

Patriot Pioneer Booster Club Bylaws

ARTICLE I—NAME

The name of this organization shall be the Patriot Pioneer Booster Club, hereafter referred to as the Boosters.

ARTICLE II—OBJECTIVES

1. To support the eligible after school activities and athletics financially.
2. To encourage student, parent, and community participation in the Boosters and its activities.
3. To provide volunteer support and assistance to eligible after-school activities and athletic teams at Patriot High School.

ARTICLE III—MEMBERSHIP

The membership of this club shall not be limited. Anyone interested in the progress and development of school activities/athletics at Patriot High School is eligible to join. All members of the organization are encouraged to attend General Membership meetings, join committees of the organization and bring forth issues and recommendations for the advancement of the organization. The general membership is responsible for the election of officers.

The Board of Directors may, at its discretion, establish different levels of membership such as, but not limited to, individual, family, or alumni.

Membership and Sponsorship levels (Family and Corporate) shall be established yearly—prior to the start of the school year by the Board of Directors. Donations of money or equipment are further defined as contributions to the Boosters made other than in the normal course of business as an advertising-related donation.

ARTICLE IV—BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the President, Vice President, Secretary, Treasurer, Member at Large, and the Director of Student Activities for Patriot High School.

Section 2. The Board of Directors is responsible for the approval of the organization's annual budget, disbursement of all funds, and any amendment of the organization's By-Laws.

Section 3. All members of the Board of Directors shall have one vote. This organization shall permit voting by proxy. In the event of a tie—the tie breaking vote will be the Director of Student Activities.

Section 4. The Board of Directors shall meet all months except for July or as requested by the President. Special meetings may be called within 72-hours notice. Notice may be given by telephone contact and/or via e-mail.

Section 5. The Board of Directors shall review the By-Laws and all other standing policies of the organization, as needed.

Section 6. A simple majority of the Board of Directors shall constitute a quorum.

Section 7. The Board of Directors will establish a bank account and an accounting system that will house accounts for the General Fund and each active activity or team.

Section 8. The Board of Directors shall establish a petty cash fund.

1. The total allocated for petty cash will not exceed \$4,000.00.
2. Petty cash may be used for administrative expenditures without prior Board approval.
3. Administrative expenditures shall be defined and made available upon request to the Director of Student Activities and Treasurer.
4. Any Board member can access the petty cash.. Receipts for petty cash transactions must be turned into the Treasurer within one week of purchase. Failure to provide receipts within a timely manner may result in restricted use the of petty cash privilege

Section 9. The Board of Directors shall establish operational policies, which aid in the administration of the Boosters, for situations that arise that are not covered in these By-Laws. Adoption of these policies will require a discussion amongst the general membership and majority vote of the Board of Directors. Any adopted policy will be published for public view on the Patriot Pioneers website.

ARTICLE V—OFFICERS

Section 1. The officers of the organization shall be President, Vice President, Secretary, Treasurer, and Member at Large. All elected officers shall serve for a one-year term. All Officers shall be members of the Boosters

Section 2: President Job Responsibilities

Time Commitment: 15 hours/month (does not include time at meetings)

- Preside over monthly General Membership meeting and Board of Directors meeting
- Present agenda for monthly General Membership meeting and Board of Directors meeting
- Appoint chairs of all standing and special committees
- Serve as non-voting, ex-officio member of all committees
- Coordinate the work of the officers and committees of the Boosters
- Arrange for an annual internal audit of the financial records of the organization to be performed by a minimum of three (3) people, at least one of which shall not be a Board member
- Participate in staffing tables at events, such as back-to-school night, sport information nights, etc.
- Participate in the Boosters events, such as the mulch distribution fundraiser day.
- Perform other duties as may be prescribed in these bylaws or assigned to him/her by the Board of Directors

Section 3: Vice President Job Responsibilities

Time Commitment: 10 hours/month (does not include time at meetings)

- Work with local businesses for corporate sponsorships
- Attend monthly General Membership meeting and Board of Directors meetings

- Participate in presentations for school functions as needed
- Participate in staffing tables at events, such as back-to-school night, sports information nights, etc.
- Participate in the Boosters events, such as the mulch distribution fundraiser day.
- Perform other duties as may be prescribed in these bylaws or assigned to him/her by the Board of Directors

Section 4: Secretary Job Responsibilities

Time Commitment: 30 minutes/week; 5 hours per month (does not include time at meetings)

