

Team 2992 Robotics Boosters

BYLAWS

ARTICLE 1: NAME AND PURPOSE

Section 1 - NAME: The name of the organization is Team 2992 Robotics Boosters.

Section 2 - GENERAL PURPOSE: Provide support and develop interest for all programs and activities that promote FIRST (For Inspiration and Recognition of Science and Technology) programs, STEAM (Science Technology Engineering Art Math) education, sportsmanship, and inspire young students to be science and technology leaders. The Booster Club has no rights and/or authority in team operations. The faculty sponsor has the sole authority in day to day team operations, including but not limited to selecting team members, assigning student tasks/team positions, determining robot design or selecting competition locations.

Section 3 - SPECIFIC OBJECTIVES:

- a)** To develop student and community interest in all MHS robotics competitions, activities, and the promotion of superior technology skills that inspire innovation.
- b)** To promote interest and attendance at all MHS robotics events and competitions.
- c)** To conceive, create and develop ideas, projects and other assistance to further the FIRST Robotics Competition (FRC) program.
- d)** To be organized and operated exclusively for the charitable and educational purposes related to the MHS FRC team members.
- e)** To help maintain and improve communications and cooperation between and among parents, coaches, teachers, students, mentors, and administrators for the advancement and improvement of the MHS FRC program.
- f)** To raise funds to be utilized for supporting the FRC team members, the FRC program, and enhancements of the MHS FRC program.

ARTICLE 2: MEMBERSHIP

Section 1 - GENERAL

- a)** Any parent or guardian of a MHS FRC team member can become a member of the Club with payment of annual dues.
- b)** Any person who is interested in the objectives of Team 2992 Robotics Booster Club and active in its affairs can become a member of the Club upon payment of annual dues.
- c)** Annual dues will be defined in the Team 2992 Robotics Team Booster Club's Standing Rules. *(See Appendix A)*

ARTICLE 3: MEETINGS

Section 1 – MEMBERSHIP MEETINGS: Meetings shall be held at the beginning of each school year and as needed throughout the year as determined by the Executive Board. The Executive Board may call a special meeting as needed with five days' notice. A faculty sponsor/coach must attend all general and board meetings in an advisory capacity. Minutes of all meetings shall be maintained with copies to the faculty advisor/coach, to the school Principal and to School Accounting in The Finance Department.

Section 2 – EXECUTIVE BOARD MEETINGS:

- a) The President may call special Executive Board meetings.
- b) A majority of the Executive Board shall constitute a quorum.
- c) A majority of Executive Board members may decide to spend up to \$500 of unbudgeted expenditures, per occurrence.

ARTICLE 4: EXECUTIVE BOARD ELECTIONS

Section 1 – GENERAL TERMS: The Executive Board of the club shall be the President, Vice-President, Secretary, Treasurer and Financial Secretary, with the Faculty Sponsor on the Board in an advisory capacity.

Section 2 – ELECTIONS: The Executive Board of the club shall be the President, Vice-President, Secretary, Treasurer and Financial Secretary. School employees may not serve as officers of booster clubs at the school of employment. However, school employees may serve as an officer at another school.

The President shall call a General Meeting after competition season to wrap up the year and hold Executive Board elections. Nominations will be accepted in writing (email, text, BAND) during the week prior to the General Meeting. Nominations and elections will be conducted by two senior parents or non-parent mentors with the Approval of the facility Sponsor. No person who has been nominated shall handle the election process. Voting is to take place by electronic ballot. Only one vote per registered family whose dues are up to date. The new Executive Board shall be elected by the end of May and assume duties on June 1. The majority rules based on those present at the election. No person shall hold more than one office during a term. May not hold another Robotics Board position during his/her term.

Section 3 – TERM OF OFFICE: The term of each officer begins on June 1 and ends on May 31st of each year. The officers are elected yearly. No person may serve in the same position more than two consecutive terms.

Section 4 – Only one adult relative of each student team member is eligible to serve on the Executive Board.

Section 5 – Should a team member be removed from the team for any reason, and their family member is on the Executive Board, a special election to replace that Executive Board member will be held within one week.

Section 6 – If an Executive Board member resigns, a special election will be held. Any member may run for this open position. If this election results in an open Executive Board position, then an election will be held at the same meeting for those open position(s).

Section 7 – It is preferred that no more than three officers shall be from the same grade level. For continuity of operations, it is preferred that no senior parents serve on the board and instead serve in a mentoring capacity to board members.

Section 8 – An Executive Board quorum constitutes 50% of the members, plus one.

