



Bylaws
for
**Frederick High
School Booster
Club**

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Article I Organization Profile

Section 1.01 Name

The name of the organization is Frederick High School Booster Club, and is associated with Frederick High School located in Frederick, Colorado, hereinafter referred to as the "Booster Club".

Section 1.02 Mission/Vision/Values

Mission:

We inspire people and provide resources to strengthen their organization within the Frederick High School Community.

Vision:

We envision a community where all FHS organizations have the opportunity, but are not limited to:

- Raise funds
- Be self-sustaining
- Reinforce education in the student body
- Be active participants in the Carbon Valley Community

Values:

Leadership: We listen and learn from our community. We facilitate the activities to raise funds.

Equity: We strive for equality and do not focus on any organization within the student body.

Inclusiveness: We practice inclusiveness in our community. We honor diverse strengths, needs, voices, and backgrounds of all members of our community.

Accountability: We serve as stewards for our community investments and honor the charitable intentions of our donors to meet current and future community needs. We hold ourselves to the highest standards of ethics, integrity, service, and fiduciary responsibility.

Mutual Respect: Our student-centered community values excellence, integrity and mutual respect.

Article II Office

Section 2.01 Principal and Registered Offices

The physical location of the Booster Club, in the State of Colorado, shall be located at Frederick High School, 5690 Tipple Ave., Frederick, CO 80504, with a mailing address of P.O. Box 903,

Frederick, CO 80530. The address may be changed from time to time by the Board of Officers and per amendment.

Section 2.02 Other Offices

The Board of Officers may, at any time, establish branch or subordinate offices at any place or places, within the attendance area of Frederick High School, where the Booster Club is qualified to conduct its activities.

Article III Articles of Organization

Section 3.01 Articles of Organization

The articles of organization for the Frederick High School Booster Club are the Bylaws and Articles of Incorporation of such organization and any legal tax exempt and/or bingo license items on file with the Colorado Secretary of State.

Article IV Purposes and Limitations

The general purpose of the Booster Club is to support the entire student body and staff of Frederick High School, including but not limited to its clubs, student and parent organizations, and athletic teams, and for the following specific purposes and with the following specific limitations:

Section 4.01 Purposes

The Booster Club is organized and shall be operated exclusively for the following purposes:

- A. For religious, charitable, scientific and educational purposes as set forth in Section 501(c)3 of the Internal Revenue Code including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(3)c of such Code.
- B. To do everything necessary, suitable, or proper for the accomplishment, attainment, or furtherance of, and to every other act or thing incidental to, appurtenant to, growing out of, or connected with, the purposes, objects, or powers set forth in these bylaws, whether alone or in association with others.
- C. To possess all the rights, powers, and privileges now or hereafter conferred by the laws of the State of Colorado upon a nonprofit Booster Club organized under the Colorado Revised Nonprofit Corporation Act, and in general, to carry on any of the activities and to do any of the things herein set forth to the same extent and as fully as a natural person or partnership might or could do.
- D. To transact all lawful business in which Booster Clubs may be involved pursuant to the Colorado Revised Nonprofit Corporation Act so long as the purpose of that business is in accordance with Section 501(3)(c) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

- E. Nothing set forth in these bylaws shall be construed as authorizing the Booster Club to possess any purpose, object, or power, or to do any act or thing forbidden by law or to engage in any activity not approved by Section 501(3)(c) of the Internal Revenue Code.
- F. Subject to the forgoing limitations, the Booster Club goal is to enhance the student experience at Frederick High School by providing support to the student body, staff, student and parent organizations, clubs and athletic teams of the Frederick High School community. To this end, the Booster Club may take such other actions as are not inconsistent with its purpose as a nonprofit tax-exempt organization.

Section 4.02 Limitations

Notwithstanding any other provision of these bylaws, the Booster Club shall neither have nor exercise any power, nor shall it engage directly or indirectly in any activity, that would invalidate its status as a corporation which is exempt from federal income tax as an organization exempt from federal tax under Section 501(3)(c) of the Internal Revenue Code.

No substantial part of the activities of the Booster Club shall consist of carrying on propaganda, or otherwise attempting to influence legislation and the Booster Club shall not participate in, or intervene in (including the publishing or distributions of statements) in any political campaign on behalf of a candidate for public office. Furthermore, no part of the activities of the Booster Club may be used to influence legislation as defined in Section 4945 of the Internal Revenue Code during any period the Booster Club is classified as a Private Foundation under federal tax laws.

The property of the Booster Club is irrevocably dedicated to charitable, scientific and educational purposes and no part of the net earnings or assets of the Booster Club shall inure to the benefit of, or be distributable to, officers, and/or any other private person(s), except that the Booster Club shall be authorized and empowered to pay reasonable compensation for services rendered to or for the Booster Club.

Section 4.03 Dissolution

In the event of dissolution of the Booster Club, pursuant to the Colorado Nonprofit Corporation Act, all assets, after payment of all just and legal debts, shall be distributed, through the Frederick High School Booster Club Scholarship Fund, in its entirety, during the year of dissolution. This fund, in the opinion of the Board, most nearly adheres to the ideals and purposes of the Booster Club.

