

BYLAWS
LAKE FENTON ATHLETIC BOOSTERS, INC.

ARTICLE I-NAME

Section 1

The name of the organization shall be the Lake Fenton Athletic Boosters, Inc.

ARTICLE II- PURPOSE

Section 1

Lake Fenton Athletic Boosters, Inc. is organized exclusively for charitable purposes under section 501(c)(3) of the Internal Revenue Code. The primary purpose is to support Lake Fenton Community Schools athletic programs.

ARTICLE III- MEMBERS

Section 1

Any person not enrolled in the school system shall be eligible for membership.

ARTICLE IV- ORGANIZATION

Section 1

The organization shall be governed by a Board of Directors (a group of members, usually small in number, empowered to act for the organization as a whole in certain regards), comprised of the President, Vice President, Recording Secretary, Treasurer and the immediate past President for a total of five (5).

Section 2

The organizational policies, projects, etc. will be determined by the Board of Directors. The Board of Directors will determine all athletic, non-athletic projects and the allocation of funds to support these projects. A majority vote of the Board of Directors in attendance is required for fund disbursement providing a quorum is present.

ARTICLE V- OFFICERS AND ELECTIONS

Section 1

The elected officers shall be President, Vice President, Treasurer and Recording Secretary.

a. Bylaws may provide for the election or appointment of other officers as required or for the combining of two offices if necessary, in the case of small membership.

b. The duties of President and Treasurer shall not be combined with any office.

c. Married couple cannot hold offices in the same election year.

Section 2

Eligibility to vote and hold an office.

a. All Lake Fenton Athletic Boosters, Inc members attending the election meeting will have voting rights if he/she has attended three meetings within the previous twelve (12) months.

b. To hold an office you must be in good standing with the organization and must have attended a minimum of three (3) meetings within the previous twelve (12) months.

Section 3

The election of officers and board members will be held each year. Election of officers shall take place no later than June 30th. Newly elected officers will take office during the first meeting in the month of August.

Section 4

The election procedure shall proceed as follows.

- a. Nominations may be made by a nominating committee or orally from the floor.
- b. The officers will be elected for one (1) year terms. Board members elected at large will be for one (1) year terms also. The immediate past President shall serve for a one (1) year term on the Board of Directors.
- c. Majority vote shall elect (more than half of the votes cast by legal voters).
- d. There shall be no vote by proxy.

Section 5

Vacancies in an elected office shall be filled by a member of the Board of Directors and the person so chosen shall serve only to the end of the unexpired term. A vacancy in the office of the President shall be filled by the Vice President.

Section 6

Officer's Duties

1. President shall

- a. Be the chief executive officer of the organization.
- b. Appoint special committees throughout the year when necessary.
- c. Preside and conduct all meetings in an orderly fashion.
- d. Oversee all of the organization's affairs and activities.
- e. Approve payments of monies from the Treasurer.
- f. Cast the deciding vote in the event of a tie, except on the election of officers.
- g. Call all special meetings to render any decisions necessary prior to the next regularly scheduled meeting. And to notify all board members of this special meeting by giving them one (1) number of

days notice. At this special meeting there has to be a simple majority (one-half plus one) to constitute a special meeting.

h. Past President for one (1) year after Presidency.

2. Vice President shall

a. Be an aide to the President.

b. In the absence of the President, perform the duties of that office, in the case of permanent disability or resignation of the President shall succeed to that office.

3. Treasurer shall

a. Maintain records of all monetary transactions.

b. Collect funds and give receipts for same.

c. Maintain file of bank statements and remittance sheets.

d. Maintain accurate record of each members' account, giving a monthly report of the same including a copy of the monthly bank statement

e. Tax forms shall be filed according to the instructions of the IRS.

f. When a new Treasurer is elected, there should be an audit performed before the records are turned over.

4. Recording Secretary shall

a. Keep an official written record (minutes) of all business meetings and maintain a permanent file of same.

b. Be responsible for any and all correspondence for the organization.

c. Keep a permanent record of attendance for all business meetings and bring these records to all business meetings.

