

Team 2992 Robotics Booster Bylaws

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ARTICLE I: NAME AND PURPOSE

Section 1. Name

The name of this organization shall be Team 2992 Robotics Boosters (“the Booster Club”).

Section 2. Purpose

The purpose of the Booster Club is to support and promote programs and activities that advance FIRST (For Inspiration and Recognition of Science and Technology) initiatives, STEM education (Science, Technology, Engineering, Arts, and Mathematics), sportsmanship, and the development of students as future leaders in science and technology.

The Booster Club shall have no authority over team operations. Authority for day-to-day team operations rests solely with the faculty sponsor and lead coach/mentor(s), including but not limited to student selection, assignment of student roles, robot design decisions, and selection of competition venues.

Section 3. Objectives

The objectives of the Booster Club include:

1. Developing student and community interest in Mandeville High School (MHS) robotics competitions and activities.
2. Promoting attendance and engagement at all MHS robotics events and competitions.
3. Supporting the FIRST Robotics Competition (FRC) program through ideas, projects, and logistical assistance.
4. Operating exclusively for charitable and educational purposes in support of MHS FRC team members.
5. Fostering effective communication and collaboration among parents, students, mentors, faculty, and administrators.
6. Raising funds to support team members, program operations, and program enhancements.

ARTICLE II: MEMBERSHIP

Section 1. Eligibility

Membership in the Booster Club shall be open to:

- Any parent or legal guardian of an MHS FRC team member, grades 10-12, upon payment of annual dues during the enrollment period of August 1 through October 31, or a new parent/guardian (grades 10-12) within 30 days of signing up for the team.
- Any individual who supports the objectives of the Booster Club and actively participates in its affairs, upon payment of annual dues, due October 31st of the new season.

Section 2: Dues

Annual membership dues shall be established in the Booster Club Standing Rules (Appendix A).

ARTICLE III: MEETINGS

Section 1. Membership Meetings

General membership meetings shall be held at the beginning of each school year and at additional times as determined by the Executive Board. Special meetings may be called by the Executive Board with a minimum of five (5) days' notice.

The faculty sponsor or coach shall attend all general and Executive Board meetings in an advisory capacity. Minutes of all meetings shall be recorded and distributed to the faculty sponsor/coach, school principal, and School Accounting in the Finance Department.

Section 2. Executive Board Meetings

- Special Executive Board meetings may be called by the President.
- A majority of the Executive Board shall constitute a quorum.
- The Executive Board may approve unbudgeted expenditure up to \$500 per occurrence between membership meetings.

ARTICLE IV: EXECUTIVE BOARD AND ELECTIONS

Section 1. Composition

The Executive Board shall consist of the following officers:

- President
- Vice President
- Secretary
- Treasurer
- Financial Secretary

The faculty sponsor shall serve on the Executive Board in an advisory, non-voting capacity.

Section 2. Elections

Executive Board elections shall be held following the competition season at a General Meeting called by the President.

- Nominations shall be submitted in writing (email, text, or BAND) during the week preceding the meeting.
- Elections shall be conducted by two senior parents or non-parent mentors, with approval of the faculty sponsor.
- Nominees shall not participate in administering the election.
- Voting shall be conducted electronically.
- Each registered family with paid dues shall be entitled to one vote.
- The majority rule applies to those who participated in the election as voting members.

The newly elected Executive Board shall be announced no later than the end of May and shall assume duties on June 1.

No individual may hold more than one office simultaneously or hold another robotics board position during their term.

School employees may not serve as officers of the booster club(s) at their school of employment. They may, however, serve at another school or institution.

Section 3. Term of Office

Officers shall serve one-year terms from June 1 – May 31 and may not serve more than two consecutive terms in the same office position.

Section 4. Eligibility Limitations

Only one adult relative per student team member may serve on the Executive Board.

Section 5. Vacancies

- If a team member is removed from the team and a family member serves on the Executive Board, a special election shall be held within one (1) week.
- If an Executive Board member resigns, a special election shall be held to fill the vacancy.

Section 6. Board Composition Preferences

For continuity, it is preferred that:

- No more than three officers represent the same student grade level.
- Senior parents serve in a mentoring capacity rather than holding office.

Section 7. Quorum

An Executive Board quorum shall consist of 50% of members plus one.