ARTICLE 5: MOTIONS AND RESOLUTIONS

Section 1 – GENERAL: The club shall consider no motion or resolution unless it has been considered and recommended by the Executive Board. Any member may present anything to the Executive Board by making it known to any officer in writing.

Section 2 – APPROVALS AND AUTHORIZATIONS: No motion or resolution will be adopted by the club unless approved by a majority at a membership meeting. The Executive Board can authorize unbudgeted expenditures between membership meetings, up to \$500 per occurrence.

ARTICLE 6: FINANCE INFORMATION

Section 1 – AUDIT COMMITTEE

- a)** At the end of the fiscal year, an audit of the booster club's financial records shall be conducted by an audit committee.
- b)** The audit committee should be made up of individuals who are independent from day-to-day financial activities. Ideally, this audit should be performed by a group of three individuals; however, if the membership size does not allow, the audit may be performed by two individuals. Current and incoming Executive Board members may not be on the Audit Committee Members. The Audit Committee will be approved at the election meeting.
- c)** The primary objectives of the audit are to:
 - Verify the accuracy of the Treasurer's financial reports;
 - Ensure that the club's cash balances are accurate;
 - Determine that established procedures for handling booster funds have been followed;
 - Ensure that expenditures occurred in a manner consistent with the organization's by-laws; and
 - Ensure that all revenues have been appropriately received and recorded.

- d)** All members of the audit committee shall sign a statement indicating their agreement with the findings detailed in the report.
- e)** The audit committee shall make a report to the general membership upon completion of the audit. Any discrepancies noted shall be brought to the attention of the president of the organization and a resolution reached prior to presentation.
- f)** The Executive Board shall make records available as requested by the committee.
- g)** Copies of the Annual Audit report should be sent to School Accounting in The Finance Department. This should include the year end bank statement and reconciliation.

Section 2 – FUNDRAISING PROCEDURES: The club is required to observe the following procedures related to fund raising activity:

- a)** The booster club cannot use the School Board tax ID number and is not entitled to use the school's tax-exempt status when making purchases. The club must order the merchandise in its own name as it is responsible for the payment of the merchandise. Ordering merchandise in the name of the school implies liability for the expense will be assigned to the school in case the booster club does not pay for the merchandise. Merchandise ordered by an outside organization must not be shipped to the school unless the school principal has agreed in advance to permit that the merchandise be shipped to the school. No merchandise can be stored on school premises without the authorization of the school principal or designee. Notwithstanding the principal's consent, the school will not assume responsibility for theft, loss or damage to merchandise stored on school premises.
- b)** All Booster Club activities and fundraisers are to be approved by the faculty sponsor/coach. The faculty sponsor/coach assists student leaders to complete all necessary paperwork and submit it for approval to the school Principal. The Principal of the school has the overall responsibility for approving fundraising activities and the control of all activities. Copies of the approvals should be sent to School Accounting in The Finance Department.

Section 3: CLUB FINANCES: The booster club is an independent organization that should take steps necessary to protect the Executive Board members from liability and losses. It is recommended that such organizations pursue non-profit status. It shall be the responsibility of each organization to seek legal and financial advice and to take steps that will best serve its members. Monies raised by the membership are considered to be private funds and not public funds. Each organization shall obtain its own Employer Identification Number (EIN). The EIN identifies the club as a non-profit organization and this number should be used on all bank accounts and tax returns. The following minimum financial practices are required to operate as an approved booster organization:

- a)** Record Keeping: The secretary and treasurer of the organization shall turn records over to the incoming officers within 30 days of election. Records should be kept for a period of 5 years for audit purposes.
- b)** General Financial Information: The organization's by-laws shall stipulate the creation and approval, by its membership, of an annual budget.

c) Internal Controls: In order to protect the booster club, its members, and its financial well-being, standard internal controls shall be in place. The following is a summary of basic internal controls necessary to prevent the loss of funds through carelessness, mistakes, or misappropriation:

- i. Bank Accounts: Booster organizations shall establish a checking account at a bank or credit union. Accounts should be established with at least three individuals on the signature card. Checks should require the signature and authorization of two club officers. Another individual should review the bank statement and its contents for reasonableness and compliance with Treasurer reports, the budget, and the ongoing business of the organization.

Bank statements should be reconciled within 30 days of the date of the statement to ensure that possible inaccurate transactions are identified and communicated to the financial institution for correction. Monies received must be counted and documented by two individuals, other than the Treasurer.

