

**FORT ZUMWALT SOUTH HIGH SCHOOL
BULLDOGS BOOSTER CLUB
BYLAWS**

ARTICLE I – NAME

The name of this organization is the Fort Zumwalt South High School Bulldogs Booster Club (hereinafter referred to as FZSHSBBC).

ARTICLE II – PURPOSE

Section 1. The corporation is organized for the purpose to support the recognized activities, clubs, and athletic programs at Fort Zumwalt South High School (8050 Mexico Road, St. Peters, MO 63376) by fostering relationships among the school’s students, parents, teachers, staff, and administration.

Section 2. The corporation will sponsor and conduct fundraising events to provide resources for all recognized activities, clubs, and athletic programs and for the common welfare of the entire student body. These events are but not limited to the operation of concession stand(s) at most home sporting events and activities at Fort Zumwalt South High School, an annual craft show usually held in October at Fort Zumwalt South High School, and spirit wear sales.

Section 3. The corporation is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter “Internal Revenue Code”).

ARTICLE III – MEMBERS

Section 1. Any parent, guardian, teacher, staff member, administrator, or any other adult who agrees with the purpose of this organization, is 18 years of age or older, and not enrolled as a student in the Fort Zumwalt School District may be a member and have voting rights.

~~**Section 2.** Each member of the FZSHSBBC shall pay annual dues of Ten Dollars (\$10.00) to said organization for a membership. All dues must be paid in full to be considered a member in good standing with voting rights. Each membership is entitled to one (1) vote whether it is a single membership or a family membership. All dues collected will belong solely to FZSHSBBC and will not be apportioned for dues to another national or state organization.~~

~~**Section 3.** The FZSHSBBC may enroll business members from the community. All business members shall pay annual dues of Ten Dollars (\$10.00) per person and have the same voting rights as all other members.~~

Section 4. Membership will not be denied to any person regardless of their race, color, national origin, ancestry, socio-economic status, marital status, sex, handicap, or membership in other legally constituted organizations.

Section 5. Each member in good standing of the organization shall have one (1) vote in the organization for General Membership Meetings and shall not be assigned or transferred.

Section 6. Members may be expelled or suspended for improper conduct and/or non-payment of dues as determined by the majority of the organization's officers.

ARTICLE IV – OFFICERS AND ELECTIONS

Section 1. The officers of the FZSHSBBC shall be a President, a First Vice President, a Second Vice President, a Third Vice President, a Secretary, and a Treasurer. A list of the officers who shall serve for the ensuing fiscal year shall be sent to the Missouri Secretary of State's office.

Section 2. Each officer shall be a member of the FZSHSBBC. No person shall hold any elective or appointive position who is not a member in good standing of FZSHSBBC.

Section 3. The President of the FZSHSBBC shall call for nominations in April for the coming fiscal year.

- a. The FZSHSBBC shall nominate officers from the members in good standing at the April meeting of the General Membership of each year.

Section 4. The following provisions shall govern the eligibility of individuals to be officers of the FZSHSBBC at the April meeting of the General Membership:

- a. Each nominee should have been a member in good standing for at least one (1) year before assuming office, if elected AND must be a parent or guardian of a student at Fort Zumwalt South High School.
 1. Only those persons who have signified their consent to serve if elected shall be nominated for, or elected to, such office.
 2. If no names are submitted to fill an officer position, then an exception will be made for someone who has served no less than one year.
- b. Officers shall serve for a term of one (1) fiscal year or until their successors are elected.
- c. No officer may be eligible to serve more than four (4) consecutive terms in the same office. A person who has served in an office for more than one half of a full term shall be deemed to have served a full term in such office.

Section 5. The officers shall be elected by the general membership, by single slate ballot, at the May meeting of the General Membership.

- a. Voting for officers will be by a show of hands cast by members in good standing present. The candidates receiving majority of votes shall be declared elected.

Section 6. Officers shall assume their official duties at following the close of the school year at June Officers Meeting, except the treasurer who shall fully assume that officer's duties at the close of the fiscal year (June 30).

