

# **PLATTE COUNTY HIGH SCHOOL BOOSTER CLUB BYLAWS**

UPDATED: February 19, 2025

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## **ARTICLE I. NAME**

This organization shall be known as the Platte County Booster Club, hereinafter referred to as the Pirate Booster Club.

## **ARTICLE II. PURPOSE**

The purpose of the Pirate Booster Club is to support the Activities Department of Platte County High School (PCHS). The Pirate Booster Club supports the idea of involving parents and community in the activities of the high school student. This organization is organized exclusively for charitable educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

The primary actions of the Pirate Booster Club are to:

- A. Operate concessions stands at covered events (see Appendix 1 for list) hosted at the PCHS Fieldhouse, Pirate Stadium, and Baseball/Softball Complex, and
- B. To use concessions proceeds to support the requests of supported PCHS athletics, activities, and events (see Appendix 2 for list).

### **ARTICLE III. POLICIES**

The following are the basic policies of this organization:

- A. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- B. The organization shall work with the school to provide quality opportunities for all children and youth.
- C. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers, or to his/her private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of the organization.
- D. Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted to be carried on (1) by an organization exempt from Federal Income Tax under 501(c)(3) of the Internal Revenue Code, or (2) by an organization, contributions to which are deductible under 170(c)(2) of the Internal Revenue Code.
- E. The Pirate Booster Club shall undertake all actions necessary to maintain the following:
  - a 501(c)(3) status with the IRS, and
  - b Platte County Health Department food establishment permits for each concessions stand operated by the Pirate Booster Club, including the required food handler certifications.

### **ARTICLE IV. MEMBERSHIP**

- A. Any person interested in promoting the purpose of the Pirate Booster Club may apply for annual membership in the Pirate Booster Club. The Pirate Booster Club will not discriminate on the basis of race, color, religion, sex, national origin, age, or disability.

B. Coaches employed by the Platte County R-3 School District will be provided honorary memberships at no cost to them. Honorary memberships will not have voting privileges.

C. The membership year shall be from June 1 to May 31.

## **ARTICLE V. DUES**

The Pirate Booster Club shall set annual dues for memberships prior to the start of the membership year. The membership year shall be June 1 through May 31.

## **ARTICLE VI. OFFICERS**

**Section 1. Officers:** The offices of the Pirate Booster Club shall consist of a president, vice president, secretary, and treasurer who shall be elected by the general membership of the Pirate Booster Club and shall comprise the Executive Committee.

**Section 2. Term:** The term of office shall be two years beginning June 1 and ending May 31, or until their successors are elected.

**Section 3. Votes:** Officers shall be elected by ballot in the month of April. Nominations for officers shall be made by a nominating committee consisting of at least three members of the voting body.

### **Section 4. Duties of officers:**

- **President.** The President shall:
  - A. Oversee all Pirate Booster Club positions and activities
  - B. Call meetings as provided by these bylaws
  - C. Preside at all meetings of the Pirate Booster Club
  - D. Act as liaison among the Pirate Booster Club and school administration
  - E. Be an ex-officio member of all committees
  - F. Ensure that an audit of the funds is performed
  - G. Have authority to establish any special committee as needed
  - H. Perform all other duties pertaining to the office
- **Vice President.** The Vice President shall:
  - A. Assume the duties of the President in his/her absence or inability of the officer to act
  - B. Serve as Parliamentarian
  - C. Coordinate an audit of financial records
  - D. Perform all other duties as assigned by the President
- **Secretary.** The Secretary shall:

- A. Have charge and keep a permanent report of all meetings and record minutes at all meetings
  - B. Conduct official correspondence of the Pirate Booster Club
  - C. Use procedures that provide for the permanence of records (see appendix 3 - Document Retention Policy)
  - D. Keep and maintain, in coordination with the Membership Committee, an accurate list of all Pirate Booster Club members
  - E. Perform all other duties as assigned by the President
- **Treasurer.** The Treasurer shall:
    - A. Keep an accurate record and detailed account of all receipts and expenditures, preserve vouchers, receipts, statements, and cancelled checks according to IRS Code
    - B. Submit a monthly report at the Pirate Booster Club meetings. This report should include the balance on hand, deposits, and expenditures since the last meeting
    - C. Have the care and custody of all funds, securities, bank cards, membership cards, and books of accounts for the Pirate Booster Club
    - D. Deposit said funds in the name of the Pirate Booster Club
    - E. Make disbursements by check as authorized by the Pirate Booster Club
    - F. Set up a system to account for money collected for the Pirate Booster Club
    - G. Ensure that the President, Concessions Committee chairperson, and Treasurer are signatories on all Pirate Booster Club financial accounts
    - H. Have all accounts examined upon change of office by a Financial Review Committee
    - I. Prepare and submit annually the appropriate forms to the IRS
    - J. Deliver to his/her successor all books, approved and paid bills, plans and procedures
    - K. Perform all other duties as assigned by the President
  - **All Officers.** All Officers shall:
    - A. Be members in good standing with the Pirate Booster Club
    - B. Consistently attend all regular Pirate Booster Club meetings
    - C. Unless under extenuating circumstances, be considered to have abandoned their elected position after failing to attend three consecutive meetings

## **ARTICLE VII. ELECTION OF OFFICERS**

**Section 1. Nominating Committee:** A nominating committee of three to five members, one of whom shall be named Chairperson, shall be appointed by the President at the March Pirate Booster Club Meeting. The President shall not serve on this committee.

**Section 2. Election Notice:** Notice of the election shall be made to the general public at least thirty days prior to said election.

**Section 3. Election Procedure:** The nominating committee will submit a list of candidates for each office. Nominations for any office may be made from the floor of this meeting if those nominated agree to such nominations. Before acceptance of an elected office, each candidate will have read and understood the responsibilities required of that position.

**Section 4. Term of Office:** No person shall hold the same office for more than two consecutive terms (Article V, Section 2).

**Section 5. Vacancy of Office:** The Executive Committee shall fill any vacancy that occurs during the term of office in the organizations' offices by a majority vote.

## **ARTICLE VIII. MEETINGS**

**Section 1. Meeting Time:** Regular meetings of the organization shall be held on the third Wednesday of each month unless otherwise provided for by the organization. Meetings of this organization shall be open to the general public.

**Section 2. Vote:** All members shall have voting privileges at the regular meetings and for votes conducted via email. Members must be present at a meeting in order to vote on meeting motions. Only one vote per membership is allowed.

**Section 3. Quorum:** A quorum for the transaction of business shall consist of at least two officers, one school administration liaison or their designate, and one member.

**Section 4. Special Meeting of Members:** The President may call a special meeting at any time on his/her own initiative. Notice of the meeting shall be given to each member as is feasible prior to the meeting, and at said meeting there shall be only considered that business as is specified in the notice of the meeting. In lieu of a special meeting, the President may call for an email vote on time-critical business.

**Section 5. Order of Business:** At all meetings of the Pirate Booster Club, the order of business shall be as follows:

- A. roll call of officers and call to order
- B. reading and approval of minutes of the immediate prior meeting
- C. Treasurer's report
- D. letter/ verbal requests
- E. report of officers
- F. thank you
- G. report of committees
- H. Athletic Director's report
- I. unfinished business
- J. new business
- K. adjourn.

## **ARTICLE IX. GOVERNANCE**

**Section 1. Fiscal year:** The fiscal year shall be June 1 through May 31.

**Section 2. Parliamentary Authority:** *Robert's Rules of Order* shall be the final source of authority on questions of parliamentary procedure and shall be used to govern all meetings.

**Section 3. Policy Compliance:** The Pirate Booster Club will comply with and support the Platte County R-3 School District policies and regulations at all functions.

## **ARTICLE X. FINANCES**

**Section 1. Compensation:** Neither the officers, committee chairmen, members serving on committees, nor any member of the Pirate Booster Club shall receive any salary or compensation for services rendered as such to the Pirate Booster Club.

**Section 2. Contracts:** Only the President of the Pirate Booster Club has the authority to execute contracts for expenses on behalf of the organization and only with the approval of a majority vote at an official Pirate Booster Club meeting.

**Section 3. Accounts:** Only the Treasurer or President is authorized to establish bank accounts or other financial accounts for the Pirate Booster Club and shall have prior approval with a majority vote at an official Pirate Booster Club meeting.

**Section 4. Fund Raising:** All fundraising shall be confined to methods established by the Pirate Booster Club in accordance with the Platte County R-3 School District Board of Education policy.