Article V Members and Dues

Section 5.01 Qualification

All parents and guardians of students enrolled in Frederick High School, community members interested in the goals of the Booster Club, and staff and administration members of Frederick High School, who choose to become members, may do so by acting through its membership or its officers or volunteering with the Booster Club or its committees during its fiscal year. The Principal and Assistant Principals shall be non-voting, advisory members of the organization.

Membership in this organization shall be made available without regard to race, color, creed or national origin.

Each member shall be entitled to one vote on any matter brought before the membership, including the election of officers. A new member must wait a minimum of forty five (45) days **and** must attend a minimum of three (3) regular membership or committee meetings before being entitled to vote at a regular meeting of members. Continuing members must attend a minimum of 3 regular membership or committee meetings during the prior twelve (12) month period in order to retain their voting privileges.

Persons wishing to be considered for membership and included in Booster Club business/meeting communication, both type written and electronic, must submit a membership form annually during any regularly scheduled membership meeting or during any membership drive event .

An annual membership term is from July 1 to June 30 of each year.

Section 5.02 Rights and Responsibilities

The members shall have the right and responsibility to attend meetings and events sponsored by the organization, serve on committees and be nominated and elected to office. Voting members shall have the right to vote for the officers, review and approve the annual budget and approve amendments to these bylaws as well as vote on any matter brought before the board should they attend the meeting where the matter is scheduled for discussion.

Members have the obligation to work in conjunction with the Booster Club in a positive and constructive manner, supporting the Mission, Vision, and Values of the Club as set forth in these bylaws, Article I, Section 1.02.

Only qualified voting members in good standing shall be eligible to serve as officers of the Booster Club.

Section 5.03 Dues

There are no dues to be a voting member. Voting member privileges are obtained by fulfilling obligations stated in Section 5.01 and 5.02.

Voting members shall have the right to amend the dues/fees, or volunteer hours needed to become members, by amending these bylaws per the rules and regulations set forth in these by-laws.

Section 5.04 Membership Revocation

Any member found by a unanimous vote of the Executive Board to be in direct conflict with the obligations of membership listed in Article V, Section 5.02, may have their Booster Club membership revoked. Such member will be notified a minimum of thirty (30) days prior to a revocation vote. After revocation, a full refund of any monetary membership dues paid will be issued, in the form of a Booster Club check, to that person within fourteen (14) calendar days and delivered by U.S. Postal Service, postage paid by the Booster Club, to the last known address of residence on file.

Article VI Meetings

Section 6.01 Place of Meeting

The members shall meet at such place as the members may from time to time specify at a public location within the attendance area of Frederick High School. Until changed hereafter with the consent of members at any special meeting or at the annual meeting of members, meetings of members shall be held on the premises of Frederick High School.

Unless otherwise amended the monthly meeting shall be held on the first (1st) Monday of each month at 7pm at Frederick High School. Occasional adjustments may be made due to school functions or holidays. These changes will be posted a minimum of fourteen (14) days prior to the regularly scheduled meeting date on the Booster Club's website, and other electronic media as available.

Section 6.02 Annual Meeting

An annual meeting of members shall be held on or shortly after the first day of May of each year, in order to elect officers to serve for the following school term that begins thereafter, and to transact such other business as may come before the membership.

Section 6.03 Special Meetings

Special meetings of the members shall be held whenever called by the Board of Officers and shall be called any time on written request of at least ten percent of the membership. The request shall state the time, place and object of the meeting. Unless otherwise indicated in the notice thereof, only the business specified in such notice may be transacted at the special meeting.

Section 6.04 Notice of Annual Meeting/Special Meetings

Except as may be otherwise specifically provided in these bylaws, written notice of each annual/special meeting of the members shall be emailed at least fourteen (14) days but no more than fifty (50) days before the meeting. For members without email addresses, notices shall be mailed, postage prepaid by secretary of the Booster Club, to each member at such member's last known address. Each notice shall state the place, day and hour at which the annual/special meeting is to be held. The attendance of a member at a meeting shall constitute a waiver of notice of such meeting, except where a member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

Section 6.05 Quorum

At any meeting of the members, five percent (5%) of the active members, or at least 5 members, whichever is greater shall constitute a quorum for the transaction of business. In the event a quorum is not present, such meeting may be adjourned from time to time by those present until a quorum is obtained.

Section 6.06 Manner of Acting

The act of the majority of the members present at a meeting at which a quorum is present shall be the act of the members, except as may be otherwise specifically provided by law or by these

bylaws. Voting by proxy shall not be allowed at committee meetings, special meetings or regular membership meetings.

Article VII Board of Officers

Section 7.01 Qualifications

Each officer of the Board of Officers must be an active member of the organization with current voting privileges. No officer shall be married to another officer. No officer may be a sibling of another officer. No officer shall be a signer for any checks that are payable to him/herself or any of his family members. Each officer must have attained the age of 21 years prior to be elected to the Board of Officers. Three (3) out of the five (5) officers on the board must have a student who currently, or will within the forthcoming one hundred twenty (120) days, attend Frederick High School.

