

## **Platteview Booster Club Bylaws**

**Adopted at general membership meeting: March 27, 2024**

### **Article I: Name**

1.01 The name of this Club is The Platteview Booster Club.

### **Article II: Purpose**

2.01 This Club shall support, encourage and advance the athletic and activity programs at Platteview High and Platteview Central Jr High Schools.

2.02 This Club shall promote projects to improve facilities and equipment necessary to enrich the athletic and activity programs at Platteview High and Platteview Central Jr High Schools.

2.03 This Club shall not seek to influence or direct school policies or athletic and activity policies at Platteview High and Platteview Central Jr High schools.

2.04 This Club shall do nothing which violates the rules of the Nebraska School Activities Association (NSAA) or in any way jeopardizes the membership in said athletic association.

### **Article III: Organization and Membership**

3.01 Persons who subscribe to the purpose and function of the Platteview Booster Club.

3.02 Annual dues for individual membership & corporate sponsorship shall be established annually.

3.03 Club members are entitled to one vote when in attendance at Club meetings.

3.04 Club members are encouraged to participate in Club activities.

3.05 Coaches/sponsors of all athletic and activity programs are highly encouraged to support the Club by purchasing an annual Booster membership.

### **Article IV: Meetings**

4.01 The Revised Robert's Rules of Order shall be the authority on all questions of procedure not specifically stated in the bylaws.

4.02 General membership meetings shall be held monthly, or as deemed necessary, on a date, time and place scheduled by an Officer. Special membership and executive committee meetings shall be conducted at the call of the President or Vice President.

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4.03 Notice of all meetings should be provided to the school's activities office to be published at least seventy-two (72) hours prior to the meeting date. The notice should clearly indicate the date, time and location of the meeting.

4.04 Members will provide input to the Officers on any issues they feel should be considered for action.

### **Article V: Officers**

5.01 Election of Officers: Officers shall be elected annually by the membership at a general membership meeting. This Club, from their membership, shall elect a President, Vice President, Secretary and Treasurer. These officers will be the elected Executive Committee.

5.02 Term of office: Every officer shall take office immediately following the May Meeting and shall serve for a term of one year increments without term limits.

5.03 Vacancies of an office, with the exception of the President, shall be filled by a temporary appointment by the President. The general membership will ratify the appointment at the next scheduled meeting. The office of President, in the event of a vacancy, shall be filled by the Vice President.

5.04 President: The president shall have the usual powers of Club management and perform the following duties:

1. Preside at all Club meetings.
2. Personally represent this Club or appoint a delegate.
3. Establish committees and appoint committee chairpersons to help fulfill the purpose of this Club.
4. Call special meetings.
5. Cause Club bylaws to be reviewed yearly.

5.05 Vice President:

1. The vice-president shall perform the duties as may be delegated by the president
2. In the absence of the president, shall perform duties and exercise the powers of the president.

5.06 Secretary: The secretary shall be the custodian of all records, conduct correspondence of this Club, and shall:

1. Record and maintain the minutes of all Club meetings.
2. Maintain all records other than financial records as directed by this Club.
3. Maintain a list of officer names and committee chairs.

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4. Retain copies of this Club's bylaws and have them available at all Club meetings to provide to any active Club member for review upon request
5. Perform all the duties usually incident of the office of Secretary, subject to the control of this Club.

5.07 Treasurer: The treasurer shall be the custodian of all Club financial records and shall:

1. Keep the financial records of this Club, collect dues, pay bills on approval of this Club or its Officers and have custody of all funds of this Club
2. Perform all the duties usually incident to the office of the Treasurer, subject to the control of this Club.
3. Be bonded as prescribed by this Club.
4. Be responsible for filing the Annual State Sales Tax Report.
5. Be responsible for filing the Annual Year End Tax Return (Form 990EZ) following the fiscal year end.
6. Make the books and financial records of this association available for inspection and review annually.

### **Article VI: Operation Policies**

6.01 This Club is organized as a non-profit organization per Section 501(c)(3) of the Internal Revenue Code and no member shall have any legal or equitable ownership in any of its funds or property. In the event of the dissolution of this Club, any funds or assets remaining shall be distributed to Platteview High School.

6.02 Funds are to be deposited in a bank approved by this Club and may be withdrawn on the signatures of any of the following: President, Vice President, Secretary and Treasurer. Withdrawals greater than \$2,500 must be signed off by any of the two officers listed above.

6.03 All fundraising activities must be approved by the Officers of this Club.

6.04 This Club must carry their own liability insurance.

6.05 The Treasurer of this Club shall pay all Club debts after receipt or on approval by this Club or its Officers.

6.06 This Club shall be non-political and non-sectarian.

6.07 The name of this Club or the names of the members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or any purpose not appropriately related to the objectives of this Club.

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6.08 This Club shall not directly or indirectly participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.

6.09 Persons representing this Club shall make no commitments that bind the organization, unless authorized by this Club.

### **Article VIII: Request for Funds**

Coaches/sponsors who wish to have items considered for purchase are requested to:

- a. Hold annual membership with the Club as well as encourage parents of their team to become members & show their support of the Club.
- b. Submit a completed wish list form detailing the specifics of the request; This must be completed and submitted by the published deadlines; Club officers will enforce the deadline so the budget can be maintained and balanced
- c. Provide a minimum of two cost estimates when available.
- d. Provide a listing of rationale.
- e. Prior year wishlist funds must be requested & reimbursed by May 1st of the following year. All funds not requested with valid proof of payment prior to May 1st of the following disbursement year will be forfeited.

### **Article VIII: Amendments**

These bylaws may be amended, repealed and/or replaced with new bylaws by a majority vote of the Platteview Booster Club at any general membership meeting. The amended or new bylaws must be made available for review by all officers at least one month prior to the vote.