

BY-LAWS OF  
THE MOUNTAIN VIEW HS TORO BOOSTER CLUB

TABLE OF CONTENTS

- I. Name, Purpose and Objectives
- II. Membership
- III. Board
- IV. Officers & Board Members
- V. Committees
- VI. Sub-Account Groups and Sub-Booster Groups
- VII. Meetings
- VIII. Finances
- IX. Amendment of These By-laws
- X. Dissolution of Booster Club

# **ARTICLE I – Name, Purpose and Objectives**

## **Section 1.01 Name**

The name of this organization shall be the Mountain View HS Toro Booster Club, commonly known as Main MVT Booster Club, hereafter referred to as the “Big Boosters.”

## **Section 1.02 Purpose**

The purpose of the Big Booster is to promote an atmosphere that is consistent with the educational philosophy of the school community at Mountain View High School in Mesa, Arizona.

## **Section 1.03 Objectives The objectives of the Big Boosters are as follows:**

- a. Develop an organization with an active and involved membership that is concerned with the total activity program and all of its participants regardless of sex, race, socio-economic status or chosen activity.
- b. Promote school spirit and sportsmanship and encourage attendance at all Toro events.
- c. Encourage and support the activities endeavors of Toro’s student body.
- d. Provide supplementary financial support for the various activities at Mt. View High School.
- e. Provide scholarships or financial assistance to those students who are unable to pay all or part of any participation fee.
- f. Aid the staff in organizing and staging special events, fundraisers and projects.
- g. Aid and support the school staff in the areas of promotion, publicity, and program development. Promote school activities that serve the community in and around Mt. View High School.
- h. Provide a framework for Sub-Booster and Sub-Accounts groups to form under the umbrella of the Big Boosters (see Article VI for details on Sub-Booster and Sub-Account groups).

## **Section 1.04 Non-profit Status.**

The Big Booster will have IRS 501(c)(3) tax-exempt status, to allow for receipt of tax deductible donations from its donors.

## **Section 1.05 Indemnification**

Under Mesa Public School policy BHE, Big Booster must submit to the principal or administrator representative the following documents; Mesa Public School Application for Governing Board Approval School Support Organization, a copy of the Big Booster’s current bylaws, Big Booster current financial statement, signed by the Booster’s president and treasurer and a current bank statement. Indemnification documents shall be submitted to the principal or administrator representative by April 30th of each school year.

## **Section 1.06 Arizona Corporation Commission**

To be in good standing with the Arizona Corporation Commission, an annual report is filed by June 30th of each year.

## **ARTICLE II – Membership**

### **Section 2.01 Membership**

Membership shall be open to any adult or person not presently attending high school who is willing and desirous of helping to promote the purpose of Big Boosters. A voting membership is any board member who is in good standing and has attended at least three of the last six Board Booster Meetings.

### **Section 2.02 Members Right to Privacy**

Any personal information gathered or requested by Big Boosters is for the sole use of Big Boosters and will not be made available to any other organization.

## **ARTICLE III – Board**

### **Section 3.01 Responsibility**

The Board shall be responsible to act on behalf of the Big Boosters in the management of the business affairs of the organization, except for matters decided by a vote in the Board Booster Meetings.

### **Section 3.02 Board Members**

The Board shall consist of the following members:

1. The Executive Board
  - a. President
  - b. Vice-President
  - c. Secretary
  - d. Treasurer
  - e. Assistant Principal and/or Athletic Director at Mt. View High School
2. Any adult or person not presently attending high school who is willing and desirous of helping to promote the purpose of Big Boosters.
3. One representative from each Sub-Booster (Sub-booster representatives will be elected or appointed by each such sub-booster.

### **Section 3.03 Board Responsibilities**

- 1) Approve the President's creation and dissolution of all necessary Committees and Chairpersons.
- 2) Set the time and date of Board Booster Meetings and give members timely notification.
- 3) Establish policies and procedures for all activities, actions and business of the Big Boosters as needed including but not limited to purchasing, sales, financial transactions, budget, sub-booster activities, fundraisers and communications.
- 4) Adopt an annual budget that shall require the approval of the general membership at the annual May Board Booster Meeting.
- 5) Review the Big Boosters goals and budget every three months.

