



**North Pole High School  
Football Booster Club**

**By-Laws**

PO Box 56135

North Pole, AK 99705

Tax ID: 47-3064521

**Article I: Name**

Shall be "North Pole High School Football Booster club" also recognized as "NPHS Football Booster Club", Located in North Pole, Alaska.

**Article II: Duration**

The organization shall have perpetual duration.

**Article III: Characterization of the Organization**

This organization shall be non-profit, non-commercial, non-sectarian, non-partisan, non-shareholding, and non-bargaining. This organization shall engage in lawful activity for which organizations may be organized under Section 501c3 of the Internal Revenue Code, as amended. Notwithstanding and other provisions of the by-laws, the organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under 501c3 of the Internal Revenue Code, as amended.

**Article III: Purpose**

The organization has been formed and shall exist for the primary purpose of promoting a high degree of voluntary community and parental participation, support, sponsorship, and interest in the North Pole High School Football program. To encourage any persons affiliated with the NPHS Football program to be a part of the Booster Club. To raise funds to provide significant equipment and support for the NPHS Football program that is above and beyond what is funded by the FNSBSD.

The key objectives of this organization are:

1. Support the Coaching Staff to help produce football teams of the highest competitive level
2. Encourage total community participation in the organization.
3. Promote and foster the development of a positive football program at NPHS. Encourage and support the development of the NPHS student football athlete's skills in manners which foster respect for others, self-confidence, leadership, and team work.
4. Encourage and support the highest level of high school level football competition, while maintaining the highest degree of sportsmanship and participation.
5. Increase the involvement, participation and support of the local community, students, alumni, and parents of NPHS.

## Article IV: Operating Procedures

### A. Finances and Assets:

- a. All financial needs of the football program that are not funded by and/or the responsibility of the Fairbanks-North Star Borough School District (FBNSBSD) or North Pole High School (NPHS) athletic department will be funded by the Booster Club
- b. The NPHS Football Booster Club is organized and operates solely for charitable purposes. No part of the net earnings raised shall insure to benefit, or be distributed to its members, directors, officers, coaching staff, or other private persons.
  - i. The exception, at the discretion of the NPHS Booster Club executive board members are:
    1. The NPHS Football Booster Club shall be authorized and empowered to pay reasonable compensation for services rendered, for football program and Booster Club operating supplies, and per diem to contracted school district football coaches for travel to away games outside the FNSB at the per diem amount set by the FBNSBSD.
- c. Any amount of food that is left over from concessions at the end of the season can be donated to local food banks, used at the year-end football banquet, used for coach's meetings/functions, or donated to other NPHS sports programs as dictated by motion and vote of the Football Booster Club executive board.
- d. The NPHS Football Booster Club bank account will have a balance equal to or greater than \$15,000 at the end of the Booster Club fiscal year (31 December). If the balance at the end of the fiscal year falls short of \$15,000, the NPHS Football Booster Club Executive Board will inform the members at-large of the financial shortfall and their corrective action plan to address the shortfall.

### B. Organization Records

- a. The records of the NPHS Football Booster Club are open for public view. The books of the organization will be kept by the Booster Club officers and made available upon request. The records shall contain:
  - i. By-Laws, revised By-Laws, and amendments to the By-Laws
  - ii. Articles of Organization
  - iii. Meeting minutes
  - iv. Budget and/or financial reports
  - v. Monthly meeting agendas
  - vi. Membership enrollment
  - vii. Articles of Incorporation

### C. By-Law Maintenance

- a. By-Laws will be reviewed and/or revised at least every two years or more often as the Executive Board deems necessary.

### **Article V: Membership**

The membership of the NPHS Football Booster Club is open to everyone wishing to join in the support of the NPHS Football Team and in support of the objectives that are contained in Article III. There is no limit to the number of members in the Booster Club. Parents/guardians and/or family members of NPHS Football players/managers are encouraged to attend meetings, join committees, volunteer, and/or participate in the fundraising activities. A voting member consists of any parent or legal guardian with a player/manager on the NPHS Football Team or a Coach of the NPHS Football Team. A Booster Club member does not need to be a voting member of the club to volunteer to run for an Officer or Executive Board position, but will not be able to vote in their own election.

