of membership each month.
2. S/he attends Incoming Freshman Night, Back-to-School Night and Enrollment to promote MVBC membership.
3. S/he shall also send out concession shift sign-ups at the direction of the President.
4. S/he maintains and provides a list of membership information for the Board of Directors and provides to other chairpersons as needed for their committee.

Section 7. Recognition/Scholarship

The recognition/scholarship chairperson serves as the chair of this committee.

1. S/he supplies bags or t-shirts to those MVHS activities and teams who have State meet qualifiers and reports to the Board of Directors which activities or teams have requested items.
2. S/he shall promote and manage the MVBC Senior Scholarship. Provides updated scholarship application and related paperwork, establishes judges, coordinates with Counseling Office and Communication Chair, organizes applicant paperwork and finalizes winners.

ARTICLE VIII BOOKS AND RECORDS

The corporation shall keep complete books and records of account and minutes of the proceedings of the Board of Directors.

ARTICLE IX AMENDMENTS

By-Laws of the Mill Valley Booster Club

The Board of Directors may amend these Bylaws by majority vote at any regular or special meeting. Written notice setting forth the proposed amendment or summary of the changes to be effected thereby shall be given to each director within the time and the manner provided for the giving of notice of meetings of directors.

ADOPTION OF BYLAWS

We, the undersigned, consent to, and hereby do adopt the foregoing Bylaws, consisting of the 9 preceding pages, as the Bylaws of this corporation.

ADOPTED AND APPROVED by the Board of Directors on
this ____ day of _____, 20__.

Dave Twigg, President – Mill Valley Booster Club

ATTEST: Lindsey McDonald, Secretary – Mill Valley Booster Club