### **Section 3.04 Decisions**

The Board shall act on behalf of The Big Boosters for routine business matters including but not limited to the approval of invoices and other necessary financial and business transactions, ordering of necessary supplies, spirit items and other supplies within the limits of the approved budget for the Booster Trailer.

If action on behalf of the Board or Big Boosters is necessary before it is reasonable to convene the Board or Board Booster Meeting, the President shall take such action based on the majority vote of the Executive Board. A report of the action taken shall be made at the next Board Booster Meeting.

## **ARTICLE IV – Officers & Board Members**

### **Section 4.01 Election**

- A. The officers and board members shall be elected by a majority of the voting membership present at the April Board Booster Meeting. All elected officers and board members and standing committee chairs must be current members of the Big Boosters or Sub-Booster Representative.
- B. The presiding President, with concurrence of the Board, shall present a slate of nominees for President, Vice President, Secretary, Treasurer and member at Large (who have agreed to serve) for positions of officers and board members with reasonable notice prior to the April Board Booster Meeting. Additional candidates may be nominated from the floor at the April Board Booster Meeting.
- C. The Sub-Booster Groups shall present one nominee (who has agreed to serve) from each of the three main groups consisting of Athletics, Performing Arts, and other Clubs & Groups for positions as board members with reasonable notice prior to the April Board Booster Meeting. Additional candidates may not be nominated from the floor at the April Board Booster Meeting for the Sub-Booster Representative Board positions.
- D. A term is one fiscal year, July 1 through June 30. An individual may not serve in the same elective capacity for more than three consecutive terms, with the exception of Treasurer, which is for no more than six consecutive terms.
- E. The removal of any officer or board member shall be for gross incompetence, intentional neglect, misconduct, or failing to meet the clearances required by the school. An officer and board member may be removed from office or membership if absent from three (3) consecutive meetings in a six (6) month period, or by a majority vote of the membership for failure to fulfill the duties of their office. A special meeting will be held to answer the complaint.
- F. The President, with the approval of the Board, shall appoint any officer vacancy, other than the President. A vacancy in the office of the President shall be filled by a majority vote of the Board at their first meeting after the vacancy occurs.

## **Section 4.02 Duties of Officers**

### **A. President**

*The President shall:*

- 1) Preside at all meetings
- 2) Appoint standing committee chairpersons with the concurrence of the Board
- 3) Appoint and/or dissolve all other committees as required
- 4) Serve as ex-officio member of all committees
- 5) Serve as primary spokesperson for the Big Boosters, except as otherwise specified
- 6) Direct goals and budget performance

### **B. Vice President**

*The Vice President shall:*

- 1) Perform all the duties of the President in his/her absence
- 2) Annually research and recommend required insurance for the Big Boosters and its Board
- 3) Annually review the By-Laws and recommend revisions as deemed appropriate
- 4) Oversee the member at large and sub-booster representatives
- 5) Oversee Arizona Corporation Commission Filing and Re-Filing
- 6) Responsible for annual filing for indemnification with Mesa Public Schools.

### **C. Secretary**

*The Secretary shall:*

- 1) Keep a record of all the proceedings of the Executive Board and Board Booster Meetings of the Big Boosters in a regular bound Secretary's Book
- 2) Post approved Board Booster Meeting minutes on the Big Boosters' website
- 3) Post adopted bylaws on the website
- 4) Keep a separate record of all decisions of the Board in a separate bound Secretary's Book.
- 5) Be responsible for receiving and sending all correspondence

### **D. Treasurer**

*The Treasurer shall:*

- 1) Maintain a complete set of books of account in accordance with generally accepted accounting principles and practices.
- 2) Assist in the formulation and annual review of annual budget to be approved by the Board and adopted by the General Membership
- 3) Make disbursements from the sub-account groups' encumbered funds and the general fund in accordance with the Spending Procedures and Guidelines
- 4) Pay expenses approved by the Board and shall secure proper vouchers thereof and shall receive and deposit moneys of the Big Boosters in the Big Boosters' checking and/or savings account.

