**BY-LAWS OF THE CLIMAX-SHELLY BOOSTER CLUB**

**ARTICLE 1**

**NAME**

The name of the organization shall be Climax-Shelly Booster Club.

**ARTICLE 2**

**LOCATION**

The principal location of the organization shall be the City of Climax and County of Polk, the State of Minnesota.

**ARTICLE 3**

**OBJECTIVES**

The objectives of the organization shall be:

1. To promote all extra-curricular activities of the Climax-Shelly School for students grades K-12.
2. To promote the spirit of friendship and sportsmanship in all such activities.
3. To promote parent and community participation of all such activities.
4. To assist in the promotion of school spirit.
5. To assist in the funding of the aforementioned activities.

**ARTICLE 4**

**FISCAL YEAR**

The fiscal year of the Climax-Shelly Knights Booster Club shall be designated from September 1 to August 31 for members and sponsors.

**ARTICLE 5**

**MEMBERSHIP**

SECTION 1. **Single and Family Membership.** Any person 18 years of age or over and the spouse/partner of that person who has paid the annual dues and supports the objectives of the association shall be a member in good standing, and, as such, shall have the right to attend meetings, participate in officer nominations and elections, and have voting privileges on actions taken by the Booster Club.

SECTION 2. **Termination of Membership**. Any member may have its membership terminated or suspended for failure to pay dues or for violation of the by-laws.

SECTION 3. **Resignation.** Any member may resign their membership, but their resignation does not relieve them of the responsibility of the obligation to pay any outstanding dues or other charges, which may be incurred by the member left unpaid.

SECTION 4. **Reinstatement.** Upon written request, presented and signed by a former member to the secretary, the officers of the organization may vote to reinstate the membership according to terms the officers deem appropriate.

SECTION 5. **Transfer of Membership**. Membership in this organization is not transferable.

SECTION 6. **Annual Dues.** The officers may determine the annual dues for membership. Dues shall be due and payable on such a date as determined by the officers.

**ARTICLE 6**

**SPONSORSHIP**

SECTION 1. **Sponsorship.** Area businesses will be solicited by the Booster Club to become sponsors. If sponsors make donations after February of the fiscal year, they will not be solicited again until the end of the 2nd fiscal year. Levels of sponsorship are as follows:

1. $300 or more KNIGHT SPONSOR-includes sponsor banner in school auditorium
2. $150 SILVER SPONSOR
3. $100 BLACK SPONSOR
4. $50 or less FRIEND OF THE CLIMAX-SHELLY BOOSTER CLUB

SECTION 2. **Voting Rights.** Sponsors are not members and therefore do not have voting privileges. If a sponsor however does choose to also be an active member of the Booster Club by indicating so and regularly attending meetings, that member’s annual dues would be waived as long as sponsorship donations exceed the amount of annual dues.

**ARTICLE 7**

**OFFICERS**

SECTION 1. **Officers**. The officers shall serve without pay and consist of President, Vice President, Secretary, and Treasurer. Each officer may hold only one office at a time. All officers must be a member of the Booster Club. Officer duties are as follows:

1. The **President** shall preside over all general meetings following a pre-planned agenda. The President shall also appoint all committee chairpersons, serve as an ex-officio member of all committees, and serve as the official representative of the association.
2. The **Vice President** shall assume the duties of the President in that person's absence.
3. The **Secretary** shall be responsible for all correspondence, minutes, membership and sponsorship records, and all other records of the association.
4. The **Treasurer** shall maintain the financial records, pay all bills, and make a monthly written report to the general membership.

SECTION 2. **Election and Term of Office.** Officers shall be elected annually. The members at the regular April meeting shall accept nominations for the officer positions and allow candidates time to review the duties of the officer positions. The members at the regular May meeting shall elect officers from the accepted nominations. Each officer shall serve a term of one year (June through May) and can be re-elected to the same office. No member can be elected to an office if said member’s dues have not been paid to the treasurer by the meeting that the elections are held.