### **Section 5. Purchases:**

- A. Pirate Booster Club Officers may act as agents in the purchase of authorized material and/or services on behalf of the organization up to an amount of \$100. The Concessions Committee chairperson, with oversight by the Treasurer, is authorized to make all necessary purchases for concessions inventory items. All other purchases over \$100 must obtain specific approval of the Pirate Booster Club beforehand.
- B. Expenditures by the Pirate Booster Club shall be approved by a vote of the membership prior to the expenditure. Applicants are strongly discouraged from making expenditures without prior approval except in highly unusual and exigent circumstances. The Pirate Booster Club retains the right to deny reimbursement for unapproved expenditures.

- C. All receipts must be submitted within the current fiscal year to be considered eligible for reimbursement.
- D. Approved expenditures may exceed the approved cost by no more than 10%, and only in the event of unforeseen changes. The Pirate Booster Club retains the right to deny reimbursement for unforeseen costs.
- E. The Pirate Booster Club purchasing guidelines (see Appendix 5) are provided as a guide to coaches requesting funding. The Pirate Booster Club reserves the sole right to determine the funding of any request.
- F. Concessions-related items remain the property of the purchaser (Pirate Booster Club or Platte County R-3 School District). Fulfilled coaches' requests are gifts to the Platte County R-3 School District and are entrusted to the Activities Department for appropriate use, maintenance, and storage. Pirate Booster Club equipment is intended for the use of any PCHS team and may be shared among sports as needed. Pirate Booster Club purchased property will not be used for personal purposes or non-school related commercial enterprises. Use of said property in events or activities which raise funds for PCHS activities is allowable.

**Section 6. Budget:** A minimum of \$25,000.00 shall be held in reserve for use as the start-up budget for the following school year.

**Section 7. Auditing:** An audit of the Pirate Booster Club funds shall be performed annually by an Auditing Committee comprised of the Vice President and two general members of the Pirate Booster Club.

**Section 8. Dissolution:** Upon dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more non-profit funds, foundations, or organizations which have established their tax exempt status under 501(c)(3) of the Internal Revenue Code.

## **ARTICLE XI. COMMITTEES**

**Section 1. Standing Committees:** The Pirate Booster Club standing committees shall be: Membership, Hospitality, Publicity, Volunteer Coordination, Concessions, and Auditing.

**Section 2. Duties of committees:** The duties of the committees shall be those as needed for the purpose for which the committee was formed.

**Section 3. Committee chairpersons shall:**

- A. Attend all regular Pirate Booster Club meetings,

- B. deliver reports as requested,
- C. solicit volunteers to aid in the accomplishment of the missions when needed, and
- D. maintain a guide/procedures book to pass to his/her successor.

## **ARTICLE XII. BYLAWS AMENDMENTS**

**Section 1. Amendment Process:** The Pirate Booster Club bylaws may be amended by a majority vote of those present at any regular meeting of the organization provided:

- a) that a proposed amendment has been read at a previous regular meeting, or
- b) that a notice in writing setting forth such proposed amendment shall have been posted at least 7 days prior to the meeting at which such is finally passed upon.

**Section 2. Effective Date:** All amendments made to the bylaws shall become effective immediately upon being passed by a majority vote of the Pirate Booster Club.

**Section 3. Publication:** Any article and section affected by amendments shall be automatically revised upon the next printing of the bylaws.

## **ARTICLE XIII. BYLAWS APPROVAL**

The Bylaws of the Platte County Booster Club have been adopted by a simple majority of the Pirate Booster Club Members of record present on February 19, 2025 and shall be in effect from this date forward. Upon approval by the general membership, these bylaws supersede all previous bylaws.



## **APPENDIX 1 – PCHS EVENTS COVERED BY PIRATE BOOSTER CLUB CONCESSIONS**

- A. The Pirate Booster Club staffs concessions stands at the following PCHS events when they take place at the PCHS Fieldhouse, Pirate Stadium, or Baseball/Softball Complex:
1. Boys Baseball - V, JV, C
  2. Boys Basketball - V, JV (no C games covered)
  3. Boys Soccer - V, JV, C
  4. Boys Swimming and Diving (one date only, usually the invitational meet)
  5. Boys Track
  6. Boys Wrestling
  7. Boys Football - V, JV, C
  8. Girls Basketball - V, JV (no C games covered)
  9. Girls Soccer - V, JV, C
  10. Girls Swimming and Diving (one date only, usually the invitational meet)
  11. Girls Volleyball - V, JV, C
  12. Girls Wrestling
  13. Girls Softball - V, JV, C
  14. Girls Track
- B. Events may be added for one-time coverage or regular coverage upon mutual agreement among the Platte County R-3 School District, the Pirate Booster Club Executive Committee, the Pirate Booster Club Concessions Committee chairperson, and the Pirate Booster Club Volunteer Coordination Committee chairperson.