### **Article VI: Officers/Executive Board**

- A. Officers will consist of the following executive board positions:
  - a. President
  - b. Vice President
  - c. Treasurer
  - d. Secretary
  
- B. Coordinator Board positions will consist of the following executive board positions:
  - a. Volunteer Coordinator
  - b. Concessions Coordinator
  - c. Spirit Shop Coordinator
  - d. Meals Coordinator
  - e. Equipment Coordinator
  - f. Social Media Coordinator
  
- C. Executive board members shall consist of any parent or legal guardian with a player or manager on the team, including incoming Freshman.
  
- D. The executive board votes on all matters concerning the funds and transactions of the Booster Club and once elected to the Board by the membership at large, Executive Board members have all rights of their respective positions, regardless of their voting or non-voting Booster Club member status.
  
- E. Board and or Committee members with voting rights that hold more than one position are entitled to one (1) vote only on any formal vote.
  
- F. If more than one person from a family serve on the board simultaneously, only one family member will be allowed to vote on any formal vote and the other family member must abstain.

- G. The Executive Board shall have and may exercise the powers of the organization in the interim between meetings, except that the Executive Board shall not have the power to take action which is contrary to, or a substantial departure from the direction established by the organization, or which represents a major change in the affairs, business, or policies of the organization. The Executive Board shall submit reports of actions taken to the membership via meeting minutes or verbal reports at Booster Club meetings.
- H. The Executive Board shall meet at least quarterly.
- I. The term of each elected board officer and/or Coordinator shall be a two-year commitment with a one-year option following that officer/coordinator's election. (i.e. a board member elected in Oct of 2017 would be expected to serve until the elections in Oct 2019, but may volunteer to serve an additional year until Oct 2020 without an election being held for that position in Oct 2019).
  - a. Elections for officers and coordinators will take place at the October NPHS Football Booster Club general membership meeting
  - b. Any person that is running for an officer or coordinator position shall notify in writing to the Football Booster President his or her interest in a position by submitting a letter of intent
  - c. The October Booster Club general membership meeting will be an open meeting and nominations will also be accepted verbally from the floor at the meeting
  - d. Should an elected officer or coordinator resign, the remaining executive board members have the authority to appoint an eligible replacement to complete the term with a majority vote of the executive board.
  - e. An officer or coordinator can be removed from their position with a two-thirds majority vote of the current executive board members whenever it is deemed necessary in the best interest of the NPHS Football Booster Club; such removal should be without prejudice to the rights of the person so removed.
- J. All elected officers and coordinators are representatives of the NPHS Football Booster Club and shall conduct themselves morally, ethically and professionally at all Booster Club and NPHS Football events.
- K. If an officer or coordinator fails to comply with these By-Laws, the executive board reserves the right to remove that member from office. An officer or coordinator of the organization may be removed with prejudice for cause by a vote (secret ballot) of two-thirds of the total Executive Board. The officer will be informed in writing, if not present at the vote, for the reason for the removal. If the board member is present, the motion will delineate the reason(s) for the removal motion.
- L. Upon an officer's or coordinator's term ending, resignation, or in case of removal, each officer and/or coordinator shall turn over to the President, within seven calendar days, all records, books, keys, bank cards, and any other materials pertaining to the office held.

