

# **VALLEY HEAT BOOSTER CONSTITUTION**

## **ARTICLES AND BYLAWS**

**UPDATED JANUARY 24, 2019**

### **ARTICLE 1 – GENERAL**

#### **SECTION 1: Name**

The name of the organization is the Valley Heat Booster Club, hereafter referred to as the Club.

#### **SECTION 2: Purpose**

The Club exists to support the Phoenix and outlying communities, as a non-profit organization, through extracurricular, educational and amateur activities for both Youth and Adults.

#### **SECTION 3: OBJECTIVES**

- Support the development of all children and adults as complete individuals – emotionally, mentally and physically.
- Promote sportsmanship and fellowship throughout the entire membership.
- Sponsor and support the competitive athletes in all levels of competition and recreational activities.
- Conduct all activities in an ethical manner, ensuring fairness and reason in all decisions.
- Sponsor and support all educational and extracurricular activities of the membership.
- Promote volunteerism within the community.

### **ARTICLE II – MEMBERSHIP**

#### **SECTION 1: General Membership**

1. Members are required to pay an annual membership fee of \$25 per family.

2. All memberships will be renewed on January 1<sup>st</sup> of each proceeding year.
3. Any members and/or family members or those working under any member exhibiting any derogatory behavior, making derogatory statements or engaging in illegal activity will be removed from the club immediately.
4. Potential members who are in any other **public** booster club that works the same events as Valley Heat Booster Club will have to relinquish membership immediately. Double membership may cause issues with venues who have contracted Valley Heat and our members who slotted for our booster club. There are also potential issues with scheduling if the potential member signs up to work the same venue for both clubs.

## **SECTION 2: Representation**

1. All members will be given one (1) vote per family.
2. All members will be given a forum to express their views on a regular basis, and additionally as conditions warrant.

## **ARTICLE III – ORGANIZATION**

### **SECTION 1: Officers**

1. The membership shall elect officers of the Club, through electronic ballot, to lead and coordinate the Club and its activities.
2. The officers shall serve a term of 13 months, beginning on month prior to the beginning of the calendar year to allow for one month overlap with new officers; this should provide a smoother transition of officers.
3. The elected officers shall have the positions of President, Vice President of Marketing/Operations, Treasurer, Secretary, Auditor and Community Head.

#### **4.1 President**

- 4.1.1 Control the general and active management of the business of the Club.

4.1.2 Preside at all meetings of the membership and Board.

4.1.3 Appoint Special Committees.

4.1.4 Approve Checks with the Treasurer for any amount in excess of \$250.00.

4.1.5 Call all general and special meetings.

#### **4.2 Vice President of Marketing/Operations**

4.2.1 In the absence of the President, or in case of his/her failure to Act, assume the responsibilities of that office.

4.2.2 Any and all aspects of soliciting new membership to the Booster Club.

4.2.3 Assist the President in securing new fund raising opportunities.

4.2.4 Perform other duties as the Board may require.

4.3.5 In the absence of the President, or in case of his/her failure to Act, assume the responsibilities of that office.

4.3.6 Oversee the general physical operation of the various Fundraisers.

4.3.7 Perform other duties as the Board may require.

#### **4.4 Treasurer**

4.4.1 Collect and deposit all monies and other properties and effects In the name and of and to the credit of the Club.

4.4.2 Keep full and accurate accounts of receipts and disbursements

Through the budget.

4.4.3 Render a quarterly accounting of the transactions and financial Condition of the Club. Present an annual financial statement at The first meeting following the end of the fiscal year.

4.4.4 Sign all checks with a cosigner of the President, or Vice President) /instruments of payment with approval of the President required on checks in excess of \$250, unless Previously approved by the Board. Perform any and all duties Considered standard practice of the office of the Treasurer.

4.4.5 Render a monthly accounting to each member of their personal Fund raising account.

4.4.6 File taxes before all deadlines provided by the IRS

#### **4.5 Secretary**

4.5.1 Assume Responsibility to maintain all records of the Club.

4.5.2 Record and keep the minutes of all meetings of the Membership and the Board.

4.5.3 Maintain a current copy of the Constitution-Articles and Bylaws of the Club.

4.5.4 Maintain a current membership list.

4.5.5 Conduct the Club's general correspondence.

4.5.6 Be responsible, with the President, for keeping the membership informed of notices, calls for meetings, and major issues coming before the membership.