SECTION 3. **Vacancy of Elected Officer**. Upon resignation of one of the elected officers of the Booster Club, the members shall appoint a member to fill the vacancy until the next annual election.

SECTION 4. **Removal.** Any officer elected may be removed by the remaining officers or members if not fulfilling their duties, failure to pay dues, or if for another reason it is in the best interest of the Booster Club.

**ARTICLE 8**

**MEETINGS**

SECTION 1. **Regular Meetings.** Meetings will be held monthly. The officers will determine the schedule and time of the monthly meetings.

SECTION 2. **Special Meetings.** Additional meetings may he held at any time when called for by the officers or a majority of the members.

SECTION 3. **Agendas.** Meeting agendas and copies of the prior meeting minutes shall be provided to the members by each meeting whenever possible.

**ARTICLE 9**

**VOTING**

SECTION 1. **Voting Rights.** Each member is entitled to one vote on each matter submitted to a vote of the members. No member will be allowed to vote if membership dues have not been paid.

SECTION 2. **Quorum.** To make a decision which involves monies in excess of $250.00, a quorum of 5 members, 2 of whom must be officers, must be present. In the absence of a quorum, no formal action shall be taken except to adjourn the meeting to a subsequent date. Passage of a motion requires a simple majority.

SECTION 3. **Proxies.** No member may vote by proxy, absentee ballot, or electronic communication.

SECTION 4. **Voting Outside of Scheduled Meetings.** If circumstances arise that require action prior to the next scheduled meeting, the president shall communicate electronically with the officers for their vote on the said item and any monies spent will not exceed $250.00. If officers agree on the action, all members will be contacted electronically and given the opportunity to vote. Passage of the action requires a simple majority of those voting.

SECTION 5. **Conflict of Interest.** Any member who has a financial, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the members, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the President to voluntarily excuse him/herself and will refrain from discussion and voting on said item.

**ARTICLE 10**

**RECORD KEEPING**

SECTION 1. **Secretarial Records.** The organization will keep correct and complete minutes of the proceeding of its members, officers, and committees having any authority, and shall keep in the secretarial record the names of all members entitled to vote. All records may be inspected by any member for any proper purpose at any reasonable time.

SECTION 2. **Financial Records.** The organization will keep correct and complete books and records of accounts. All records may be inspected by any member for any proper purpose at any reasonable time. There shall be a minimum of 1 annual audit of the financial records of the organization each calendar year. The audit shall be conducted by a member of the Booster Club. All receipts, bank statements, and copies of checks shall be kept for a period of 4 years and then destroyed by shredding.

**ARTICLE 11**

**REQUEST FOR FUNDS**

SECTION 1. **Routine Requests.** Persons requesting funds shall follow established school district procedures and shall submit a fund request form to any officer of the Booster Club. It is strongly recommended that a representative appear in person, which could expedite the request.

SECTION 2. **Conflict of Interest.** Any member who makes a funding request will abstain from voting on approval of the funds.

**ARTICLE 12**

**MINNESOTA STATE HIGH SCHOOL LEAGUE (MSHSL) COMPLIANCE**

SECTION 1. **Recruiting.** No Booster Club member may recruit or encourage athletes from another school to transfer to the Climax-Shelly School.

SECTION 2.  **Funding.** Funds are prohibited from being paid for an athlete’s sport participation fee or fees to attend a camp or clinic.

**ARTICLE 13**

**COMMITTEES**

Committees shall be set up as needed by the membership and approved by the officers at a regular meeting. If time does not allow an approval at a regular meeting, approval to act as a committee on behalf of the organization must be received from all officers. The head of the committee must recruit enough members to complete all activities of said activity.

**ARTICLE 14**

**AMENDMENTS**

To amend the by-laws, 2 separate votes taken on successive meetings, with a two thirds majority of the members present at each meeting shall be required for passage.

**ARTICLE 15**

**ADOPTION**

These by-laws were adopted as and for the by-laws of the Climax-Shelly Booster Club at the regular meeting of the organization on May 23, 2016.

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Acting Secretary

Member Signatures:

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