

# **MISSION HILLS BOOSTER CLUB BY-LAWS**

## **I. PURPOSE**

### **A. Mission Statement**

1. The purpose of the Booster Club (BC) is to sponsor social and fund-raising events to benefit the residents of Mission Hills. Friendship, cooperation, enjoyment and working together are the basics 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 BOOSTER CLUB BOARD**

The BC 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 BC, always using Parliamentary Procedure and:**

1. Be responsible for presenting all business (old and new) pertinent to the operation of the BC
2. Ensure that all required forms are sent to the Florida Department of State, Division of Corporations, by March 31<sup>st</sup> of each year
3. May approve expenditures of up to \$250 without BC approval
4. Appoint the Member at Large as the Nominations Liaison to the BC Board in January of each year
5. If necessary, present problems to the membership and work together to resolve them
6. Oversee each BC Board Member to ensure that his/her charge is properly administered
7. Appoint events 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 of Directors for their approval all major plans and projects of the BC affecting the common elements and which have been voted on and approved by majority vote of the BC
9. Present a report on the activities of the BC at the monthly Board Meetings of the Mission Hills Condominium Association to include upcoming events, incoming and outgoing expenses, and the treasury balance. The President may appoint a board member or liaison if he/she cannot attend the association meeting.
10. Revise this document to meet the needs of the BC in future years and present the revision for vote and confirmation by the membership.

### **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.**

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- C. The Secretary shall keep records and keep a detailed account of all BC meeting business in a permanent book, and
  - 1. Keep charge of the minutes and correspondence of the BC and have them available for members to read
  - 2. Prepare a copy of the minutes of the most current meeting and post it on the Booster Club bulletin board for membership review
- D. The Treasurer shall have responsibility for BC funds, and
  - 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 BC meetings
  - 3. See that the bank signatories are kept up to date. The President and Treasurer should appoint a second signatory on the BC bank account. (BC approval is required on all expenditures prior to purchase that are in excess of \$250)
  - 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 BC Board with equal voting powers.
  - 1. Learn the duties of the officers of the BC 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
  - 2. Position is in effect for a minimum of three (3) months
  - 3. May be available to assist the current President as needed throughout his/her term.
- C. **Nominations Liaison**
  - 1. In January of each year, recruit one candidate to run for each opening on the BC Board
  - 2. Present this slate of candidates at the February meeting and invite additional nominations from the floor

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3. In March, conduct the election of the Officers and Member at Large by a pre-prepared secret ballot if there are more candidates than BC Board positions

## 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 BC, if they so desire, and may vote on projects and election of board members.

## VI. ELECTION OF OFFICERS

- A. Member at Large will conduct at the Annual Meeting in March.
- B. The President and Vice President should be year-round residents.
- C. Term of office will be one year for each of the BC Board members.
- D. All nominees for office should be present at time of election
- E. In the event that there is only one candidate, that person will be elected to represent the BC Board
- F. At the reorganization meeting, which will be held no more than one (1) week after the election, all new board members will select individuals for specific positions. If there is only the one elected candidate, that person can appoint at least two other interested members so that the final board can consist of a President, Secretary, and Treasurer.
- G. By the time of the reorganization meeting, all manuals containing all BC business (corporate registration, secretary minutes, all treasury information) must be turned over. This also includes all keys and any other manner or products used solely by the BC.

## 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

- A. All Social Committees of Mission Hills Condominium Association shall have an Event Chair who answers to the BC Board by means of the following:
  1. Request to hold an event MUST be presented to the BC at least three (3) months prior and will require a majority vote of the membership.
  2. It is the responsibility of the Event Chair to seek volunteers as part of the committee. All aspects of the event are to be planned by the committee, including having enough volunteers to "man" each part of the event (set up, clean up, kitchen, tickets, 50/50, etc.)

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3. Monies spent for running an event shall be itemized and records submitted for every expenditure. A complete written report must be rendered to the Treasurer at the BC meeting following the event. This report must include a breakdown of ticket sales, 50/50, and all other donations.
4. All purchases made in preparation for the event must be fully accounted for with receipts.
5. The Treasurer, with the permission of the BC 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.
6. 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.
7. Should an Event Chair/Committee desire to donate their profits to another in-house fund, the BC 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.

## **IX. REQUIREMENTS FOR OBTAINING FUNDS FROM THE BOOSTER CLUB**

- A. In order to eliminate future misunderstandings and to maintain the required accountability of BC funds, below is the correct procedure for any committee other than a BC Committee who requests financial support from the BC as laid out by the Mission Hills BOD as it pertains to corporations in the State of Florida:
  1. There must be, in writing, the reason/need to any monies.
  2. There must be, in writing, no less than three (3) company quotes presented at a regular meeting of the Booster Club by the person making the request.
  3. All quotes must contain all costs, including taxes, labor involved, delivery fees, etc.; without this information, the quotes will be declined.
  4. All quotes will be presented at the meeting and reviewed by the residents for approval.
  5. Once approved, the BC Treasurer will have the permission of the rest of the BC Board to cut a check in the full amount.
  6. Any products purchased without following this process will be considered "out of pocket expense," and the BC reserves the right NOT to reimburse

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## X. DISBANDING OF THE BOOSTER CLUB

should the membership of the BC 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 BC will cease to exist.

Vicki Loper, President

\_\_\_\_\_ Date: March 24, 2022

### Booster Club Bylaws Committee (2015)

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

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Approved by unanimous vote, January 19, 2017

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Addition of Requirements for Obtaining Funds

Approved by Unanimous vote, February 15, 2018

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Addition of Immediate Past President position and terms of office reverting back to annual; deletion of "in an emergency situation" and addition of "reorganization meeting."

Approved by unanimous vote, March 21, 2019

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Under section VI, Election of Officers, add 4, 5, 6

Approved by Unanimous vote, February 2022

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Under section II, The President, edits to 3,4,5,6,7,8,9

Under section II, Treasure, edits to 3

Under section II, Secretary, edits to 2 (removal of b)

Under section III, Immediate Past President, edits to 1, 3

Under section III, Nominating Committee Chairperson, change to read (Nominations Liaison), edits to 3

Under section VIII, Committees, edits to 1, added 2, renumbered Balance of section

The Booster Club membership voted to include the Dance Committee under the umbrella of the Booster Club

Updated signature fields

All of the above approved by unanimous vote, March 24, 2022

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