Section 7.02 Officers

The officers of this organization shall include one (1) President, one (1) Vice-President, one (1) Secretary, one (1) Treasurer as may be elected and one (1) Games Manager In Charge who will be appointed by a newly elected Board of Officers within thirty (30) days of election.

Section 7.03 General Powers

The business (including the affairs, activities and operation of the organization) and the property of the organization shall be managed under the direction of its Board of Officers, consistent with federal and state laws and these bylaws.

The duties of the Executive Board shall be to:

- a. Transact necessary business in the intervals between organization meetings and such other business as may be referred to it by the organization;
- b. Present a report at the regular meetings of the organization;
- c. Approve Plans of Work for all officers and committee chairperson;
- d. Appoint an audit committee consisting of not less than three (3) members, who are not authorized signers, at least thirty (30) days before the annual meeting, to audit the treasurers accounts;
- e. Create standing and special committees;
- f. Fill vacancies of officers and;
- g. Prepare and submit a budget for the coming year to the organization for adoption;
- h. Approve routine bills within the limit of the budget;
- i. Ensure that the organization, through its practices and policies does not violate these bylaw rules, or the rules of the State of Colorado or any Federal laws.

Section 7.04 Number

The number of officers of the Booster Club shall be no less than five (5) until changed by amendment to these bylaws. The officers of this organization shall consist of a President, Vice-President, Secretary, Treasurer and Games Manager In Charge.

Section 7.05 Election

Officers, with the exception of the Games Manager In Charge, shall be elected by ballot at the annual membership meeting to be held on or after the first (1st) of May of each year. However, if there is but one nominee for an office, election for that office shall be by voice vote. Elections shall be by plurality.

Section 7.06 Term

Officers shall assume their official duties following the close of the school year and shall serve a term of one year or until their successors are elected. No officer shall serve in the same office for more than four (4) consecutive terms. One who has served more than one-half of a term shall be credited with having served that term.

Section 7.07 Filling of Vacancies

In case of any vacancy in the Board of Officers through death, resignation, disqualification, removal or other cause, the remaining officers, by affirmative vote of the majority thereof, may elect a successor to hold office for the unexpired portion of the term of the officer whose place shall be vacant.

Similarly, and in the event of the number of officers being increased as provided in these bylaws, the additional officers so provided for, shall be elected by the majority of the members, shall hold office until the next annual meeting of members.

Subject to the provisions of Colorado law, any officer may resign effective upon giving written notice to the Secretary of the board, unless the notice specified a later time for the effectiveness of such resignation. If the resignation is effective at a future time, a successor may be selected before such time, to take office when the resignation becomes final.

No reduction of the authorized number of officers shall be the effect of removing any officer prior to the expiration of the officer's term of office.

Section 7.08 Removal of officers

The membership, by vote of at least sixty-five (65%) percent of those present at any special meeting of members called for the purpose, shall have the right to remove any officer upon thirty (30) days written notice to such designated officer and to the Secretary of the Booster Club.

Section 7.09 Compensation of Officers

Officers shall serve without compensation with the exception that expenses incurred in the furtherance of the organization's business are allowed to be reimbursed with documentation in accordance with the organizations financial policies and with prior approval.

Article VIII Meetings of Officers

Section 8.01 Meetings

The Board of Officers shall meet monthly prior to the general membership meeting to prepare for the general membership meetings and to conduct the affairs of the organization.

Section 8.02 Place of Meeting

The Board of Officers may hold their meetings and have one or more offices, and keep the books of the Booster Club, within the attendance area of Frederick High School.

Section 8.03 Regular Meeting

Regular meetings of the Board of Officers may be held at such time and at such places within the attendance area of Frederick High School as may from time to time be determined by resolution of the board, which resolution may authorize the President to fix the specific date and place of each such regular meeting, in which case notice of the time and place of such regular meeting shall be given in the manner hereafter provided. Unless and until modified by the officers hereafter the Board of Officers meeting shall be held prior to the general membership meeting. Any business may be transacted at a regular meeting of the board.

Section 8.04 Special Meetings

Special meetings of the officers shall be held whenever called by any member of the Board of Officers. The Secretary of the Booster Club shall give notice of each special meeting of the Board of Officers by emailing or mailing the same at least three (3) days prior to the meeting to each officer; but such notice may be waived by any officer. Unless otherwise indicated in the notice thereof, only the business specified in such notice may be transacted at the special meeting. At any meeting at which every officer shall be present, however, even though without notice, any business may be transacted and any officer may in writing waive notice of the time, place, and objectives of special meetings.

Section 8.05 Quorum

At any meeting of the officers a majority shall constitute a quorum for the transaction of business, but if less than such number is present at a meeting, a majority of the officers present may adjourn the meeting from time to time without further notice.

Section 8.06 Manner of Acting

The act of the majority of the officers present at a meeting at which a quorum is present shall be the act of the officers, except as may be otherwise specifically provided by law or by these bylaws.

