

# **Bylaws Of The Viking Backers Booster Club**

(A Non-Profit Corporation)

## **Article One Name and Location**

Section 1. The name of the organization shall be **The Viking Backers Booster Club.**

Section 2. All club meetings may be held at such places within the Mt. Hebron High School (MHHS) school district as designated by Mount Hebron High School Administration and Viking Backers Booster Club officers.

## **Article Two Purposes and Structure**

Section 1. Purposes. This corporation is organized exclusively for charitable, literary, and educational purposes as defined in Section 501(c)(3) of the Internal Revenue Code. The purposes of the Corporation include raising funds and purchasing personal property and services to be used by students and faculty at **the Mt. Hebron High School, Ellicott City, Maryland 21042**, providing volunteers for educational and extracurricular activities that will contribute to the public education of the community; engaging in other charitable, civic, or educational activities that will contribute to the public education of the community; and exercising other powers conferred by the laws of Maryland on nonprofit corporations.

This Corporation shall be self-governing, self-supporting, non-commercial, nonsectarian, nonprofit and nonpartisan, and shall seek neither to direct the administrative activities of the Howard County School District nor to control its policies.

No part of the net earnings of the Corporation shall inure to the benefit of any director of the Corporation, officer of the Corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Corporation affecting one or more of its purposes); and no director, officer or and private individual shall be entitled to share in the distribution of any of the corporate assets on the dissolution of the Corporation. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publication of statements) any political campaign on behalf of any candidate for public office.

The Corporation shall not conduct or carry on any activities not permitted to be Conducted or carried on by an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue code and Regulations as they now exists or as they may be amended.

The Corporation shall observe the following regulations: Any Howard County School District guidelines and policies and all local, state and federal laws which apply to nonprofit organizations.

Upon dissolution of the Corporation or the winding up of its affairs, the assets of the Corporation shall be distributed exclusively to charitable organizations which would then qualify under the provisions of Section (c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may be amended.

The Corporation is organized pursuant to the Maryland Nonprofit Corporation Act and does not contemplate pecuniary gain or profit and is organized for nonprofit purposes which are consistent with the provisions of Section 501 (c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may be hereafter amended.

### **Article Three** **Membership**

Section 1. Membership. Membership in this organization is open to any person who is a parent, guardian, or adult relative of a child or children, or who is residing in the **Mt. Hebron High School** district, who pay the annual membership dues as assessed by the Board of Directors, and who will uphold the policies of this organization and agree to its Bylaws.

Section 2. Qualification. Eligible persons shall become members by paying the prescribed membership dues per family per school year. Upon payment of such dues, a member shall be considered in good standing and be entitled to any and all rights and privileges of membership.

Section 3. Faculty and Advisors. Faculty and Advisors of Mt Hebron High School's duly authorized extra-curricular activities are eligible for Honorary Membership in this Boosters Club and have full voting privileges at all general membership meetings. All such Faculty and Advisors shall not be required to pay the annual membership dues required in Section 1.

Section 4. Administrative Staff. The duly appointed Administrative Staff of Mt. Hebron High School are eligible for Honorary Membership in this Boosters Club and will have full voting privileges at all general membership meetings. All such Administrative Staff (defined as the "Principal, Assistant Principals and Athletic and Activities Manager" or another Mt. Hebron High School administrative staff designee) shall not be required to pay the annual membership dues required in Section 1.

Section 5. Membership Drive. An annual membership drive shall be conducted as early in the school year as possible, with additional members accepted at any time.

Section 6. Dues. Annual dues shall be assessed in such amounts as determined by a 2/3 majority of the members present at the organizational meeting for the upcoming year. Dues shall be payable beginning August 1<sup>st</sup> of each year.

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**Article Four**  
**Board of Directors**

Section 1. Qualification. Any member in good standing is eligible to serve on the Board of Directors.

Section 2. Powers. The Board shall be the governing body of the organization and shall manage, control, and direct the affairs and property of the organization.

Section 3. Compensation. No Director shall receive compensation for any service he or she may render to the organization. Board members may be reimbursed for actual expenses incurred in the performance of their duties.