ARTICLE VI- MEETINGS

Section 1

Meetings shall be held on a regular basis on the third Wednesday of each month unless determined by the President.

Section 2

The organization shall hold at least eight (8) business meetings a year.

Section 3

To constitute a quorum, there shall be a minimum of three (3) members of the Board of Directors present to conduct any official Lake Fenton Athletic Boosters, Inc. business. (One-half the membership plus one.)

Section 4

The May meeting shall be for the purpose of establishing a budget for the upcoming fiscal year (which ends June 30th). The June meeting shall be for the purpose of electing officers. With the meeting in August for the purpose of receiving of annual reports and conducting any other business that may have arose over the summer.

ARTICLE VII- PARLIAMENTARY AUTHORITY

Section 1

Robert's Rules of Order shall govern the proceedings of Lake Fenton Athletic Boosters, Inc. in all cases not provided for in these bylaws.

ARTICLE VIII- AMENDMENT

Section 1

Any meeting when a vote for an amendment to these bylaws is to be held must be announced to the President in advance of that meeting. A copy of the proposed amendment must be presented to members at the

meeting that it will be voted on. These bylaws shall be amended by a two-thirds (2/3) favorable vote of the eligible members in attendance at the present meeting.

ARTICLE IX- FUNDS

Section 1

Funds of the organization shall be deposited in the Lake Fenton Athletic Boosters, Inc. checking account at the bank or institution approved by the officers. Funds will be used to pay all approved Lake Fenton Athletic Boosters, Inc. invoices, Coaches Purchase Requests and Student Athlete Scholarships.

Section 2

Funds shall be disbursed with the direction and approval from the majority vote of the Board of Directors. Only the President and Treasurer, or designated appointee are authorized to sign checks.

Section 3

Appropriation of Funds

1. Requests for appropriations from the athletic department or Purchase Requests from Head Coaches shall be presented to the Athletic Director for presentation to the Lake Fenton Athletic Boosters, Inc. by October 1st, January 1st, and/or April 1st of the current school calendar year. If the 1st falls on a weekend, the request is due the Friday prior to the 1st.

2. The Lake Fenton Athletic Boosters, Inc., Officers, Lake Fenton Athletic Director or Lake Fenton High School Administration can make requests for appropriations by April 1st of the current school calendar year. Majority vote from the Lake Fenton Athletic Boosters, Inc. Board of Directors is needed before distributions can be made.

3. Appropriations will be made once voted on and approved by a majority vote of the Lake Fenton Athletic Boosters, Inc. Board of Directors at the April meeting of the current calendar school year. Total distributions for Coaches Purchase Requests and Scholarships shall be split according to the majority vote, as there is no set percentage mandated by these By-Laws. Appropriations will be determined by the availability of funds.

4. In the event of unforeseen circumstances such as a pandemic, natural disaster or an act of terrorism, the Lake Fenton Athletic Boosters Board of Directors reserves the right to postpone and/or delay the Appropriations of Funding purchase requests deadlines. Discretionary leniency will be provided unless the request is within 30 days of the aforementioned dates listed in Article IX, Section 3, Items 1 and 2.

Section 4

Head Coach Appropriations

In order for a Head Coach to request appropriations they must meet the following requirements:

1. The Head Coach will select a representative to attend the monthly Lake Fenton Athletic Boosters, Inc. meetings. The representative will attend a minimum of 4 meetings per school calendar year.

2. The Head Coach will provide 1 (one) representative to volunteer at the annual Lake Fenton Athletic Boosters, Inc. fundraiser per school calendar year.

a. Each team within each program will sell 4 tickets at the annual Lake Fenton Athletic Boosters, Inc. fundraiser.

b. Each team provides a silent auction basket with a suggested minimum \$75 value for the annual Lake Fenton Athletic Boosters, Inc. fundraiser.