If all of the officers entitled to vote shall meet and consent to the holding of the meeting, such meeting shall be valid without call or notice, and at such meeting any organization business may be handled.

Section 8.07 Meetings by Electronic Means

Any regular, or special meeting may be held by conference telephone, electronic video conferencing or similar communication techniques, so long as all officers participating in the meeting can hear one another, and all such officers who can hear each other shall be deemed to be present in person at the meeting.

Section 8.08 Action by Consent

Any action required to be taken at a meeting of the officers, or any action which may be taken at a meeting of the officers, may be taken without a meeting when consents in writing setting in forth the action so taken shall be signed by all of the officers entitled to vote with respect to the subject matter of such meeting. Such consents shall have the same force and effect as the unanimous vote of the officers at a meeting duly held. The Secretary of the Booster Club shall file such consents with the minutes of the meetings of the officers.

Section 8.09 Required Vote

Except as may be provided otherwise in these bylaws, an affirmative vote of a majority of those officers present and entitled to vote shall be necessary for the passage of any resolution of the Board of Officers.

Section 8.10 Presumption of Assent

An officer of the Booster Club who is present at a meeting of the officers at which action on any organization matter is taken shall be presumed to have assented to the action taken unless such officer's dissent shall be entered in the minutes of the meeting or unless such officer shall file a written dissent to such action with the person acting as the secretary of the meeting before the adjournment of such meeting or shall forward such dissent by registered mail to the Secretary of the Booster Club immediately after the adjournment of the meeting. Such right to dissent shall not apply to an officer who voted in favor of such action.

Section 8.11 Executive and Other Committees

By resolution, the Board of Officers may designate from among its members an executive committee, consisting of a minimum of one (1) officer, or any other committees it deems necessary. Each such committee shall serve per the resolution of the board.

Section 8.12 Attendance, Proxy

Officers shall be encouraged to attend regular meetings, and if three (3) regular meetings are missed, the board may remove such officer by a majority vote. The officer subject to such removal shall be entitled to be present at the meeting at which any vote for removal is to be taken, and shall be given prior notice of such meeting and the proposal for the removal of such officer.

A written proxy may be given by one (1) officer to another officer, to be used for purposes of voting when an officer cannot personally attend a meeting. Such written proxy shall be valid only for the meeting designated therein, and shall automatically expire after such meeting.

Article IX Duties of Officers

Section 9.01 President

The President shall be the principal executive officer of the Booster Club and, subject to the control of the officers, shall in general supervise and control all of the business and affairs of the Booster Club.

When present, the President shall preside at all meetings of the officers.

The President shall confirm that a quorum is present before conducting any business at any meeting of the organization.

The President may, with the Secretary or any other proper officer of the Booster Club, authorized by the officers, sign any contracts or other instruments which the officers authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the officers or these bylaws to some other officer or agent of the Booster Club, or shall be required by law to be otherwise signed and executed.

The President shall be authorized to sign on bank accounts (two authorized signatures shall be required on all checks).

The President shall be an ex-officio member of all standing committees of the Board of Officers. The President shall not appoint the chairperson(s) of any standing or special committees. The committees shall appoint their own chairperson(s) at the first (1) committee meeting.

In general, the President shall preform all duties incidental to the office of President and such other duties as may be prescribed by the officers from time to time.

By way of example and not as a limitation, the President will be responsible for general publicity related to the Booster Club and its meetings and activities. The President may oversee notices of meetings and events in which the Booster Club has an interest, in the press or by any other means including email or other electronic means, and may delegate responsibilities for such tasks.

The President shall submit a copy of its bylaws to the principal of Frederick High School annually.

Section 9.02 Vice-President

The Vice-President shall be a member of the Executive Board.

In the President's absence, inability or refusal to act, the Vice-President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all restrictions upon the President.

The Vice-President shall preform such other duties as are assigned by the President or Executive Board.

Section 9.03 Secretary

The Secretary shall be a member of the Executive Board.

The Secretary shall give, or cause to be given, notice of all meetings of officers, and all other notices required by law or by these bylaws. In case of absence or refusal or neglect of the Secretary to do so, any such notice may be given by any person directed to do so by the President of the Board, or by the officer(s) on whose written request a meeting is called as provided by these bylaws.

The Secretary shall give notices in accordance with these bylaws, and be in charge of all records other than financial records of the Booster Club.

The Secretary shall keep minutes of each and all meetings of the Board of Officers. The minutes shall include date, time, and location of meeting, board members in attendance, and a list of all attendees in the meeting, whether a quorum is present, and the presiding officer. The minutes shall include specific motions, any discussion, and the outcomes (votes: yeas, nays, abstain or table). Any presentations presented and the group/person(s) making presentations. The Secretary shall present minutes at the following meeting for approval from the members.

The Secretary shall maintain a current membership list and maintain a complete email and address list of the membership.

The Secretary will write all letters and other correspondence deemed necessary by the Board of Officers.

The Secretary will manage and keep an accurate tally of the volunteer records.

