

**Pioneer High School Football Booster Club  
Ann Arbor, Michigan**

**Charter  
Adopted: May 8, 2006**

**ARTICLE I: NAME**

The name of this organization shall be the Pioneer Football Booster Club.

**ARTICLE II: PURPOSES**

2.1) It shall be the purpose of this organization to support and enrich the continued growth and development of the Football Program at Pioneer High School. To that end, the mission of the Club is to:

2.2) Support athletic and academic excellence in all football student-athletes.

2.3) Promote active and involved parent and community leadership.

2.4) Promote sportsmanship and provide supplementary financial support to all football teams within the football program.

2.5) maintain the history and tradition of excellence, which exemplifies our athletes, coaches, athletic trainers, and teams.

2.6) To perform fundraising activities to generate funds to provide necessities not able to be funded by the Pioneer High School Athletic Department.

**ARTICLE III: MEMBERSHIP**

Membership shall be acquired upon completion of an annual registration with the Secretary of the Club. Registration may be submitted at any time during the Club's fiscal year, which shall run from April 1 through March 30.

3.1) REGULAR MEMBERSHIP shall be open to all current football parents and/ or guardians. Each family with a player shall be entitled to one vote at all Open Club meetings.

3.2) ASSOCIATE MEMBERSHIP shall be open to all Pioneer Alumni, former or future football players, their parents and/ or guardians, and any community members interested in furthering the tradition of quality in the football program. Associate members do not have club voting privileges.

## **ARTICLE IV: DUES**

Payment of Dues or a membership fee is NOT required for membership in the Booster Club. Each new Executive Board shall retain the right to set out a voluntary dues schedule. Imposition of a Voluntary Dues schedule shall be made by motion of the Executive Board, and voted on by simple majority vote of the Regular Membership at the annual meeting where the Club Budget is voted on for approval.

## **ARTICLE V. GOVERNMENT: EXECUTIVE BOARD**

5.1) The Club shall be managed and controlled by an Executive Board made up of four (4) Officers elected by the General Membership; three (3) Committee Chair's, each elected by their respective teams, and one (1) Advisory Position. Seven of the eight Board positions shall be voting, and one shall be non-voting. The Voting Positions shall be: President, Vice-President, Secretary, Treasurer, Varsity Committee Chairperson, JV Committee Chairperson, and Freshman Committee Chairperson. The Advisory (non-voting) Position shall be the Varsity Head Coach. Any of the Team Committee positions may be held jointly as "Co-Chairs" but there shall be only one vote for each position.

5.2) Powers of the Executive Board. The Board shall be responsible for the conduct and operation of the Club, within the specification of the Charter as set forth by the membership of the Club. Said powers shall include, but not be limited to, setting Club policies, conducting Club business, delegating Club powers to an agent of the Board, and creating and/or dissolving Committees.

5.3) Term. All terms shall be for one (1) year, and shall run from April 1 to March 30. To hold a Board position one must have a current membership status and must receive a simple majority vote of the membership present at the meeting where the election is taking place. There shall be no absentee or proxy voting for elections of the Executive Board.

5.4) Election Procedure.

5.4.a) Nominations: Officers. Nominations for the four (4) elected Officer positions (President, Vice-President, Secretary, and Treasurer) shall be placed from the floor of the Open Membership Meeting to be held in February of each year.

5.4.b) Date, Place, & Time of Officer Elections. All Officer Positions shall be elected at the Annual Open Meeting, which shall be held in March of each year. Only those members present at the February Open Meeting shall be eligible to vote for Officers at the March Annual Meeting.

5.4.c) The Outgoing Executive Board shall appoint three (3) Regular Members to act as Judges at the Annual Election. They shall conduct the election in accordance with this Charter. The outgoing Secretary shall announce and record the results of the election prior to the adjournment of the Annual Meeting.

5.4.c) Nomination and election of the Varsity and JV Team Committee Chairs shall take place at the final Team Committee meeting of the previous year.

5.4.d) Nomination and election of the Incoming Freshman Team Chair shall take place as soon as possible in the fiscal year (beginning March 1), but not later than Aug. 15 of each year. Until such election of a Freshman Chair can take place, another Regular Member shall be elected at the March Annual Meeting to act as Interim Freshman Chair.