Section 7. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Officers at the next scheduled General Meeting, notice of such election having been given to the membership no later than fourteen (14) days before the General Meeting. In case a vacancy occurs in the office of president, the vice president shall serve notice of the election and serve in the capacity of the President until an election can take place.

ARTICLE V: DUTIES OF OFFICERS

Section 1. The President shall:

- a. preside at all meetings of the FZSHSBBC;
- b. serve as an ex-officio member of all committees;
- c. coordinate the work of the officers and committees of the FZSHSBBC in order that the purposes may be promoted;
- d. have general supervision and control of affairs of the organization; and
- e. appoint a parliamentarian for disputes, if needed and desired.

Section 2. The First Vice President shall:

- a. serve as aide to the president;
- b. perform the duties of the president in the president's absence or inability to serve;
- c. oversee and serve as chairperson for the Fall sports concessions;
- d. oversee and serve as coordinator for concession stand volunteer signups by obtaining dates of events from the Fort Zumwalt South High School Activities Director and the school office; and
- e. oversee and coordinate food and health inspections as required with the City of St. Peters.

Section 3. The Second Vice President shall:

- a. serve as aide to the First Vice President; and
- b. perform the duties of the First Vice President in the First Vice President's absence or inability to serve; and
- c. oversee and serve as chairperson for the Winter sports concessions; and
- d. oversee and assist in the ordering of spirit wear to be sold for the next fiscal year.

Section 4. The Third Vice President shall:

- a. serve as aide to the Second Vice President;
- b. perform the duties of the Second Vice President in the Second Vice President's absence or inability to serve; and
- c. oversee and serve as chairperson for the Spring sports concessions.

Section 5. ~~The Secretary shall:~~

- ~~a. record and preserve the minutes of all meetings of the FZSHSBBC;~~
- ~~b. be prepared to read the records of any previous meetings;~~

- ~~e. preserve all records;~~
- ~~d. maintain the original copy of the bylaws;~~
- ~~e. oversee a review of the bylaws every two (2) years;~~
- ~~f. oversee the renewal of the unit's certificate of insurance;~~
- ~~g. maintain a current membership list; and~~
- ~~h. forward names and addresses of newly elected officers to the school's administration no later than June 30.~~

Section 6. ~~The Treasurer shall:~~

- ~~a. submit the books for an audit annually and upon the resignation or removal of the treasurer or any other authorized bank account signatory;~~
- ~~b. have custody of the funds of the FZSHSBBC;~~
- ~~e. maintain a full account of the funds of the FZSHSBBC;~~
- ~~d. make disbursements as authorized by the president and officers in accordance with the budget and make disbursements of approved expenditures voted on by the FZSHSBBC membership;~~
- ~~e. have checks and/or vouchers signed by the treasurer; other signatories on account will be President, First Vice President, and Secretary;~~
- ~~f. keep a full and accurate account of the receipts and disbursements in the books belonging to the FZSHSBBC;~~
- ~~g. provide a financial statement at each Officers meeting and the FZSHSBBC general membership meeting;~~
- ~~h. oversee and submit all necessary reports, forms and correspondence pertaining to the annual filing of the organization's tax returns to the State of Missouri and the United States Internal Revenue Service;~~
- ~~i. register the Annual Report of Officers with the Missouri Secretary of State;~~
- ~~j. present an annual report of the financial condition of the organization; and~~
- ~~k. treasurer's accounts shall be examined annually or upon change of officer by an auditing the committee of two members, who satisfied that the treasurer's annual report is correct, shall sign a statement of fact at the end of the report. The auditing committee shall be appointed by the Executive Board at least two weeks before the annual meeting.~~

Section 7. All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall turn over to the president, without delay, all records, books and other materials pertaining to the office, and shall return to the treasurer, without delay, all funds, credit/debit cards, cash boxes, and keys pertaining to the office.