#### **4.6 Auditor**

4.6.1 Approve meeting minutes.

4.6.2 Completes audit of books every three months.

4.6.3 Will review any disputes that members may have with their accounts.

4.6.4 Will sign off on balances to ensure accuracy of accounting.

#### **4.7 Member At Large**

4.7.1 Will oversee of all sub committees

4.7.2 Will complete duties assigned by President or Vice President

#### **5.5 Replacement of Officers**

5.5.1 If an officer relinquishes his/her office before the end of term, the Board **will** elect a replacement.

5.5.2 If an elected officer is not fulfilling their responsibilities, the Board has the authority to remove and replace that person by a board majority vote and replace them by a Special Election.

5.5.3 If no suitable nomination is received for an officer, the responsibility for this office will revert to the Board for disposition of those duties.

### **SECTION 2: Board of Directors**

1. The Board of Directors shall consist of the Officers of the Club.
2. The Board will constitute the governing body of the Club. It will be responsible for, authorize and control all Club activities, expenditures, and policies in a manner consistent with the Constitution-Articles and Bylaws of the Club.

3. Each Board Member shall have one vote in Board decisions. In the event of a tie, the presiding officer shall have one additional vote.
4. Any proposed changes to the Constitution must first be approved by the Board. Upon approval, the proposed change will be brought before the general membership for ratification.

### **SECTION 3: Committees**

1. Formation of committees will be called for by the Board to direct the activity of each fundraising program, as conditions warrant
2. Each committee will have a chairperson that will direct, be responsible for, and report progress of that committee activity to the Board. The chairperson must also submit the budget for the cognizant activity of the Board.
3. Members sitting on a committee will not have a board vote.

### **SECTION 4: Elections**

1. Ballots will be sent by November 1 to all members, beginning November, 2016.
2. Results will be announced at the December meeting, beginning December, 2016.
3. All current board members terms will end December 31<sup>st</sup> at midnight.

## **ARTICLE IV – FINANCE**

### **SECTION 1: Budget**

An annual budget for the upcoming fiscal year is to be submitted for approval

by the Board at the January meeting and voted on by the board.

### **SECTION 2: Distribution of Funds**

Funds shall be used as determined by the Board within the general framework of the budget. The Board has the authority to distribute the

funds as needed for fundraising purposes up to \$500 with a majority vote of the Board. Additional funds above \$500 will be voted on by members.

## **BYLAW #1 – Meetings**

1. The General membership will meet quarterly. (Date subject to change due to growth of the club and convenience of members.) The President will preside over all meetings. The Board will call for all general meetings.
2. The Board of Directors will meet prior to all general membership meetings, and additionally, as required. The President will chair all Board Meetings. The President will call for all meetings of the Board.
3. A Special meeting of the general membership will be called upon request of 50% of the general membership.
4. A general quorum will be constituted by those in attendance at a general membership meeting.
5. A quorum at the Board of Directors will be constituted by the simple majority of the Board.
6. A constitutional quorum will be constituted by a simple majority of the membership at a general membership meeting.
7. All meetings will be conducted in accordance with Robert's Rules of Order, Revised
8. Voting at all meetings will be done by a show of hands, with the exception of the election of officers, in accordance with Article III, Section 1.1
9. An Annual meeting will be held in January of each fiscal year to officially recognize the new Officers and Board as well as purpose the budget for the upcoming year.

## **BYLAW #2 – Fundraising Programs**

### **1.1 GENERAL**

- 4.1.1 Members can participate to whatever degree they wish with no Individual cap or limit on a specific fundraiser.

## **1.2 FUNDRAISING PROGRAMS INFORMATION**

- 1.2.1 All fund raising opportunities/activities undertaken by any member must first be registered and approved by the Board. The fundraiser will then be offered to the general membership for their vote and/or participation.
- 1.2.3 All individuals participating in a specific fundraiser will benefit an equitable share in the profit based upon a predetermined method for each fundraiser.
- 1.2.4 For a fundraiser with limited participation, the fund raising chairperson must notify the general membership prior to accepting signups.