- 5) Report the amount of money available in the general fund and encumbered funds at each monthly Board Booster Meeting
- 6) The monthly financial reports shall include an accurate representation of Big Boosters funds
- 7) Annually file tax returns and any other non-profit filings

Note: No individual has the authority to use or remove any funds from any sub-booster or Big Booster checking or saving account for investment purposes or otherwise, unless directed and approved by the Board majority.

**E. Member at Large The Member at Large shall:**

- 1) Assist the Trailer and Program Committees with recruiting and organizing volunteers to work program and trailer spirit wear sales at events.
- 2) Serve as a liaison between the board, general membership and Sub-Accounts and Sub-Booster groups.

**F. Sub-Booster Representatives The sub-booster representatives shall:**

- 1) Be nominated by the individual Sub-Booster groups
- 2) Attend Board Booster Meetings and represent the interests of the Sub-Booster groups, teams and clubs
- 3) Assist the individual team coaches, groups and club sponsors in determining their individual physical and financial needs.
- 4) Work with the Treasurer and Board to formulate the annual budget for all activities which fall under the administration of the Assistant Principal and/or Athletic Director.

**ARTICLE V – Committees**

**Section 5.01 Spirit Trailer**

The Spirit Trailer Committee shall coordinate the promotion of school spirit through the sale of apparel and memorabilia, bearing the school’s logo, at a nominal price.

*The Spirit Trailer Committee shall:*

- A. Manage the inventory of the Trailer to meet the changing needs of the student body, parents and staff
- B. Record an accurate and timely account of revenues, expenses and inventory of the Trailer and coordinate its financial operation with the Big Boosters Treasurer, under procedures identified in the Spending Procedures and Guidelines .
- C. Report the ongoing operational and financial status of the Trailer’s operation to the Big Boosters’ Board on a monthly basis.

**Section 5.02 Program and Banners**

The Program Committee shall be responsible for seeking out and recruiting sponsors for Fall and Winter Sport Programs. The committee shall seek to identify ways to generate and recognize a positive image of Mt. View High School and its activity programs.

The Banner Committee shall be responsible for seeking out and recruiting sponsors for placement of banners on the Jesse Parker Field fence and baseball back fence. The committee shall seek to identify ways to generate and recognize a positive image of Mt. View High School and its activity programs.

## **ARTICLE VI – Sub-Account Groups and Sub-Booster Groups**

### **Section 6.01 Sub-Account Groups**

When a team, group or club wishes to be a sub-account group of Big Booster, that group shall follow the by-laws, policies and procedures of the Mountain View HS Toro Booster Club.

- A. Sub-Account group maintains their money within the Big Booster bank account.
- B. Sub-Account group is not required to have representative at Big Booster.
- C. Not required to have elected officials.

### **Section 6.02 Sub-Booster Group Formation**

When a team, group or club wishes to form a sub-booster group, that group shall;

- A. Submit a written request to join under the umbrella of Big Booster to school administration
- B. Require to adopt their own bylaws in accordance to Big Booster bylaws, if that group does not have their own bylaws by default they will follow the by-laws, policies and procedures of the Mountain View HS Toro Booster Club. A copy of the sub-booster group bylaws will be submitted to Big Booster with each revision as well as the minutes of the vote approving the bylaws.
- C. Require to follow the Mountain View H.S Toro Booster Club Spending Procedures and Guidelines and acknowledge such requirement.
- D. Officers of each sub-booster group will be elected according to the rules set forth in ARTICLE IV and consist of a President, Vice President, Secretary and Treasurer.
- E. In the absence of a sub-booster group, a team, group, or club advocate shall serve as or appoint a representative parent to perform the duties required of Sub-Booster groups.
- F. Require to provide the names of officers, and bylaws to Big Booster Secretary at the beginning of each financial year.
- G. Require to provide bank statements, financial reports to Big Booster Treasurer on a monthly basis.