- ii. All cash collections received by the Booster Club for fees, dues, fundraising, etc. should be deposited upon receipt. Deposits shall be made daily if the total receipts on hand exceed \$1,000. If daily receipts are less than \$1,000, deposits shall be made within one-week even if the receipts for all days combined are less than \$1,000. All monies should be deposited prior to holidays and weekends. Money received through electronic methods (ie paypal, venmo, etc) should be deposited before the end of the month. The Treasurer must keep a detailed list of payments received to attach to the Deposit Report when the transfer is done.

Funds received should be supported by some type of record documenting the source and amount of funds (tabulation of monies collected form, cash receipt form, ticket sales record, etc.). Documentation should be readily available for audit purposes.

Cash should be adequately safeguarded at all times. Booster Club funds collected should not be maintained at a member's home. Every effort should be made to balance funds collected the day of the event, prepare appropriate deposit documentation and make a bank deposit or bank night drop for deposit and safekeeping. Money from concession sales should be handled in the same manner.

- iii. Disbursements: Checks should not be generated without proper documentation (i.e. invoice, original receipts, etc.). Documentation should also include the signature of the President or Vice President indicating approval of the purchase. Checks should require the signature of a second officer. No debit cards may be requested from the bank. Cash payments shall not be made to School Board employees for services associated with booster activities. No checks may be written to cash.

Credit card payments should follow the same documentation requirements as checks.

- iv. Deposit Procedures: All bank deposits should be recorded. A receipt may be given to the person from whom the money was collected and a copy retained as part of the booster club's permanent record.
- v. Bank Reconciliation: Upon receipt of the monthly bank statement, the balance indicated on the statement should be reconciled to the bank account balance in the general ledger as of the last day of the month. The reconciliation should be completed within 30 days of the date of the bank statement. Most banks send a reconciliation form that can be used to balance with the general ledger. An Executive Board member besides the Treasurer is responsible for the reconciliation.
- vi. Budget: A budget should be presented and approved by a majority of members present at a meeting held each year. Any amendments to the budget may be approved by a majority of members present. The fiscal year shall run June 1 – May 31. The annual budget must be approved by July 1st of each fiscal year.
- vii. A minimum of 10% of funds raised by the booster club during the school year will be carried over to the next year.

ARTICLE 7: PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern the club in all cases which they are applicable and which they are not in conflict with these Bylaws.

ARTICLE 8: BYLAWS ACCEPTANCE AND AMENDMENTS

Section 1 – AMENDMENTS: Amendments to the Bylaws shall require a majority vote of the members at the first meeting of the school year. All proposed amendments shall be presented to the Executive Board at least 14 days prior to the May meeting, if held. The Executive Board will notify the members in writing of the proposed amendment at least 7 days prior to the meeting.

Section 2 – BYLAWS ACCEPTANCE: Acceptance of these Bylaws will be by a majority of the voting members. These Bylaws will be considered effective immediately upon their acceptance and will supersede all previously accepted By-Laws and Amendments.

Section 3 - Every even year a Bylaws committee of two non-Executive Board members shall review the Bylaws for any necessary changes. The Bylaws committee will present their findings to the Executive Board in a timely manner.

APPENDIX A

Standing Rules

Team 2992 Robotics Team Booster Club 2024-25 School Year

The mandatory annual dues are \$150 per family that may be offset through calendar fundraising and is due January 6, 2025. Dues for any families with a current/active FTC freshmen student are \$50 if paid by February 6, 2025.

The club's fiscal year shall run from June 1 to May 31.

The outgoing Treasurer shall prepare a proposed budget for the following year.

Faculty Sponsor must be present at all general and board meetings, acts as the liaison between the School/team and the Booster Club, the Faculty sponsor sits on the Executive Board in an advisory capacity.

Duties of the officers:

President: Lead the organization and meetings; schedule meetings as needed; approve expenditures and sign checks, if recording secretary is not available, calls special executive board meetings and ensures the organization follows the by-laws.

Vice-president: Run the meeting when the President is not available. Approves expenses when president is unavailable, or if the expense pertains to the President or the family of the president.

Secretary: Records minutes of all meetings and distributes them. Records amendments to the Bylaws, updates them and distributes them to the membership and faculty sponsor. Sign checks as second signature.

Treasurer: Write the checks/pays any invoices after documented approval of President or Vice President, and prepare the budget to be presented to the membership by July 1st of the fiscal year. Presents Treasurer's Report at meetings.

Financial Secretary: Shares recordkeeping duties with the Treasurer. Reconcile the bank statements. The Financial Secretary should not be on the signature card and should review the monthly bank statements to ensure they match the Treasurer reports.

*** Note: The Treasurer and Financial Secretary will divide the recordkeeping duties as they see fit.***

All checks must be signed by two officers. At least three of the officers shall be on the signature card at the bank.