3. Prior to requesting appropriations, the sports program will have been represented in the concessions stand on at least 4 separate occasions by April 1st of the current school calendar year.

4. All requirements must be met prior to appropriation request.

Section 5

Scholarship Requests

In order for a Student Athlete to request a Lake Fenton Athletic Booster scholarship they must meet the following requirements:

1. Requirements for the Student Athlete:

- a. Pick up the application from your LFHS Counselor
- b. Enroll in a post-graduation program (Apprenticeship or trade school, Military, College or University)
- c. By December 31 of graduating year, contact the LFAB via email (LFBlueDevilNation@gmail.com) and provide your proof of enrollment (see a. above), and your address.
- d. Volunteer in concessions (see below)
- e. Student Athlete must have a 3.0 gpa at time of application
- f. Student Athlete must have lettered in a Lake Fenton Blue Devil Varsity Sport

2. Requirements for the Parent, Guardian, Family Member, Student Athlete:

- a. A parent or guardian must have worked a minimum of 3 events in the LFAB sponsored concession stand per school calendar year or a minimum of 12 events prior to the scholarship request.
- b. All events must be satisfied by April 1st of the students' Senior year.
- c. All volunteers must sign in and out on the designated sign in sheet. It is the volunteer's responsibility to verify events/time prior to the scholarship request.
- d. In the event of unforeseen circumstances such as a pandemic, natural disaster, or an act of terrorism, the Lake Fenton Athletic Boosters Board of Directors reserves the right to use discretionary leniency when determining volunteer events attended by the Student Athlete's parents.

Section 6

The Treasurer shall monitor invoices for each purchase. All purchases, distributions and payments thereof must be completed by December 31st of the current year. If the appropriations are not distributed by December 31st of the current year they are forfeited and the funds will be considered start up cash for the following year.

ARTICLE X- DISSOLUTION

Section 1

Upon dissolution of this organization, assets shall be distributed to the Lake Fenton Community Schools Athletic Department. In no case shall a disposition be made which would not qualify as a charitable contribution under Section 170c) (1) or (2) of the Internal Revenue Code of 1986, as now enacted or hereafter amended.

ADOPTED THIS 13th DAY OF AUGUST, 2008 REVISED THIS 21st DAY
OF AUGUST, 2019

BY:

MELISSA FUREY, PRESIDENT

ANGIE BORSKI, VICE-PRESIDENT

CHRIS HERON, SECRETARY

DEANNA TRETHEWAY, TREASURER

The parties agree to further amend these By-laws on June 17, 2020
originally executed on August 13, 2008 and previously revised on August
21, 2019.

Melissa Furey, President

Angie Borski, Vice President

Deanna Tretheway, Treasurer

Chris Heron, Secretary

Amendment to Article IX - Funds, Section 3

4. In the event of unforeseen circumstances such as a pandemic, natural disaster, or an act of terrorism, the Lake Fenton Athletic Boosters Board of Directors reserves the right to postpone and/or delay the appropriations of funding purchase requests deadlines. Discretionary leniency will be provided unless the request is within 30 days of the aforementioned dates listed in Article IX, Section 3, Items 1 and 2.

The parties agree to further amend these By-laws on July 22, 2020, originally executed on August 13, 2008 and previously revised on August 21, 2019.

Melissa Furey, President

Angella Borski, Vice-President

Deanna Tretheway, Treasurer

Christine Heron, Secretary

Amendment to Article IX - Scholarship Requests, Section 5

2. d. In the event of unforeseen circumstances such as a pandemic, natural disaster, or an act of terrorism, the Lake Fenton Athletic Boosters Board of Directors reserves the right to use discretionary leniency when determining volunteer events attended by the Student Athlete's parents.

The parties agree to further amend these By-laws on October 21, 2020, originally executed on August 13, 2008 and previously revised on August 21, 2019.

Melissa Furey, President

Angella Borski, Vice President

Deanna Tretheway, Treasurer

Christine Heron, Secretary

