

**By-Laws  
of  
Alonso High School  
Booster Club**



**Home of the Ravens!**

**AS AMMENDED:**

*Presented to the Board of Directors: 4-10-2018*

*Approved by the Board of Directors: 4-10-2018*

*Presented to the General Membership: 4-10-2018*

*Approved by the General Membership: 4-10-2018*

**ARTICLE 1- GENERAL**

**SECTION 1 - NAME AND PURPOSE**

The organization existing under these By-laws shall be known as the Alonso High School Booster Club (the "Club" or "AHS Booster Club").

The purpose shall be to offer moral and financial support to the administration, teaching staff and student body of Alonso High School with special emphasis on supplementing the equipment and facilities of all the athletic programs.

**SECTION 2 - LOCATION**

The Club shall reside at Alonso High School, 8302 Montague Street, Tampa, Florida, 33635.

**SECTION 3 - LIMITATION OF CLUB**

The Club shall use its funds only to accomplish the purposes specified in these By-laws, and no part of said funds shall inure to the benefit of any Coach/School Club Sponsor (volunteer or paid), director or officer of this Club.

**SECTION 4 - DEFINITIONS**

**Member** - As used hereinafter, the words "Member", "Members", or "Booster Club Member" shall mean any individual or business entity that currently subscribe to and has paid the designated annual membership fee or is a Coach or club sponsor.

**Standing Committee** - As used in Article VII - Committees, and elsewhere, the word "Standing Committee" shall be comprised of members who are interested in serving and volunteer to participate to affect the objectives of any standing committee.

**Special Committee** - As used in Article VII- Committees, and elsewhere, the word "Special Committee" shall be comprised of members who are interested in serving and volunteer to participate to affect the objectives of any special committee as appointed by the Board of Directors (the "Board").

**Sponsor** - As used in Article III - Sponsorship, the word "Sponsor" shall mean any non-member making a donation to the Club.

**ARTICLE II - MEMBERSHIP**

**SECTION 1 - MEMBERSHIP Privilege's**

All Members of the Club and Coaches shall have the right to attend all General meetings of the Club and participate in all decisions made at those meetings. Each Member/Coach has one vote.

**SECTION 2 - MEMBERSHIP ROSTER**

The Membership Committee shall maintain the membership roster to qualify voting Members.

**SECTION 3 - REVOCATION OF MEMBERSHIP**

The Board may revoke the membership of any Member, when, in their opinion, the actions of the Members have been detrimental to the aims and purposes of the Club. Membership may be revoked by a two-thirds (2/3) vote of the Board present and the vote must be conducted at a regular meeting. The Member involved shall be notified of such meeting, informed of the general nature of the charges and given the opportunity to appear at the meeting to answer such charges.

### **ARTICLE III- SPONSORSHIP**

#### **SECTION 1 - ELIGIBILITY**

Any person or business that would like to make a donation to the Club may do so without becoming a Member. Donations may be made to the General fund or any Team sub-account, as directed by the Donor.

### **ARTICLE IV- DUES AND FEES**

#### **SECTION 1 - MEMBERSHIP DUES**

The Membership Committee shall assess membership dues each year as part of the budget process. After the Annual meeting, the Membership Committee will convene to determine Membership levels, benefits and dues for the upcoming fiscal year. The Membership Committee will bring their recommendations before the general membership at the next regularly scheduled General meeting for approval.

#### **SECTION 2 - PERIOD OF MEMBERSHIP**

The dues period shall be for the one-year period beginning July 1 and ending June 30.

#### **SECTION 3 - SPONSORSHIP FEES**

Sponsorship fees shall be assessed each year as part of the budget process by the Membership. After the Annual meeting, the Membership Committee will convene to determine Sponsorship levels, period of Sponsorship, benefits and fees for the upcoming fiscal year.

### **ARTICLE V- BOARD OF DIRECTORS**

#### **SECTION 1- BOARD OF DIRECTORS**

The Board shall consist of the Officers, the Principal and/or their designee and the Athletic Director of Alonso High School, the Chairperson of each Standing Committee, and a Coach or Coach appointed representative from each county approved sport.

#### **SECTION 2 - BOARD OF DIRECTORS, OFFICER NOMINATIONS**

At the General meeting during the 2nd semester (February or March), the members present will elect a Nominating Committee. The Committee shall consist of three (3) members of the Club. The President shall appoint the chairperson pro tem of the Nomination Committee. The Nomination Committee has additional specific duties as per Article VI, Section 2.