- Attend monthly General Membership meeting and Board of Directors meetings
- Take minutes for both General Membership meeting and Board of Directors meeting each month
- Post minutes to the Boosters webpage, under Patriot Athletics page
- Post monthly treasurer's report to the Boosters webpage, under Patriot Athletics page
- Update the Boosters webpages as needed
- Send out monthly meeting reminders via email, Facebook, and Twitter
- Electronically send out announcements needed from the Board
- Update and manage the Board of Directors Action Items/Tasks list
- Participate in staffing tables at events, such as back-to-school night, sports information nights, etc.
- Participate in the Boosters events, such as the mulch distribution fundraiser day
- Perform other duties as may be prescribed in these bylaws or assigned to him/her by the Board of Directors

Section 5: Treasurer Job Responsibilities

Time Commitment: weekly 6 hours/monthly 2 hours/once a year tasks: 10 hours (does not include time at meetings)

- Attend monthly General Membership meeting and Board of Directors meetings
- Participate in staffing tables at events, such as back-to-school night, sports information nights, etc.
- Participate in the Boosters events, such as the mulch distribution fundraiser day.
- Perform other duties as may be prescribed in these bylaws or assigned to him/her by the Board of Directors
- Weekly: 6 hours (these tasks require frequent trips to the school for pickup/dropoffs)
 - deposits—receive deposits in forms of cash/check from spirit wear, concessions, fundraisers, donations, team gear, etc.
 - Verify amounts received for each transaction and record deposits in QuickBooks, annotating what account (Club/Sport) receives the credit
 - Fill out bank deposit slip and run deposit to the bank
 - Write checks—receive and review check requests; record info and amounts in QuickBooks then print, sign, and deliver
- Monthly: 2 hours

- balance accounts—reconcile each account, ensuring all deposits and withdrawals (checks and CRCD transactions) are accounted for each month; this is typically done within days of the General Membership meeting
- run reports—1) monthly reports using QuickBooks and monthly bank account statements for the General Membership meetings, and 2) by request, run reports using QuickBooks for particular accounts (Club/Sport)
- Yearly: 10 hours
 - taxes—work with tax consultant to pay for services and file taxes for the Boosters, typically at beginning of calendar year

Section 6: Member at Large Job Responsibilities

Time Commitment: Most time commitment is attending monthly meeting

- Responsible for documenting and reporting out on all requests for funding whether denied or approved.
- Attend monthly General Membership meeting and Board of Directors meetings
- Participate in staffing tables at events, such as back-to-school night, sports information nights, etc.
- Participate in the Boosters events, such as the mulch distribution fundraiser day.
- Perform other duties as may be prescribed in these bylaws or assigned to him/her by the Board of Directors

Section 7. In the event that a Board member is no longer able to serve in his/her elected position and elects to resign, he/she must write a notice of resignation and submit it to the Board. The remaining officers may pursue either holding a special election or making an appointment to fill the vacancy as outlined below. Selection of the procedure that will be used lies solely with the remaining members of the Board of Directors.

1. Special Election

- a. The open position will be advertised through available avenues and nominees will be accepted for a period of two (2) weeks after the date the position becomes available.
- b. A nominee must be a member, in good standing, with the Boosters.
- c. Nominees will present their qualifications to the General Membership at the first General Membership meeting after the open position becomes available.
- d. An election will be held by the general members during the General Membership meeting immediately after the nominees have finished their presentations.
- e. The newly elected officer will be sworn in during the first Board of Directors meeting following the election.

2. Appointment

- a. The highest-ranking remaining officer is the Board member in charge of the appointment process.
- b. The remaining Board of Directors members present names of qualified individuals for consideration to the Board member in charge of the appointment process.

- c. Any individuals presented for consideration must be a member, in good standing, with Boosters.
- d. If requested by the Board of Directors, the potential appointee(s) will present their qualifications to the Board of Directors at the first Board of Directors meeting held after the position becomes available.
- e. At the same Board of Directors meeting, a motion, second, and subsequent vote will be held for the appointment of a specific individual from the names presented to the vacant position(s).
- f. The newly elected officer(s) will be notified and sworn in immediately after the approval of the appointment motion.

ARTICLE VI—COMMITTEES

Section 1. All Standing Committees

The term of each chairperson shall be one year. All Standing Committee Chairs shall be members of the Boosters and shall report on their activities at the monthly General Membership meetings.

