

PINE ISLAND FOOTBALL BOOSTER CLUB BY-LAWS

ARTICLE I: NAME

SECTION 1. The name of this organization shall be known as Pine Island Football Booster Club located in the city of Pine Island, MN.

SECTION 2. The mailing address used for official communication with the Club is:

Pine Island High School
c/o Pine Island Football Booster Club
223 1st Ave SE
Pine Island, MN 55963

ARTICLE II: MISSION AND PURPOSE

MISSION STATEMENT

The Pine Island Football Booster Club is committed to supporting the Pine Island Football Program by encouraging good sportsmanship, personal integrity, a strong work ethic, leadership, and a sense of community. Our objective is to foster growth of the football program through financial support, volunteerism, and teamwork.

PURPOSE

SECTION 1. To foster an interest in football among students and youth in Pine Island and their parents or guardians.

SECTION 2. To support and assist the football program in remaining disciplined and competitive.

SECTION 3. To enrich in all members, the ideals of good sportsmanship, honesty, and respect for authority.

SECTION 4. To encourage cooperation and teamwork between football players, parents, activities director, coaches, and the Pine Island community.

SECTION 5. To operate within the booster club guidelines set forth by the Minnesota State High School League and Pine Island Schools.

ARTICLE III: MEMBERSHIP

SECTION 1. An active student or youth is defined as one that is registered through Pine Island High School (PIHS) athletic registration process or via the youth registration process for any Pine Island hosted youth football programs, and have paid registration fees.

If one or more students or youths in a family are active members of the football program, the adults in that family are considered non-voting members of the club, unless they are an elected officer. The exception is during Officer Elections, in which all Members are permitted to vote.

SECTION 2. Any adults in the greater Pine Island Community including but not limited to Pine Island, Oronoco, Mazeppa, West Concord, etc, that has an interest in being a member of the Pine Island Football Booster Club is eligible to be a non-voting member, unless they become an elected officer, in which case they would become a voting member.

SECTION 3. Membership period shall be from February 1st through January 31st.

SECTION 4. In the event that there are not enough people to fill a board with active members, the board can decide to appoint other people that are interested in volunteering.

ARTICLE IV: OFFICERS

The officers shall be members of the club in good standing and shall be the governing body of the club.

SECTION 1. The Board of Officers shall be:

- | | |
|---|-------------------------------------|
| 1. President | 6. Youth Coach that is appointed by |
| 2. Vice/Co-President | the Head Coach |
| 3. Secretary | 7. Member-at-large |
| 4. Treasurer | 8. Member-at-large |
| 5. High School Coach that is
appointed by the Head Coach | 9. Member-at-large |

The Board of Officers shall consist of a President and Vice/Co-President, Secretary, Treasurer, a High School Coach, a Youth Coach and three (3) Members-at-Large. The High School Coach and Youth Coach are appointed by the Program's Head Coach. The remaining 7 board positions voted on by the members of the club must have at least one high school parent, and one youth parent.

This Board of Officers will govern the club and will have voting privileges at Club meetings.

A simple majority vote shall be used for decisions made at Club meetings except as otherwise required by these bylaws.

SECTION 2. Elections shall be held annually, and executed via a Google Form that is sent to high school families by the Activities Director's office, and sent to the youth families via Sports Engine by the Youth Coach Board Member, ahead of the general meeting each January and shall be decided by all adult members of the club who cast a vote. Election results will be counted and reviewed by the President and Secretary. Voting will have a specific cut-off time ahead of the meeting, so results can be announced at the January meeting.

SECTION 3. The ballots will consist of all those interested in being a board member, along with a short bio explaining why they believe they would be a good fit for the board and noting if they are an incumbent board member. Members will vote on seven (7) board positions, and the top 7 that receive the most votes will be the board. Members will be required to enter their name and email address to ensure they are a member of the club.

SECTION 4. The elected board will appoint the board positions from within.

SECTION 5. Officers shall serve one-year terms.

SECTION 6. Officers shall hold office until: (a) the successor is duly elected, (b) death or disability, (c) resignation or (d) removed from office by a 2/3 majority of all voting members.

SECTION 7. A vacancy for any reason shall be filled by appointment of the remaining officers until the next general election (January) meeting.

SECTION 8. The Board of Officers has the discretion to appoint a single advisory board position to be a member of The Board of Officers. This position would be a non-voting position and would have the sole purpose of advising and guiding the board.

SECTION 9. The Board of Officers is responsible for:

- (a) Adopting policy for the Club, provided that such policy is not in conflict with those policies and regulations as set forth within the official publications of the Minnesota State High School League.

- (b) Ensuring that quality adult leadership is recruited and trained.
- (c) Obtaining and disbursing adequate funds in line with the needs of the Club.
- (d) Approving of or denying expenditures greater than \$100. Expenditures under \$100 may be approved/denied by the President/Co-Presidents.
- (e) Obtaining, maintaining, and disposing of Club property.
- (f) Members-at-Large will take on a role
 - 1. Examples of roles : Volunteer Coordinator, communication, fundraising/sponsorship, youth football, Sports Engine, etc.

SECTION 10. The Board of Officers reserves the right to hold closed meetings.