Section 4. Number. The Board of Directors of the Viking Backers Boosters Club shall be comprised of ten (10) members: The President, Executive Vice President, VP Ways and Means, Vice President Concessions, Vice President Spirit Wear, Secretary, Treasurer, Assistant Treasurer and one Members-at-Large and Past President.

Section 5. Officers. Officers shall be elected at the last general business meeting at the end of each season and will take office immediately. The nominating committee will name a slate of officers and the floor will also be open for nominations. The officers will be elected by simple majority of the membership present. Vacancies of offices of unexpired terms shall be filled by appointment by a majority of the remaining officers. Upon election, maximum participation in Executive Board and General Business meetings is strongly encouraged.

The officers and their respective duties are as follows:

**a.     **The President shall:****

- Preside at all meetings of the organization;
- Regularly meet with the designated district and high school representatives regarding booster activities;
- Communicate all critical messages both orally and in writing to the community-at-large (e.g., Back-to-School Night, Freshman Parent Orientation, Newsletters, Sports Orientations, and other related events);
- Resolve problems in the membership;
- Regularly meet with the treasurer of the organization to review the organization's financial position;

- Schedule annual audit of records or request an audit if the need should arise during the year;
- Perform any other specific duties as outlined in the bylaws of the organization.

**b. The Executive Vice President shall:**

- Preside at all meetings of the organization in the absence or inability of the President;
- Regularly meet with the Treasurer of the organization to review the organization's financial position;
- Oversee Norseman Scholarship Committee
- Performs administrative functions delegated by the president;
- Performs other specific duties as outlined in the bylaws of the organization.
- Oversee insurance policy for the organization, meeting yearly with agent to review policies.

**c. The Vice President - Ways and Means shall:**

- Preside at all meetings of the organization in the absence or inability of the President or Executive VP;
- Oversee all ongoing and special event fundraising coordination and execution;
- Identify and collect on a weekly basis all purchase receipts and forward to President and Executive VP for auditing and storage;
- Oversee Corporate Sponsorship Committee
- Perform administrative functions delegated by the President;
- Perform other specific duties as outlined in the bylaws of the organization;
- Track revenues for sports camps and team fundraising.

**d. The Vice President - Concessions shall:**

- Preside at all meetings of the organization in the absence or inability of the President or Executive VP;
- Oversee all concession fundraising coordination for both indoor and outdoor concession stands;
- Maintain all vendor communications;
- Identify all inventory and oversee and conduct all applicable ordering;
- Oversee all Serv-Safe certifications and practices;
- Maintain all Serv-Safe records when and where applicable;
- Identify and collect on a weekly basis all purchase receipts and forward to President, Executive VP, and treasurer for auditing and storage;
- Maintain an accurate and detailed account of all monies received and spent related to the concession stand;

- Oversee all scheduling for indoor and outdoor concession stand operations using the automated volunteer system;
- Perform administrative functions delegated by the president;
- Perform other specific duties as outlined in the bylaws of the organization.
- Maintain liaison and coordination with the Concessions Coordinator (Assistant to the VP Concessions) who will conduct the following:

**The Concessions Coordinator shall:**

- Serve as an assistant to the VP of Concessions;
- Assist in all scheduling and operations of concession stand;
- Assist in ordering and pick-up of all food and drinks for the stand;
- Issue a receipt for all monies received and deposit said amounts on a weekly basis (daily if receipts on hand exceed \$ 250.00);
- Maintain an accurate and detailed account of all monies received and spent on concessions.