## **APPENDIX 2 – LIST OF SUPPORTED PCHS ATHLETICS, ACTIVITIES, AND EVENTS**

A. The Pirate Booster Club provides annual support to the following Platte County R-3 District events:

1. Homecoming Victory Supper: Pirate Booster Club provides free hot dogs, chips, and water for 300 people plus the Traditions Marching Band

Additional events may be added for one-time coverage or regular coverage upon mutual agreement between the Platte County R-3 School District and the Pirate Booster Club Executive Committee.

B. The Pirate Booster Club welcomes requests for funds from the following PCHS athletics and activities:

1. Boys Baseball
2. Boys Basketball
3. Boys Cross Country
4. Boys Golf
5. Boys Soccer
6. Boys Swimming and Diving
7. Boys Tennis
8. Boys Track
9. Boys Wrestling
10. Boys Football
11. Girls Basketball
12. Girls Cross Country
13. Girls Golf
14. Girls Soccer
15. Girls Swimming and Diving
16. Girls Tennis
17. Girls Volleyball
18. Girls Wrestling
19. Girls Softball
20. Girls Track
21. Cheer
22. Dance

Additional athletics and activities may be added to this list for one-time coverage or regular coverage by a vote in accordance with Pirate Booster Club bylaws.

## APPENDIX 3 - DOCUMENT RETENTION POLICY

### DOCUMENT DESTRUCTION

The Pirate Booster Club's officers, Executive Board, and committee chairpersons are required to honor the following rules:

- A. Paper or electronic documents indicated under the terms for retention in the following section will be transferred and maintained by the Secretary;
- B. All other paper documents will be destroyed after three years;
- C. All other electronic documents will be deleted from all individual computers, databases, networks, and back-up storage after one year;
- D. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation; and
- E. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards (Single Audit Act).

### RECORD RETENTION

KEEP PERMANENTLY
Legal Correspondence IRS Determination Letter Year End Financial Statements Insurance Records Minutes Bylaws Tax Returns and Worksheets Equipment Depreciation Schedules
DESTROY AFTER 7 YEARS
Financial Ledger Expired Contracts Invoices (to customers, from vendors)
DESTROY AFTER 3 YEARS
Concessions Cash Tally Sheets Bank Statements

Deposit Slips  
Internal Audit Records  
General Correspondence  
Checks

KEEP FOR LIFE OF ITEM

Contracts (Still in Effect)  
Concessions Equipment Records and Receipts

## **APPENDIX 4 - WRITTEN AGREEMENT WITH PLATTE COUNTY R-3 SCHOOL DISTRICT**

The Pirate Booster Club and the Platte County R-3 School District agree to the following:

- The Pirate Booster Club will operate concessions in the following PCHS facility concessions stands:
  - Pirate Stadium
  - Baseball/Softball
  - Fieldhouse
- The Pirate Booster Club may use all District-owned equipment in the concessions spaces they operate.
- The Pirate Booster Club is covered under the District's liability insurance coverage for all actions taken to support the PCHS Activities Department. [Currently being confirmed by the District]
- The Pirate Booster Club will coordinate with the District's Director of Operations to be given access through keys and/or building access cards to the concessions areas they operate, external and internal doors to access the concessions areas, external and internal doors to access the Fieldhouse elevator, and the Fieldhouse cafeteria kitchen.
  - The Pirate Booster Club will maintain a list of volunteers with issued keys and/or access cards.
  - The Pirate Booster Club will notify the District's Director of Operations and Activities Director when keys and/or access cards are transferred to a new volunteer.
  - Requests for additional keys and/or access cards will be submitted by the Pirate Booster Club by emailing the District's Director of Operations and Activities Director.
- Maintenance requests for concessions areas and District-owned equipment will be submitted by the Pirate Booster Club by emailing the District's Director of Operations and Activities Director.
- The Pirate Booster Club will maintain Platte County Health Department food establishment permits for each concessions stand operated by the Pirate Booster Club, including the required food handler certifications.
- The Pirate Booster Club will coordinate with the District's Director of Operations and Activities Director to schedule a mutually-available date for the annual prescheduled concessions stand inspections by the Platte County Health Department.
- The Pirate Booster Club will notify the District's Director of Operations and Activities Director in the event of any unscheduled concessions stand inspection by the Platte County Health Department.
- The Pirate Booster Club will give preference to but is not required to use the District's vendors.
- The District's Activities Director will annually share a list of coaches for Pirate Booster Club-covered activities with the Pirate Booster Club President. The

