

**BOOSTER CLUB BYLAWS -ARTICLES OF INCORPORATION**  
**CONIFER BASEBALL BOOSTERS**

Dated 22 of April 2021

**ARTICLE I – ORGANIZATION**

**Section 1.** The official name of this organization shall be “Conifer Baseball Boosters” and shall be referred to in the following articles as the “Booster Club”.

**Section 2.** This organization is a non-profit organization and as such is exempt from state franchise or income tax.

**ARTICLE II – AUTHORITY**

**Section 1.** The Booster Club has been organized under the laws of the state of Colorado and has been granted all rights to conduct its business in accordance with the statues governing the actions of like organizations. The Booster Club has a tax-exempt status ruling from the Internal Revenue Service under section 501(c)(3) of the Internal Revenue Code.

**ARTICLE III – PURPOSE**

**Section 1.** The primary purpose of the Booster Club shall be to raise funds to further the cause of high school-level baseball in Conifer, Colorado.

**Section 2.** The Booster Club shall cooperate fully with the Principal of Confer High School, the Athletic Director of Conifer High School and the Head Varsity Coach of Conifer High School Baseball. The Booster Club shall abide by the rules and regulations of the Jefferson County School District and the Colorado High School Activities Association (CHSAA).

**Section 3.** The Booster Club shall solicit and receive all donations and gifts to provide for the general needs of high school-level baseball in e Conifer, Colorado.

**Section 4.** The Booster Club is not formed with a view to, or for the purpose of gain or profit to its membership.

**Section 5.** The Booster Club and fiscal year shall be 1 January thru 31 December.

**ARTICLE IV – TERM OF EXISTENCE**

**Section 1.** The Booster Club shall have a perpetual existence, commencing upon filling these articles of incorporation or bylaws with the Colorado Secretary of State.

## **ARTICLE V – AUTHORIZED SPORTS**

**Section 1.** The Booster Club is authorized to promote the following sports program at Conifer High School which are sanctioned by the Colorado High School Activities Association (CHSAA) at the following levels:

Varsity Baseball

Junior Varsity Baseball

**Section 2.** The Booster Club is authorized to promote the following sports program which is sanctioned by the Jefferson County Junior Baseball League (JCJBL), at the following level:

Level III – Developmental Baseball

## **ARTICLE VI – MEMBERSHIP**

**Section 1.** Membership in the Booster Club shall be open to all individuals who support the high-school-level baseball in Conifer, Colorado and agree to abide by the bylaws. The voting rights and privileges of members shall be as stated in these bylaws. There will be two classes of members: board members and regular members, as defined in Sections 2 and 3, respectively.

**Section 2.** Board members shall be the Conifer Lobos Head Coach and members whom are elected by the Boosters membership into an office as outlined in Article VII. All board members shall be current regular members in good standing of the Booster Club. Board members shall be eligible to vote in all Conifer Baseball Boosters business, as it pertains to the distribution of funds, fundraising programs, membership, and bylaws. No capital stock shall be retained by the Booster Club.

**Section 3.** All regular members of the Conifer Baseball Boosters shall have voting rights as they pertain to election of board members. Regular members are encouraged to actively participate in and/or chair fundraising committees.

**Section 4.** Student members shall not be eligible to vote, hold office, or constitute any portion of a quorum but shall have all other rights common to the regular members. Student members are encouraged to actively participate in fundraisers.

## **ARTICLE VII – FUNDING**

**Section 1.** Contributions to the General Fund – All contributions paid or made to the Booster Club shall become the property of the Booster Club General Fund, the contributor having no further claim thereto.

**Section 2.** Fundraising – Revenues for the operation of the Booster Club shall be raised by multiple avenues at the discretion of the Conifer Baseball Boosters board.