ARTICLE V: MOTIONS AND RESOLUTIONS

Section 1. Consideration

No motion or resolution shall be presented to the membership unless reviewed and recommended by the Executive Board. Members may submit proposals to the Executive Board in writing.

Section 2. Approval

All motions or resolutions require approval by a majority vote of members present at a membership meeting. The Executive Board may authorize unbudgeted expenditures up to \$500 per occurrence between meetings.

ARTICLE VI: FINANCIAL ADMINISTRATION

Section 1. Audit Committee

An annual audit shall be conducted at the close of each fiscal year by an Audit Committee consisting of two or three individuals independent of daily financial operations. Current and incoming Executive Board members may not serve on the Audit Committee. Auditors will be approved at the election meeting.

The audit shall verify financial accuracy, compliance with procedures, and adherence to these bylaws.

Auditors shall sign a statement indicating their agreement with the findings detailed in the report. Audit findings shall be presented to the membership, and copies shall be submitted to School Accounting in the Finance Department. This includes the year-end bank statements and reconciliation.

Section 2. Fundraising

The Booster Club shall comply with all school, district, and applicable legal requirements related to fundraising activities. The following procedures shall govern all fundraising operations:

- The Booster Club shall not use the School Board's tax identification number and shall not utilize the school's tax-exempt status for purchases or transactions.
- All merchandise, services, or materials associated with fundraising activities shall be ordered in the name of the Booster Club, which shall bear full financial responsibility for payment.
- Ordering merchandise in the name of the school may imply financial liability for the school and is strictly prohibited.
- All Booster Club fundraising activities shall require approval from the faculty sponsor/coach prior to submission.
- The faculty sponsor/business mentors shall assist student leaders in completing required documentation and submitting fundraising requests to the school.
- The school principal retains ultimate authority over the approval, supervision, and control of all fundraising activities conducted in connection with the school.
- Copies of all fundraising approvals shall be provided to School Accounting in the Finance Department.

Section 3. Financial Controls

The Booster Club is an independent organization and shall take appropriate steps to protect its officers and members from financial liability and loss. The Booster Club shall maintain its own EIN and bank accounts and implement internal controls including dual signatures on checks, timely deposits, bank reconciliations, and proper documentation.

The fiscal year shall run from June 1 through May 31. At least 10% of funds raised shall be carried forward annually.

Legal and Financial Status: The Booster Club is encouraged to pursue nonprofit status and shall seek appropriate legal and financial guidance as necessary. All funds raised by the Booster Club are considered private funds, not public-school funds. The Booster Club shall obtain and maintain its own Employer Identification Number (EIN), which shall be used for all bank accounts, tax filings, and financial transactions.

Recordkeeping: The Secretary and Treasurer shall transfer all organizational and financial records to incoming officers within thirty (30) days of election. Financial and organizational records shall be retained for a minimum of five (5) years for audit and compliance purposes.

Budget Requirements: The Booster Club shall prepare an annual operating budget. The budget shall be presented to and approved by a majority vote of the membership at a duly called meeting. The annual budget shall be approved no later than July 1 of each fiscal year. Budget amendments may be approved by a majority vote of members present at a membership meeting.

Internal Controls: To safeguard the financial integrity of the Booster Club, the following internal controls shall be maintained:

Bank Accounts: The Booster Club shall maintain a checking account at a bank or credit union. A minimum of three officers shall be listed on the bank signature card. All checks shall require two authorized officer signatures. An officer other than the Treasurer shall review bank statements for accuracy and compliance with Treasurer reports and the approved budget. Bank statements shall be reconciled within thirty (30) days of issuance. All monies received shall be counted and documented by two individuals, neither of whom shall be the Treasurer.

Deposits and Cash Handling: All funds received through dues, fees, fundraising, or other activities shall be deposited promptly. Deposits shall be made daily if receipts exceed \$1,000. If receipts are less than \$1,000, deposits shall be made within one (1) week. All funds shall be deposited prior to weekends or holidays. Electronic payments (e.g., CheddarUp, Venmo) shall be deposited by the end of the month. The Treasurer shall maintain detailed documentation of all deposits, including source and amount, for audit purposes. Booster Club funds shall not be stored in a member's home. Funds collected at events shall be balanced the day of the event and deposited using a bank deposit or night drop when available.

