

**TRAVERSE CITY WEST TITAN ATHLETIC BOOSTERS, INC.  
BYLAWS**

**ARTICLE I**

**Name**

The name of this organization shall be the TRAVERSE CITY WEST TITAN ATHLETIC BOOSTERS, INC., a non-profit organization, organized under the laws of the State of Michigan.

**ARTICLE II**

**Purpose**

The purpose of this corporation is to promote the development of Traverse City West Senior High Athletics and boost school spirit and sportsmanship.

BOOSTERS will consider proposals from the athletic coaches, process through the Athletic Director, for equipment or enhancements that would not normally be provided by the regular school budget. The corporation will raise monies for the benefit of the athletic activities through various methods.

The corporation shall also advance and promote good sportsmanship among students and community. The corporation will attempt to develop a strong appreciation of the athlete-coach and parent relationship as a vital factor in character building, citizenship and responsibility.

The corporation is intended to be a charitable organization which is exempt from income taxation under Section 501c3 of the Internal Revenue Code.

**ARTICLE III**

**Membership/Contributors**

Membership is open to any interested adult. The parents or guardians of a member of any Titan athletic team are automatically considered members of BOOSTERS. Dues are not a pre-requisite for membership. Members may choose to be contributors. Contributors are voting members. Each MHSAA sanctioned athletic team serviced by the Traverse City West Athletic Department is required to be a Titan Pride contributor. Athletic teams are the only members who can be Titan Pride contributors.

## Classes of Contributors

***Titan Pride Contributor:*** \$1,050/year

Revenue generated from Titan Pride contributors will be managed annually in the following manner:

Eligible Team Use:

- Team Booster Grant Requests \$400/team
- Booster Senior Scholarships \$175/team
- Hall of Fame Awards and Recognition Ceremony \$50/team
- MHSAA Conference Student Attendees \$25/team
- Sports Program Design/Layout \$60/team
- Miscellaneous Booster Expenses \$240/team
  - Annual Tax Preparation
  - Accounting Supplies
  - Processing Receipts and Transactions
  - Team Monetary Deposits
  - Etc.

Emergency Fund \$100/team

- Replacement of past purchases and/or unexpected expenses
- The emergency fund threshold has been set at \$10,000
- If the emergency fund is flush, the money collected to reimburse it will be redirected to “eligible team use.”

***Green Contributor:*** To Be Determined

***White Contributor:*** To Be Determined

***Gold Contributor:*** To Be Determined

***Spirit Contributor:*** To Be Determined

A contributor may be a business, individual or family and will be recognized in the sports programs. The classes of contributors may be amended from time to time.

## ARTICLE IV

### Meeting of Membership

Monthly meetings will be held on the third Monday of every month at 7:00 pm from September through May. The annual meeting will be held in April, election of officers will take place at this time and full financial report will be given. Special meetings may be called by the President, adequate notice having been given, or by a quorum of the membership or Board.

## ARTICLE V

### Election of Officers

Election of officers shall be held by written ballot with sufficient space for write-in candidates during the annual meeting in April. Nominations may come from the floor. Elected officers shall assume their responsibilities at the next regular meeting (May) with the outgoing officers also in attendance to ensure a smooth transition. The membership shall elect from its number the following officers: President, Vice-President, Secretary and Treasurer. Officers shall serve a two year term. Starting with the year 2002, the positions of President and Secretary shall be up for election with the year 2003 seeing the positions of Vice-President and Treasurer up for election. Staggering these elections will ensure continuity. These four officers along with the Athletic Director shall comprise the Board of Directors. Vacancies will be appointed by vote of the Board of Directors and serve until the next regular season.

## ARTICLE VI

### Duties of the Board of Directors

The Board of Directors shall be responsible for establishing and implementing the policies of the corporation and shall exercise all general powers of non-profit corporations under Michigan law including authorization for disbursement of corporate funds. The Board of Directors shall conduct a financial audit as deemed necessary. The Board of Directors shall hold regular monthly meetings except as otherwise provided. The Board of Directors shall have the right to expel any individual member for just cause.

**President:** The President shall be the executive officer of the corporation and shall preside at all meetings. All standing committees shall be appointed by the President with the advice and consent of the Board of Directors and the President shall appoint special committees at his/her sole discretion. The President shall act as an ex-officio member of all committees. The President is empowered to call special meetings of the Board of Directors or the membership at any time at his/her discretion.

**Vice-President:** If for any reason the President is unable to perform his/her duties, the Vice President shall accept his/her position and perform his/her duties under the same authority as the President. If the office of President should become vacant, the Vice-President shall succeed in office and the vacancy created shall be filled by the Board of Directors.

**Secretary:** The Secretary shall be in charge of all records of the corporation and shall have the responsibility of keeping and preserving minutes of all meetings. The Secretary shall also be responsible for preparing all official correspondence.

**Treasurer:** The Treasurer shall be the principal financial officer of the corporation and shall accurately keep all financial records, issue and retain receipts, open bank accounts and disburse funds in the corporation's name as authorized by the Board of Directors, in accordance

with the financial policy. The Treasurer shall present a statement of account at all meetings and at other times when requested by the Board of Directors and shall make a full report at the annual meeting. The Treasurer shall see to it that all taxes are paid in a timely manner.

## **ARTICLE VII**

### **Committees**

The Board may designate standing or ad hoc committees as deemed necessary. The President shall appoint members to committees in accordance with the provisions of Article VI.

## **ARTICLE VIII**

### **Dissolution**

Upon dissolution, the assets of the corporation shall only be distributed to a charitable or educational institution exempt under the provisions of the Internal Revenue Code, specifically Section 501c3, as designated by the Board of Directors.

## **ARTICLE IX**

### **Amendments**

The Bylaws may be amended at any regular or special meeting of the Board of Directors by a two-thirds vote of the Directors present or at the annual meeting of the corporation by a majority vote of the members present.

## **ARTICLE X**

### **Financial Policy**

Eligible teams may submit requests for Booster grants. The definition of “eligible teams” is defined at the annual meeting each year. Each Head Coach will present a budget for his/her sport and season prior to that season for approval. Once the Board of Directors has approved these budgets, the Treasurer, after review by the Athletic Director, may disburse these funds when presented with requests. Any expenses not approved through the budget process must be approved by the Board of Directors before they may be paid. The Athletic Director has the authority to directly manage team expense reimbursements up to \$500. Booster grants must be approved by the Board.

## **ARTICLE XI**

### **Fiscal Year**

The fiscal year of this corporation shall be from July 1<sup>st</sup> – June 30<sup>th</sup>.

## **ARTICLE XII**

### **Effective Date**

The Bylaws of the Traverse City West Titan Athletic Boosters shall be effective as of April 1, 2002.

The foregoing Bylaws were adopted at a special meeting of the Board of Directors on April 7, 2017.

Dated: April 7, 2017

Signature on File

Adam Warren, President

Signature on File

Ellen Gustafson, Vice President

Signature on File

Mark Newhouse, Treasurer

Signature on File

Kristy Steimel, Secretary