Section 8. The officers may approve emergency decisions needed without the General Membership's approval provided that the disbursements stay within the budget and there is no conflict with the bylaws.

Section 9. The officers shall prepare and submit a fiscal year budget to the General Membership for adoption.

ARTICLE VI – EXECUTIVE BOARD

Section 1. Each Executive Board member shall be a member in good standing of the FZSHSBBC.

Section 2. An Executive Board member shall not serve as a voting member of the FZSHSBBC Executive Board while serving as a paid employee of or under contract to the FZSHSBBC.

Section 3. The members of the board shall be:

- a. elected officers; and
- b. the organization's school sponsor. This position is currently held by the Fort Zumwalt South Activities Director.

Section 4. The affairs of the FZSHSBBC shall be managed by the Executive Board in the intervals between general membership meetings. Duties of the Executive Board shall be to:

- a. select an auditor or an auditing committee to audit the treasurer's accounts whose report shall be submitted to the general membership for adoption;
- b. carry out such business as may be referred to it by the membership of the association;
- c. create standing and special committees;
- d. approve the plan of work presented by committee chairperson(s);
- e. present a report at the regular general membership meetings of the FZSHSBBC;
- f. prepare and submit an annual budget to the FZSHSBBC general membership for adoption;
- g. approve payment of routine bills within the limits of the approved budget;
- h. carry out any other duty that may present itself as needed for the betterment of the school and its students.
- i. attend a minimum of seventy-five (75) percent of the scheduled meetings per school year.

Section 5. Regular meetings of the Executive Board shall be held on the second Monday of each month at an interval of thirty (30) minutes prior to the general membership meeting or as set forth by the Executive Board.

Section 6. Special meetings of the Executive Board and/or rescheduled meetings may be called by the president or when requested by a majority of the members upon two (2) days' notice to each member of the Executive Board.

Section 7. At all meetings of the Executive Board, a majority of the members of the board shall constitute a quorum for the transaction of business.

Section 8. If any member of the board shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the board by a resolution adopted by the Executive Board.

Section 9. Upon the expiration of the term of office, or when individuals cease to hold the position that entitles them to be a member of the Executive Board, they shall automatically cease to be a member of the Executive Board and shall be relieved of all duties and responsibilities incident to such membership. All records, books and other materials pertaining to the position shall be turned over to the president and all funds pertaining to the position shall be returned to the treasurer within fourteen (14) days.

ARTICLE VII - COMMITTEES

Section 1. Only members of the FZSHSBBC shall be eligible to serve in any elective or appointive positions.

Section 2. Standing committees are those which perform a continuing function and serve all year. Such standing committees may be created by the board at any time to promote and carry out the purposes and the work of the FZSHSBBC.

Section 3. Special committees are created for a special purpose and automatically cease to exist when their work is done, and the final report is received. The officers may decide to create such special committees as they deem necessary.

Section 4. The chairmen of committees shall be appointed by the officers of the association and shall serve until their resignation and the selection of a successor.

Section 5. The chair of each committee shall present a plan of work to the executive board for approval. No monies shall be spent over budget on any committee without consent of the board.

Section 6. The president shall be a member ex officio of all committees except the nominating committee. The president shall be notified of all committee meetings.

ARTICLE VIII - GENERAL MEMBERSHIP MEETINGS

Section 1. In general membership meetings the right to offer motions, make nominations, speak in debate, and vote, shall be limited to members of the FZSHSBBC whose dues are paid.

Section 2. Regular meetings of the general membership of the FZSHSBBC shall be held on the second Monday of each month September through May during the school year. A new date will be set at the discretion of the organization's officers if there is a conflict with the Fort Zumwalt South High School and/or the Fort Zumwalt School District calendars. Seven (7) days' notice shall be given to the membership of any change of date due to any unforeseen circumstance. If school is cancelled for any reason, all activities including general membership meetings will be cancelled. A new date will be set at the discretion of the organization's President in coordination with the school's administration with a minimum of seven (7) days' notice to the general membership.