Section 2. Concessions Inventory Chair

Time Commitment

- **Inventory monitoring:** 1 hour per week during season
- **Ordering:** 1 hour per week during seasons (communicating with vendors, ordering pizzas, etc.)
- **Receiving/stocking:** 2–3 hours per week during fall sports (mainly football inventory); 1–1.5 hours per week winter and spring seasons
- **Trips to BJ's or will-call orders at USFood:** depends on situations

Job Responsibilities

- Monitor Inventory of concession food items and place orders as needed
During fall season—usually happens weekly
During winter and spring seasons—usually happens every other week
- Periodically check prices of products ensuring cost effectiveness of items
- Maintain communication/relationships with vendor contacts
- Make sure orders are placed so food is delivered timely for events; receive orders at the school/concession stand and/or coordinate with Director of Student Activities or Custodial Manager to receive orders if inventory chair is unavailable
- Maintain a copy of all orders throughout the year by vendor in a binder; original receipts must be given to the Boosters Treasurer
- Maintain spreadsheets of register receipts (z-reports) from each event; these are used to verify sales, track inventory etc.
- Prep stands by checking inventory and placing orders over the summer for fall sports which begin in late August
- Attend Boosters General Membership meetings to present concession stand report, or email the report to President when absent from meetings.

Section 3. Concessions Admin Chair

Time Commitment

- **Development of signup genius prior to each season:** 2–2.5 hours
- **Monitoring signups and making changes/adjustments:** 1–2 hrs per week
- **Attend Booster Monthly Meetings:** 30 minutes per month
- **Train managers:** hold training sessions at the start of each season, 3–4 hours per season

Job Responsibilities

- Train managers on all aspects of running the stands for events
- Develop Sign-up Genius with staffing requirements for each event; provide link to the Director of Student Activities to send out to coaches; when the Sign-up Genius is approved, provide link to Boosters Secretary to be published via Facebook, Twitter, and on Boosters webpage. (In-season sports will be responsible for staffing their own events.)
- Monitor sign-ups to ensure adequate slots are filled; notify Director of Student Activities and/or Boosters Secretary regarding sports/clubs needing to fill assigned spots; update event dates for any additions or cancellations to the schedule
- Order pizzas from Papa Johns for all events inside and at the stadium; work with the owner of Papa John's in Gainesville
- Attend Boosters General Membership meetings to present concession stand report, or email the report to President when absent from meetings.

Section 4. Concessions Maintenance Chair

Time Commitment

- **Summer activities—prepping stand for fall, testing all equipment, cleaning:** 5 hours
- **Prepping stands for winter and spring seasons:** 2 hours
- **Ensuring stands are clean during seasons:** 1–2 hours per week depending on sport/events during the week
- **Cleaning stands and closing up for summer:** 4–5 hours
- Establish relationship with the Patriot HS Building Engineer and the Custodial Staff
- Ensure all equipment in both the inside and outstand concession stands are working properly; if replacements are needed, make formal requests to Boosters Board of Directors; all Pepsi equipment (fountain machines and coolers) are serviced by Pepsi; Patriot HS and the Boosters own the warmer ovens, grills, popcorn machines, pretzel machines and coffee machines).
- Clean and close up each stand at the end of each season and at year-end
- Prep stands to open over the summer for fall sports which begin in August
- Monitor propane tanks at stadium and take them to Southern States when refills are needed

Section 5. Spirit Wear Chair

Time Commitments

- July—designing and ordering tees and hoodies for the fall
- August—organizing/folding merchandise, adding items to Square store, organizing sales events

- September—taking inventory and ordering more merchandise; organizing, folding, and moving from inside to stadium storage areas

Job Responsibilities

- Coordinate with vendors to design school spirit wear and accessories
 - Most vendors will offer designs; some will require a rough idea and others will send you suggestions
 - Google image search for college wear will help you find designs that are “in”
 - Red Nation leaders have helped with designs in the past
 - Red Nation sets up the “themes” for each home game (e.g., black out, white out, red, etc.)
- Set prices of items (most have around \$10 profit margin)
- Pay vendors with the spirit wear debit card
- Track expenses and income to compare with the Treasurer’s records
 - Easy to track income using Square site reports
 - Tracking expenses = adding up your invoices
- Maintain on-line store using Square website
 - Adding new items (prices, sizes, pictures)
 - Keeping inventory of sizes
 - Fulfilling orders & delivering them to school office
- Attend Boosters meetings periodically
- Staff and attend main sales events
 - Freshman/new student orientation – August and April – requires 6–10 volunteers
 - Fall Varsity Football home games (Friday nights) – requires 2-4 volunteers
 - Lunch sales in the first couple months of school (med volume)
 - If volunteers can be found, lunch sales for other months (very low volume)
 - Basketball games if desired (very low volume)
 - Chorus, band, orchestra events if desired (low-med volume)
 - Would suggest using Sign-Up Genius for coordinating volunteers

