

Navigators Booster Club

Bylaws

Article I - General Provisions

Title: The name of the Club shall be Navigators Booster Club

Office: The registered office of the organization shall be as designated by the Board by majority vote at any Board meeting at which a quorum of the Board shall be present. The address of the registered office is 20900 Oakwood Blvd., Dearborn, MI 48121.

Fiscal Year: The fiscal year of the Club shall commence on the first day of July of each year and shall terminate on the last day of June in each year.

Article II – Mission Statement and Purpose of the Club

Mission Statement: The Navigators Athletic Booster Club is a non-profit volunteer organization working to supplement and support the athletics programs by providing financial assistance to extracurricular athletics, thereby enhancing the school programs at Henry Ford Academy.

Purpose of the Club:

- To sponsor and provide clean, healthful recreation, sports and other activities for the youth athletes attending Henry Ford Academy, Dearborn, Michigan.
- To organize, stage and assist other athletic organization with special events or projects.
- To provide supplementary financial support for various Henry Ford Academy athletic activities.
- To encourage attendance at all Henry Ford Academy athletic events
- To make use of such recreational facilities as grounds, hall, etc. as offered by the School or the community.
- To maintain concessions at all home games for all functions unless the Board has granted special permission.
- All activities and functions of this Club are subject to the advice and consent of school administration.

Article III - Membership

Section #1 - Eligibility of Members

Membership shall be open to parents and guardians of Henry Ford Academy students, alumni, school staff and interested persons 18 years of age or older.

Section #2 - Acknowledgement of Membership

The Secretary shall be responsible to maintain a complete and up-to-date list of names, addresses, email addresses and telephone numbers of all active Club members. The Secretary will make a current list of active members available at each meeting for the purposes of signing in, and the Secretary shall retain the meeting sign-in list at the conclusion of each meeting.

Article IV – Executive Board and Meetings

Section #1 - Executive Board:

The elected Executive Board of this club shall be President, Vice President, Secretary, Treasurer and Parent/Team Coordinator. The Executive Board shall serve as volunteers.

- **President:** The President shall be the chief executive officer of the Club. The President shall preside over all the meetings of the Executive Board and membership. The President shall have general and active management of the functions of the Club and shall oversee that all operations and resolutions of the Executive Board and members are carried into effect.
- **Vice President:** The Vice-President shall perform the duties and exercise the powers of the President during the temporary absence or disability of the President. The Vice-President shall be the liaison to the Membership Chair and all standing committees.
- **Secretary:** The Secretary shall record the minutes of the proceedings of all meetings of the membership and the Executive Board. The Secretary shall keep a cumulative record of attendance at all meetings.
- **Treasurer:** The Treasurer shall have the custody of all Club funds and shall keep a full and accurate account of all receipts and disbursements
- **Parent/Team Coordinator by Sport:** The Parent/Team Coordinator shall maintain membership records by sport. Shall act as a liaison between the parent representatives and/or coach of each team.

There will also be a separate list of duties maintained in regards to daily operations, concessions, fundraising not mentioned above.

Section #2 - Quorum

A quorum of the Executive Board is required to hold meetings, and to approve all Executive Board decisions and actions. A quorum of the Executive Board is defined as four of the elected Board members. The quorum must have the President or Vice President in attendance, who shall preside over the meeting and confirm the presence of the quorum.

Section #3 - Executive Session

The Executive Board meets in executive session to discuss sensitive matters including, but not limited to strategic planning, budgeting and proposed expenditures.

Section #4 - Financial Authority

Resolutions requiring expenditures must be presented in writing to the Executive Board. A quorum of the Executive Board shall have authority to approve necessary non-budgeted expenditures not to exceed dollar amount \$1000 and this must be reported at the next regular meeting.

Article V - Voting and Elections

Section #1- Who is entitled to Vote:

Each Club member shall be entitled to one (1) vote in person at every membership meeting on each resolution properly submitted.

Section #2 - Vote Required Passing a Resolution

At any meeting of the members or the Executive Board, the affirmation vote of a simple majority of those present and entitled to vote shall be required to carry any motion or resolution. Resolutions involving expenditures exceeding \$1000.00 that have been timely presented in writing to the Executive Board for evaluation shall then be submitted to the membership for discussion and review one (1) meeting in advance of the second meeting at which such proposals are to be submitted to vote. A two-thirds (2/3) majority of those members in good standing present are required in order to approve expenditures exceeding \$1000.00.

Food, beverage, and other miscellaneous supplies required for the operations of concessions or an approved sports program are exempt from the \$1000 rules described in Article V, Section#2, but require prior consultation with the Treasurer before incurring an expenditure.

Section #3 - Nominations

Nominations shall be accepted from the members in attendance at the election meeting who have attended two membership meetings in advance of the May meeting. After nominations are made for each office, the nominees will be polled as to whether or not they accept the nomination. A nominee may not be precluded from accepting a nomination because a previous nomination was declined.

Section #4 - Elections

The election of officers by secret ballot shall be held at the regular May membership meeting of the Club. This meeting shall be referred to as the election meeting. Officers shall be elected by a simple majority from among the qualifying nominees, as noted in Article VII, Section #3.

In the event of a tie between two or more nominees for a single office, the membership shall immediately cast votes again from among the tied nominees, until one nominee obtains a simple majority of the votes cast.

Each officer shall be elected for a term of one (1) year commencing for the school year beginning August 1st and ending on June 30th of the following year. The Athletic Director will oversee the elections and is responsible for counting the ballots.

Article VI – Membership Meetings

Section #1 – Regular Meetings

Regular meetings will be held at 6:30PM on the Third Wednesday of each month during the school year in the Performance Room on the Museum campus. Any changes to this schedule or location will be announced to the public through a school announcement, Facebook postings or a mass email.

Section #2 - Special Meetings

Special meetings may be called by the President or by a majority of the Executive Board in order to conduct Club business. A special meeting may not be conducted on the same calendar day as the most recent regular membership meeting.

Article VII – Amendment of Bylaws

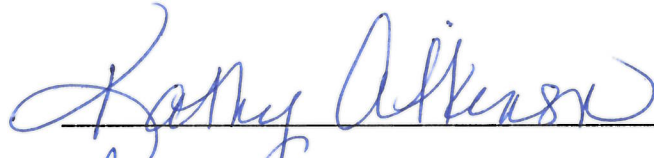
Amendments must be presented in writing to the Executive Board and submitted one (1) meeting in advance of the meeting at which such proposals are to be submitted to vote. The by-laws may be amended, altered, changed, added to or repealed by the affirmative vote of 2/3 of the members in good standing present and entitled to vote at any regular or special meeting of the Club.

Adopted and Approved:

As of November 14, 2018

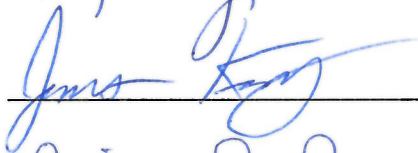
President – Signature:

Kathy Atkinson



Vice President – Signature:

Jim Kennedy



Secretary – Signature:

Lisa LePage



Treasurer – Signature:

School Sponsor – Signature:

Jeff Hachigian