Section 3. Special meetings of the FZSHSBBC may be called by the President or by a majority of the officers with seven (7) days' notice having been given.

Section 4. Seven (7) members including officers shall constitute a quorum for the transaction of business in any general membership meeting of the FZSHSBBC.

Section 5. ~~At all General Membership meetings, the following order of business shall be observed:~~

- ~~a. Opening of Meeting~~
- ~~b. Approval of Minutes of Previous Meeting~~
- ~~c. Reports of Officers:~~
 - ~~i. Treasurer~~
 - ~~ii. President~~
 - ~~iii. First Vice President~~
 - ~~iv. Second Vice President~~
 - ~~v. Third Vice President~~
- ~~d. Requests from Clubs, Activities, or Athletics~~
- ~~e. Membership~~
- ~~f. Spirit Wear~~
- ~~g. Craft Show~~
- ~~h. Old Business~~
- ~~i. New Business~~
- ~~j. Adjournment~~

ARTICLE IX - FINANCES

Section 1. The fiscal year of the FZSHSBBC shall begin on July 1 and end on the following June 30.

Section 2. A tentative budget shall be drafted before the start of each school year and approved by a majority vote of the members present at the September general membership meeting.

Section 3. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 4. The officers board shall approve all expenses of the organization.

Section 5. ~~Each check over the amount of One Thousand Dollars shall require notification of all officers either in person or in writing. All officers shall be authorized signers for the FZSHSBBC's checking account. Authorized signers shall be the president, vice president, treasurer, and secretary.~~

Section 6. The treasurer shall prepare a financial statement at the end of the fiscal year to be reviewed by the Audit Committee.

Section 7. All accounts that are the property of the FZSHSBBC including checking, savings, and debit cards/accounts used for purchasing can be audited for accuracy in accounting at any time.

ARTICLE X - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the meetings of the FZSHSBBC in all cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE XI – STANDING RULES

The standing rules of the FZSHSBBC that have been adopted upon approval of the Bylaws are as follows:

- a. ~~The FZSHSBBC will consider any financial request from any Fort Zumwalt South High School recognized club, activity, or sport that has a sponsor or coach. The procedures for submitting a financial request are as follows:~~
 - i. ~~Each coach or sponsor shall fill out a request form and turn it into the Fort Zumwalt South Activities Director for initial approval before it is presented to the FZSHSBBC for review and approval.~~
 - ii. ~~All requests initially approved by the Fort Zumwalt South Activities Director will be forwarded to the FZSHSBBC for review a minimum of five (5) business days before a General Membership meeting.~~
 - iii. ~~All coaches and sponsors are encouraged to present their request in person at a General Membership meeting after it has been initially approved by the Fort Zumwalt South Activities Director.~~
 - iv. ~~All requests from recognized activities, clubs, and sports will be considered. However, the officers reserve the right to review the volunteer records for the club, activity, or sport to see if the recognized activities, clubs, and sports asking for financial assistance has volunteered with the FZSHSBBC and therefore helped to contribute to the funds raised by the FZSHSBBC.~~
 - v. ~~The FZSHSBBC will not approve requests for the following:~~
 1. ~~Uniforms.~~
 2. ~~Travel costs.~~
 - vi. ~~The FZSHSBBC will consider approving requests for the following on a case by case basis:~~
 1. ~~The cleaning of uniforms, costumes, and other apparel.~~
 2. ~~Entry fees for competitions whether in district, state, or elsewhere.~~
- b. ~~The FZSHSBBC has three (3) committees— Membership, Spirit Wear, and Craft Show. Each of these committees has an appointed chair.~~
- c. ~~Each membership will receive a punch card good for five (5) soft drinks at a FZSHSBBC concession stand upon receipt of a membership form and payment of the annual membership fee. The card will expire at the end of the school year.~~
- d. ~~All persons volunteering to work in concession stands shall be middle school age or older. In addition, all volunteers must wear closed-toe shoes in accordance with local food safety regulations.~~
- e. ~~All persons handling money for the FZSHSBBC must be over the age of eighteen (18) years of age and not a student.~~