### **Section 6.03 Representatives**

Representatives at the Board Booster Meetings should not represent the individual interests of more than one team group or club unless a replacement is not available for the school year. A replacement is encouraged to be found the following school year. Each team, group or club should have a representative present at each Board Booster Meeting.

### **Section 6.04 Responsibilities**

Sub-booster group representatives shall disseminate information to and from the General Membership and Board to the sub-booster groups, coach or sponsors. The Sub-Booster group treasurer or

Sub-Booster group representative shall track all designated funds which come from the Sub-Booster groups and expenses disbursed by the Big Boosters treasurer.

In addition to the monthly financials given to the Big Booster treasurer the Sub-Group treasurer or representative shall reconcile their bank account on a quarterly basis with the Big Boosters treasurer.

Sub-Booster Groups are responsible to contribute to projects and fundraising activities as called upon by the Board. Shared cost between Big Booster, Sub-Booster Groups and Sub-Account Groups could be but not limited to; CPA cost, non-profit filing cost group shared amenities and tax filing cost.

### **Section 6.05 Fundraising**

Sub-booster groups and Sub-Account groups shall obtain the approval of Mt View HS Administration, Principal and/or Athletic Director, prior to conducting any fundraiser as per district rules.

Ordinarily, Sub-Accounts and Sub-Booster groups are discouraged from requesting fundraisers that do not benefit all students in their organization at Mt. View High School.

It is recognized that certain teams, groups or clubs may have unusual financial requirements during start-up of a new group, team or club and or when special events or invitations are extended. The Big Boosters will make efforts to support these financial requirements from Big Boosters funds and will consider such requests for group specific fundraisers on a case by case basis.

### **Section 6.06 Donations**

Big Boosters, Sub-Account, and Sub-Booster groups are encouraged to solicit donations. However, Title IX compliance is the responsibility of the Big Boosters, Sub-Boosters, Sub-Accounts, Athletic Director and Principal. Therefore, no member of the Big Boosters, Sub-Account or Sub-Boosters shall promise how donated funds, equipment, apparel or accessories will be distributed without prior approval of the Principal and/or Athletic Director.

## **ARTICLE VII – Meetings**

### **Section 7.01 Board Booster Meetings**

Board Booster Meetings shall be held on the second Monday of every month during the school year, unless otherwise specified by the Board and reasonable notice is provided to the community. Meetings shall be open to all interested persons. This can be done by email, social media, group messaging, or posting on the school's Big Booster web page.

After the regular meeting agenda items are discussed, any member in good standing, administrator, teacher, coach / sponsor or student may address the Board on any non-agenda item for a maximum of two minutes.

### **Section 7.02 Executive Board Meetings**

Executive Board meetings may be called by the President as needed to address items requiring quick action. Items requiring a vote may be acted on in person, by telephone, video conference, email or group messaging service.



### **Section 7.03 Quorum**

A quorum is required for the transaction of business at the .

Meetings shall require/include at least 60% of the Executive Board members with a current good standing membership. A simple majority shall constitute a quorum for Board Booster Meetings. In all voting instances, majority rules for those present.

### **Section 7.04 [Robert's Rules of Order](#)**

Robert's Rules of Order, the latest edition, shall be recognized as the guiding authority governing the meetings of the Big Boosters, its Board, and its Committees.

## **ARTICLE VIII – Finances**

**Section 8.01** All monies received by the Big Boosters for any purpose shall be deposited intact to the credit of the Big Boosters in a financial institution or institutions selected by resolution of the Executive Board within seven (7) business days of receipt.

