

# Farmington High School Girls Softball Booster Club & By-Law Manual

(Updated 7/11/2023)



**Head Coach:**

Paul Harrington

**Assistant Coaches:**

Randy Schmitz

Corey Schweich

**President:**

Scott Hughes

**Vice President:**

Tricia Peterson

**Treasurer:**

Crystal Mittelstadt

**Secretary:**

Shelly Lickfelt

**Member-at-Large (voting):**

Danielle Mair

## **Member-at-Large (non-voting):**

Zach Goring

Matt Flanagan

Megan Oistad

### **ARTICLE I: NAME**

The name of this organization is the Farmington Girls Softball Booster Club, referred to as the “Booster Club”.

### **ARTICLE II: PURPOSE**

The Farmington Girls Softball Booster Club operates as a non-profit, tax-exempt organization in accordance with Section 501(c) (3) of the Internal Revenue Code under the umbrella of the Tiger Fan Club and as such will comply with all requirements under the Tiger Fan Club for the purpose of promoting and financially supporting girls’ softball at Farmington High School.

Objectives are not limited to, but include the following:

- To promote competitive softball at Farmington High School within the rules and regulations of the Minnesota State High School League.
- To publicize girls’ softball in the Farmington High School attendance area.
- To encourage team sportsmanship, pride and unity within the Farmington Girls Softball Program.
- To cultivate physical fitness, school spirit, academic excellence, and individual character for the members of the Farmington Girls Softball Program.
- To provide a means of communication between the softball coaching staff, parents and Farmington High School administration.
- To make Farmington High School Girls Softball a memorable and enjoyable experience
- To develop, lead, and manage programs that will financially benefit the Farmington Girls Softball Program.
- To act within Section 501 (c) (3) of the Internal Revenue Code of 1986, as now enacted or hereafter amended with the partnership of the Tiger Fan Club.

### **ARTICLE III: MEMBERSHIP**

Membership is encouraged, but strictly voluntary and considered a “per household” membership. Each household will have one vote at the Annual Meeting as a member of the association, upon payment of the annual dues that are determined on a yearly basis by the Board of Directors. Members are encouraged to attend all meetings.

## **ARTICLE IV: MEETINGS Section**

### **1: Regular Meetings**

Board Meetings of the association shall be run by the President and held at least quarterly and prior to any major event such as leagues, fundraisers, or events. All board meetings are open to the general membership.

### **Section 2: Annual Meeting**

An annual meeting of this organization shall be held once a year, as scheduled by the President, with the purpose of electing board members and receiving annual reports. This meeting will take place every June.

### **Section 3: Special Meetings:**

Special meetings of the membership will be called by the President or by any majority vote of the Board. The date, time and location of any special meeting should be announced to all members prior to the meeting date and every effort will be made to give at least a 48-hour notice. Notice/announcement by email is sufficient to satisfy this notice/announcement requirement. Members may also watch for any updates or notifications posted to the FHS Softball Booster Website.

### **Section 4: Quorum:**

The presence of two Board members and two at large members shall be sufficient to constitute a quorum necessary for the transaction of business at all general, special and annual meetings. The presence of three (3) Board members shall be sufficient to constitute a quorum necessary for the transaction of business at all Board of Director's meetings.

All meetings, regardless of purpose, are open to all members and will include a review of the minutes of the previous meeting, presentation of a current financial report, reports from active committees, a coaches' update when appropriate, and updates on old and new business.

## **ARTICLE V: BOARD OF DIRECTORS Section**

### **1: Board Positions**

The Board of Directors positions shall include President, Vice President Secretary/Communication, Member-at-Large, and Treasurer, and shall be nominated by membership and voted on in the annual meeting.

## **Section 2: Terms**

The president shall hold their position for a two (2) year term.

The remaining board members shall hold their position for a one (1) year term, but may be reelected for an additional year term at each annual election of officers.

## **Section 3: Vacancy**

Any vacancy on the Board of Directors will be filled by an appointment made by the President, with the approval of the majority of the Board Members, for the remaining time in the term of office.

## **Section 4: Removal of a member or director**

The removal of any member or director can be called by the membership via special meeting when conduct is deemed detrimental to the mission of the booster club.

# **ARTICLE VI: DUTIES OF THE BOARD OF DIRECTORS**

## **Section 1: President**

The President shall preside at all regular, annual, special and Board of Directors meetings; shall be a sub-member of all committees; shall appoint committee chairperson of all established committees and shall perform other duties usually pertaining to the office of President. The President shall act as a liaison between the administration of Farmington High School and the Girls Softball Booster Club and as a liaison between the Head Coach of the Girls Softball Varsity Team and the Girls Softball Booster Club. The President shall attend monthly TFC meetings, if unable to attend appoint another board member to attend.

Immediate Past President shall assist the President and shall preside in the absence of the President and the Vice-President. He/She will support the Vice-President in the nominations for new board members, help with transitioning, and will serve as the base of institutional knowledge for the Farmington Girls Softball Booster Club.