Disbursements: No checks shall be issued without proper supporting documentation (invoices, original receipts). All disbursements shall be approved by the President or Vice President prior to payment. Cash payments shall not be made to School Board employees for services related to Booster Club activities. Checks shall not be made payable to "cash." Debit cards shall not be requested or used. Credit card payments shall adhere to the same documentation and approval requirements as checks.

Deposit Documentation: All deposits shall be recorded in the Booster Club's financial records. Receipts may be issued to individuals submitting funds, and copies shall be retained for permanent records.

Bank Reconciliation: Monthly bank statements shall be reconciled to the general ledger by an Executive Board member other than the Treasurer. Reconciliation shall be completed within thirty (30) days of the statement date.

Reserve Funds: A minimum of ten percent (10%) of funds raised during each school year shall be carried forward into the next fiscal year to ensure continuity and financial stability.

ARTICLE VII: PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall govern the Booster Club where applicable and not inconsistent with these bylaws.

ARTICLE VIII: AMENDMENTS AND ADOPTION

Section 1. Amendments

Bylaw amendments require a majority vote at the first membership meeting of the school year. Proposed amendments must be submitted to the Executive Board at least fourteen (14) days in advance. The Executive Board will notify the members in writing of the proposed amendment at least 7 days prior to the meeting

Section 2. Adoption

These bylaws shall become effective immediately upon adoption and supersede all prior versions.

Section 3. Biennial Review

Every even-numbered year, a Bylaws Committee of two non-Executive Board members shall review these bylaws and present recommendations to the Executive Board.

APPENDIX A: STANDING RULES

APPENDIX A

Standing Rules Team 2992 Robotics Boosters

Section 1. Membership Dues

1. The annual membership dues shall be \$150 per family.
2. Dues may be offset through approved calendar fundraiser activity.
3. Membership dues for the new school year/enrollment period are due no later than October 31.
4. New families (grades 10-12) may join within 30 days of signing up for the team.
5. Booster membership only applies to grades 10-12.
6. Freshman parents may not join or serve on the Executive Board until their students are in grade 10.

Section 2. Fiscal Year

The fiscal year of the Booster Club shall run from June 1 through May 31.

Section 3. Faculty Sponsor

1. The Faculty Sponsor shall:
 - o Be present at all general membership meetings and Executive Board meetings.
 - o Serve as the official liaison between the school, the robotics team, and the Booster Club.
2. The Faculty Sponsor shall serve on the Executive Board in an advisory, non-voting capacity.

President

The President shall:

- Provide leadership to the Booster Club and preside over all meetings.
- Schedule meetings as necessary.
- Approve expenditures and sign checks in accordance with financial policies.
- Call special Executive Board meetings as needed.
- Ensure that the Booster Club operates in compliance with these bylaws and standing rules.

Vice President

The Vice President shall:

- Preside over meetings in the absence of the President.
- Approve expenditures when the President is unavailable.
- Approve expenditures related to the President or the President's immediate family to avoid conflicts of interest.

Secretary

The Secretary shall:

- Record and distribute minutes of all general and Executive Board meetings.
- Maintain official records, including amendments to the bylaws.
- Distribute updated bylaws and amendments to the membership and Faculty Sponsor.
- Serve as an authorized second signatory on checks, when applicable.

Treasurer

The Treasurer shall:

- Disburse funds and issue checks for approved expenditures upon receipt of appropriate documentation.
- Ensure all payments are approved by the President or Vice President prior to disbursement.
- Obtain and present the annual budget, developed in coordination with student business team members, to the membership no later than July 1 of the fiscal year.
- Present a Treasurer's Report at membership and Executive Board meetings.

Financial Secretary

The Financial Secretary shall:

- Share financial recordkeeping responsibilities with the Treasurer.
- Reconcile monthly bank statements.
- Review monthly bank statements to verify consistency with Treasurer reports.
- Remain independent of check-signing authority and shall not be listed on the bank signature card.

Note: The Treasurer and Financial Secretary may divide record-keeping responsibilities as mutually agreed, provided internal controls are maintained.

Section 5. Banking and Financial Controls

1. All checks issued by the Booster Club shall require the signatures of two authorized officers.
2. A minimum of three officers shall be listed on the bank signature card at all times.