## **VIII – BOARD MEMBERS**

**Section 1.** The seven (7) Board Members shall be comprised of active, regular Booster Club Members. Board Members shall be elected in June of each year and take office on July 1 for a term of one year. For all offices except Freshman Class Representative, the Board Members of the Booster Club shall be an active Boosters Club member from the previous year's membership (Board and Regular Members). The Freshman Class Representative need not be a member of the Booster Club during the previous

year's membership The voting for freshman representative will be conducted at the September Business meeting; all regular Boosters Club members are eligible to vote.

The seven (7) voluntary or elected Board Members positions shall be:

- 1) President
- 2) Treasurer
- 3) Secretary
- 4) Senior Class Representative
- 5) Junior Class Representative
- 6) Sophomore Class Representative
- 7) Freshman Class Representative

**Section 2.** The Head Varsity Coach of Conifer Lobos Baseball shall be designated as a non-voting member of the Booster Club Board and is recognized as the representative of the Conifer High School Principal and Athletic Director. He/she shall be an ex-officio member of all committees.

**Section 3.** No Varsity or JV coach (head or assistant) within the Conifer Lobos Baseball Program shall hold a position as a Board Member. In the event a coach is also a parent or guardian of a player within the Conifer Lobos Baseball Program, said individual coach can be a regular Boosters Club member.

**Section 4.** Board Member vacancies occurring between elections shall be filled by a general election of all members (Board and Regular) to be held at the next scheduled Booster Club meeting.

## **ARTICLE IX – DUTIES OF BOARD MEMBERS**

**Section 1.** The President shall:

- a) Conduct all meetings of the Booster Club and set meeting agendas;
- b) Vote on any requests for expenditure greater than \$250.00;
- c) Be a member, ex-officio of all committees;
- d) Appoint committees and appoint the chairperson of each to ensure the responsible operation of the Booster Club;
- e) Coordinate with the Treasurer and Head Coach of Conifer Lobos Baseball the preparation of an operating budget in advance of the fiscal year. The budget will be presented to the Board Members for approval in January.
- f) Be a signing official for the organization at the bank or credit union with which the Boosters Club is associated.

**Section 2.** The Treasurer shall:

- a) Conduct Booster Club meetings in the absence of the President and Secretary
- b) Be responsible for keeping a full and accurate record of all financial matters of the Booster Club
- c) Vote on any requests for expenditure greater than \$250.00
- d) Be responsible for the billing, collection, receipt, dispersal, and recording of contributions and all Booster Club funds as approved and authorized by the Board
- e) Maintain a permanent and accurate set of records detailing all funds received, deposited, and disbursed; these records shall be the permanent property of the Booster Club and shall be available for examination by any Board members
- f) Give detailed and accurate report of all receipts and expenditures at all regular Booster Club meetings'

- g) Present an annual financial report within two months of the end of the Booster Club fiscal year (February 28).
- h) Be a signing official for the organization at the bank or credit union with which the Boosters Club is associated.

**Section 3.** The Secretary shall:

- a) Conduct Booster Club meetings in the President's absence
- b) Keep an accurate record of the minutes of all meetings of the Board and all regular Booster Club meetings
- c) Vote on all requests for expenditures greater than \$250.00
- d) Be the primary person responsible for all Conifer Baseball Booster Board correspondence
- e) File all necessary documents with the State of Colorado to maintain the Boosters Club's good standing as a registered non-profit organization.
- f) Maintain a list of contact information for all Booster Club Board Members, Booster Club Regular members, parents/guardian, players and coaches to be accessed by Board Members and Coaches as needed.
- g) Assist the coaching staff in developing and maintaining electronic tools for communication with, and management of, Conifer baseball programs
- h) Be a signing official for the organization at the bank or credit union with which the Boosters Club is associated.

**Section 4.** The Senior Parent Representative shall:

- a) Act as liaison for matters that any senior parent/guardian or senior player may wish to bring to the attention of the board
- b) Vote on any requests for expenditure greater than \$250.00
- c) Oversee designated fund-raising activities as assigned

**Section 5.** The Junior Parent Representative shall:

- a) Act as liaison for matters that any junior parent/guardian or junior player may wish to bring to the attention of the board
- b) Vote on any requests for expenditure greater than \$250.00
- c) Oversee designated fund-raising activities as assigned.
- d) Chair the Committee for Senior Day.