- ~~f. The FZSHSBBC will pay for sports banners in the gymnasium or other part of the Fort Zumwalt South High School building. The cost will be agreed upon before purchase is made.~~
- ~~g. The FZSHSBBC will contribute the profits from the Grad Night Dodgeball Night or other sport fundraiser. This will be a one-time per year event.~~
- ~~h. The FZSHSBBC will award a minimum of two (2) and up to four (4) One Thousand Dollar (\$1,000) scholarships per year. Applications will be made available in the Fort Zumwalt High School Guidance Office. All applications will be reviewed and the winners to be determined by the staff members of Fort Zumwalt South High School. The names of the scholarship winners will be provided to the FZSHSBBC before the announcement at Senior Awards Night for presentation. The rules of eligibility for applicants are as follows:

 - ~~i. Applicant must be a Senior student in good standing at Fort Zumwalt South High School.~~
 - ~~ii. The applicant's parent/guardian must be an active member of the FZSHSBBC.~~
 - ~~iii. The applicant's parent/guardian must attend at least two (2) General Membership meeting during the applicant's Senior year by March 1.~~
 - ~~iv. The applicant's parent/guardian must volunteer at least six (6) hours for the FZSHSBBC during the applicant's Senior year by March 1.~~~~
- ~~i. The FZSHSBBC will sponsor one (1) hole for the Grad Night Golf Tournament if one is held.~~
- ~~j. The FZSHSBBC will invoice the Fort Zumwalt South Activities Director for any and all costs regarding meals purchased for referees, line officials, and other paid officials working Fort Zumwalt South High School home football games.~~
- ~~k. The FZSHSBBC will allow all law enforcement officers working at Fort Zumwalt South High School home sporting events a drink and/or food item as requested.~~
- ~~l. The FZSHSBBC reserves the right to waive a membership fee to any coach, sponsor, or teacher of a recognized Fort Zumwalt South club. The membership will be waived in exchange for the group, club, or sport being sponsored signing up to fill a date of concession duty on the FZSHSBBC calendar.~~
- ~~m. The following rules will apply to all FZSHSBBC activities where money is collected:

 - ~~i. No bills larger than a Twenty Dollar (\$20) bill will be accepted at any FZSHSBBC stand.~~
 - ~~ii. At the conclusion of business on the day of the event, all money must be counted by two (2) non-related individuals and recorded on a sales recording sheet.~~
 - ~~iii. All money collected including any equipment used for online sales should be returned to the Treasurer as soon as the shift is over. If the Treasurer is unavailable, the money should be turned in to another officer. Arrangements should then be made to get the money to the~~~~

~~Treasurer within seventy-two (72) hours unless prior arrangements have been made.~~

~~Additional standing rules may be approved by the Officers, and the secretary shall keep a record of the standing rules for future reference until the Bylaws can be updated and/or amended.~~

ARTICLE XII – DISSOLUTION

The FZSHSBBC may be dissolved with previous notice of thirty (30) calendar days and two-thirds of the membership present at a general or special meeting.

ARTICLE XIII - AMENDMENTS

Section 1. These bylaws may be amended at any general membership meeting of FZSHSBBC by a majority vote of those members present and voting, a quorum being present, provided that the proposed amendments have been provided to the membership in writing at the previous meeting or thirty (30) days prior to the meeting.

Section 2. If a complete revision of the bylaws is needed, a committee may be appointed by a majority vote at a general membership meeting of the FZSHSBBC and within sixty (60) days submit a revised set of bylaws as a substitute for the existing bylaws. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

ARTICLE XIV – CONFLICT OF INTEREST

Section 1. The purpose of the conflict of interest policy is to protect the FZSHSBBC's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the FZSHSBBC or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2. Interested Person - Any director, principal officer, or member of a committee with executive board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

Section 3. Financial Interest - A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the FZSHSBBC has a transaction or arrangement,
- b. A compensation arrangement with the FZSHSBBC or with any entity or individual with which the FZSHSBBC has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the FZSHSBBC is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article XIV, Section 5, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 4. Duty to Disclose - In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with executive board delegated powers considering the proposed transaction or arrangement.

