

MANZANO FOOTBALL BOOSTERS, INC
BYLAWS
Amended June 28, 2022

ARTICLE I. NAME

The name of the organization is Manzano Football Boosters, Inc.

ARTICLE II. PURPOSE AND OBJECTIVES

1. The purpose of Manzano Football Boosters Inc., herein referred to as the organization, is to provide student athletes the opportunity to learn about the game of American football, sportsmanship and the importance of physical activity in their lives through interscholastic athletic competition by the Manzano High School football team in an atmosphere that is consistent with the educational philosophy of the Manzano High School community. This includes organizing and managing football games and related educational and competitive activities.
2. The organization will develop an active and involved membership that is concerned with the Manzano High School football program and all of its participants regardless of sex, race or socio-economic status.

ARTICLE III NON PROFIT STATUS

Notwithstanding any other provision of these By-Laws, the organization 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 provision of any future United States Internal Revenue Law. Such activities shall include by are not limited to the following.

1. The organizations Board of Directors will, under the direction of the head Football Coach and the appropriate administration representatives, establish itself as the governing body of the organization and attempt to fill the requirements as set forth by the Head Football Coach and the Manzano High School administration. No member shall derive any pecuniary privileges because of membership in the Manzano High School Football Boosters Inc.
2. The members of this organization will abide by all Albuquerque Public School School Board and administrative policies and procedures.
3. The organization will not participate in the political campaigns of any candidates for local, state or federal office, nor will the organization participate in any activities to influence legislation.
4. The organization will not engage in any activities that are illegal or that violate fundamental public policy.
5. Ensure that no assets of the organization inure to the benefit of any board members, officers, key management or other insiders.

ARTICLE IV. MEMBERSHIP

1. Membership in the organization will be voluntary in any of the following membership categories:
 - A. Active – Membership is available to all parents of all students engaged in the Manzano High School Football program. To remain eligible, the parent's student(s) must remain in the Manzano High School Football program. Active members are permitted to hold office and vote on issues before the organization.
 - B. Honorary – Membership is by appointment of the Board of Directors. Honorary members will have the same rights and privileges as active members, except they will not have the right to vote or hold office.

2. Termination of active or honorary membership may be effected as follows:
 - A. Any member may be terminated for cause. Sufficient cause for such termination shall be any violation of the Bylaws, operating procedures, or any lawful rule or practice duly adopted by the organization, or any other conduct prejudicial to the interest of the organization.
 - B. Termination shall be by two-thirds vote of the entire Board, provided that a statement of the charges has been sent by certified mail to the last recorded address of the member at least 20 days before the Board vote. This statement shall be accompanied by a notice of the time and place of the meeting of the Board at which the charges shall be considered, and the member shall have the opportunity to appear in person and/or be represented by counsel to present any defense to such charges before the Board vote.
 - C. A terminated member holding office shall be immediately relieved of that office or position.

ARTICLE V. VOTING

1. Each active member or Board officer shall be entitled to one vote on any matters before the organization.
2. A plurality shall decide all issues.
3. A "show of hands" or paper ballot may be used to conduct voting. No absentee votes are allowed.

ARTICLE VI. BOARD OF DIRECTORS/COACHES

1. There shall be a minimum of three and a maximum of five members of the board of directors. The members of the Board may also hold any office described below.
2. The officers of the organization at a minimum shall be: President, Vice-President, Secretary and Treasurer.
3. No compensation is provided to members of the board of directors or officers. The duties of the positions are performed on a volunteer basis.

4. The Head Football Coach and/or an appointed representative will automatically be a non-voting member of any committee established by the Board of Directors.
5. The High School Principal or designee is to be an ex-officio officer of the organization.
6. The term of office shall be one year.
7. All members of the board shall be elected at a general meeting in December, and the new board shall hold office from January-December of the following calendar year. Nominations for the office will be taken from the floor during the general meeting.
8. Once elected, the Head Football Coach and the board of directors will convene and elect the officers to specific positions for the organization.
9. Any officer or director may resign at any time by giving written notice to the Board of Directors of the organization. The Board of Directors shall act upon the resignation of the officer or director within sixty (60) days.
10. Special elections of officers and/or members of the board of directors may be held at any general meeting of the organization in order to elect replacement officers and/or additional officers.
11. All elected officers and board members will agree to participate in a background check conducted by the State of New Mexico, and will relinquish office in the absence of a clean record.
12. Duties:
 - A. Head Football Coach: Shall be a non-voting member of all committees and shall guide and instruct the President of the organization on all actions of the organization.
 - B. President: Shall set agenda for and preside at all meetings of the organization. Shall conduct the business of the organization as prescribed by the By-Laws, including signing all official correspondence and required reports. His/her signature may be on checks of the organization along with the Treasurer. The President, along with the Treasurer, shall be responsible for an audit of the financial standing of the organization at least once a year, prior to submitting the organization's income tax return. The President may establish standing or special committees and sub-committees as required to insure the continuity of the Manzano High School football team, appoint all members of the committees, and replace committee members if the duties are not performed satisfactorily or a committee position becomes vacant. The President shall be an ex-officio member of all committees.
 - C. Vice-President: Shall act in the absence of the President, and perform all other duties as assigned by the President and Board of Directors. The Vice-President shall oversee committees established by the President. The Vice-President shall succeed to the office of President should that office become vacant for any reason.