The Secretary shall compile and publish to Booster Club membership and the Booster Club website, per these bylaws, the agenda for each meeting at least three (3) days prior to the meeting. The agenda shall include but not be limited to:

- a) Date, time, and location
- b) Approval of minutes from prior meeting
- c) Treasurer's report
- d) Unfinished business
- e) New business
- f) Date and time of next meeting
- g) Adjournment

The Secretary shall perform such other duties as are assigned by the President or Executive Board.

Section 9.04 Treasurer

The Treasurer shall be a member of the Executive Board.

The Treasurer shall have charge and custody of, and be responsible for, all funds of the Booster Club; receive and give receipts for money due and payable to the Booster Club from any source whatsoever, and deposit all such money in the name of the Booster Club in such banks, trust companies or other depositories as shall be selected in accordance with these bylaws; and in general perform all of the duties incidental to the office of Treasurer and such other duties as from time to time may be assigned by the President or by the officers.

The Treasurer shall keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and cancelled checks per the following chart or as required by law.

RECORD	HOW TO STORE	PERIOD OF TIME
Year End Treasurer's financial report/statement	Compile and file with all supporting documents	<i>Permanent (either electronic or paper format is acceptable)</i>
Treasurer's monthly reports	Compile and file with all supporting documents	<i>Three (3) years, store with financial records, destroy after three (3) years or as per law</i>
Bank statements, cancelled checks, check registers, invoices, receipts, cash tally sheets, inventory sheets, investments statements, and related documents	Compile and file with all supporting documents	<i>Seven (7) year, store with financial records, destroy after seven (7) years or as per law</i>

The Treasurer shall make disbursements in accordance with the budget by the organization.

The Treasurer shall sign on bank accounts (two authorized signatures shall be required on all checks).

The Treasurer shall present a financial report, both written and verbal, at every regular membership meeting of the organization and as requested by the Board of Officers. The financial report shall include statement of receipts and disbursements (known as a Statement of Activities), a balance sheet (including cash on hand, other assets, liabilities and equities), a copy of the bank statement(s), bank reconciliation(s), monthly cash report(s) and imaged check(s), a copy of cash tally sheet(s), and any outstanding receipt(s), expense(s), purchase order(s), and/or contractual obligation(s).

The Treasures shall make a full report at the annual meeting.

The Treasurer shall submit books and all information to the audit committee as requested.

Section 9.05 Games Manager In Charge

The Games Manager In Charge shall be an appointed member of the Executive Board.

The Games Manager In Charge shall preform such duties as are required by the Colorado Secretary of State and as assigned by the President or Executive Board.

Section 9.06 Concession Director

The Concession Director shall be an appointed position. This position **does not** hold a seat on the Executive Board.

The Concession Director shall perform any and all duties as required to maintain proper business within the interior and outdoor concession stands located at Frederick High School. This will include but not be limited to, supply inventory and ordering, set-up and clean-up, sales analysis and pricing, scheduling, cash handling, and other duties as assigned by the President or Executive Board.

Section 9.07 Salaries

No compensation shall be paid to officers for their service.

Article X Standing and Special Committees

Section 10.01 Members

Only voting members in good standing of the organization shall be eligible to serve in any elective position.

Section 10.02 Creation

The Executive Board may create such standing and special committees as it may deem necessary to carry on the work of the organization. The term of each chairperson shall be one (1) year or until the selection of a successor.

Section 10.03 Meeting

The newly-elected President of the Board of Officers shall call a meeting of the incoming officers within thirty (30) days after the election for the purpose of approving standing committee and such other business as becomes necessary.

Section 10.04 Term

No chairperson shall serve in the same office for more than four (4) consecutive terms. One who has served more than one-half (1/2) of a term shall be credited with having served that term.

Section 10.05 Duties of Chairperson

All standing committee Chairpersons shall deliver to their successors or the President all official materials within fifteen (15) days following the date at which their successors assume their duties; and they shall present a Plan of Work to the Executive Board for approval. No committee work shall be undertaken without written approval from the Executive Board.

Section 10.06 President's membership

The President shall be a member ex-officio of all committees except audit committees.

Section 10.07 Quorum

The quorum of any committee meeting shall be a majority of its members present at the meeting.

Article XI Financial Accountability

Section 11.01 Budget

The Board of Officers shall present to the membership at the first regular meeting of the membership after the officers have been elected or as soon thereafter as practicable, a budget of anticipated revenue and expenses for the year. The budget shall be used to guide the activities of the organization during the year, including serving as approval for anticipated expenditures. Any substantial deviation from the budget must be approved in advance by the membership.

Section 11.02 Checks

All checks received must be made payable to the Frederick High School Booster Club (FHSBC). All checks, drafts, or other orders for payment of money on behalf of the Booster Club shall be signed by two (2) officers, with the exception of checks drawn on the Bingo account as a result of bingo business and/or bingo jackpot payments. Checks shall bear notice of this requirement above the signature line as follows, "Two signatures required".