## **1.3 MEMBERS ACCOUNTS**

- 1.3.1 Members will have an account set in their family name for the purpose of depositing funds. These funds can be used to offset the cost of all activities as specified in Article 1, Section 2
- 1.3.2 Member accounts can be funded by volunteering in fundraising events.
- 1.3.3 Receipts or invoices required to dispense funds to members from their account.

## **1.4 LEAVING THE CLUB**

- 1.4.1 A family that withdraws from the Club will receive no refund on any monies obtained through fund raising, as this would violate IRS policies.
- 1.4.2 A family that withdraws from the Club has up to ninety (90) days from date of withdrawal, to request reimbursement of any out-of-pocket expenses with the appropriate receipts and/or documentation. After the ninety (90) day period has expired, all funds in the family's account shall be disbursed at the discretion of the Board.



### **BYLAW #3 Reimbursement**

1.1 Reimbursement for expenses, per Article 1 Section 2, may be obtained by submitting a request for reimbursement form, with receipts, to the Board.

1.2 All requests for reimbursement will be deducted from the members Account.

1.3 Request for funds will only be taken via electronic form showing an attached invoice and/or receipt. This is done for tracking purposes of the treasurer. All requests will be processed from current funds in member's accounts and mailed within a seven day period.

1.4 There are no "future reimbursement" on accounts. Accounts funds will only be distributed according to what the member's current account balance is.

### **BYLAW #4 Distribution of Fundraising Funds**

1.1 Distribution of fundraising funds and tips will be as follows:

90% - Distributed to members volunteering for event

4% - Distributed to General Fund

6% - Distributed to the Board Members Family Account

Distribution shall be subject to the same guidelines as

Defined under BYLAW #2, 1.3.1- Member Accounts and

BYLAW #4 – Reimbursements. Main Board Members

(President, Vice-President, Treasure and Secretary) will receive

1% in their respective family accounts and all other Board

Members (Assistant Treasurer, Committee Lead, Auditor and

Member-At-Large) will each split 2% (.50%) and will be

distributed into respective family accounts.

1.5 If Two (2) or more events fall on the same calendar day, all proceeds, including tips, will be combined for both events and distribution shall be made accordingly.

### **BYLAW #5 – 501C3 Funds**

1. All funds donated for this account will be allocated at the time of donation.
2. All funds profited from any fundraiser under the 501C3 will be assigned at such time as the event is organized
3. The club will not participate in any fundraising program where there is any direct benefit to the member who raises the funds.
4. The club will publicize all fundraising events in advance of the event, the fair market value of the benefit received in such a way that our contributors can clearly determine what portion is deductible, and what portion is not.

### **BYLAW #6 – RULES FOR CALLING OUT OF EVENT**

1. In the event a member has the necessity of calling out of an event they are scheduled for, it is the responsibility of the MEMBER to contact the ANY BOARD MEMBER and request to be excused from the schedule. If the Member has already been placed on the schedule, it is the MEMBERS responsibility to find a replacement (compatible to their scheduling duties) if they are unable to volunteer for said event. IF THE CALL OUT IS AN EMGERENCY (as noted at the end of Bylaw #7), the MEMBER will contact ANY BOARD MEMBER and advise of said emergency and the Board will find a replacement for the MEMBER. If a Member has a consistent pattern of calling out of an event, said member will be placed at the end of all scheduling lists due to the inability to depend on said members attendance.

\*AN EMERGENCY CONSISTS OF hospital visits, illness, accident, called into work or any other reason the Board deems urgent.

## **BYLAW #7 – REPROCUSSIONS FOR THEFT**

In the event a Member has been shown to be embezzling funds (defined at end of Bylaw #8) from the Booster Club, said Member will be escorted out of the venue by Law Enforcement and charges will be pressed against said Member. In the event a Member has been found to be embezzling funds, said Member's Family Account shall be seized by the Booster Club and said funds will be disbursed to the 501 c (3) account and membership in the Valley Heat Booster will be cancelled.

\*(Theft includes, but is not limited to, inventory not purchased, tips not accounted for in the proper receptacle, inventory not properly inputted into cash registers, etc.)

## **BYLAW#8–APPROPRIATE BEHAVIOR**

Members are not to speak poorly of the venues we are working in, about other members or about the Booster Club in a disrespectful and bad mannered way. Bad manners and bad behavior will not be tolerated at any venue. If any 2 unsolicited members come to any of the Board and complain of such behavior, the member will be immediately asked to leave the venue.