Booster Club will use this list to share relevant information and concessions sign-up messages with the coaches and to grant honorary Pirate Booster Club membership to District-employed coaches.

- The Pirate Booster Club may use the District's Pirate logo to help promote its purpose to support the PCHS Activities Department.
- The Pirate Booster Club and the District will revisit this agreement annually in July to ensure it reflects current and best practice.

## **APPENDIX 5 – PURCHASING GUIDELINES FOR SUPPORTED PCHS ATHLETICS AND ACTIVITIES**

### **A. Coach's Request Process**

1. Funding requests should be coordinated with the Platte County R-3 School District Activities Director prior to submitting requests to the Pirate Booster Club.
2. All requests for funds should be submitted using the appropriate Pirate Booster Club form. Bids, estimates or quotes should be secured prior to the application when possible in order to best estimate funding.
3. The Pirate Booster Club will only pay the actual costs incurred. Payments to coaches directly are discouraged. Receipts, invoices or other written documentation shall be submitted to the Pirate Booster Club prior to any payments of funds.

### **B. Purchasing Guidelines**

1. Team Uniforms, Equipment, and Supplies
  - a. Home and away uniforms are the financial responsibility of the District and will not be funded by the Pirate Booster Club.
  - b. Third color uniforms may be requested. If purchased by the Pirate Booster Club, these items must be left with the District and not kept by players at the end of the season.
  - c. Supplemental items, such as warmups, shooting shirts, backpacks etc. may be requested. If purchased by the Pirate Booster Club, these items must be left with the District and not kept by players at the end of the season.
2. Travel - Transportation
  - a. Subject to funding availability, the Pirate Booster Club may pay for travel costs. The intent is to showcase PCHS sports teams, provide additional opportunities for advancement, or to provide a competitive advantage to PCHS athletes.
  - b. Transportation: The Pirate Booster Club may pay for an upgraded chartered coach for the comfort and performance of Platte County athletes under limited circumstances. The Pirate Booster Club may pay for the actual cost of the chartered coach, minus Platte County R-3 School District bus costs, within the following guidelines:
    - 1 Team sports where the traveling contingent exceeds 25 persons (students and coaches) for an event of significant importance, such as a state semi-final or championship event, within the season that have greater than two hours travel time away from PCHS.
    - 2 Chartered Coach travel may be used for tournament type events for teams.

- c. Per Diem:
    - 1 The Pirate Booster Club may pay up to \$40 per student per day meal allowance for events in which school based funding is not provided (for example, a non-district tournament).
  - d. Hotels: The Pirate Booster Club may pay the cost of lodging of students and coaches for regular season out-of-town competitions not covered by school-based funding.
3. State Qualifiers Merchandise
- a. The Pirate Booster Club may pay for one item per student/coach, not to exceed \$75/item (including shipping and/or rush fees)
4. Items not explicitly listed in these guidelines and not restricted by MSHSAA guidelines may be requested. Provide adequate justification and concurrence from the Activities Director to allow for case-by-case consideration.
- C. Factors Considered by the Pirate Booster Club Members When Voting
- 1. The Pirate Booster Club reserves the sole right to determine the funding of any request.
  - 2. The following factors are considered by Pirate Booster Club members when voting on a request for funds:
    - a. Pirate Booster Club funding availability
    - b. Pirate Booster Club membership rates of requesting sport/activity
    - c. Concessions stand volunteer rates of requesting sport/activity
    - d. Team fundraising
    - e. Availability of sport/activity-specific parent organization funds