Section 11.03 Financial Controls

The Booster Club shall adopt appropriate financial controls to ensure the integrity of its funds. Specifically, without limitation, the Booster Club shall maintain separation of financial controls so that minimally:

- (a) All expenses must be approved by the membership by way of approval of an annual budget, or amendments thereto, or be approved by a separate resolution of the Executive Board.
- (b) All checks received must be made payable to the Frederick High School Booster Club (FHSBC). All checks, drafts, or other orders for payment of money on behalf of the Booster Club shall be signed by two (2) officers, with the exception of checks drawn on the Bingo account as a result of bingo business and/or bingo jackpot payments. Checks shall bear notice of this requirement above the signature line as follows, "Two signatures required".
- (c) An officer or other person without check signing authority designated by the Board of Officers shall review all bank statements; and,
- (d) A Committee of at least three (3) persons without check signing authority shall annually audit all organization finances.
- (e) An outside accountant or auditing firm shall conduct a review of organization financial records once every three (3) years.

Section 11.04 Financial Report

The Treasurer shall present a financial report at each membership meeting of the Booster Club and shall prepare a final report at the close of the year per Article 10 of these bylaws. The Board of Officers shall have the annual report of the Treasurer and accounts examined annually. The financial practices and accounts shall be reviewed annually by an internal audit committee. The internal audit committee shall consist of three (3) or more voting members of the Booster Club who are not involved with the routine handling of the Booster Club's finances,

including not having signature authority on any bank accounts, and/or trust accounts or approval authority on disbursements

Section 11.05 Insurance and Board Policy

The Booster Club shall maintain a current liability insurance policy and adhere to all rules and regulations as required by the St Vrain Valley School District, Board Policy KBE and KBE-R.

Article XII Financial Support

Section 12.01 Scholarships

Booster Club scholarship funds shall be distributed on an annual basis, generally in May during Senior Award Night. The amount and number of scholarships will be determined annually and by funds availability. The Scholarship Selection Committee will be made up of the Carbon Valley Chamber of Commerce and members of the Frederick High School Booster Club. Club or Chamber members with children who have submitted applications for the scholarships will not be eligible members of the Selection Committee. Scholarship funds will be paid directly to the recipient's college or university of choice as listed on the Scholarship Award Information form submitted by the scholarship recipient.

Section 12.02 Grants

The FHS Booster Club supports Frederick High School extracurricular activities in a variety of ways. One way the Booster Club assists students is to provide a funding source for equipment, banquets, supplies, assemblies, etc., for FHS students involved in those extracurricular activities sanctioned or sponsored by Frederick High School. The FHS Booster Club's financial support exists to provide funding that otherwise would not be available through FHS or School District budgets. It is the intent of the Booster Club to contribute money that directly benefits the students of Frederick High School.

The following are guidelines that apply to Booster Club grant requests. All grant requests are subject to the availability of funds in the Booster Club's account and annual budget.

1. The Grant requests will only be considered three times per year, September, December and March. 33.3% of the Booster Club's annual grant budget will be dispersed at each grant meeting.
2. The "Request to Fund" form must be completed in full and forwarded to any member of the FHS Booster Club board by the first Friday of September, December and March.
 - a. Booster Club money is not intended to replace usual and customary costs the school district has budgeted to pay for.
 - b. Money will not be given to aid an individual with their uniform costs. Money will only be given to requests for uniforms that will remain with the school program.
 - c. Supporting documentation of costs to be included with the grant request, i.e. price quote.
3. The Grant Committee will review all grant requests received and the requesting group/coach will be notified of the results by end of the month grant was requested.

4. A student, coach, or parent involved with the activity seeking funding may be asked to appear at the Grant Meeting.
5. The grant request must be approved by a majority vote of Booster Club voting members.
6. If the grant is awarded, the FHS Booster Club must be recognized on all written material pertaining to the funded item.

Article 12.03 Bingo/Raffle

Booster Club Bingo Fundraising will be governed according to the following guidelines:

- A. The Games Manager In Charge will be appointed by the newly elected Board of Officers at the annual year-end meeting. The Bingo Games Manager is an Executive Board position, as required by the Secretary of State.
- B. The Games Manager In Charge will carry out all duties as required by the Colorado Secretary of State rules and regulations, and as directed by the Booster Club Board. All new rules from the Secretary of State will be communicated by the Games Manager In Charge to all groups' Games Managers participating in bingo sessions.
- C. Additional bingo sessions must be approved by the Booster Club Board before the Games Manager In Charge can direct authorization of such sessions.
- D. The Booster Club Board of Officers will make all final decisions regarding which groups will be able to participate in bingo sessions. These groups must meet the requirements of the Booster Club purposes as stated in Article 2.
- E. All groups approved for bingo sessions will follow all rules and regulations set forth by the State of Colorado, the Booster Club, and the current bingo hall. Any breakage of rules and regulations can and will endanger group's future sessions, at the discretion of the board.
- F. All groups requesting funds from bingo fundraising sessions will complete a Booster Club Bingo purchase order, which will contain the vendor name and address, what the money is being used for, and the total amount to be paid to the vendor. No personal checks will be issued for reimbursement to any group sponsor without the proper receipts, which will identify the vendor name and address, the item(s) being purchased, and the total cost for reimbursement. Bingo monies being requested will be distributed on an "as needed" basis and can be used for various expenditures, as long as the expenditures are specifically for the entire group for which the funds were earned.
- G. Effective with the July 1, 2014, fiscal year, the Booster Club will hold out 10% each quarter to fund scholarships, grants, after-prom, Bingo giveaways, and any other programs that conform to the purpose of the Club as listed in Section 4 of these bylaws.
- H. The Groups participating in the Bingo program will receive a grant each quarter for their participation in Bingo Fundraising. The Bingo Grants will be calculated as follows:

Quarterly Profit – 10% FBC holdback ÷ number of session in the quarter

Each participating group will receive a grant equal to the number of sessions worked by their group during the quarter. Grant payments will be made at the first regular membership meeting following the end of the quarter, as determined by the Colorado Secretary of State.

- I. The Booster Club Bingo Bookkeeper will be paid \$55/week, as permitted by the Colorado Secretary of State.
- J. A team/club coach, assistant coach, or sponsor must be present at each of the team/club's Bingo sessions.

- K. Team/club must be willing to sign a participation contract verifying their ability and willingness to participate in FBC Bingo fundraising for the full 12-month period. This includes any rotations that occur during summer, spring, or holiday breaks.
- L. 10% of the team/club or 10 families must be members of the Frederick Booster Club (whichever is lower).
- M. The team/club must be willing to have a minimum of one member be certified as a Colorado Games Manager no later than 90 days prior to the onset of the new Booster Club fiscal year. The team/club will be required to provide their own Games Manager(s) for every session of their team/club's Bingo rotation. We only require one Games Manager, but highly recommend additional if possible.
- N. Bingo fundraising is only available for extracurricular or co-curricular teams/clubs affiliated and supported by Frederick High School and the St Vrain Valley School District.

Any and all Raffles held through the Booster Club will be approved in advance and run under the direction of the Booster Club Games Manager In Charge. No FBC authorized Games Manager, who has been licensed for the express purposes of Booster Club Bingo Fundraising, may conduct any raffle(s) for the purpose of fundraising for any organization, either within the Frederick High School community or outside of said community, without the express written permission of the Booster Club Board of Officers. Failure to receive prior approval for any such Raffle may result in the revocation of the Booster Club's authorization on said Games Manager's license and may also result in the forfeiture of a group/team/clubs Bingo Fundraising session.

Article 12.04 Concessions

- A. The Concession Director will be appointed by the newly determined Board at the annual year-end meeting. This position is not part of the Board of Officers.
- B. The Concession Director will be responsible for operation of the concession stands, as detailed in the Concession Director Job Description.
- C. Concession Grants for groups that volunteer to work concessions are as follows: will be posted on FHS Booster website for each season, fall, winter and spring.
- D. Concession fundraising is only available for extracurricular or co-curricular teams/clubs affiliated and supported by Frederick High School and the St Vrain Valley School District.
- E. Other concession opportunities will be considered and paid out as decided after discussion and vote during a regular membership meeting.

Article 12.05 Special Events

The FHS Booster Club will pay for flowers purchased for senior nights for all sports, groups and/or clubs supported by Frederick High School and the St Vrain Valley School District. In addition, the Booster Club will donate \$50 towards an end of season/year banquet for such teams, groups and/or clubs. Requests for reimbursements should be made to president@fhsbooster.com and must be accompanied by original receipts.

The Booster Club will provide resources both through volunteer hours and financial contributions for school staff support during parent/teacher conferences, not to exceed \$250 per year. Additionally, the Booster Club will provide reasonable financial support, not to exceed \$100 per event, for school-wide celebrations or events.

Article XIII Contracts, Bank Accounts, and Loans

Section 13.01 Contracts

The officers may authorize any officer or officers, agent or agents, to enter into any contract(s) or execute and deliver any instruments in the name of and on behalf of the Booster Club, and such authority may be general or confined to specific instances.

Section 13.02 Bank Accounts

The Board of Officers shall have authority to direct such officers or agents of the Booster Club to deposit all funds of the Booster Club in such banks or trust companies as shall be designated by the officers.

Such officers or agents of the Booster Club may withdraw such funds on checks, drafts, or other instruments or orders for the payment of money, drawn against the account or in the name or on behalf of this Booster Club.

Each bank or trust company with which funds of the Booster Club as so deposited is authorized to accept, honor, cash and pay, without limit as to the amount, all checks, drafts, or other instruments or orders for the payment of money, when drawn, made or signed by officers or agents designated by the Board of Officers, until written notice of the revocation of such authority of such officers or agents, by the Board of Officers is received by such bank or trust company.

There shall from time to time be certified to the banks or trust companies in which funds of the Booster Club are deposited, the signature of the officers or agents of the Booster Club authorized to draw against the same.

If the Board of Officers shall fail to designate the persons by whom check, drafts and other instruments or orders for the payment of money shall be signed, all of such checks, drafts, and other instruments or orders for the payment of money shall be signed by the President or Vice-President and countersigned by the Secretary, Treasurer of the Booster Club.