The Nominating Committee has the responsibility of placing in nomination only those candidates that have exhibited a willingness to contribute toward the betterment of students at Alonso High School. A slate of candidates selected by the Nominating Committee will be presented at the meeting in March and posted on the Alonso Booster Club website. For a period of two (2) weeks following the announcement of the slate, any member may contact the Nomination Committee to make subsequent nominations. The Nomination Committee will contact each nominee to make sure he/she is willing to serve. The Nomination Committee will then create a ballot of all nominees.

The Nominating Committee may nominate an existing member of the Board to continue on the Board. No person may serve more than two (2) consecutive years in the same position on the Board, except the appointed School Administrators.

**SECTION 3 - ELECTION OF THE BOARD, OFFICERS**

The election of the Board shall be held at the Annual meeting. The Ballot will consist of the slate from the Nomination Committee and nominations from the general membership that were made within the required two (2) week time frame. Election will be by a majority vote of those Members present at the Annual meeting.

**SECTION 4 - DUTIES OF THE BOARD**

The Board of Directors shall have the responsibility for the formation of policies under which the Club shall operate, subject to the approval of a majority of the Membership. The Board shall have the power to appoint such Standing Committees, as it shall determine and to delegate such powers to them as the Board shall deem advisable. The Board shall have the power to conduct the business of the Club.

**SECTION 5 - TERM OF OFFICE**

All Board members of the Club shall hold their position on an unpaid basis, until the time of their resignation, termination or replacement or June 30th of the following year.

**SECTION 6 - VACANCIES**

If any vacancy occurs in the Board of Directors by death, resignation, or otherwise, it may be filled by a majority vote of the remaining Directors at any regular meeting or at any special meeting called for that purpose.

**SECTION 7- REMOVAL OF BOARD MEMBERS**

After due notice to a Board member and the Board member being given an opportunity to respond to any allegations of misfeasance, malfeasance, or nonfeasance of position, the Board member may be removed from his/her position by a two-thirds (2/3) vote of the Board. Board members shall automatically be removed from the Board after three (3) consecutive absences from regularly scheduled meetings. They can regain their position by petitioning the Board and receiving a two-thirds (2/3) vote of those present at any duly constituted meeting.

**ARTICLE VI - OFFICERS**

**SECTION 1 – OFFICERS**

The Officers of the Club shall consist of a President, Administrative Vice President, financial Vice President, secretary and treasurer; all of who shall hold office for the ensuing year or until their Successors are duly elected. No Officer shall hold more than one elected office in a given term. Each elected Officer must be a Booster Club Member.

**SECTION 2- OFFICER NOMINATIONS**

At a meeting during the 2<sup>nd</sup> semester (February or March), the Members present will elect a Nominating Committee. Nominations for the President, Administrative Vice President, Financial Vice President, Secretary, and Treasurer must be made specifically for these positions. The Nomination Committee has additional specific duties as per Article V, Section 2 of these By-laws.

**SECTION 3 - ELECTION OF OFFICERS**

The election of Officers shall be held at the Annual membership meeting. The Ballot will consist of the Slate from the Nomination Committee and nominations from the general membership that were made within the required two (2) week time frame. Election will be by a majority vote of those members present at the Annual meeting.

## **SECTION 4 - DUTIES OF OFFICERS**

### **A. PRESIDENT**

The President shall:

1. Preside at all meetings of the Membership.
2. Provide meeting agenda with prior meeting minutes and the Committee reports attached.
3. Serve as an ex-officio member of all committees.
4. Be authorized to sign on all money accounts.
5. Designate, in writing, any other officers to have the power to make and execute for/and in the name of the Club, such contracts and leases as may be received with prior approval of the Board.
6. Present "State of the Club" Report at the Annual Meeting.
7. Be responsible for the conduct of the Club in strict conformity to the policies, principles, and By-laws.
8. Investigate complaints, irregularities and conditions detrimental to the Club and report thereon to the Board or Executive Committee as circumstances warrant.

### **B. FINANCIAL VICE PRESIDENT**

The Financial Vice President shall:

1. In case of the absence or disability of the President; and provided she/he is authorized by the President or Board to so act, the Financial Vice President shall perform the duties of the President.
2. She/he shall act as a member of the Concession Committee.
3. She/he shall be an ex-officio member of all committees where funds are being generated.
4. She/he shall be responsible for the following committees: Concession, Merchandise and Publicity.
5. Be authorized to sign on all money accounts.