## **Section 2: Vice-President**

The Vice-President shall assist the President and shall preside in the absence of the President. The Vice-President shall coordinate the activities of the nomination committee for new board members, and act as the Parliamentarian and Chairperson of any changes to the Bylaws of the Farmington Girls Softball Booster Club. The Vice-President shall be responsible for ensuring there is a liaison from the Girls Softball Booster Club to the girls' youth softball programs in the Farmington attendance area, including, but not limited to, Farmington Girls Fastpitch Association.

### **Section 3: Secretary and Communication**

The Secretary shall keep a record of all regular, annual, special and Board of Directors meetings, present minutes for approval, maintain a copy of the bylaws and shall add all amendments to the bylaws. The Secretary shall be responsible for maintaining contact information of members and shall distribute communications to members from the Board of Directors. The Secretary will maintain social media channels to share information more broadly to members and the community.

### **Section 4: Treasurer**

The Treasurer shall deposit all monies received in the appropriate bank account as approved by the Board of Directors; keep a full and accurate account of receipts and expenditures; and in accordance with the budget adopted by the Board of Directors, shall make disbursements as authorized by the Board of Directors. The Treasurer's Report is to be attached to the minutes as an official record. The Treasurer is responsible for the filing of the necessary forms as stipulated by Government regulation and will prepare a budget for presentation and approval of the Board of Directors at their winter meeting.

### **Section 5: Member-at-Large**

The Member-at-Large shall assist with all aspects of the Board's responsibilities and shall assist other Board members in completing their tasks and responsibilities or fill in for a Board Member who is unable to fulfill a particular task or responsibility at the required time. The Member-at-Large shall attend monthly FGFA meetings or secure a Booster Club representative to attend in his/her place. Members-at-large may be designated as taking the lead for services, including but not limited to, fundraising concessions, team food coordination or field improvements.

**Section 6: Farmington Girls Softball Coach and Athletic Director** shall be advisory, nonvoting, members of the Board of Directors, and act as a liaison between the Minnesota State High School League, Independent School District 192, Farmington High School and the Farmington Girls Softball Booster Club.

Sub - Committees will be assigned as necessary. Booster club members may be asked to volunteer to lead sub-committees as needed.

## **ARTICLE VII: RULES**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and special rules of order the Farmington Softball Booster Club may adopt.

## **ARTICLE VIII: AMENDMENT OF BYLAWS**

These bylaws may be amended at any general membership meeting, or special meeting called for the purpose of amendment of the bylaws, by a simple majority vote of the attending membership, providing the amendment was presented in writing at the previous Board Meeting.

## **ARTICLE IX: DISSOLUTION**

The association will use its funds only to accomplish the objectives and purposes specified in these bylaws and no part of said funds shall inure to be distributed to members of the club. Any funds remaining shall be distributed in their entirety to the Farmington High School Athletic Department.

## **ARTICLE X: BUDGETING, INCOME AND EXPENDITURES**

### **Section 1: Preparation and Approval of Budget**

The Board of Directors will prepare a budget for approval by the full Booster Club no later than April 1 of each year. The head coach of the program is strongly encouraged to participate in the budgeting process to ensure club goals and initiatives are aligned with the overall goals of the girls' softball program. Once the budget is approved by the full Booster Club it will remain in place for the remainder of the fiscal year.

### **Section 2: Income and Expenditures**

Any monies raised by the Farmington Girls Softball Boosters shall be held in a separate account as defined under the umbrella of the Tiger Fan Club and shall be used to fund programs and activities in support of the Farmington High School Girls Softball Program. The booster organization books will be available upon request for review by any member of the booster.

The Treasurer shall submit a detailed summary of expenditures to the Executive Board on a monthly basis.

The voting board may accept on behalf of the boosters any contribution, gift, or bequest for the general purpose or for any special purpose of the Farmington High School Girls Softball Booster Club.

Expenses greater than \$250 must be pre-approved by the voting board.

It is mandatory that at least two Board Members are involved in the authorizing and signing of any check.

#### **ARTICLE XI: APPROVAL OF BYLAWS**

Approval of Bylaws shall be made a majority vote of the Farmington Girls Softball Booster Club membership. We, the current Board, by the signatures below, attest that these bylaws have been approved by majority vote.

President: \_\_\_\_\_

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Date: \_\_\_\_\_

Member-at-Large: \_\_\_\_\_

Date: \_\_\_\_\_

#### **ARTICLE XI: COACH ACKNOWLEDGEMENT OF UNDERSTANDING OF BYLAWS**

As the Farmington Head Girls Softball Coach, I hereby acknowledge that I understand, support and agree to follow the Farmington Girls Softball Booster Club bylaws to the best of my ability.

Head Coach: \_\_\_\_\_

Date: \_\_\_\_\_