Section 13.03 Loans

The Executive Board shall have the authority to authorize applications for retail credit as necessary for the purposes of doing business through concessions, apparel sales, financial contributions, and/or membership sales. At no time, may the organization apply for any loan, advances, or other types of credit from their or any other bank, trust company, institution, booster club, firm or person.

Article XIV Contributions

A source of funds for the operation of the Booster Club may be contributions, in addition to annual membership dues. The Booster Club may accept and take any and all contributions made to it on the terms and conditions, if any, established by the donor thereof, provided that such terms and conditions do not materially affect the purposes of the Booster Club or the tax exempt status of the Booster Club. The Board of Officers shall determine whether such terms

and conditions meet the above criteria and, in the event such terms and conditions meet such qualifications, shall approve such terms and conditions. Otherwise, such conditional contributions shall be refused by the Booster Club.

Article XV Conflicts of Interest

Section 15.01 Existences of Conflict, Disclosure

Officers, employees, and contractors of the Booster Club should refrain from any actions or activities that impair, or appear to impair, their objectivity in the performance of their duties on behalf of the Booster Club. A conflict of interest may exist when the direct, personal, financial or other interest(s) of any officer, employee, or contractor competes or appears to compete with the interests of the Booster Club. If any such conflict of interest arises the interested person shall call it to the attention of the Board of Officers for resolution. If the conflict relates to a matter requiring board action, such person shall not vote on the matter. When there is a doubt as to whether any conflict of interest exists, the matter shall be resolved by a vote of the Board of Officers, excluding the person who is the subject of the possible conflict.

Section 15.02 Nonparticipation in Vote

The person having a conflict shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room in which the Board is meeting. However, the person may be permitted to provide the Board with any and all relevant information.

Section 15.03 Minutes of Meeting

The minutes of the meeting of the Board shall reflect that the conflict was disclosed and the interested person was not present during the final discussion and/or vote and did not vote on the matter.

Section 15.04 Annual Review

A copy of this conflict of interest statement shall be furnished to each officer, employee and/or contractor who is presently serving the Booster Club, or who hereafter becomes associated with the Booster Club. This policy shall be reviewed annually for information and guidance of officers and officers, staff members and contractors, and new officers, employees, and contractors shall be advised of the policy upon undertaking the duties of their position.

Article XVI Miscellaneous Provisions

Section 16.01 Fiscal Year

The fiscal year of the Booster Club shall begin on July 1 and end on June 30 each year.

Section 16.02 Club Interactions

As stated in Article I, Section 1.02, our student-centered community values excellence, integrity, and mutual respect. The Frederick High School Booster Club will conduct all business both within the confines of Frederick High School and within the community in a respectful and

courteous manner, supporting and appreciating each others right to have unique ideas and opinions. If at any time, a matter of Booster Club business is brought forth and has not been addressed within these bylaws, a discussion and vote of the current membership will be used as a means of setting precedence for handling the aforementioned matter.

Section 16.03 Notices

Whenever notice is required to be given to any officer or member of this Booster Club, it shall not be construed to mean personal notice, but such notice as is authorized by these bylaws. Absent proof that required notice was received by the person to whom directed, which proof may be by receipt of such person or an agent of such person or by any other reliable means to assure receipt of notice given by electronic means, notice shall be deemed given if done in writing, by first class mail, postage prepaid, three (3) days after the time the same shall be mailed by deposit in a post office or letter box addressed to the person to whom such notice is directed.

Unless otherwise provided by law, whenever any notice is required to be given to any officer or member of the Booster Club, under the provisions of these bylaws, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

Section 16.04 References to Laws

All general or specific references to the Internal Revenue Code shall be deemed to refer to the Internal Revenue Code is now in force or hereafter amended, or the corresponding provision of any future United States revenue law. Similarly, any general or specific references to the laws of the State of Colorado shall be deemed to refer to the laws of the State of Colorado as now in force or hereafter amended.

Article XVII Amendments

- A. These bylaws may be amended at any meeting of the association, provided a quorum is present, by two-thirds (2/3) vote of the members present and voting. Notice of the proposed amendment shall have been given at the previous regular meeting and at least thirty (30) days prior to the meeting at which the amendment is voted upon. Notice with proposed amendment will be emailed and posted to the Booster Club website. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the organization, or by a majority vote of the Executive Board. The requirement for adoption of a revised set of bylaws shall be the same as in the case of an amendment.
- B. After adoption by two-thirds (2/3) vote at a meeting of the organization, or by a majority vote of the Executive Board,, a copy of the bylaws as amended or revised and dated shall be sent to the Frederick High School Principal and posted on the Booster Club website.
- C. This organization shall review and if necessary amend its bylaws at least every three (3) years.
- D. The Board of Officers may also propose any amendments to these bylaws for consideration at any special meeting of members called for the purpose of consideration of such proposed amendments.

These Bylaws have been voted on by the current membership and adopted by the Frederick High School Booster Club Board of Officers on January 6, 2014.

President

Vice-President

Secretary

Treasurer