

Boneyard Booster Club By-Laws

1. Order of Business: Order of Business and Conduct of Meetings must be in accordance with Robert's Rule of Order.
2. Attendance: Attendance at all regular Executive Board meetings is limited to designated representatives. Electronic voting is acceptable when a called meeting is not possible, and the Boneyard Booster Club (BBC) utilize when prudent to do same.

Visitors and observers must be approved to attend Executive Board meetings through the President in advance.

It is also the duty of all Executive Board members to attend all Executive Board meetings and Booster Club meetings. Booster Club meeting attendance is limited to Booster Club members.

3. Executive Board meetings will take place no less than 5 times per year. The meetings will take place at a designated time and place by the President.
4. Majority: Majority of the full Executive Committee is required for transactions of business. All expenditures for the BBC require a majority vote.
5. Term of Office is 2 years, President, Secretary and Treasurer are on one cycle and The Vice President, Events/ Outreach and Social Media are on the opposite cycle.
6. President: The President will preside at all meetings. If the President is absent, the Vice President will preside and step into the role of the President. He/She has the powers and the duties usually incumbent to such an office. Signing all checks, bank drafts, authorizations, and vouchers of the Treasurer as may be ordered by the Cabinet, voting, and having the power to call special meetings whenever it is deemed necessary. The President, as a member of both the board and the BBC shall retain all rights as a member.
7. The Secretary shall give 7 days prior notice to and attend all meetings of the Executive Board and the BBC. He/She shall record minutes of the proceedings, transcribe them in a permanent record and furnish a copy of minutes to each board member prior to the next meeting. The Secretary shall keep record of all BBC activities and maintain other records to establish and maintain history of board activities, make public all appointments to the board and names of officers, and prepare an annual report for the benefit of all BBC members. It shall further be the Secretary's obligation to send out such correspondence deemed necessary by the Board. In the Treasurer's absence, the Secretary will countersign checks and bank drafts with the President.
8. Treasurer: The Treasurer receives receipts and pays all bills of the Board, keeps permanent record of all bills and deposits, prepares a written report of the financial condition of the Board, showing receipts and disbursements at each meeting of the Board, countersigns with the President all checks and bank drafts and furnishes all financial reports as required. The Treasurer will make deposits when money on hand totals \$100.00 or more in each depository as designated by the Board.

- a A bank account should be opened with the President and the Treasurer on the account. The Booster club will have and established EIN. Both will have and maintain access to the online account.
- b President will be responsible for reviewing monthly statements. If paper statements are used, they will be mailed to the President.

9. Expenditures: Emergency Expenditure requests of \$500.00 or less may be approved or disapproved by a Facebook Messenger poll and vote of the full Board. Any expenditure greater than \$500.00 must wait until a full Board meeting.

The BBC Board may approve of expenditures of a designated percentage of the cost of any event on a case-by-case basis.

10. Amendment: Amendment to the By-Laws may be made by the approval of a majority vote of the Board.

11. Suspension: These By-Laws may be suspended only by unanimous consent of the Executive Board. The foregoing By-Laws were presented to a full Board on July 20, 2025 for consideration.

Board Member Acknowledgement of the By-Laws:

President: Karin L Merritt

Vice President: Scott Toot

Secretary: Angelica Brubaker

Treasurer: Michael McCall

Event/ Outreach Coordinator: Alicia Reynolds

Social Media: Timothy Barkley

Date of acceptance of the full Executive Board: July 20, 2025