M. Duties of Executive Board members are as follows

- a. The **President** shall be the principal officer of the organization and shall preside at meetings of the organization, shall be responsible for ensuring the guidance given by the membership and executive committee is carried out effectively, and for reporting to the membership the management affairs of the organization. The President shall compose the agenda for all monthly meetings. The President shall work with the Treasurer to process calendar year taxes. The President shall maintain an ongoing list in Constant Contact of all Booster Club members for the distribution of information, shall be an executive official member of all committees established by the membership, and shall have other duties as assigned by the Executive Board. The President shall see that all elections are held in accordance to the By-Laws. The President shall oversee maintenance and compliance of the By-Laws. The President shall appoint any temporary committees as they deem necessary to carry out the objectives of the Booster Club, present or appoint presenter for various functions as needed, and be the liaison with school officials and the NPHS Athletic Director.
- b. The **Vice President:** Shall work with the President to maintain the distribution list in Constant Contact of Booster Club members, work with the Spirit Shop, Concession, Volunteer, and Fundraising committee when that committee position is not filled. Shall recruit/select chairpersons/committees and supervise the functions of said committees. Advise, support, and communicate with all standing committees. Work with the President to oversee and maintain the By-Laws. Maintain the NPHS Booster Club website and smart phone App. Perform other duties as assigned by the President and/or the Executive Board. The Vice President shall preside at general meetings if the President is absent.
- c. The **Treasurer:** Shall be responsible for the receipt and custody of all funds of the organization and the disbursement thereof as authorized by the By-Laws and Executive Board. Shall keep accurate payable and receivable accounts, check the Booster Club mailbox, and distribute financial reports and history for the previous two years. Shall keep accurate record of all individual player fees and have records available upon request. Shall distribute cash boxes for concessions, spirit shop and other fundraisers as required. Work with the NPHS Athletic Director for NPHS Football travel and equipment requirements and expenditures. With the President, shall process the reports for taxes and ensure appropriate forms are filed with the IRS. The Treasurer shall preside at general meetings if the President and Vice President are absent.
- d. The **Secretary:** Shall be responsible for ensuring notices of all the meetings of the organization are issued and that the minutes of meetings are kept and distributed. Work with the President and Vice President to oversee and maintain the By-Laws.

Keep a log of approved decisions with the agenda attached. Shall transcribe meeting minutes and submit to the President no more than 7 days after meetings. The Secretary shall perform other duties as assigned by the President and preside at general meetings if the President, Vice President and Treasurer are absent.

- e. **The Volunteer Coordinator:** Shall be responsible for managing the SignUp.com website for all events including games, fundraising activities, and volunteer events. Will keep accurate sign-in records from each event. The Volunteer Coordinator will also work with the Treasurer to keep accurate records of each players' fundraising. Shall perform other duties as assigned by the President or Executive Board.
- f. **The Spirit Shop Coordinator:** Shall secure vendors and pricing for all apparel and non-apparel spirit items and submit recommendations to the Executive Board for selection. Once approved, will place orders and communicate with vendors to ensure timely delivery as well as assure quality of all items purchased and organize the sale of all spirit items at major events. Will also maintain an ongoing account of descriptions, quantities, and costs of all items ordered, received, sold and/or held in inventory and will promptly deliver all funds received to the Treasurer. Set up and take down the Spirit Shop at all home football games and work with the Volunteer Coordinator to provision volunteers to work at the Spirit Shop for each home game. Coordinate with the Fundraising Coordinator when spirit items are going to be sold at any fundraiser.
- g. **The Meals Coordinator:** Shall be responsible for coordinating two-a-days meals for the players and staff. Shall purchase food and coordinate menus for each meal required during two-a-days after coordination with the Head Coach. Coordinate meals for all visiting teams that traveled from outside the FBNSB. Coordinate a person or persons to take care of meals for players at away games. Shall shop for food needed for away games and coordinate meals as assigned by the President or Executive Board.
- h. **The Equipment Coordinator:** Shall keep an inventory list of all equipment, clean equipment items at the end of the season, and work with the Coach to decide on new equipment needs.
- i. **The Concessions Coordinator:** Shall work with the Volunteer Coordinator to post required concessions stand volunteers on SignUP.com. Work with the President and Vice President to order and pick up supplies, maintain concessions equipment, collect funds at the end of each game and immediately present it to the Treasurer. Shall inventory items at the beginning and end of the season. Shall ensure the concession stand is closed and equipment stored at the end of the season.
- j. **The Social Media Coordinator:** Shall post to the NPHS Football Booster Club Face Book page all game updates, upcoming events and news on all happenings or

events for the NPHS Football Team and Booster Club. Shall post pictures, videos, and links of interest. Shall keep the page organized and free of offensive or negative comments about the NPHS Football team.

**Article VII – Committees:**

- A. **Establishment:** The Executive Board may establish such standing or special committees as it deems necessary. Such committees shall have names, powers, duties and existence as may be determined from time to time by the action of the Executive Board.
- B. **Appointment and Term of Chairperson:** The chair of all committees shall be appointed by the President, subject to approval of the Executive Board for a term of one year. Each year they may be voted on during the regular election meeting. The chair of each committee shall be appointed from among the Booster Club membership.

