

BYLAWS OF WEST FARGO SHEYENNE HIGH SCHOOL MUSTANG BOOSTER CLUB

ARTICLE I:

NAME

The name of this organization shall be the West Fargo Sheyenne High School Mustang Booster Club, hereafter referred to as the Mustang Boosters to serve the following objectives and purposes of West Fargo Sheyenne High School consisting of grades 9 thru 12.

ARTICLE II:

PURPOSE

The purpose of the Mustang Boosters shall be to support, encourage, and generally assist athletics, music, speech, drama, debate, student congress, and, at the discretion of the Board, other programs and events.

The Mustang Boosters is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under the section 501c3 of the Internal Revenue Code or corresponding section of any future federal tax code.

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ARTICLE III:

FISCAL YEAR

The fiscal year of the Mustang Boosters shall be from July 1 through June 30.

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ARTICLE IV:

MEMBERS

Section 1 General Members: Mustang Boosters, otherwise referred to as "members", constitute the general membership of the Booster Club. Each member shall be 18 years or older, pay annual membership dues, and shall be entered in the membership roll. Members shall bring questions, concerns or remarks to the Board.

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Section 2 Special Meetings: Special meetings of all General Members may be called at any time and for any purpose by the President upon at least three business days notice to the General Members.

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ARTICLE V:

DUES

Dues shall be established by the Board of Directors.

ARTICLE VI:

BOARD OF DIRECTORS

Section 1 Number-Qualification:

The [Mustang Boosters](#) Board of Directors ([Board](#)) shall be comprised of a minimum of 8 and a maximum of 16 Directors, who are members of [the Mustang Booster Club](#). Each Director shall have 1 vote. If two people share a Board of Director position (i.e. spouses, parents), they still only have 1 vote.

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Section 2 Terms:

Each Director shall be elected for three years and can be re-elected for an additional one, two or three-year term. Directors cannot sit on the [Board](#) for more than 6 consecutive years. For the purpose of continuity, [generally](#), one third of the Board shall be elected from membership each year. Directors shall be elected at the Mustang Boosters meeting in May, or at a special meeting called for such purpose. Directors' terms shall begin upon election and shall [continue](#) until a successor takes office.

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Section 3 Vacancies:

In the event that [Board](#) shall resign, die, becomes disqualified or refuse to act as a Director during term of office, a successor shall be appointed by the remaining members of the Board, and each person so appointed shall be a Director for the remaining portion of the unexpired term of the Director whose place is taken. A portion of any term served to fill a vacancy in the position shall not be considered in the computation of the [successive term limitation described in Article VI Section 2](#).

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Section 4 Place of Meetings:

Meetings of the Board [and General Members](#) shall be held at West Fargo Sheyenne High School or any place inside or outside the State of North Dakota as the President of the [Board](#) determines.

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Section 5 Regular Meetings:

The Board shall hold regular monthly meetings throughout the school year. The Secretary of the Board of Directors will provide notice to each Board member of the time and place of each meeting. [The annual meeting schedule will be posted on the Mustang Booster Club website](#).

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Section 6 Quorum:

The presence of 50 percent of the Directors at any regular or special meeting shall constitute a quorum to conduct any and all business which shall properly come before the Board. The acts of the majority of the Directors present at the meeting at which a quorum is present shall be the acts of the Board.

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Section 7 Action on Special Request:

Any Director may request to approve an action [outside of a scheduled meeting](#). [The action should first be discussed with the President and/or Executive Committee. It may then be submitted to the Board electronically and will be considered approved if](#) approved by a quorum of the Directors.

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Section 8 Compensation of Directors:

Directors shall serve without pay for their services rendered, however they shall be entitled to reimbursement for preapproved expenses incurred on behalf of the Mustang Boosters.

Section 9 Duties of the Directors:

The Directors shall have general charge, management, and control of the affairs, funds, and property of the Mustang Boosters and may do everything necessary to accomplish the purposes of Mustang Boosters. Each Director will attend monthly meetings and actively participate in Mustang Boosters sponsored activities including, most notably, the annual Mustang Boosters fundraiser if scheduled. Directors shall actively serve on a committee, attending committee meetings and providing reports to the Board as needed. Any Director who does not discharge these responsibilities may be considered disqualified and removed from his or her role as Committee Chair or from the Board itself.

ARTICLE VII:

OFFICERS

Section 1 Election and Terms:

The Board will elect, each year, the President, Vice President, Secretary, and Treasurer. All Officers will serve for a minimum of one year and a maximum not to exceed three years; if an Officer is interested in serving in his or her role for a second or third annual term and has time remaining in his or her three-year term, he or she must be re-elected by the Directors.

Candidates for office must have served at least one year on the Board of Directors prior to taking a role as an Officer; exceptions can be made for candidates having experience or knowledge, making them the best candidate for the position.

The Vice President may become the candidate for President if the current President chooses not to be considered for a subsequent term. Candidates shall be nominated by the Nominating Committee. The past President may serve in an ex-officio position as advisor to the Board. The past President is included in the number of Board members and has voting rights if there is time remaining in their three-year term.