Section 6. Scholarship Committee Chair

Time Commitment: 5-10 hours/month February through May timeline

Job Responsibilities

1. Member at Large begins assembling a scholarship committee of at least three people in January. No committee member or Board of Directors member may have a senior who applies for the scholarship; committee chair may not participate in the selection process, as they are responsible for gathering and redacting applications
2. \$1000.00 is awarded to one senior female and \$1000.00 is awarded to one senior male
3. Boosters Secretary sends out an email blast and on all social media outlets (Facebook, Twitter, etc.) requesting volunteers for the committee
4. Review the scholarship application, making changes as necessary
5. Present the final scholarship application to the Boosters Board for approval
6. Meet with the committee to instruct them of the process

7. Provide application to the designated guidance counselor and Director of Student Activities (no later than the end of February)
8. Application and deadline are advertised by the counseling department, Director of Student Activities, and Boosters Board
9. Students are instructed on the application where to turn in the final application and of the deadline date. Typically this is either to a designated guidance counselor or to Director of Student Activities
10. Collect applications and redact names and any identifying information; send the completed applications to the scholarship committee members for their review (applications are numbered and marked "M1, M2, etc." for male and "F1, F2, etc." for female)
11. Committee reviews applications and determines one male recipient and one female recipient; all information must be completed on the application and contain the required signatures as instructed on the application or they are considered invalid applications
12. Gather names of recipients and provide the names and applications to Boosters Board of Directors for approval
13. Share recipients with school designated guidance counselor and Director of Student Activities
14. Boosters President presents awards at Senior Award ceremony
15. All funds are sent directly to the colleges of the recipients to be deposited into their school accounts

Things to Keep in Mind for the Boosters Scholarship Committee Chair

- Process must be completed in a timely manner for the recipients to be awarded the scholarships at Senior Award night in mid-May
- May 1st is the deadline for the scholarship committee to submit the male and female recipients information to the Committee Chair
- Best to give seniors a minimum of one month to complete the application, if not more

Section 6. Patriot Discount Cards Chair

Time Commitment: June to December; varies depending on the month but at the peak, the approximate commitment is 10–15 hours per month (does not include time at meetings)

Job Responsibilities

- Work with the vendor to ensure that the PHS discount card fund-raiser runs smoothly to include:
 - ensuring that participating merchants are current,
 - responding to emails from customers regarding any issues or questions they have regarding the card,
 - tracking the shipment and distribution of cards
 - working with the coaches and club sponsors to distribute and then collect the cards/proceeds at the conclusion of the fund-raiser
 - reconciling the account with the Boosters Treasurer

ARTICLE VII—RELATIONSHIP WITH SCHOOL

ADMINISTRATION

Section 1. The Patriot High School Director of Student Activities shall be a voting member of the Board of Directors and shall be asked to attend all Board of Directors and General Membership meetings.

Section 2. The Director of Student Activities shall provide, report on and maintain the list of after-school activities and athletic teams that are eligible for support from Boosters. This list will be publicly posted.

Section 3. The Director of Student Activities shall update the Boosters on all school activities, and serve as the liaison between the Boosters and the school administration. The Activities Director shall coordinate with the Boosters and school administrators to determine appropriate fundraising activities.

Section 4. Funding Requests

1. The Boosters will only provide financial support for any eligible after-school activities and athletic teams of Patriot High School. These activities and athletics are defined as those that fall under the purview of the Patriot High School Director of Student Activities.
2. The Board of Directors shall publish and maintain policy outlining:
 - a. The process for requesting financial support from the general fund
 - b. The types of requests that are eligible for financial support from the general fund
 - c. Tangible items housed within the school
 - d. Travel Policy in accordance with PWCS Travel Guidelines
 - e. Funding Items at discretion of the Boosters
3. To be considered eligible for financial support from the general fund
 - a. Must be an official club/team of Patriot High School
 - b. Requesting activity must have actively participated in the Boosters fundraising (i.e. Patriot Cards/Mulch) and volunteer efforts (i.e. Concessions/Spirit Wear sales) during the previous and current academic school years.
 - c. Activity sponsor must present request at Booster Club meeting in person.
 - d. A minimum of half of the amount being requested must be current in the Activity's Boosters account prior to submitting the request.
 - e. Upon approval of funding request – sponsor confirms participation in volunteer events.
 - f. Provide a proposed budget for each club/team.