### **C. ADMINISTRATIVE VICE PRESIDENT**

The Administrative Vice President shall:

1. In the absence of the President and the Financial Vice President, the Administrative Vice President shall perform the duties of the President, and when so acting, shall have all the powers of that office, and shall have such other duties as from time to time may be assigned by the Board or by the President
2. She/he shall act as a member of the Membership Committee and be responsible for the following Committees: Financial Review, Bylaws, Membership, Nominating and Scholarship.
3. Be authorized to sign on all money accounts.

### **D. SECRETARY**

The Secretary shall:

1. Notify all members of meetings as per Article VIII, Section 4 of these By-laws.
2. Be responsible for all letters or other correspondence from the Club to outsiders: letters of Thanks, confirmations, etc.
3. Be responsible for taking the minutes of all meetings of the Club, insuring that copies are made for distribution to the membership at the next meeting.
4. Be custodian of the Club's records, except those, which are assigned to others (i.e. Treasurer records).
5. Maintain the historical records of the Club.
6. Keep a calendar of all Club events.

7. Be responsible of the preparation or acquisition of all forms needed by the Club throughout the year.
8. Prepare Booster Club article of significant activities and upcoming schedule for publication in periodic Alonso newsletters.
9. If any of the officers with authority to sign on any money accounts is an employee of Hillsborough County Schools, their authority will be transferred to the Secretary.

**E. TREASURER**

The Treasurer shall:

1. Be responsible for the safeguarding of all funds received by the Club and for their proper disbursement. All funds received will be accompanied by Form 01.01 (Alonso Booster Club Statement of Receipts).
2. Be authorized to sign checks drawn on any accounts. All check requests will be accompanied by Form 01 .02 (Alonso Booster Club Check Request).
3. Be responsible for submitting financial reports at each General meeting.
4. Prepare an annual budget, with the President for review by the Board and for presentation at the Annual meeting.
5. File the Uniform Business Report with the Florida Department of State, Division of Corporations by June 30th of each year.
6. Register annually with the Division of Consumer Services, Department of Agriculture and Consumer Services in compliance with the Solicitation of Contributions Act. chapter 496, Florida Statutes.
7. File the 990 or 990EZ with the Internal Revenue service within 3 months of the end of the fiscal year, June 30.

**SECTION 5 - TERM OF OFFICE**

All officers of the Club shall hold their office on an unpaid basis, until the earlier of the resignation, termination, or replacement or June 30<sup>th</sup> of the following year.

**SECTION 6 - VACANCIES**

If a vacancy occurs in any office, by resignation or otherwise, it may be filled by a two-thirds (2/3) vote at the next meeting or a Special meeting called for that purpose.

**SECTION 7 - REMOVAL OF OFFICER**

After due notice to an Officer and the Officer being given an opportunity to respond to any allegations of misfeasance, malfeasance, or nonfeasance of office, the Officer may be removed from office by a two-thirds (2/3) vote of the Board.

**ARTICLE VII- COMMITTEES**

**SECTION 1-TERM OF OFFICE**

The term of office for all Standing Committees shall be concurrent with the term of office of the Board.

**SECTION 2-STANDING COMMITTEE CHAIRPERSONS**

A. MEMBERSHIP. This committee shall investigate recruitment of Sponsors and new Members to the Club. Membership Committee shall keep a current file with of all Members' and Sponsors' names, addresses, telephones, and e-mail (when available).

B. PUBLICITY. This committee shall be responsible for publicizing all upcoming events and preparing and supervising all publicity relating to the Club. Public awareness of Club events and service will further the goals of this Club.

C. MERCHANDISE. This committee shall have charge of all matters regarding the purchase and sale of all merchandise items. There should be an accurate accounting of inventory. The Chair will be custodian of the Merchandise funds, and will review this account with the Financial Vice President monthly. The Chair should work closely with the Membership Chair, to account for any vouchers that may be part of the membership drive.

The Merchandise Chair will follow all policies and procedures as the Board may authorize.

D. CONCESSION. This committee will be responsible for overall operation of the concession stands including procurement, staffing, and maintenance. The chair will be custodian of the Concession funds and will review this account with the Financial Vice President monthly. The Chair will work with the Athletic Director to set up a schedule for workers in the concession stand. Workers will be adults. The Concession Chair will follow all policies and procedures as the Board may authorize.

