



**Denver North High School Booster Club
Bylaws**

Established 5/13/2024

By Booster Club Founders Board

Article 1

Name Purpose and Objectives

Section 1.1 Name: Denver North High School Booster Club

The name of this organization shall be the Denver North High School Booster Club, commonly known as “Denver North Booster Club”, “Boosters” or “Booster Club”

Section 1.2 Purpose/Mission Statement

Mission: The Denver North High School Booster Club is a nonprofit organization run in collaboration by the North High School (NHS) athletic department and North community members. It supports all Colorado High School Activities Association (CHSAA) sanctioned athletics at NHS through advertising sales, sponsorships, Viking gear sales, and various fundraisers. The Booster Club helps with team needs that are not covered by athletic fees, NHS, or Denver Public Schools. Working closely with the NHS Athletic Director, the Booster Club hopes to ensure that every student athlete has the opportunity to pursue their athletic dreams at NHS.

Section 1.3 Non-profit Status

Notwithstanding any other provisions of these Bylaws, the Booster Club shall carry out activities permitted by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954, or the corresponding provision of any future United States Internal Revenue Law or by an organization; contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Internal Revenue Law.

Section 1.4 Governing Law and Jurisdiction

The organization and activities of the Booster Club are governed by the Colorado Revised Nonprofit Corporation Act, § 7-121-101 et seq, of the Colorado Revised Statutes, 2023. Any disputes shall be adjudicated in the appropriate state court in Denver, Colorado.

Section 1.5 Fiscal Year

The fiscal year of the Booster Club shall end on June 30th each year.

Article 2 ***Executive Board, Officers and Committees***

Section 2.1 General Duty of Executive Board

The Executive Board shall be responsible to act on behalf of the Booster Club in the management of the business affairs of the organization and in accordance with these Bylaws. The minimum number of the Executive Board shall be four (4). The maximum number of Executive Board shall be fifteen (15). The Executive Board has the authority to determine the number of members of the Board.

The Executive Board shall maintain policies and procedures for the supervision of the Treasurer and supervisory controls for maintaining and reporting the funds of the Booster Club.

Section 2.2 - Officers

There will be four (4) officer positions each with the following duties:

2.2.1 President. The President is a voting member of the Executive Board and shall preside over all meetings of the Executive Board as Chair and all meetings of the Booster Club, call special meetings when necessary and have general supervision over all business matters of the Booster Club.

2.2.2 Vice President. The Vice-President is a voting member of the Executive Board and shall assist the President in the performance of their duties and preside over all meetings in the absence of the President.

2.2.3 Treasurer. The Treasurer is a voting member of the Executive Board and is responsible for all funds of the Booster Club and shall be required to keep records regarding all receipts and distributions of Booster Club funds.

The Treasurer shall establish controls for the Booster Clubs funds and records in accordance with best practices.

The Treasurer will cause the Booster Clubs tax returns to be filed each year.

The Treasurer will make all records available to the Executive Board for examination at all times.

The Treasurer will ensure that no NHS sports team or other entity shall use the Booster Club's Tax ID number without express and prior approval of the Executive Board. Upon request, any team previously authorized to use the Booster Club's Tax ID number shall provide financial reports, including bank statements as appropriate, for review by the Booster Club Treasurer.

2.2.4 Secretary. The Secretary is a voting member of the Executive Board and will keep minutes of all meetings of the Executive Board and the Booster Club. In the Secretary's absence, the Chair will appoint another member of the Executive board to fulfill the Secretary's duties of keeping meeting minutes.

The Secretary will maintain the following:

- A current roster of all duly elected members of the Executive Board
- A current roster of all committees and chairpersons
- A current roster of all Advisory Board members

The Secretary will timely provide any notice to the Members required by these Bylaws.

The Secretary will cause all Booster Club filings to be made timely with the Colorado Secretary of State.

The Secretary will keep and maintain all books and records of the Booster Club and will make all records available to the Executive Board for examination at all times.

Section 2.3 - Formation of the Executive Board.

The Executive Board is formed according to the following:

- One-third of the Members are elected by the attendees of the Annual General Meeting (AGM) each year as defined in Article 3
- One-third of the Members will be appointed by the Northside High School Alumni Association (Alumni Association) at the Annual General Meeting each year.

- One third of the Members will be appointed by the Advisory Board. The Advisory Board will consist of the following members of the North High School administration:
 - The Principal, or the Principal's designee
 - The Athletic Director
 - A Current Head Coach chosen by the Principal

Section 2.4 - Committees

Section 2.4.1 Formation of Committees. Committees for specific or special Booster Club endeavors may be formed by the Executive Board by majority vote of the Executive Board at any regular meeting. The motion to form the committee must also include the initial chairperson for the committee, the number of committee members and the purpose of the committee. Committees must always have at least one Chairperson to engage in any activity.

Section 2.4.2 The Chairperson of each committee will:

- Be a Member of the Booster Club
- Selecting members of the committee (who need not be Booster Club Members)
- Report the activities of the committee to the Executive Board

Section 2.4.3 The Treasurer of the Booster Club will be the ex-officio Treasurer of all committees except the Auditing Committee

Article 3 Nominations and Elections

Section 3.1 - Election of Officers and Executive Board

3.1.1 The annual election shall be held at the AGM each year.

3.1.2 Nominations for each Executive Board member to be filled by the attendees of the AGM will be made at the beginning of the meeting. Per Section 3.3, the attendees of the AGM will nominate and elect one-third of the Executive Board by a majority of votes cast by secret ballot.