ARTICLE V: DUTIES OF OFFICERS

SECTION 1: President/Co-Presidents: The president shall supervise all the business affairs and enforce all the rules of the Club. He/she shall preside at all business meetings and assure that an orderly and complete meeting is conducted.

SECTION 2: Vice-President: The vice-president shall assist the president in the performance of his/her duties. In the absence of the president, the vice-president shall perform the duties of the president. The vice-president shall also perform other duties as assigned by the president.

SECTION 3: Secretary: Records the minutes of all meetings and prepares a copy of such minutes for the permanent record before the next meeting or club publication. The secretary is responsible for membership lists and updating records.

SECTION 4: Treasurer: Maintains the financial records of the club and prepares payments as directed by the Board of Officers or president. The treasurer shall:

- (a) Oversee the handling of all funds.
- (b) Oversee the expenditure of funds within the budget approved by the Board of Officers or President/Co-Presidents.
- (c) Pay bills on the recommendation of the president and authorization of the Board of Officers.
- (d) Maintain checking and savings accounts.

- (e) Keep adequate financial records, which include the beginning balance, debits, credits, and ending balance, and report summary at Club Meetings.
- (f) The Treasurer shall maintain concise and accurate financial reports and provide them monthly to the Board of Directors. Reports shall include Statement of Profit and Loss, Cash Flow Statement, Goal to Actual accountings of revenue and expenses, and other reports as required by the Directors.
- (g) Coordinating all reimbursements and obtaining Payment Request forms and receipts for the club records prior to reimbursement or payment when approved.
 - 1. All reimbursements less than \$100.00 may be approved by the Club president.
 - 2. Reimbursements greater than \$100.00 shall be approved by the majority vote of the Board of Officers.
- (h) Keeps a list of all duties and responsibilities of the treasurer (so that someone can more easily take over in case of loss of treasurer)

ARTICLE VI: MEETINGS

SECTION 1. The club shall meet monthly as necessary to conduct the orderly business of the club.

SECTION 2. The President, or designee, shall notify all members of the time and the place of all meetings other than those regularly scheduled.

SECTION 3. All meetings shall be run in an orderly manner.

ARTICLE VII: QUORUM

SECTION 1: A quorum shall consist of at least 5 Board of Officers to conduct ordinary business. A 2/3 majority vote of the Board of Officers is necessary to amend, add, or replace any article in these by-laws.

ARTICLE VIII: ELECTIONS

SECTION 1: Elections for new officers will be held in January of every year.

SECTION 2: Those interested in a board position shall notify the President and Secretary and provide a bio to be included on the ballot.

SECTION 3. Elections shall be held annually, and executed via a Google Form that is sent to high school families by the Activities Director's office, and sent to the youth families via Sports Engine by the Youth Coach Board Member, ahead of the general meeting each January and shall be decided by all adult members of the club who cast a vote. Election results will be counted and reviewed by the President and Secretary. Voting will have a specific cut-off time ahead of the meeting, so results can be announced at the January meeting.

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SECTION 4. In the event of a tie for the 7th board position, the one who received the most first place votes, then second, third, etc. as necessary will receive the position.

SECTION 5. The elected board will appoint the board positions from within.

ARTICLE IX: FINANCES

SECTION 1: Contracts: Only the Board of Officers may authorize contracts on the part of the organization, and it requires two signatures.

SECTION 2: Loans/Credit: No loans may be contracted on behalf of the Club and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Officers. Such authority may be general or confined to specific instances.

SECTION 3: Purchases: All purchases under \$100 may be approved by the President/Co-Presidents. All purchases exceeding \$100 that is paid for by the Club must receive a simple majority approval prior to such payment or commitment to pay. Such purchases must have a request presented to the board, along with a formal quote/estimate outlining the details of the purchase. The Board reserves the right

to request up to 3 bids to ensure fiscal responsibility, and the support and growth of the overall program.

SECTION 4: All checks will be signed by the Treasurer and one other designated board member.

SECTION 5: All funds of the Club not otherwise employed for its purpose shall be deposited from time to time to the credit of the Club in such banks or other depositories as the Board of Officers may select.

SECTION 6: The Board of Officers will appoint a qualified member or agent to conduct an annual audit of the income and expenses of the organization, which includes any necessary federal and state filings.

ARTICLE X: DISCIPLINE

SECTION 1. Method of Procedure: any member or members having a complaint against another member for the infraction of any provision of these bylaws or club rules, as for conduct injurious to the welfare of the Club, may report the same in writing to the Board of Officers. Such a complaint shall set forth the facts of the case, together with the names of the witnesses, if any. After receiving such a complaint, a meeting of the Board of Officers shall be held as soon as practicable to investigate the matter. The complainant/s, and the member complained of, shall receive at least seven (7) days' notice, of such meeting, and may be heard with their witnesses. The statements and evidence shall be reduced to writing and filed with the Secretary, and they shall mail copies thereof to the complainant/s, and to the member complained of. An appeal from the decision of Board of Officers may be taken to the Club general membership within seven (7) days thereafter, by serving upon the Secretary a written notice of such appeal. A special meeting shall thereupon be called for the consideration of the case, and 2/3 vote shall be necessary to reverse the decision of the Board of Officers.

ARTICLE XI:

The foregoing By-Laws were adopted by action of the Board of Officers this _____ day of _____, 2024.