E. NOMINATING. This committee will be responsible for the selection and screening of all nominations presented. The School Athletic Director shall be advisory member of this committee and shall have no voting rights. This committee has two (2) major responsibilities to The Club:

(a) Interview and place into nomination before the current Board of Directors a proposed slate of Officers for the upcoming year. The Board shall act upon the proposed slate as presented following standard Club rules. This election of officers by the current Board is to take place at the Annual meeting of the general membership.

(b) Screen and present a list of candidates for Board of Directors to be voted/filled at the Annual meeting. The list is to be presented to the newly elected Officers at their regular meeting just prior to the annual election. The Officers, along with the Athletic Director will reduce the proposed list of candidates to the required quantity and submit it to the Annual meeting for vote.

F. BY -LAWS. This committee shall be responsible for studying any suggested By-Laws changes, formulating them for inclusion in the By-Laws, and presenting them to the Board for approval or rejection. If approved, the Committee will present them to the members at the Annual meeting for approval or rejection.

G. SCHOLARSHIP. This committee shall be responsible for the implementation and execution of the Booster Club Annual Scholarships for a male and a female student. In addition to this responsibility, the Committee shall research and keep the Club up to date on scholarship availability for students. This Committee should work in conjunction with Guidance Counselor in charge of scholarships. Member parents of senior students cannot be a member of this committee.

H. FINANCIAL REVIEW. This committee shall be responsible for the annual Independent review of the Clubs books and records. The President, Treasurer, and/or other signers of checks are not eligible. The Committee will review the Clubs books and records annually prior to the Annual meeting and attach a statement of their findings to the annual financial statement of the President and Treasurer, or may, if directed by the Board of Directors, secure the services of a Certified Public Accountant to accomplish such review.

The Chairperson of each Committee shall have the authority to set up a committee of any size that the Chair feels is necessary to carry out the duties of said committee.

### **SECTION 3- SPECIAL COMMITTEES**

The Board may appoint temporary committees for whatever purposes needed and for whatever time required.

Upon termination of any Special Committee, the committee Chairperson shall present a report to the membership.

**SECTION 4- REPORTING**

Each Committee Chairperson shall report as follows; Concession, Merchandise and Publicity committees shall provide a report to the Board monthly. The Financial Review, Nominating, Membership, By-Laws and Scholarship committees shall provide a report to the Board monthly.

**ARTICLE VIII - MEETINGS**

**SECTION 1 - ANNUAL MEETING**

The Annual meeting of the Club will be held in April/May and all members will be notified of its date. The purpose of this meeting will be electing Officers and Directors, receiving of the annual report, and for transacting such other business as may come before the meeting. Only active, dues paying members in good standing shall be entitled to vote at the Annual meeting. During the Annual meeting of the Club, the President will present an overview report on the Club and Financial Vice President will present the annual financial statements.

**SECTION 2-GENERAL MEETINGS**

General meetings will be held every other month. All are welcome to attend these meetings but only members in good standing will be able to vote.

**SECTION 3 - SPECIAL MEETINGS**

Special meetings of the Club, for any purpose or purposes, unless otherwise prescribed by statute, may be called by the President, or by the Board, at its discretion. Special meetings may also be called upon the written request of ten percent (10%) of the Members in good standing to consider a specific subject. No business other than that specified in the notice of the meeting shall be transacted at any Special meeting.

**SECTION 4 - NOTICE OF MEETINGS**

Notice of the meeting to the Membership stating the place, day, and hour of the meeting, shall, unless otherwise prescribed by statute, be delivered not less than ten (10) days before the date of the meeting. Notice of meeting shall be made either personally, by telephone, or by e-mail, at the direction of the President, by the Secretary, and shall be to each member of record entitled to vote at such meeting. This rule will be deemed to be met if notice of the entire year's General and Annual meetings are stated in a Club newsletter or other mass mailing to all Members. Specific care should be given that Members, joining after a mass mailing has been achieved, are informed of all meeting dates and times.

**SECTION 5 -QUORUM**

Annual, General, or Special Meeting – eight (8) members in good standing shall constitute quorum.

**SECTION 6 - VOTING**

Only active dues paying Members or Coaches shall be entitled to vote at any meeting of the Club. Prior to any vote, each member may be asked to show his/her Membership card as proof of entitlement.

**SECTION 7-RULES OF ORDER**

Robert's Rules of Order shall apply in all cases of parliamentary authority not provided for in these Bylaws.



