

BY-LAWS OF THE HOLLY ATHLETIC BOOSTERS

ISSUED: November 13, 2007

ARTICLE I – NAME

SECTION 1. The organization shall be “Holly Athletic Boosters”.

ARTICLE II – PURPOSE

SECTION 1. The Holly Athletic Boosters was established to support and promote athletic activities in the Holly Area Schools. We accomplish this by our positive presence at athletic events as well as fundraising to provide the “extras” for our athletic teams, as well as a sense of Broncho Pride.

SECTION 2. The purpose of the Holly Athletic Boosters is to promote necessary fund raising activities for the accomplishment of Article II, Section 1.

SECTION 3. The purpose of the Holly Athletic Boosters is to promote the general welfare and spirit of Holly Area Schools and it’s athletic teams.

ARTICLE III - MEMBERSHIP

SECTION 1. Membership may consist of persons not enrolled in the Holly Area Schools who will support the purpose of the organization.

SECTION 2. The Athletic Director is a non-voting member of the organization and acts as a liaison for Holly Area Schools.

ARTICLE IV – OFFICERS

SECTION 1. The officers of the organization shall consist of the President, Vice-President, Secretary, and Treasurer.

- a. The President shall supervise all activities of the organization, shall appoint such committees as are deemed necessary to carry out the work of the

organization, serve as an ex-officio member of such committees, except the Nominating Committee, and shall preside at all meetings of the organization and its Executive Board. The President will set the agenda. The President will be on all bank documents and accounts with equal authority as the Vice-President, Secretary, and Treasurer.

- b. The Vice-President will support the President with his/her duties. The Vice-President will preside over the meetings in the absence of the President. The Vice-President will be on all bank documents and accounts with equal authority as the President, Secretary, and Treasurer.
- c. The Secretary will record and provide typed copies of the minutes to the organizations meetings. He/she will handle any correspondence of the organization. The Secretary will be on all bank documents and accounts with equal authority as the President, Vice-President, and Treasurer.
- d. The Treasurer will keep the financial records of the organization. Making bank deposits, reconciling the books, reporting the receipts and disbursements of the organization in written form at each of the organizations meetings. Upon request the Treasurer will make financial records available for audit. The Treasurer will be on all bank documents and accounts with equal authority as the President, Vice-President, and Secretary.

ARTICLE V – MEETINGS

SECTION 1. Regular meeting of the organization shall be held on the first Wednesday of each month, (with the exception of the month of January, meeting will be held on the second Wednesday due to Christmas Vacation) August through June. If for any reason Holly Area Schools are closed on a regular meeting date the meeting will be held the following Wednesday.

- a. Robert’s Rule of Order will rule regular meetings. Copies of Robert’s Rules are available upon request.
- b. Only those items listed on the meeting agenda will be discussed at the meeting. Any other business will be noted.
- c. Deadline for agenda items will be the Monday prior to the meeting.

SECTION 2. Special meetings may be called by the President or any member of the Executive Board.

SECTION 3. The right to vote:

- a. All members may vote.
- b. No member may vote by proxy.

ARTICLE VI - ELECTIONS

SECTION 1. Election of officer's shall be held at the regular general meeting in the month of June.

- a. Nominations for officers shall be by the Nominating Committee.
- b. The Nominating Committee will accept the suggestions from the members.
- c. The election of officer's shall be by written ballot. In the event of one nominee for office, the membership may approve by majority voice vote.

SECTION 2. Elected officers shall take office at the first regular meeting following the election (August Meeting).

ARTICLE VII – ROUTINE DISTRIBUTION OF FUNDS

SECTION 1. The Executive Board shall have the authority to spend monies of the organization for the continuing expenses of the following:

- a. Postage and printing
- b. Food and beverages sold at athletic events
- c. Supplies that are needed to run concessions
- d. Material necessary for the maintenance of the organizations records
- e. Funds to be paid on original receipt only
- f. All purchases to support the sale of concessions and fundraisers shall be reimbursed by the treasurer by check
- g. No monies shall be used from the cash boxes or safe for reimbursement of purchases

SECTION 2. An Executive board member may spend up to \$100.00 per month with the concurrence of one other board member, providing that the board member is not a member of the President's family.

ARTICLE VIII – REQUESTS FOR ALLOCATION OF FUNDS

- SECTION 1.** The Coach should bring all requests for funds before the organization. If the coach cannot attend the meeting the Athletic Director can bring the request.
- a. All requests for funds should be pre-approved by the Athletic Director before presenting the request to the Holly Athletic Boosters.
 - b. All requests shall be in written form with documentation to substantiate need. (i.e. make, model, cost, place of purchase and purpose) accompanied with sport budget.
 - c. All requests for allocation of funds are limited to \$2500.00 per sport per school year.
 - d. A Sport is defined as: Girls Tennis, Boys Tennis, Boys Football, Girls Swim, Boys Swim, Girls Basketball, Boys Basketball, Wrestling, Volleyball, Girls Soccer, Boys Soccer, Girls Track, Boys Track, Dance, Cheerleading, Softball, Baseball, Golf, Girls Ski, Boys Ski, Girls Cross Country, and Boys Cross Country.
 - e. Uniforms will not be purchased.
 - f. Monies will NOT be allocated for individualized / small group lessons. (Including but not limited to: tennis lessons, gymnastics, swim lessons, etc...)

ARTICLE IX – CHANGES TO BY-LAWS

- SECTION 1.** The By-Laws will be reviewed annually at the August meeting.
- SECTION 2.** Any deviation of Article IX, Section I must be unanimously approved by the Executive Board.

ARTICLE X – FUND RAISING

- SECTION 1.** The Holly High Athletic Boosters sells concessions, apparel, spirit items, 50/50 and other at High School athletic events for the purpose of accomplishing ARTICLE II, SECTION 1.
- a. Concessions are defined as food, beverages, candy and any other items for consumption.

- b. Apparel is defined as items of clothing that support Holly High Athletic Boosters and not tied to an individual sport.
- c. Spirit Items include, but are not limited to key chains, flags, and seat cushions.
- d. 50/50 and other is defined as drawings or contests to be run during the athletic event.

SECTION 2. Fund raising by any group/organization other than the Holly Athletic Boosters during an athletic event in which the Holly Athletic Boosters are present must be reviewed and approved by the Athletic Director and the Principal of Holly High School.

SECTION 3. Any new type of fundraising other than concessions, apparel, spirit items, 50/50 and other shall be reviewed and approved by the Holly High Athletic Boosters.