3.1.3 The newly elected Executive Board will elect the Officers of the Executive Board as the first order of business at the first meeting of the Executive Board following the AGM.

Section 3.2 Term and Term Limits

3.2.1 Each Member of the Executive Board serves for a Term of two (2) years.

3.2.2 There are no limits to the number of Terms a Member of the Executive Board may serve.

3.2.3 Any Member of the Executive Board may resign their position by giving written notice to any other Member of the Executive Board.

Section 3.3 Vacancy

Whenever a position on the Executive Board shall become vacant, the vacancy will be filled for the remainder of the vacant term by the following procedure:

- If a vacancy of the appointment by the Alumni Association, the Alumni Association will appoint a new member
- If a vacancy of the appointment by the Advisory Board, the Advisory Board will appoint a new member
- If a vacancy of an elected Member by the Booster Club meeting attendees, the Executive Board will appoint a new Member as soon as is reasonably possible. Appointment of a new member to fill a vacancy requires a two-thirds majority vote of the Executive Board.

Article 4 **Allocation of Funds**

Section 4.1 - Allocation of Funds

Raised funds will be dispersed three times per year to each participating Program in accordance with [Booster Club's Policies and Procedures](#).

Article 5 **Meetings**

Section 5.1 - Annual General Meeting (AGM)

An AGM of the Booster Club shall be held each year at the beginning of each academic year, unless otherwise specified by the Executive Board, with proper notice to all members. Any change to the Annual General Meeting date, time or location shall be announced no later than seven (7) days in advance of the proposed change.

Section 5.2 - Regular Meetings of the Booster Club

At least two (2) regular Meetings shall be held throughout the academic year unless otherwise specified by the Executive Board. The meetings will generally align with the fall, winter and spring sports schedules and NHS respective pre-season meetings. If such school seasonal meetings are postponed, the meetings will take place on the reschedule date and the notice that NHS gives for rescheduling the meetings will be sufficient notice to reschedule the Booster Club meeting.

Section 5.3 - Meetings of the Executive Board

The Executive Board shall meet at least once per year and shall make every effort to ensure the published meeting date is kept, unless a majority of the Executive Board votes to reschedule the meeting. The Executive Board will provide notice of its meetings at least seven (7) days prior to the meeting.

Section 5.4 - Quorum and Voting at the Meetings of the Booster Club

All attendees may vote at the meetings of the Booster Club. No quorum shall be necessary for a vote. In all voting instances, a majority of those present will be required to pass any motion.

Section 5.5 - Quorum and Voting at the Meetings of the Executive Board

Meetings of the Executive Board shall require a majority of the duly elected and appointed Members for a quorum of the Executive Board. In cases where a vacancy on the Executive Board creates an even number of Members, a majority will be 50%. In all voting instances except those specifically described herein, a majority of Members present will be required to pass any motion. To be present a Member must attend in person or by live video conference. Members attending by telephone conference without video are not deemed present for purposes of Quorum or Voting. Voting by proxy is not allowed.

Section 5.6 - Robert's Rules of Order

Unless specified herein, all meetings of the Booster Club shall follow Robert's Rules of Order. It shall be the duty of the chairperson of the meeting to be sure proper procedures are followed.

Article 6
Amendment of Bylaws

Section 6.1 - Submission of Proposed Amendments

Amendments to the Bylaws are to be submitted in writing to the Executive Board at any Booster Club Meeting.

Section 6.2 - Approval Process

Amendments may be adopted at any regular Executive Board Meeting if approved by a two-thirds majority of Booster Club Members present. Changes to the Bylaws will be implemented the following academic year.

Article 7
Discretionary Club Activities

Section 7.1 - Discretionary Actions by the Booster Club

The Booster Club may elect to participate throughout the year in certain NHS events at the discretion of the Executive Board. The participation by the Booster Club in any such events is at the sole discretion of the Executive Board.

Participation and support (financial or otherwise) for the endeavors of any event is not guaranteed and is solely within the discretion of the Executive Board. Approval by a former Executive Board does not oblige, nor guarantee the Booster Club's continued participation.

Article 8
Dissolution and Termination

Section 8.1 - Dissolution Action

Notwithstanding anything to the contrary provided in these bylaws, the Booster Club shall be dissolved only upon a majority decision of the Executive Board.

Section 8.2 - Distribution of Remaining Assets

In the event of dissolution of the Booster Club, after all liabilities of the Booster Club are settled, any remaining property and assets will be distributed to North High School with a restriction that the future use of the funds be limited to the programs designated in these Bylaws and supporting documents, such as the Policies and Procedures at the time of dissolution. It will be the obligation of the Advisory Board to administer such funds following distribution. .

Section 8.3 - Articles of Dissolution

When all liabilities and obligations of the Booster Club have been paid and discharged or adequate provisions have been made therefore and all of the remaining property and assets of the Booster Club have been distributed, Articles of Dissolution shall be executed and filed with the Colorado Secretary of State.

CERTIFICATION OF SECRETARY

I, Garrett Phillips, certify that I am the acting Secretary of the Denver North High School Booster Club, and the above Bylaws are the bylaws of this organization as adopted by the Board of Directors on May 13, 2024 and that they have not been amended or modified since the date above.

Executed this 13th day of May, 2024, in the County of Denver in the State of Colorado.

Garrett Phillips
Acting Secretary
Denver North High School Booster Club