**e. The Vice President – Spirit Wear shall**

- Preside at all meetings of the organization in the absence or inability of the President or Executive VP;
- Oversee all spirit-wear fundraising coordination;
- Maintain all vendor communications;
- Identify all inventory and oversee and conduct all applicable ordering;
- Identify and collect on a weekly basis all purchase receipts and forward to President, Executive VP, and treasurer for auditing and storage; Maintain an accurate and detailed account of all monies received and spent related to spirit-wear sales and purchases;
- Schedule school-wide sales dates
- Oversee all scheduling for spirit-wear operations using the automated volunteer system;
- Maintain the online store;
- Weekly check for online orders; fill and deliver online orders
- Perform administrative functions delegated by the president;
- Perform other specific duties as outlined in the bylaws of the organization.
- Maintain liaison and coordination with the Spirit-Wear Coordinator (Assistant to the VP Spirit Wear) who will conduct the following:

**The Spirit Wear Coordinator shall:**

- Serve as an assistant to the VP of Spirit Wear;
- Assist in all scheduling and operations of spirit wear sales;
- Assist in ordering and pick-up of all spirit wear merchandise;
- Assist with maintaining the online store and completing online orders;

- Issue a receipt for all monies received and deposit said amounts on a weekly basis (daily if receipts on hand exceed \$ 250.00);
- Maintain an accurate and detailed account of all monies received and spent on spirit wear. VR

**f. The Secretary shall:**

- Attend all meetings of the organization;
- Serve as Communications Director;
- Report on any recommendations made by the executive board of the booster organization if such a governing board is defined by the bylaws;
- Record, distribute, and maintain the records of the minutes, approved bylaws and any standing committee rules, current membership and committee listing;
- Record all business transacted at each meeting of the association as well as meetings of any executive board meetings in a prescribed format;
- Maintain records of attendance of each member;
- Conduct and report on all correspondence on behalf of the organization;
- Other specific duties as outlined in the bylaws of the organization.

**g. The Treasurer shall:**

- Attend all meetings of the organization;
- Serve as chairperson of the Budget and Finance Committee if prescribed within the bylaws of the organization;
- Issue a receipt for all monies received and deposit said amounts on a weekly basis (daily if receipts on hand exceed \$ 250.00);
- Present a current financial report to the executive committee and general membership within thirty days of the previous month end;
- File current financial reports with the district representative on a monthly basis;
- Maintain an accurate and detailed account of all monies received and disbursed;
- Reconcile all bank statements as received and resolve any discrepancies with the bank immediately;
- File sales tax reports as required by the comptroller's office (monthly, quarterly, or annually);
- File annual IRS form 990 in a timely manner;
- Submit records to audit committee appointed by the organization upon request or at the end of the year;
- Distribute approved funds as designated by the organization;
- Pay all Viking Backer invoices within thirty (30) days or as reasonably requested by payee;
- Other specific duties as outlined in the bylaws of the organization.

**h. The Assistant Treasurer shall:**

- Attend all meetings of the organization;
- Assist the Treasurer in all fiscal responsibilities;
- Serve as member of the Budget and Finance Committee if prescribed within the bylaws of the organization;
- Issue a receipt for all monies received and deposit said amounts on a weekly basis (daily if receipts on hand exceed \$ 250.00);
- Present a current financial report to the executive committee and general membership within thirty days of the previous month end;
- File current financial reports with the district representative on a monthly basis;
- Maintain an accurate and detailed account of all monies received and disbursed;
- Reconcile all bank statements as received and resolve any discrepancies with the bank immediately;
- File sales tax reports as required by the comptroller's office (monthly, quarterly, or annually);
- File annual IRS form 990 in a timely manner;
- Submit records to audit committee appointed by the organization upon request or at the end of the year;
- Distribute approved funds as designated by the organization;
- Pay all Viking Backer invoices within thirty (30) days or as reasonably requested by payee;
- Oversee Membership Committee, membership drive and dues collected;
- Other specific duties as outlined in the bylaws of the organization.

**i. The Member-at-Large shall:**

- Attend all meetings of the organization;
- Serve as the Coordinator for the automated Volunteer Sign-Up system; Serve as chairperson of any special projects assigned by the President;
- Other specific duties as outlined in the bylaws of the organization;

**j. The Past President shall:**

- Attend all meetings of the organization;
- Serve as an advisor to the Board of Directors;
- Shares ideas, guidance, and expertise based on his/her experience as Past President;
- Assists Directors as requested.

Section 5. Term. Each elected officer shall serve a term of one two-year term or until a successor has been duly elected or appointed.