Section 5. Determining Whether a Conflict of Interest Exists - After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the executive board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

Section 6. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the executive board or general membership meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The president shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the executive board shall determine whether the FZSHSBBC can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the executive board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the FZSHSBBC's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

Section 7. Violations of the Conflicts of Interest Policy

- a. If the executive board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the executive board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 8. Recordings of Proceedings - The minutes of the executive board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the executive board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Section 9. Compensation

- a. A voting member of the executive board who receives compensation, directly or indirectly, from the FZSHSBBC for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the FZSHSBBC for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the executive board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the FZSHSBBC, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 10. Annual Statements - Each director, principal officer and member of a committee with executive board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the FZSHSBBC is charitable and in order to maintain its tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Section 11. Periodic Reviews - To ensure the FZSHSBBC operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the FZSHSBBC's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Section 12. Use of Outside Experts - When conducting the periodic reviews as provided for in Section 11, the FZSHSBBC may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the executive board of its responsibility for ensuring periodic reviews are conducted.

Final Approved 2019

**FORT ZUMWALT SOUTH HIGH SCHOOL
BULLDOGS BOOSTER CLUB**

ADOPTION VERIFICATION PAGE

BYLAWS REVIEWED AND PRESENTED TO OFFICERS VIA EMAIL: August 4, 2019

The above Bylaws will replace and supersede any and all previous Bylaws, Constitutions, and Guidelines.

Presented by: Peggy Woodward – President

Date Bylaws Approved: September 9, 2019

Bylaws Adopted by Membership: September 9, 2019

Julie Sarquist – First Vice President

Kim Hacker – Second Vice President

Kara Reynolds – Secretary

Melinda Bostic - Treasurer

Final Approved 2019

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**FORT ZUMWALT SOUTH HIGH SCHOOL
BULLDOGS BOOSTER CLUB
BYLAWS
AMENDMENT I**

The Bylaws of the Fort Zumwalt South High School Bulldogs Booster Club (hereinafter referred to as FZSHSBBC) adopted on September 9, 2019 are amended as per Article XIII as follows:

ARTICLE III – MEMBERS

Section 2. Each member of the FZSHSBBC shall pay annual dues of Ten Dollars (\$10.00) to said organization for a regular membership or Twenty-Five Dollars (\$25.00) for a Bulldog Membership. All dues must be paid in full to be considered a member in good standing with voting rights. Each membership is entitled to one (1) vote whether it is a single membership or a family membership. All dues collected will belong solely to the FZSHSBBC and will not be apportioned for dues to another national or state organization.

Section 3. The FZSHSBBC may enroll business members from the community. All business members shall pay annual dues of Ten Dollars (\$10.00) to said organization for a regular membership or Twenty-Five Dollars (\$25.00) for a Bulldog Membership per person and have the same voting rights as all other members.

ARTICLE V: DUTIES OF OFFICERS

Section 5. The Secretary shall:

- a. record and preserve the minutes of all meetings of the FZSHSBBC;
- b. be prepared to read the records of any previous meetings;
- c. preserve all records;
- d. maintain the original copy of the bylaws;
- e. oversee a review of the bylaws every two (2) years;
- f. maintain a current membership list; and
- h. forward names and addresses of newly elected officers to the school's administration no later than June 30.

