

**BYLAWS  
OF  
WEST FARGO SHEYENNE MUSTANG BOOSTER ASSOCIATION**

**ARTICLE I:  
NAME**

The name of this organization shall be the West Fargo Sheyenne Mustang Booster Association, 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 athletic, music, speech, drama, debate, student congress and at the discretion of the Board other programs and events.

West Fargo Sheyenne 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.

**ARTICLE III:  
FISCAL YEAR**

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

**ARTICLE IV:  
MEMBERS**

Section 1 General Members: Mustang Boosters, otherwise referred to as "members", which constitutes 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. Mustang Booster members shall bring questions, concerns or remarks to the board.

Section 2 Special Meetings: Special meetings of all members may be called at any time and for any purpose by any officer or director upon at least three business days notice to the members.

**ARTICLE V:  
DUES**

Dues shall be established by the Board of Directors.

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

### Section 1 Number-Qualification:

The Board of Directors shall be comprised of a minimum of 8 and a maximum of 12 Directors, who are members of Mustang Boosters. Each Director shall have 1 vote.

### Section 2 Terms:

Each member of the Board of Directors shall serve for a period of three years. For the purpose of continuity, one third of the board shall be elected from membership each year. Directors shall be elected at the booster meeting in May, or at a special meeting called for such purpose. The initial board will hold staggering terms; thereafter, a director shall be elected for three years and can be re-elected for another three year term. Directors can hold no more than two consecutive terms. Directors terms shall begin upon election and shall serve until a successor takes office.

### Section 3 Vacancies:

In the event that any member of the Board of Directors 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 this successive terms limitation.

### Section 4 Place of Meetings:

Meetings of the Board of Directors 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 Mustang Boosters determines.

### Section 5 Regular Meetings:

The Board of Directors shall hold regular monthly meetings throughout the school year. The Secretary of the Board of Directors will provide proper notice to each Board Member of the time and place of each meeting.

### Section 6 Quorum:

The presence of 50 percent of the Board of 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 of Directors.

### Section 7 Action on Special Request:

Any director may request to approve an action without a meeting, if done electronically or in writing and approved by a quorum of the directors.

### Section 8 Compensation of Directors:

Directors shall serve without pay for their services rendered, however they shall be entitled to reimbursement for pre approved 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.

Mustang Booster Directors will attend monthly meetings and actively participate in Mustang Booster sponsored activities.

Directors shall actively serve on a committee, attending committee meetings and providing reports to the Board as needed.

## **ARTICLE VII: OFFICERS**

### Section 1 Election of Terms:

The board will elect, each year, their President, Vice President, Secretary and Treasurer. Candidates for office must have served at least one year on the Board of Directors prior to taking a role as an officer. The Vice President will become the candidate for the presidency and candidates for remaining offices shall be nominated from the Nominating Committee. All officers will serve for a minimum of one year and a maximum not to exceed three years. The past President will serve in an ex-official position, as advisor to the board.

### Section 2 President:

1. Presides over all meetings of the Mustang Boosters Committee;
2. Ensures that all Mustang Booster 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 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 Board meetings.
6. Shall cast tie-breaking votes in all Board Committee meetings.
7. The President, Vice President, Past President 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.

### Section 3 Vice President:

1. Presides in the absence of the President;
2. The Vice President shall arrange for a financial annual audit by an independent party as required;
3. Assumes the duties of the President for the unexpired term in the event that the President is unable to complete the term of office;
4. Carries out additional duties as assigned by the President;
5. In the absence of the President and Vice President, the Board of Directors shall elect a presiding officer Pro-Tem.
6. The President, Vice President, Past President 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.

### Section 4 Secretary:

1. Takes and maintains the minutes of each meeting of the Mustang Boosters Committee;
2. Publishes and distributes the minutes of each Mustang Booster meetings to all Mustang Booster members prior to the next meeting;
3. Receives and keeps all communications and reports to and from the Mustang Booster Committee(s);
4. The Secretary shall conduct and maintain a record of attendance;
5. The Secretary shall pass on all Mustang Booster Committee files to the succeeding Secretary.

### Section 5 Treasurer:

1. Is primarily responsible for the Mustang Booster fiscal affairs;
2. Prepares a financial statement monthly showing all receipts, disbursements, and ending balance and reports to the Mustang Booster Committee(s) at each of their regular meetings;
3. Disburses monies from the Mustang Booster checking account with board approval;
4. All funds received shall be deposited into the Mustang Booster checking account;
5. Requests an annual financial review of Mustang Booster monthly statements following the fiscal year which will be presented for approval by the Mustang Booster Board.
6. Maintain IRS filings and Non-Profit status.

### Section 6 Past President:

1. The President, Vice President, Past President, 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.
2. The past president will serve in an ex-official position, as advisor to the board.

## **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 Executive Committee may act for the Board of Directors in the interim between the regular meetings of the Board of Directors and shall oversee and direct the work of the Mustang Boosters only as authorized by the Board of Directors.

### 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 Board of Director Members. The nominating committee shall consist of a minimum of 3 members and a maximum of 5 members, with the President serving as its chair. Election shall be held no later than the June meeting, with new officers taking office immediately.

### Section 3 Other Committees:

The Executive Committee may appoint such committees as deemed necessary and advisable, appointing members and establish the term of such committee's existence.

## **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 Booster 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, West Fargo Sheyenne 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 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.