5.5) Vacancies. In the event of a vacancy in the Executive Board, the remaining members of the Board may fill such a vacancy, by electing a Board Member at the next scheduled meeting to serve until the next Annual Meeting of the full membership. Any Board Member may resign at any time by sending a written notice of such resignation to the Secretary. Such resignation shall take effect upon receipt by the Secretary.

5.6) Removal. Any elected Executive Board Member may be removed by a vote of the remaining Executive Board for cause or whenever in its judgment the best interests of the Pioneer Football Booster Club would be served thereby. Three (3) or more consecutive absences from regular meetings of the Board, unless excused by resolution of the Board, shall automatically constitute resignation, effective when the Board votes to accept such resignation. Upon a removal, the remaining members of the Board may fill such a vacancy, by electing a Board Member at the next scheduled meeting to serve until the next Annual Meeting of the full membership. Also, a Request for Removal of any Executive Board Member may be made by written request to the Board of any ten (10) regular members. Such Request shall fall under the procedures set forth for Special Meetings, in Article 9.5, below.

5.7) Compensation. Board members shall NOT be compensated for their services in any way except for the reimbursement of reasonable expenses. Said reimbursement is to be authorized ONLY by majority vote of the Board at Open Meetings.

## **ARTICLE VI: OFFICERS: DUTIES & RESPONSIBILITIES**

6.1) President: Shall direct Club vision and goals. Shall supervise all business affairs of the Club. Shall preside over all Open Meetings and meetings of the Executive Board. Shall be a member of all standing Committees. Shall serve as designated spokesperson for the Club, except where otherwise directed. Shall be an authorized co-signor for all Club checks, subject to provisions of Club Charter. May be authorized by Board to be a Co-signor for any Club contracts, purchase orders, or other written instruments which the Board has authorized to be executed.

6.2) Vice-President: Shall perform all duties of the President in absence of the President. Shall represent the President upon request of the President. Shall be a member of all standing Committees. Shall be an authorized co-signor for all Club checks, subject to provisions of Club Charter. May be authorized by Board to be a Co-signor for any Club contracts, purchase orders, or other written instruments which the Board has authorized to be executed.

6.3) Secretary: Is to record Minutes of all meetings (or arrange for a substitute). Shall publish Meeting notices and minutes in a timely manner. Act as Custodian of all Club records. Provide written approval of all correspondence written on behalf of the Club. Shall be a member of the Communications Committee. Shall be an authorized co-signor for all Club checks, subject to provisions of Club Charter. May be authorized by Board to be a Co-signor for any Club contracts, purchase orders, or other written instruments which the Board has authorized to be executed.

6.4) Treasurer: Shall have charge and custody of all Club funds. Shall transact and record all financial business on behalf of the Club. Shall be Chairperson of Club Finance Committee. Shall make payments for all Club debts of the Club, subsequent to approval by majority vote of the Executive Board. With assistance of Finance Committee, shall prepare a written, monthly financial report for presentation at regular Monthly Meeting. Shall prepare an Annual Budget for approval by Executive Board. Shall maintain compliance with all accounting procedures as approved by Board. Shall prepare any IRS Tax Returns or other requirements on behalf of the Club. Shall receive and give receipts for monies due. Shall deposit all monies in the name of the Club in such depositories as directed by the Board. Shall oversee creation of the Club, as well as committee and sub-committee budgets. Shall be an authorized co-signor for all Club checks, subject to provisions of Club Charter. May be authorized by Board to be a Co-signor for any Club contracts, purchase orders, or other written instruments which the Board has authorized to be executed.

## **ARTICLE VII. TEAM COMMITTEE CHAIRPERSONS:**

7.1) Varsity Committee Chair: Shall act as Varsity Team Rep to Club. Create and oversee sub-committees responsible for: Pre-Game Team Meals for Away games, Post Game Team Meals (as needed) for Home/ Away Games. Recruit, organize, and work with sub-committees on other special events: Homecoming, Senior Night, Picture Day, Team Picnic, etc. Shall work with Treasurer and Finance Committee to create annual budget.