**Section 8.02** Funds raised by and/or allocated to specific Sub-Booster groups, shall be separately tracked in the groups designated Bank of America bank accounts as “encumbered funds” for each Sub-Booster group. Expenditures from these encumbered funds do not require Executive Board approval. No Sub-Booster committee should submit a payment request which exceeds the amount of funds available, at the time of the request in the Big Boosters or the committee encumbered funds account. The Executive Board may decline a request for funds if the team balance is inadequate to cover the expenses.

**Section 8.03** Funds raised by the Big Boosters that have a specific advertised purpose, shall be deposited (and separately tracked) in the Big Boosters' general fund to ensure that it is disbursed for the advertised purpose and to safeguard the integrity of the Big Boosters and the School. No vote is required by the general board membership unless the advertised purpose has been altered or changed since the project's inception. Funds raised by a Toro organization outside of the Big Boosters, but whose funds are directed to the Big Boosters for financial record keeping, also require the same Big Boosters procedures for disbursal.

**Section 8.04** Funds raised by any of the Big Boosters fundraising programs should only be directed to an approved club or team. All requests to direct money elsewhere must have prior approval of the Executive Board.

**Section 8.05** All expenditures must be paid via debit card or check. All checks require signatures from no less than two (2) executive board members. All expenditures shall be presented in the monthly treasurer report and ratified at the Board Booster Meeting. Debit card purchases will be limited to \$500 without prior notifying the Big Boosters Board.

**Section 8.06** Cash withdrawals allowed only for petty cash for event change, the withdraw limit will be \$350 per event.

**Section 8.07** Expenditures by the Big Booster over \$500 shall require the pre-approval of the Executive Board. Expenditures by the Big Booster under \$500 do not require the approval of the Executive Board but shall be ratified at Board Booster Meetings.

**Section 8.08** Expenditures by the sub-accounts shall follow the bylaws as set forth in section 8.07.

**Section 8.09** Expenditures by the sub-boosters should follow their by-laws. In addition, all expenditures should be notated on monthly treasurer report that is submitted to the Big Booster.

**Section 8.10** Any mobile payments applications must be approved by the Big Booster prior to use by the Big Booster and sub-boosters.

**Section 8.11** Any crowdfunding applications must be approved by Mountain View Administration/Athletic Director and the Big Booster prior to use by the Big Booster and sub-boosters.

**Section 8.12** Sub-boosters are required to submit treasurer's reports and banks statements monthly in order to maintain a bank account independent of the Main Booster.

**Section 8.13** Sub-boosters will have any and all bank account(s) linked to the Main Big Booster bank account.

**Section 8.14** Sub-Boosters are required to inform Big Booster treasurer in writing of any change of authorized signers to their bank accounts(s).

## **ARTICLE IX – Amendment of These By-laws**

**Section 9.01** Proposed amendments to the By-laws may be voted on by the Executive Board at any regular meeting as long as the amendment(s) were presented and discussed at the prior general membership meeting.

## **ARTICLE X – Dissolution of Big Boosters**

**Section 10.01** Dissolution of the Big Boosters entity. Should the Mountain View HS Toro Booster Club cease to operate as a legal entity, all of the Big Boosters assets and cash will be distributed equally to all active athletic teams and clubs having an encumbered fund with the Big Boosters. Distribution to the teams will be calculated in the following manner; the total sum of the Big Boosters' ending cash balance, including assets converted to cash, divided by the total of all club activities participating in the previous year prior to the Big Boosters' dissolution.

Example: \$50,000 available divided by 750 participating in the years clubs equals \$66.66 dollars per participant given to each club based upon their activity roster totals at time of dissolution. Once distributed, the funds can be used at the discretion of the club and/or duly authorized designate. Encumbered fund balances for clubs no longer active at Mt. View High will be added to the general fund balance prior to the final distribution in the manner described above.

**Section 10.02** Sub-Booster and Sub-Account assets and cash will be disbursed to each Sub-Booster as it was acquired.

**Section 10.03** Upon Big Boosters dissolution, the interest generated in perpetuity by the assets of the club will be distributed on an annual basis equally to all Mt View HS Toro Booster Club based upon club participation as described in section 10.01