Section 6. The Treasurer shall:

- a. submit the books for an audit annually and upon the resignation or removal of the treasurer or any other authorized bank account signatory;
- b. have custody of the funds of the FZSHSBBC;
- c. maintain a full account of the funds of the FZSHSBBC;
- d. make disbursements as authorized by the president and officers in accordance with the budget and make disbursements of approved expenditures voted on by the FZSHSBBC membership;
- e. make disbursements to vendors online or through auto-pay, if available, to avoid late fees and service charges;
- f. have checks and/or vouchers signed by the treasurer and/or one other elected officer signatory on account;

- g. keep a full and accurate account of the receipts and disbursements in the books belonging to the FZSHSBBC;
- h. provide a financial statement at each Officers meeting and the FZSHSBBC general membership meeting;
- i. oversee the renewal of the unit's certificate of insurance;
- j. oversee and prepare a reconciliation of income, expenditures, and bank statements to be reviewed and signed by one (1) other elected officer per the requirements of the unit's insurance carrier;
- k. oversee the maintenance and inventory of the unit's financial equipment (i.e. tills, cash boxes, bank bags, credit card payment items, and others);
- l. oversee and submit all necessary reports, forms and correspondence pertaining to the annual filing of the organization's tax returns to the State of Missouri and the United States Internal Revenue Service;
- m. register the Annual Report of Officers with the Missouri Secretary of State;
- n. present an annual report of the financial condition of the organization; and
- o. treasurer's accounts shall be examined annually or upon change of officer by an auditing the committee of two members, who satisfied that the treasurer's annual report is correct, shall sign a statement of fact at the end of the report. The auditing committee shall be appointed by the Executive Board at least two weeks before the annual meeting.

ARTICLE VIII – GENERAL MEMBERSHIP MEETINGS

Section 5. At all General Membership meetings, the following order of business shall be observed:

- a. Opening of Meeting
- b. Approval of Minutes of Previous Meeting
- c. Reports of Officers:
 - i. Treasurer
 - ii. President
 - iii. First Vice President
 - iv. Second Vice President
 - v. Third Vice President
- d. Requests from Clubs, Activities, or Athletics
- e. Membership
- f. Spirit Wear
- g. Craft Show
- h. Social Media
- i. Old Business
- j. New Business
- k. Adjournment

ARTICLE IX – FINANCES

Section 5. Each check over the amount of One Thousand Dollars (\$1,000) shall require notification of all officers either in person or in writing. All officers may be authorized signers for the FZSHSBBC's banking accounts. Authorized signers shall be the Treasurer and one other elected officer.

ARTICLE XI – STANDING RULES

The standing rules of the FZSHSBBC that have been adopted upon approval of the Bylaws are as follows:

- a. The FZSHSBBC will consider any financial request from any Fort Zumwalt South High School recognized club, activity, or sport that has a sponsor or coach. The procedures for submitting a financial request are as follows:
 - i. Each coach or sponsor shall fill out a request form and turn it into the Fort Zumwalt South Activities Director for initial approval before it is presented to the FZSHSBBC for review and approval.
 - ii. All requests initially approved by the Fort Zumwalt South Activities Director will be forwarded to the FZSHSBBC for review a minimum of five (5) business days before a General Membership meeting.
 - iii. All coaches and sponsors are encouraged to present their request in person at a General Membership meeting after it has been initially approved by the Fort Zumwalt South Activities Director.
 - iv. All requests from recognized activities, clubs, and sports will be considered. However, the officers reserve the right to review the volunteer records for the club, activity, or sport to see if the recognized activities, clubs, and sports asking for financial assistance has volunteered with the FZSHSBBC and therefore helped to contribute to the funds raised by the FZSHSBBC.
 - v. The FZSHSBBC will not approve requests for the following:
 1. Uniforms.
 2. Travel costs.
 - vi. The FZSHSBBC will consider approving requests for the following on a case-by-case basis:
 1. The cleaning of uniforms, costumes, and other apparel.
 2. Entry fees for competitions whether in district, state, or elsewhere.
- b. The FZSHSBBC has three (3) committees – Membership, Spirit Wear, and Craft Show. Each of these committees has an appointed chair.
- c. All persons volunteering to work in concession stands shall be middle school age or older. In addition, all volunteers must wear closed-toe shoes in accordance with local food safety regulations.
- d. All persons handling money for the FZSHSBBC must be over the age of eighteen (18) years of age and not a student.
- e. The FZSHSBBC will pay for sports banners in the gymnasium or other part of the Fort Zumwalt South High School building. The cost will be agreed upon before purchase is made.
- f. The FZSHSBBC will contribute the profits from concessions from one (1) Grad Night fundraiser if requested from the Senior Class Sponsor or Activities Director. This will be a one-time per year event. Profits not to exceed Five Hundred Dollars (\$500.00).
- g. The FZSHSBBC will award a minimum of two (2) One Thousand Dollar (\$1,000) scholarships per year. The number of scholarships to be available will be discussed and