7.2) JV Committee Chair: Shall act as JV Team Rep to Club. Create and oversee sub-committees responsible for: Pre-Game Team Meals for Away games, Post Game Team Meals (as needed) for Home/ Away Games. Work with Freshman Chair/ Committee to coordinate operation of Concession Stand for Freshman/ JV Games. Coordinate all food and supplies necessary for operation of stand. Work with Treasurer for payment of food/ supplies, and cash reconciliation at events. Oversee recruitment, scheduling, and orientation/ training of Volunteer Concession Stand workers. Oversee recruitment, scheduling, and orientation/ training of Game Day Workers, including "Chain Gang", scoreboard, statistician, PA Announcer, Team Photographers, and other Game Day workers, as needed. Direct and coordinate production of Game Day Printed Rosters. Shall work with Treasurer and Finance Committee to create annual budget.

7.3) Freshman Committee Chair: Shall act as Freshman Team Rep to Club. Create and oversee sub-committees responsible for: Pre-Game Team Meals for Away games, Post Game Team Meals (as needed) for Home/ Away Games. Work with JV Chair/ Committee to coordinate operation of Concession Stand for Freshman/ JV Games. Coordinate all food and supplies necessary for operation of stand. Work with Treasurer for payment of food/ supplies, and cash reconciliation at events. Oversee recruitment, scheduling, and orientation/ training of Volunteer Concession Stand workers. Oversee recruitment, scheduling, and orientation/ training of Game Day Workers, including “Chain Gang”, scoreboard, statistician, PA Announcer, Team Photographers, and other Game Day workers, as needed. Direct and coordinate production of Game Day Printed Rosters. Shall work with Treasurer and Finance Committee to create annual budget.

#### **ARTICLE VIII: COMMITTEES**

8.1) The Executive Board shall appoint and/ or dissolve Standing Committees as necessary.

8.2) The Executive Board may appoint additional Ad Hoc Committees as needed.

#### **ARTICLE IX: MEETINGS**

9.1) Place of Meeting. Members meetings shall be held at Pioneer High School in Ann Arbor, Michigan or at such other place as the majority of members of the Executive Board may establish.

9.2) Annual Meeting: The Annual Meeting of the Club shall be held anytime between Feb 1 and April 15 of each year at a place and time selected by the Board. If more than 16 months elapse between Annual Meetings, this Charter may be declared null and void by any subsequent Booster organization.

9.3) Notice of Annual Meeting. A notice setting out the date, time, and location of each annual meeting shall be Posted on the Team Website, and/ or e-mailed OR mailed, postage pre-paid, to each member of record, to his or her address which appears on the Booster Club Registration records, at least (14) Days Prior to the Annual Meeting.

9.4) Regular Meetings. Open Meetings of the Membership and Executive Board shall take place the second Monday of each month at 7:30 PM at Pioneer High School, or at such other time and/ or place as the Executive Board shall select. Notice of Regular Meetings shall be by Posting Meeting information to Club Website. Agendas for Regular Meetings shall be Posted to the website not less than (5) days prior to the meeting. Minutes of Regular Meetings are to be Posted on Club website within (7) days of the meeting.

9.5) Special or Emergency Meetings. Any three (3) members of the Executive Board or the President may call a Special or Emergency Meeting at any time. The Board members calling such Special Meeting shall e-mail, call, or otherwise contact all other Board members with at least seventy-two (72) hours notice of such Special Meeting. Notice and Agenda of such meeting MUST be posted to Club website at least forty-eight (48) hours prior to such meeting. No business shall be transacted at a special meeting other than as stated in the notice and as posted on the website. Special Meetings may also be called by the Board upon written request of ten (10) Regular Members not on the Board. All other notice requirements for Special Meetings apply.

9.6) Quorum. Four (4) of seven (7) voting Executive Board members must be present to establish a quorum to vote on any measure before the Board. Votes of the Board, in accordance with this Charter, are binding on the Club.