## **ARTICLE IX- FINANCE**

### **SECTION 1 - CLASSIFICATION**

All finances of this Club shall be maintained by the Treasurer and shall be of two (2) classifications:

A. General funds shall be used for maintaining and conducting the current, ordinary affairs, and business of the Club. The Concession, Merchandise and Membership accounts are included in this fund.

B. Team funds shall be expendable for the approved purchases of said team, per completed Check Request Form 01.02

### **SECTION 2- REVENUE**

The revenue of this Club shall be derived from membership dues, sponsorship, donations, concessions, and sales of merchandise and other sources as may be approved by a majority of the Board.

All revenue, both cash and check, shall be turned into the Board accompanied by Form 01.0 I Statement of Receipts.

Team funds moneys will be retained in the General fund under a segregated accounting system. Prior to fundraisers, teams must notify administration of type, start date and duration of fundraiser.

### **SECTION 3- EXPENDITURES**

#### **A. ORDINARY EXPENDITURES**

1. Any Coach can request expenditure from their Team fund, if it is for the benefit of said team at Alonso High School.
2. To request funds from each team's account Check Request Form 01.02 shall be filled out completely and appropriate receipts attached. Form 01.02 shall then be reviewed by the Athletic Director or designated administrator to determine if the school or the county can fulfill any of the requests.
3. After review Form 01.02 will be forwarded for approval by any officer of the Board.
4. Expenditures for each Team will not exceed amount within Team subaccount unless approved by a majority of the Board.

#### **B. EXTRAORDINARY EXPENDITURES**

1. Any Coach or Board Member can request expenditure from the General fund, if it is for the benefit of the students at Alonso High School. All requests must be in writing and submitted to the Club for consideration by the Board. A majority of the Members present is needed to approve any request.
2. A concurrence from the majority of the Board is needed to approve any request over \$250.00 from the General Fund.

### **SECTION 4 - INDEBTEDNESS**

No member, team, officer, or committee of this Club shall incur any indebtedness against said Club, in any amount without prior approval of a majority of the Board.

**SECTION 5- SIGNATURES**

Any one of the Club officers is authorized to disburse funds from the Club accounts. All checks for disbursement must be signed by 2 Board Officers. At least one person signing checks shall require supporting evidence and shall initial the Check Request Form (0 1.02). invoice or statement accompanying each check before signing the check.

Blank checks shall not be signed. Such action will make the signer personally liable for anything recorded over his/her signature.

**SECTION 6 - RECORDS/FINANCIAL REVIEW**

- A. The Treasurer, Financial Vice President, Concession Chairperson, Merchandise Chairperson and Membership Chairperson shall maintain complete and proper records of all financial transactions of this Club. Receipts shall be issued and received for all moneys received and disbursed. The financial records of this Club shall be reviewed annually by the Administrative Vice President or a designated Certified Public Accountant approved by the Board. A full report is to be presented by the Treasurer, the Administrative VP, or CPA (if one is used) and reviewed at the Annual meeting. Records and reviewed reports shall be available for inspection by any Member at a General meeting, provided a ten (10) day written notice is given to the Treasurer and President
- B. The Booster Club shall utilize the accrual basis of accounting, or such other methods, as may be prescribed by Generally Accepted Accounting Principles (GAAP).
- C. A retention period of not less than seven (7) years shall be maintained for orderly safekeeping of the Booster Clubs financial records.
- D. The annual accounting period (tax year) will begin on July 1 and end June 30.
- E. The Board may authorize specific policies and procedures to help ensure the accountability and reliability of all matters pertaining to the reporting of the Booster Club finances.

**ARTICLE X - DISSOLUTION**

**SECTION I - PROCEDURE**

If the Club shall dissolve, any funds remaining shall be distributed by the Athletic Director under the supervision of the Principal of Alonso High School, in a manner which would best benefit the school programs of Alonso High School or the school as a whole. If, at the time of dissolution, a Board of the Club still exists., the Board shall approve the distribution.

**ARTICLE XI - AMENDMENTS**

These By-laws may be amended or altered by a two-thirds (2/3) vote of the membership present at a Special meeting of the Club called for that purpose. As per Article VIII, Section 4 of these By-laws, proper notice of the Special meeting must be made to the membership and the school administration. All proposed amendments or alterations shall be presented in writing to the Board of Directors at least ten (10) days prior to the meeting at which the amendment will be presented.

