

By-Laws of the South Lyon Flying Toasters Robotics Boosters

Article 1: NAME

The name of the association shall be the South Lyon Flying Toasters Robotics Boosters.

Article 2: PURPOSE AND FUNCTION

- I. The South Lyon Flying Toasters Robotics Booster Club exists to encourage gracious professionalism in order to support the Flying Toasters Robotics Team. Specifically, the Boosters work to:
 - a. Help the team fundraise and obtain sponsorship
 - b. Provide volunteers for competitions and travel
 - c. Assist team with community outreach
- II. The Boosters shall not seek to influence or direct the employees of the school district responsible for coaching the South Lyon Flying Toasters Robotics Team.
- III. The Boosters shall do nothing which willingly violates the rules of the FIRST Robotics Organization.

Article 3: MEMBERSHIP

Any person interested in the purpose for which the Boosters is formed shall be eligible for membership. Each adult member is entitled to one vote when present at booster club meetings.

- I. The Boosters board of directors shall consist of a President, Vice-President, Secretary, and Treasurer, each elected to one year terms. The coach shall be an advisory member at large.
- II. Officers will be elected during the first meeting of the season. Nominations will be accepted for each position from attending members. Voting for each position will be done individually, with each attending adult member eligible to vote. A majority of votes cast will be required to elect, or re-elect any member.
- III. In case of a vacancy, a successor will be appointed by the remaining directors for the remainder of the term.
- IV. Duties:
 - a. The President shall:
 - i. Preside at all meetings of the club.
 - ii. Represent the club whenever necessary.
 - iii. Appoint committees and chairpersons as needed.
 - iv. Assure compliance with the policies of the South Lyon Community Schools.
 - v. Authorize expenditures of Boosters funds.
 - b. The Vice-President shall:
 - i. In the absence of the President, assume the responsibilities and perform the duties of the President.
 - ii. Have such powers and perform duties as may be delegated to him/her by the President of the board.
 - iii. Authorize the expenditure of Boosters funds.
 - c. The Secretary shall:
 - i. Keep minutes of all meetings.
 - ii. Keep other records as directed by the board.
 - iii. Perform all other duties incidental to the office of Secretary.
 - iv. Submit a copy of all meeting minutes to the Flying Robotics Team coach.
 - v. Authorize the expenditure of Boosters funds.
 - d. The Treasurer shall:
 - i. Keep financial records of the Boosters; pay all bills in a timely manner upon approval of the officers.
 - ii. Prepare a financial statement for each meeting, reporting on the financial status of the Boosters.
 - iii. Submit a copy of the financial statement for each meeting to the Flying Robotics Team coach.
 - iv. Authorize the expenditure of Booster funds.
 - v. Present a final financial report at the end of the season and file a copy of the report with the Flying Robotics Team coach.
 - e. Build Season Food Coordinator
 - i. Organize food needs for build season activities at school.
 - ii. Authorize expenditures of Booster funds.
 - f. Competition and Travel Coordinator

- i. Coordinate travel needs and competition support.
- ii. Authorize the expenditure of Booster funds.

Article 5: MEETINGS

- I. Board of Director Meetings shall be held at the time and place called by the President of the board. A majority of the directors present shall constitute a quorum for the transaction of business.
- II. General Membership meetings shall be held at least at the beginning and end of the season. Additional meetings may be held upon one weeks' notice.
- III. Meetings will consist of review of the last meetings minutes, presentation of a current financial report, committee reports, and old and new business.

Article 6: FINANCE

- I. All Booster funds are to be deposited in a bank account approved by the officers, and may be withdrawn on signature of the Treasurer, with the concurrence of the President, Vice-President, or Secretary. Any withdraw of funds will be reported at the next scheduled club meeting.
- II. The funds of this association shall be used to further the purpose of the Boosters as stated in Article 2 of these by-laws.
- III. A petty cash account of no more than \$200 will be maintained by the Treasurer to cover immediate, incidental costs.
- IV. All funds collected by officers or members shall be promptly turned over to the Treasurer and deposited in the Boosters' bank account.
- V. In the event of the dissolution of the Boosters, its assets shall be assigned to the South Lyon Community Schools.

Article 7: FUNDRAISING

- I. Fundraisers shall be conducted on an as-needed basis in order to provide goods and services to the South Lyon Flying Robotics Team. All adults involved in the fundraising efforts need to know their role, what the money will be used for, how the South Lyon Flying Robotics Team will benefit from the fundraiser, and their personal responsibilities with regard to the fundraiser. All Booster money collected must be submitted to the Boosters Treasurer in accordance with Article 6 of these by-laws.

Article 8: AMENDMENTS

These by-laws may be amended at meeting of the membership by a majority vote of the adult members present and voting.

Date Adopted:	October 12, 2015
President:	David Ascher
Vice President:	Kimberly Ascher
Secretary:	April Foytek
Treasurer:	Manny Novila
Build Season Food Coordinator:	Christina Novila
Competition and Travel Coordinator:	Janet Nurnberger