9.7) Order of Business for Board & Membership Meetings:

The following order of business shall be observed at all meetings of the Board and Membership so far as is practicable:

- A) Call to Order
- B) Confirmation of Proper Meeting Notice
- C) Approval of Minutes of Previous Meeting
- D) Approval of Agenda
- E) Reports of Officers
- F) Reports of Committees
- G) Action Items
- H) New Business
- I) Joys & Concerns
- J) Adjournment

9.8) Rules of Order: The latest edition of Roberts Rules of Order shall be used for the conduct of business during all Booster Club meetings.

## **ARTICLE X: CONTRACTS & LOANS**

No contracts or loans shall be entered into on behalf of the Pioneer Football Booster Club, and no evidence of indebtedness shall be issued in its name unless authorized by Resolution of the Executive Board, and confirmed and ratified by majority vote of the Regular Membership. The exception to this provision is written Purchase Orders, which is addressed in the next Article.

## **ARTICLE XI: CLUB FUNDS**

All monies directed towards the Pioneer Football Program, and the Pioneer Football Booster Club shall be turned in to the Treasurer or a member of the Finance Committee, and handled as follows:

11.1) Monies submitted for the “Spirit Pack” and “Gold Card” Fundraisers are to be deposited in the Football Sub-Account of the Big Booster Club Account. Such monies are to be collected and deposited by members of the Finance Committee, under direction of the Treasurer. Disbursement requests from this account are to be made in writing to the Treasurer of the Big Booster Club (with copies to the Treasurer of the Football Booster Club), by the Varsity Head Coach, or his designee. Disbursements from this account are to be for purchase of football related equipment, supplies, and other items necessary to Team Operations. To be authorized, disbursement requests must be co-signed by an Officer of the Football Booster Club, an Officer of the Big Booster Club, or the Pioneer Athletic Director.

11.2) Monies submitted for Team Camps, Skills Camps, and other Camps, as well as monies collected from the Annual Golf Outing, are to be collected, separated from other monies collected, and disbursed in accordance with Article 9.1, above. Any monies disbursed to individuals are to be reported in accordance with appropriate Laws and Rules.

11.3) All other monies collected on behalf of the Football Program and Booster Club (including, but not limited to: Dues, Advertising Revenue, Concessions Income, Donations, and other Fundraising income) shall be deposited in a single bank account as authorized by the Executive Board. Said account is created and managed as an “Operational” Account to be used by the Club to transact business before and during the Football Season. The Operational Account is intended to create an efficient manner of conducting the Club’s business regarding purchasing of food during the season, concession supplies, Pioneer Merchandise for resale, Banquet expenses, etc. The Treasurer shall be directly responsible for such funds, and two (2) Officer Signatures shall be required on all checks or withdrawals made on behalf of the Pioneer Football Booster Club. One of the two (2) co-signors MUST be the Treasurer. Checks may not be co-signed by related individuals.

11.4) All requests for disbursements from the Operational Account shall be made, in writing, to the Treasurer. All requests must be presented as New Business at the first monthly meeting following the submission.

11.5) Any funds in these Accounts in excess of \$2000.00 at the end of the Annual Football Banquet are to be deposited in the Football Sub-Account of the Big Booster Club.

**ARTICLE XII: AMENDMENTS**

This Charter may be amended, altered, or repealed at any Regular Membership meeting by a vote of two-thirds (2/3) of the Regular Members present, providing that the proposed Amendment, alteration, or proposal to repeal has been submitted in writing at the previous regular meeting. As stated above, this Charter may be declared null and void if more than 16 calendar months elapse between Annual Meetings.

**ARTICLE XIII: DISSOLUTION**

This Club is created solely for non-profit purposes. Upon dissolution of the Club, after paying all liabilities, any remaining funds in any accounts are to be turned over to the Pioneer Big Booster Club, and used in accordance with their By-Laws in furtherance of other Pioneer Sports programs.

The Above and foregoing Charter supersedes any previous Organizational By-Laws, and is adopted as the Charter of the Pioneer Football Booster Club this \_\_\_\_\_day of \_\_\_\_\_, 2006.

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice-President

Attest: \_\_\_\_\_  
Secretary