**Section 6.** The Sophomore Parent Representative shall:

- a) Act as liaison for matters that any sophomore parent/guardian or sophomore player may wish to bring to the attention of the board
- b) Vote on any requests for expenditure greater than \$250.00
- c) Oversee designated fund-raising activities as assigned.

**Section 7.** The Freshman Parent Representative shall:

- a) Act as liaison for matters that any freshman parent/guardian or freshman player may wish to bring to the attention of the board
- b) Vote on any requests for expenditure greater than \$250.00
- c) Oversee designated fund-raising activities as assigned

**Section 8.** Regular Members shall:

- a) Attend regular meetings of the Boosters Club
- b) Make recommendations and provide input regarding the affairs of the Booster Club
- c) Chair and serve on Booster Club committees

## **ARTICLE X – MEETINGS**

**Section 1.** The Booster Club shall meet once each month, in person or via online meeting; the time and date of each meeting will be determined by mutual agreement of the Board members. If there is an item that a member would like discussed at the meeting, that individual should e-mail the item to the Board so it can be put on the Board Meeting Agenda.

**Section 2.** Executive Board Meetings shall be held as necessary when determined by the President of the Booster Club or the Head Varsity Coach.

**Section 3.** *Ad-hoc* Board meetings or Regular Booster Club meetings may be called at any time by the President, Secretary, Treasurer, or Head Coach for the purpose of transacting specific business of a non-monetary nature.

**Section 4.** Within one month of election of new officers, the President shall call a special meeting of the Executive Board and Executive Board-elect for the purpose of organizing, appointing, and planning activities for the upcoming year.

**Section 5.** The order of business at Board Meetings shall be determined by the President or presiding Board Member.

**Section 6.** Unless otherwise stated in these bylaws, a quorum is required for all matters requiring vote. A quorum will be at least four of the seven voting Board members. In all cases, a simple majority vote of Board members is required for each proposal placed before the membership, assuming a quorum has been met.

## **ARTICLE XI - ELECTION OF BOARD MEMBERS**

**Section 1.** At least one month prior to the June Boosters Club meeting, the Boosters Club Board will solicit nominations for elected Board member positions. Each candidate must be nominated by another Boosters Club member and agree to stand for election.

**Section 2.** All Boosters Club members at the June Boosters Club meeting will be eligible to vote in elections. Election results will be determined by a simple majority of the regular membership in

attendance at the meeting. In the event that a Boosters Club member is unable to attend the meeting, he or she may submit their vote to a Board member prior to the meeting.

## **ARTICLE XII – SIGNATURES**

The President, Treasurer, and Secretary will all have signing power for checks. All three Board members will be recognized on the Booster Club financial accounts and can verify appropriate use of funds at any time.

## **ARTICLE XIII - BYLAWS**

**Section 1.** The initial bylaws of the Booster Club shall be adopted by the Board Members. Except to the extent limited by the Colorado Revised Nonprofit Corporation Act, the Board members shall have the power to alter, amend or repeal the bylaws from time to time in force and adopt new bylaws.

**Section 2.** Any alteration or amendment of the bylaws must be approved by a majority vote of a quorum of the Board Members.

**Section 3.** No bylaw shall have the effect of giving any Board Member or any other individual any proprietary interest in the Booster Club's assets, whether during the term of the Booster Club's existence or as an incident to its dissolution.

## **ARTICLE XIV – DISSOLUTION**

**Section 1.** Upon dissolution of this organization assets shall be distributed for one or more exempt purposes, benefiting Conifer High School athletics within the meaning of section 501 (c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

**IN WITNESS WHEREOF**, the undersigned officers of the Conifer Baseball Boosters executed these revised articles of incorporation, the To Be Determined.

Erich Barber, President

R. Scott Larsen, Secretary

Erikka Pratt, Treasurer