Section 2 President:

1. Presides over all meetings of the Mustang Boosters;
2. Ensures that all Mustang Boosters activities are conducted in a professional manner;
3. Has the authority to appoint such committees as are deemed necessary for the business of the Mustang Boosters;
4. Is the spokesperson, or may delegate a spokesperson, for the Mustang Boosters at meetings and functions;
5. May disburse monies up to \$150.00 in the event of a request for funds made between meetings;
6. Shall cast tie-breaking votes in all Mustang Boosters meetings;
7. Appoint a Nominating Committee and serve as the Committee Chair.
8. Has the authority to disqualify any Director who does not discharge the responsibilities described in Article VI, Section 9 and to remove the Director from his or her role as Committee Chair or from the Board itself.
9. The President, Vice President, Corporate Sponsorship Committee members, and the West Fargo Sheyenne High School Activities Director will be a part of an ongoing committee responsible for any corporate sponsorship contracts. The responsibilities will consist of, but not be limited to, sponsorship renewal, timely billing, and maintenance.

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Section 3 Vice President:

1. Presides in the absence of the President; ~~In the absence of the President and Vice President, the Board of Directors shall elect a presiding Officer Pro-Tem;~~
2. Assumes the duties of the President for the unexpired term in the event that the President is unable to complete the term of office;
3. Carries out additional duties as assigned by the President;
4. [Provides support to the Concessions Manager and has overall responsibility for oversight of Concessions.](#)
5. The President, Vice President, Corporate Sponsorship Committee members, and the West Fargo Sheyenne High School Activities Director will be a part of an ongoing committee responsible for any corporate sponsorship contracts. The responsibilities will consist of, but not be limited to, sponsorship renewal, timely billing, and maintenance.

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Section 4 Secretary:

1. Takes and maintains the minutes of each meeting of the Mustang Boosters;
2. Publishes and distributes the minutes of each Mustang Boosters meeting to all Mustang Boosters prior to the next meeting;
3. Receives and keeps all communications and reports to and from the Mustang Boosters committees;
4. Conducts and maintains a record of attendance at meetings;
5. Provides all Mustang Boosters files to the succeeding Secretary.

Section 5 Treasurer:

1. Is primarily responsible for the Mustang Boosters fiscal affairs;
2. Prepares a financial statement monthly showing all receipts, disbursements, and ending balance and reports to the Mustang Boosters at each of their regular meetings;
3. Disburses monies from the Mustang Boosters checking account with Board [or President](#) approval [in accordance with these bylaws](#);
4. Deposits all funds received into the Mustang Boosters checking account;
5. Conducts an annual financial review of Mustang Boosters monthly statements following the fiscal year, which will be presented for approval by the Mustang Boosters Board;
6. Maintains IRS filings and Non-Profit status.
7. [Prepares annual registration required for the Mustang Boosters to operate 50/50 Raffle programs.](#)
8. [Arranges insurance as approved by the Mustang Boosters Board.](#)

Section 6 Past President:

The past President ~~may~~ serve in [an ex-officio](#) position as advisor to the Board. The past President is included in the number of Board members, ~~and has voting rights,~~ if there is time remaining in their three-year term.

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ARTICLE VIII:

COMMITTEES

Section 1 Executive Committee:

The Executive Committee is made up of the President, Vice President, Secretary, and Treasurer of the Mustang Boosters; the President will serve as committee chair. The Executive Committee may act for the Board in the interim between the regular meetings of the Board and shall oversee and direct the work of the Mustang Boosters only as authorized by the Board.

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Section 2 Nominating Committee:

The President shall appoint a Nominating Committee by April of each year for the purpose of selecting a slate of candidates to fill the offices of Vice President, Secretary and Treasurer. The committee shall also seek out and solicit new Directors. The President will serve as committee chair. Elections shall be held no later than the June meeting, with new Officers taking office immediately.

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Section 3 Other Committees:

The Executive Committee may appoint such committees as deemed necessary and advisable, appointing members, and establishing the term of such committees' existence. Each committee shall appoint a committee chair who will have overall responsibility for establishing the functional responsibilities of the committee, providing updates to the Board, and seeking approval for programs and initiatives.

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ARTICLE IX:

AMMENDMENTS

The Bylaws may be amended at any meeting at which a quorum of the Board of Directors is present. A written notice of the intention to make such an amendment or amendments must be sent to the Mustang Boosters membership at least 30 days in advance of the meeting. A two-thirds majority of the voting members present at such meeting shall be required for the passage of any amendment.

ARTICLE X:

DISSOLUTION CLAUSE

DISSOLUTION: Upon dissolution, the West Fargo Sheyenne High School Mustang Booster Club Officers must notify all Board members of its intent to dissolve the organization and prepare a time-phased action plan to do so. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501c3 of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Deleted: 2022 changes:¶

The name of the organization was updated to match the official name on the North Dakota Secretary of State incorporation documents.¶

Article VI, Section 1 – the number of board members increased from 8-12 directors to 8-16 directors¶

Article VI, Section 2 – term of directors¶

2023 changes

- Minor grammatical changes and clarification of references to members, Directors, and the Booster Club
- Article VI, Section 9 – added action that can be taken if Directors do not fulfill responsibilities
- Article VII, Section 1 – clarified that Officers may serve for more than one year if re-elected
- Article VII, Sections 2, 3, and 5 – clarified the responsibilities of Officer role
- Article VIII, Section 3 – defined overall responsibilities of committees