agreed upon at the February General Membership Meeting of the FZSHSBBC. Applications will be made available in the Fort Zumwalt High School Guidance Office. All applications will be reviewed and the winners to be determined by the staff members of Fort Zumwalt South High School. The names of the scholarship winners will not be provided to the FZSHSBBC until the announcement at Senior Awards Night for presentation. The rules of eligibility for applicants are as follows:

- i. Applicant must be a Senior student in good standing at Fort Zumwalt South High School.
 - ii. The applicant's parent/guardian must be an active member of the FZSHSBBC.
 - iii. The applicant's parent/guardian must attend at least two (2) General Membership meeting during the applicant's Senior year by March 1.
 - iv. The applicant's parent/guardian must volunteer at least six (6) hours for the FZSHSBBC during the applicant's Senior year by March 1.
- h. The FZSHSBBC will sponsor one (1) hole for the Grad Night Golf Tournament if one is held.
 - i. The FZSHSBBC will invoice the Fort Zumwalt South Activities Director for any and all costs regarding meals purchased for referees, line officials, and other paid officials working Fort Zumwalt South High School home games.
 - j. The FZSHSBBC will allow all law enforcement officers working at Fort Zumwalt South High School home sporting events a free drink and/or food item as requested.
 - k. The FZSHSBBC reserves the right to waive a membership fee to any coach, sponsor, or teacher of a recognized Fort Zumwalt South club.
 - l. The following rules will apply to all FZSHSBBC activities where money is collected:
 - i. No bills larger than a Fifty Dollar (\$50) bill will be accepted at any FZSHSBBC stand. The Fifty Dollar (\$50) bill will be accepted if and only if we have enough large bills to support making change. The FZSHSBBC reserves the right not to accept a Fifty Dollar (\$50) bill if total purchase is under Five Dollars (\$5.00).
 - ii. At the conclusion of business on the day of the event, all money must be counted by two (2) non-related individuals and recorded on a sales recording sheet.
 - iii. All money collected including any equipment used for online sales should be returned to the Treasurer as soon as the shift is over. If the Treasurer is unavailable, the money should be turned in to another officer. Arrangements should then be made to get the money to the Treasurer within seventy-two (72) hours unless prior arrangements have been made.

Additional standing rules may be approved by the Officers, and the secretary shall keep a record of the standing rules for future reference until the Bylaws can be updated and/or amended.

**FORT ZUMWALT SOUTH HIGH SCHOOL
BULLDOGS BOOSTER CLUB
ADOPTION VERIFICATION PAGE**

BYLAWS and AMENDMENT REVIEWED and PRESENTED AT GENERAL MEMBERSHIP MEETING on October 11, 2021 FOR REVIEW. VOTED FOR APPROVAL ON November 8, 2021

Presented by: Peggy Woodward – President
Bylaws Amendment Approved: October 11, 2021

BYLAWS and AMENDMENT REVIEWERS 2021

Bylaws Committee: Peggy Woodward (chairman) Kara Reynolds (member) Andrea Steele (member)
Jodi Maslin (member)

Bylaws Adopted: November 8, 2021 Bylaws Approved by Unit: November 8, 2021

Amendment to the Bylaws for Fort Zumwalt South High School Bulldogs Booster Club (FZSHSBBC) has been adopted by the membership on November 8, 2021.

Peggy Woodward (President)
Kim Hacker (2nd Vice President)
Kara Reynolds (Treasurer)
Jodi Maslin (Secretary)