**Article VIII – Miscellaneous:**

- A. **Fiscal Year:** The fiscal year shall be 1 January to 31 December.
- B. **Contributions:** Any contributions, bequests, and gifts for the purpose of the organization shall be accepted or collected only as authorized by the Executive Board. Contributions cannot be refunded if a player quits, is injured, or leaves the football program for any other reason.
- C. **Depositories:** All funds of the organization shall be deposited to the credit of the organization under such conditions and in such banks as shall be designated by the Executive Board.
- D. **Approved Signatures:** All contracts, checks, and money orders for the payment, receipt or deposit of money, and access to the securities of the organization shall be handled as provided by the Executive Board. The President, Vice President, Treasurer, Secretary and/or Coach are approved signatories. They shall be put on the account before the first general meeting. Two signatures are required for check writing.
- E. **Financial Reports:** A summary report of the financial operation of the organization shall be made at every regular meeting to the membership and shall be available for public inspection by the NPHS administration. Copies will be provided to the Executive Board.
- F. **Spending Limits:** Expenses on behalf of the NPHS Football Booster Club over \$500 must be approved prior to purchase by a minimum of three Executive Board members. For amounts of \$1000 or more, a minimum of four Executive Board members must approve.
- G. **Reimbursements:** Reimbursements will be made within 30 days after submission of a receipt or purchase to the Treasurer. Any expenses not pre-approved or receipts not

submitted for reimbursement within 15 days of purchase will not be reimbursed unless approved by a vote of the Executive Board.

- H. Parliamentary Authority: Roberts Rules of Order, Revised, shall be the parliamentary authority governing the meetings of the organization.

**Article IX – Amendments:**

Amendments may be proposed by an Executive Board member in good standing. They must be submitted in writing anytime to the President or as part of the agenda of a regularly scheduled Executive Board meeting. They will be read or presented at the first meeting after the President receives them. When amendments are read or presented verbally, they shall be recorded in the minutes. During the subsequent meeting, the proposal shall be read a vote from the Executive Committee shall be taken. Passage shall require a majority vote. In the event of a tie due to an absent Executive Board member, the motion shall carry to the next meeting, where it shall be voted on again. Upon passage, amendment shall be recorded and available for public viewing on the NPHS Football website.

**Article X – Distribution and Dissolution:**

- A. Upon dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501c3 of the Internal Revenue Code, as amended (or corresponding section of any future tax code), or shall be distributed to the North Pole High School Athletic Department and/or Football program.
- B. All information from every officer and every coordinator shall be given to the Head Football Coach.
- C. Spirit shop items, printed materials, and cash on hand from the NPHS Football Booster Club account are to be donated to the NPHS Athletic Department and or Football program.
- D. The organization is not organized for profit and no part of the net earnings of the organization shall ever benefit any member or individual.

**Article XI – Prohibited Activities:**

It is intended that this organization shall qualify as a tax exempt organization on behalf of or in the provisions of the Internal Revenue Service Section 501c3, as amended, and accordingly the organization shall not be permitted to do the following:

- A. Distribute any part of the net earnings, if any, of the organization to any member of the organization, or any other private person; nor shall any part of the net earnings of the organization, if any, inure to the benefit of such persons.



- B. Participate directly or indirectly, or intervene in political campaigns on behalf or in opposition to any candidate for public office.
- C. Engage in any activities not permitted to be conducted or carried on by organizations exempt under provisions of Section 501c3 of the Internal Revenue Code, as amended, and regulations thereunder.
- D. Engage in any activities prohibited under the Alaska Nonprofit Corporation Act or other applicable law.

The aforementioned By-Laws are hereby adopted by the Executive Board Members of the North Pole High School Football Booster Club on the 12<sup>th</sup> day of April, 2018 at North Pole, Alaska.

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Mavis Berrellez  
President

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Patrick Wilson  
Vice-President

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Julie Simmons  
Secretary

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Deborah Wilson  
Treasurer