

MISSION HILLS BOOSTER CLUB BY-LAWS

I. PURPOSE: (Mission Statement)

The purpose of the Booster Club is to sponsor social and fund-raising events to benefit the residents of Mission Hills. Friendship, cooperation, enjoyment and working together are the basis of the Club. It is our obligation to extend a friendly hand, and to be honest and sincere in our dealings with each other.

II. ELECTED CLUB BOARD: The Club shall be governed by the President, Vice President, Secretary, Treasurer and Member at Large.

A. The President shall preside at and conduct all meetings of the Club using Parliamentary Procedure at all times and

- 1. be responsible for presenting all business (old and new) pertinent to the operation of the Club**
- 2. insure that all required forms are sent to the Florida Department of State - Division of Corporations by March 31st of each year**
- 3. may approve expenditures of up to \$200.00 without club approval**
- 4. appoint a Nominating Committee Chairperson in January of each year**
- 5. if necessary, present problems to the membership and work to resolve them**
- 6. oversee each Board Member to insure that his/her charge is properly administered**
- 7. appoint Chairs of Committees as needed and appoint other positions as necessary to aid the functions of the BC Board**
- 8. present to the Mission Hills Condominium Association Board for their approval all major plans and projects of the Club voted on and approved by majority vote of its members**
- 9. report on the activities of the Booster Club as requested at the Board Meetings of the Mission Hills Condominium Association**
- 10. revise this document to meet the needs of the Club in future years and present the revision for vote and confirmation by the membership.**

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- B. The Vice President shall take the place of the President and perform his/her duties whenever the President is absent or unable to act, and perform other duties as called upon by the President.**
- C. The Secretary shall keep records and keep a detailed account of all Club meeting business in a permanent book**
- 1. keep charge of the minutes and correspondence of the Club and have them available for members to read.**
 - 2. prepare the following:**
 - a. a copy of the minutes of the most current meeting and post it on the Booster Club bulletin board for membership review**
 - b. a monthly report for the Mission Hills POST (must have approval of the President one week before submission)**
- D. The Treasurer shall have responsibility for Club Funds**
- 1. be responsible for keeping full, detailed and accurate accounts of all receipts and disbursements in a permanent book**
 - 2. present a report monthly at Club meetings**
 - 3. see that the bank signatories are kept up-to-date. The President and Treasurer should appoint a second signatory on the Club Bank Account. (Club approval is required on all expenditures prior to purchase that are in excess of \$200.00)**
 - 4. The Treasurer, within seven days of leaving office, shall turn over all accounting, records and bank book, to the incoming Treasurer and see to the transfer of signatures at the bank depository**
 - 5. The Treasurer is responsible for the timely filing of all required tax documents**

III. ADDITIONAL POSITIONS

A. Member at Large is a full member of the Board with equal voting powers

- 1. Learn the duties of the officers of the Board and consider running for office in the future**
- 2. Be responsible for Minutes of the Meeting if the Secretary is absent**
- 3. Finish serving the Term of the Secretary or Treasurer if either position becomes vacant**
- 4. Aid other members of the Board as requested**

B. Immediate Past President (not an elected position)

- 1. advisory position only with no powers**
- 2. position will be in effect for a minimum of 3 months**
- 3. may be available to assist the current President as needed.**

C. NOMINATING COMMITTEE CHAIRPERSON

- 1. In January of each year, recruit one candidate to run for each opening on the Board**
- 2. Present this slate of candidates at the February meeting and invite additional nominations from the floor**
- 3. In March conduct the election of the Officers and Member at Large by secret ballot if there is more than one candidate for any Board position**

IV. MAJORITY VOTE – a Majority vote will be 51% of the members present.

V. MEMBERSHIP/VOTING: all residents of Mission Hills Condominium Association are invited to be members of the

Booster Club if they so desire and may vote on projects and election of board members.

VI. ELECTION Of Officers and Member at Large will be conducted at the Annual Meeting in March

- 1. the President and Vice President should be year-round residents**
- 2. Term of office will be one year for each of the Booster Club Board members.**
- 3. all nominees for office should be present at time of election**
- 4. a reorganization meeting will be held no more than one (1) week after the election**

VII. RESIGNATION OF A BOARD MEMBER: If for any reason a Board Member can no longer fulfill their assigned duties they may resign. The President shall appoint a replacement to finish the remainder of the term

VIII. COMMITTEES: With the exception of the Dance Committee all Social Committees of Mission Hills Condominium Association shall have an Event Chair who answers to the Booster Club Board by means of the following:

- 1. request to hold an event MUST be presented to the Club at least two months prior, and will require a majority vote of the membership.**
- 2. monies spent for running an event shall be itemized and records submitted for every expenditure. A complete written report should be rendered to the treasurer within one week following the event; this includes donations for tickets, 50/50 and all other donations.**

3. all purchases made in preparation for the event must be fully accounted for with receipts.
4. the Treasurer (with the permission of the Club President) will advance money to the Chair to fund the event. This money will be repaid to the Treasurer in the final accounting before a profit is shown. No reimbursements will be made without a receipt that indicates what was purchased, where and the date of purchase.
5. all monies realized from Booster Club events must be turned over to the Treasurer; at no time shall an Event Chair/Committee make additional purchases after the conclusion of the event.
6. should an Event Chair/Committee desire to donate their profits to another in-house fund, the Booster Club Board must previously agree and the request must then be passed by majority vote of the membership. Monies must be turned in to the Treasurer with a full accounting of expenses, in writing, within one week. The Treasurer will then show the transfer of funds in the records.

XI. REQUIREMENTS FOR OBTAINING FUNDS FROM THE BOOSTER CLUB

In order to eliminate future misunderstandings and to maintain the required accountability of Booster Club funds, below is the correct procedure for any committee other than a Booster Club Committee who requests financial support from the Booster Club as laid out by the Mission Hills BOD as it pertains to corporations in the state of Florida:

- **There must be, in writing, the reason/need to any monies.**
- **There must be, in writing, no less than 3 company quotes presented at a regular meeting of the Booster Club by the person making the request.**

- **All quotes must contain all costs, including taxes, labor involved, delivery fees, etc. – without this information, the quotes will be declined.**
- **All quotes will be presented at the meeting and reviewed by the residents for approval.**
- **Once approved, the Booster Club Treasurer will have the permission of the rest of the Booster Club Board to cut a check in the full amount.**
- **Any products purchased without following this process will be considered “out of pocket expense” and the Booster Club reserves the right NOT to reimburse**

X. DISBANDING of the Club: should the membership of the Booster Club decrease so much that it can no longer exist, all club funds, books of records, and property will be turned over to Mission Hills Condominium Association Board of Directors, and the Booster Club will cease to exist.

Helen J. Strupczewski, **President**
(Helen J. Strupczewski)

_____ **Date**
March 21, 2019

Booster Club Bylaws Committee

Joe Booth

Joanne Hess

Al Holden

Mary Ann Sheehy

Connie Smith

Presented to the membership for their review

Approved by unanimous vote, November 17, 2015

Approved by unanimous vote, January 19, 2017

Addition of Requirements for Obtaining Funds –

Approved by Unanimous vote, February 15, 2018

Addition of Immediate Past President position and terms of office reverting back to annual --- deletion of “in an emergency situation” – addition of “reorganization meeting”

Approved by unanimous vote, March 21, 2019