- D. Secretary: Shall act in the absence of the President and Vice-President. Shall keep an accurate record of the minutes of meetings and related activities of the organization. Shall read all correspondence to the organization and answer such as necessary. Shall keep a list of all active and honorary members.
- E. Treasurer: Shall receive and dispense all monies under the supervision of the President. Shall maintain bank account, make deposits, reconcile bank statements, and write checks. Shall prepare a budget at the beginning of his/her term of office. Shall keep an accurate record of operating income and expenses at all times and give a financial report at each meeting. Shall turn over the books to the newly elected Treasurer no later than January 30th. May sign checks. Shall be responsible for an audit of the financial standing of the organization at least once a year, prior to submitting the organization's income tax return. Shall file the organization's income tax return. Shall provide a copy of all monthly bank statements to the principal. Shall provide financial records to any member of the organization upon request.

ARTICLE VII. MEETINGS

- 1. General membership meetings are to be held monthly, and may be held more often or less often if organization business demands.

ARTICLE VIII. AMENDMENTS AND CHANGES

- 1. Amendments to these By-Laws must be approved by a simple majority of eligible voting members of the organization present at a regularly scheduled meeting of the organization.

ARTICLE IX. ORDER OF PROCEDURE

- 1. The organization shall be governed in all its meetings by the By-Laws and parliamentary procedures as contained in Roberts Rules of Order.

ARTICLE IX. BONDING

- 1. The appropriate bond will be supplied annually for all organization operations.

ARTICLE XI. DISSOLUTION

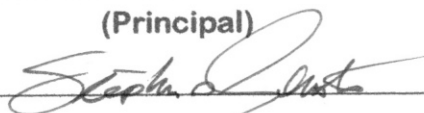
- 1. In the event it is decided to dissolve the organization, all assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or shall be distributed to the Activities Director/Treasurer only for Manzano Football, or to a state or local government, for a public purpose. The specific distribution of assets shall be determined in a special meeting of the Head Coach and Athletic Director of Manzano High School.

ARTICLE XII. MISCELLANEOUS

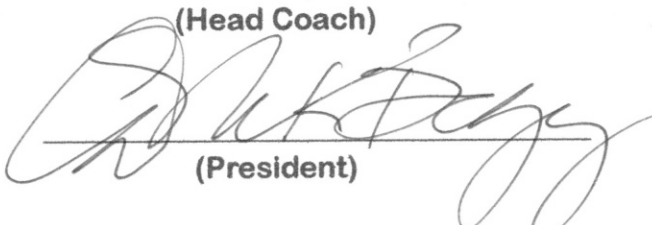
1. GENERAL: By-Laws and rules governing the operation of this organization are published for the information and guidance of all concerned. Members, their families, and guests are enjoined to observe the spirit and intent of the By-Laws and rules. Members shall be held personally responsible for the conduct, deportment, and orientation of members of their families and guests.
2. SEVERANCE: If any provision of these bylaws becomes illegal or is held unenforceable by law, they shall not have an impact on the entire corpus. All remaining legal provisions of these bylaws shall remain in full force and effect.
3. SUGGESTIONS AND COMPLAINTS: Suggestions and complaints should be submitted to any member of the board of directors of the organization.
4. CONDUCT AND CORRECTIVE ACTION: Members are required to observe and uphold standards of conduct expected of the organization and as proffered by APS, the School Board and Manzano High School Administration.
 - A. Any incident or questionable activity, including infraction of rules, conduct of any unseemly nature, or using this organization as a means to be derogatory to the coaches, school or athletes, will be reported to the President, or appropriate chairperson and the member or members will be considered in violation of the purpose of the organization and be voted upon by the general membership for retention or dismissal.
 - B. Unsatisfactory service or derelictions on the part of any of the members of the board of directors of the organization should be brought to the attention of the Head Coach or another officer of the organization.
5. DISTRIBUTION TO MEMBERS: The Secretary will furnish each member of the organization with a copy of the By-Laws, including amendments, upon request. Copies of the aforementioned should be available at all general meetings.
6. PROJECTS: Activities or fundraising projects initiated by the organization which involve the use of the name "Manzano" will be proposed to the organization and the Manzano High School Administration and be voted on at a general meeting. Additionally, members of the Manzano High School faculty, staff or APS employees (i.e., sponsors) may "not" be involved in the financial activities of the organization in any way. They may not order items, collect monies, or sign checks for the organization. They are not to be involved in sales in any way on campus or off campus.

7. UNANTICIPATED EXPENDITURES: Any expenditures and purchases by the organization must be approved by the majority of the Board of directors and Officers prior to incurring the expense. In addition, a budget amendment to accommodate the expense shall be presented and voted upon at the next general membership meeting.
8. FUNDRAISING: All monies collected by donation, fundraisers or obligation payments are donations to the Manzano Football program and non-refundable to the player for any reason, including but not limited to injury, school transfer or ineligibility.

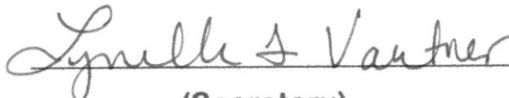
SIGNED:

(Principal)


(Date)
6-28-22

(Head Coach)


(Date)
6/28/2022

(President)


(Date)
6/28/22

Revised: June 28, 2022