Section 6. Meetings. The Board of Directors shall provide regular meetings and shall be held monthly (at a minimum on a quarterly-basis) at the Mount Hebron High School. Notice shall be communicated to each director (and each member of the School Administrative Staff and faculty sponsors where appropriate) at least seven (7) calendar days before the time appointed for the meeting. Board members are expected to be in attendance in at least three quarters of the board meetings to hold their position.

Section 7. Notice. Notice of any special meeting of the Board of Directors shall be given at least two (2) days previously thereto by oral or written notice delivered personally or sent by email to each Director. Any Director may waive notice of any meeting, and the attendance of a Director at any meeting shall constitute a waiver or notice of such meeting.

Section 8. Quorum. A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a quorum of the Directors is present at said meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice. The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

Section 9. Voting. Each qualified household, as described in Article Three, Section 2 of these Bylaws, shall have the right to cast one vote at any matter at any particular meeting. The decision of a majority of the voting members present at a meeting at which a quorum is established will be binding on the organization, unless provisions of these Bylaws require greater vote.

Section 10. Proxy. No voting by proxy will be allowed.

Section 11. Vacancy. Whenever any temporary vacancy occurs in the Board of Directors, that vacancy shall be filled without undue delay by a majority vote take by ballot of the remaining members of the Board at a special meeting (or at the next club meeting which occurs after the vacancy occurs). The person so chosen shall hold office until the next general membership meeting.

## **Article Five** **General Provisions**

Section 1. Fiscal Year. The fiscal year of this organization shall be July 1 through June 30 of the following calendar year.

Section 2. Operating Funds. Operating funds shall be maintained in a general fund, and an accounting of such funds shall be presented at all meetings.



Section 3. Fiscal Responsibility. All directors who having fiscal responsibility shall be insured.

Section 4. Annual Statement. The directors shall present at each annual meeting, or when called by vote of the members at any meeting, a full and clear statement of the condition of the organization.

Section 5. Group Exemption. This nonprofit organization will qualify as a tax-exempt organization under the provisions of Section 501(c)(3) of the Internal Revenue code and its Regulations as they now exist.

## **Article Six** **Standing Committees**

Section 1. Nominating Committee. Meet to receive nominations for the elected offices of the organization and to prepare a slate of nominees and a ballot for the election of officers. The committee shall be made up of the President, an Administrator (Principal or Athletics director) and one at-large person appointed by the President.

Section 2. Fundraising Committees. Responsible for organizing and coordinating the planning and implementation of all activities associated with fundraising events. The Vice President of Ways and Means shall chair the committee and name its members as needed. For Special Fundraising Events such as Basket Bingo, Holiday Tree & Trim, Driver's Education, Viking Fest, 5K and Corporate Sponsorships, The VP of Ways and Means is responsible for establishing a Committee to develop and manage each special event.

Section 3. Membership Committee. Distribute membership information, coordinate membership drive and collect membership dues. The President shall appoint the chair of the Membership Committee and the Assistant Treasurer shall provide oversight of the Committee and support as needed.

Section 4. Scholarship Committee. Responsible for coordinating the scholarship application and selection process. A Board Member shall chair the committee.

Section 5. Website Committee. Responsible for coordinating the Viking Backers Booster Club website and automation process. The President shall appoint the chair of the committee.

## **Article Seven** **Amendments**

Section 1. Amendments to Bylaws. These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a majority of the Directors, provided that such alterations, amendments, or proposed substitute Bylaws have been read or distributed to all

Directors present at the previous regular meeting or such action may be made at a special meeting held at least ten (10) days after the regular meeting at which the reading or distribution was made.

Section 2. Amendments to the Articles of Incorporation. The Directors shall adopt a resolution setting forth any proposed amendment of the Articles of Incorporation, which, if approved by a majority of the Directors, shall be again submitted for a vote at the next regular meeting of the Directors.

### **CERTIFICATE OF SECRETARY**

I certify that I am the duly elected and acting secretary of the Viking Backers Booster Club and these Bylaws constitute the corporation's Bylaws. The Bylaws were duly adopted at a meeting of the board of directors held on June 5, 2017.

Dated: June 5, 2017

Katherine Burkitt  
Secretary of the Corporation