Section 5. The Boosters will provide fundraising opportunities to aid after-school activities and athletic teams. The Board of Directors will determine the number and type of the fundraisers.

Section 6. Activity and Team Accounts

1. The treasurer shall establish accounts for each activity and team.
2. Funds that have been deposited in activity or team accounts may be used at the discretion of the Activity faculty club sponsor, Head Coach or Director of Student Activities and without any action required by the Board of Directors.
3. Funds that have been deposited in activity or team accounts may not be accessed or encumbered by the Board of Directors unless:
 - a. The Activity faculty sponsor, Head Coach or Director of Student Activities provides a receipt for payment against their account.
 - b. The Activity or Team has been disbanded for one school year; then funds in these accounts will be returned to the General Fund.
 - c. An accounting error caused additional monies to be deposited erroneously into the account.
4. Receipts for petty cash transactions must be turned into the Treasurer within **one week of purchase**. Failure to provide receipts within a timely manner may result in restricted use the of petty cash privilege.

ARTICLE VIII—MEETINGS

Section 1. General Membership meetings shall be held monthly during the regular school year on a date and time set by the Board of Directors. The Annual Meeting will be held during late spring of each year, or at such a time as best suits the needs of the organization.

Section 2. The Board of Directors shall meet monthly from August to June each year, or as requested by the President. A simple majority shall constitute a quorum for Board of Directors meetings.

ARTICLE IX—FISCAL YEAR

The fiscal year of the organization shall begin on the first day of July and end on the last day of June in each year.

ARTICLE X—ELECTIONS

Section 1. The Board of Directors shall present a single slate of candidates for the election of officers at the late spring annual meeting. Nominations may also be made from the floor after the report from the Board of Directors.

Section 2. A term of elected office constitutes one year. Multiple terms may be served.

Section 3. Election of Officers shall require a simple majority of those members present.

Section 4. Newly elected officers shall assume office on July 1st of each year.

ARTICLE XIII—CONFLICT OF INTEREST POLICY

Section 1. Purpose The purpose of the conflict of interest policy is to protect the Patriot High School Boosters' tax-exempt interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the club or might result in a possible excess benefit transaction. This policy is intended to supplement but not

replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2. Definitions

1. Interested Person - Any Board of Directors member, principle officer, or member of a committee with delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial Interest - A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which the Boosters has a transaction or arrangement.
 - b. A compensation arrangement with the Boosters or with any entity or individual with which the Boosters has a transaction or arrangement.
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Boosters is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest.

Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate Board of Directors or committee decides that a conflict of interest exists.

Section 3. Procedures

1. Duty to Disclose - In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board of Directors and members of committees with delegated powers considering the proposed transaction or arrangement.
2. Determining whether a Conflict of Interest (COI) exists after disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board of Directors, membership or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Boosters Board of Directors or committee members shall decide if a conflict of interest exists.
3. Procedures for Addressing the Conflict of Interest (COI)
 - a. An interested person may make a presentation at the Boosters Board of Directors, membership or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - b. The chairperson of the Boosters Board of Directors, membership meeting or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

- c. After exercising due diligence, the Board of Directors or committee shall determine whether the Boosters can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board of Directors or committee shall determine by a majority vote of the disinterested Directors whether the transaction or arrangement is in the Boosters' best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
4. Violations of the Conflicts of Interest Policy
- a. If the Boosters Board of Directors or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board of Directors or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4. Records of Proceedings

The minutes of the Boosters Board of Directors and all committees with board delegated powers shall contain:

- 1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Boosters Board of Directors or committee's decision as to whether a conflict of interest in fact existed.
- 2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings

Section 5. Compensation

- 1. A voting member of the Board of Directors who receives compensation, directly or indirectly, from the Boosters for services is precluded from voting on matters pertaining to that member's compensation.
- 2. A voting member of any Boosters committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Boosters for services is precluded from voting on matters pertaining to that member's compensation.
- 3. No voting member of the Boosters Board of Directors or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from

the Boosters either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 6. Periodic Reviews to ensure the Boosters operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
2. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Boosters written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in impermissible private benefit or in an excess benefit transaction.

Section 7. Use of Outside Experts

When conducting the periodic reviews, the Boosters may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Boosters Board of Directors of its responsibility for ensuring periodic reviews are conducted.