



Northwood High School Boosters, Friends, and Alumni Association

Bylaws

The Northwood High School Boosters, Friends, & Alumni Association (NHSBFAA), also known as Northwood High School Boosters Club, Inc., is a nonprofit organization of parents, coaches, students, faculty, alumni, and community members committed to promoting excellence at Northwood High School (NHS) by voluntarily helping to enrich the high school educational experience and foster success in the classroom and in extracurricular activities for all students by building school involvement through our academics, arts, athletics, and activities.



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Article 1 Name, Purpose, Powers, Offices

1.1 Name

The name of the Association is the Northwood High School Boosters, Friends, and Alumni Association also abbreviated as BFAA.

1.2 Purpose

The primary purposes of the BFAA are as follows:

- a) To develop and implement fund raising opportunities;
- b) To develop student and community interest in all NHS interscholastic events and to promote superior athletic, arts, and academic programs;
- c) To provide an equitable system of disbursing those funds based on individual needs of each program, as a secondary source to Chatham County Schools and the Northwood High School Athletic Department;
- d) To promote attendance and spirit at all events;
- e) To provide assistance for students and student-athletes in need;
- f) To conceive, create, and develop ideas, projects, and other assistance to further all programs and to improve all facilities at NHS.
- g) To promote awareness of the important relationship between success in arts, athletics, and academics;
- h) To advocate for Northwood in the community;
- i) To provide a forum for discussions about arts, athletic, and academic programs and related issues.

1.3 Powers

In support of the stated purposes, but not in limitation thereof, the Association shall have the power:

- a) To solicit contributions including in-kind donations on behalf of Northwood programs;
- b) To engage in activities that will assist or contribute to the furtherance of Northwood programs;
- c) To work in conjunction with the Principal, Athletic Director or other designated official of Northwood in programs that further the welfare of the student body; and
- d) Shall not interfere with or attempt to unduly influence departmental policy decisions, disciplinary actions, coaching decisions or other administrative activities.



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1.4 Offices

The Association shall have and maintain a mailbox at PO Box 1596, Pittsboro, NC 27312.

Article 2 Membership

2.1 Dues

Standard levels of participation (Annual Dues) shall be established each year by the Board of Directors

2.2 Eligibility

- a) Regular membership in the BFAA shall be open to all parents of students at Northwood, in addition to other members such as faculty, alumni, current students, community members and relatives.
- b) Special sustaining memberships may be established for large financial and corporate contributors or other individuals as determined by the Board.
- c) Open to anyone interested in enhancing the programs at Northwood High School regardless of race, creed, national origin, gender or physical capability.
- d) All active coaches, Association sponsors, directors, advisers, the Principal, the Assistant Principal(s) and the Athletic Director shall automatically be considered official members of the NHSBFAA

2.3 Members in Good Standing and Enrollment

- a) A group/team is considered to be part of NHSBFAA (in good standing) and can seek our support if they are actively involved via
 - attempt to participate in or recruit participants for fund-raising events (reverse raffle and golf tournament)
 - have chosen to close all outside accounts and deposit those monies into their NHSBFAA account
 - are truly following the guidelines bestowed upon us by the AD and or principal as far as fund raising and soliciting sponsors.
- b) Enrollment shall consist of providing the Membership Chair with each individual's name, mailing address, phone number, and e-mail, if available and other data deemed useful by the Membership Chair or the Board.



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2.4 Termination of Membership - Membership in the BFAA may be terminated:

- a) For nonpayment of dues (if ever established as of now rightful involvement and participation set forth by NHSBFAA board)
- b) Through resignation – any member may voluntarily resign from the BFAA.
- c) For cause – any member that engages in activities detrimental to the BFAA may be terminated as a member after an appropriate hearing, if requested, before the Board of Directors and an affirmative vote of not less than three fourths of the members of the Board of Directors.

Article 3 Meetings

3.1 Annual Meeting

An annual meeting of the Board and general membership shall be held during the month of May each year, on such a day and at such place and hour as determined by the Board of Directors (or Board) for the purpose of electing officers. The inaugural year will not elect officers in May as this task would have already been completed in February. It is recommended that the regular May Board and General meetings be held as the Annual Meeting.

3.2 General Meetings

Meetings shall be held every other month at such place and hour as determined by the Board of Directors to run the business of the BFAA, however the Board of Directors shall hold a closed meeting every month in order to plan and conduct future BFAA business.

3.3 Special meetings

- a) Special meetings of the Board of Directors may be called by the President or a majority of the Board. Notice must be at least 24 hours in advance of special meeting.
- b) Special meetings of the General Membership may be called by the President or by request of 10% of the general membership and a majority vote of the Board of Directors.



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3.4 Place of meetings

The Board of Directors may designate any place, either within the school building, or without, as the place of meeting of the members or the Board.

3.5 Notice of meetings

Email notice stating date, day, time, and place of a Board meeting will be sent to each Board Member not less than 7, nor more than 30 days prior to the meeting. Meetings of the general membership shall be posted on the website not less than 10, nor more than 30 days prior to the meetings.



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Article 4 The Board Of Directors

4.1 Elections

The affairs of the BFAA shall be managed by the Board of Directors, which shall consist of no less than eight (8) elected members in good standing. The Board of Directors shall be elected each year at the annual meeting. The new Board of Directors will begin its term of office on June 1st. The exact number of elected voting Board members for the following year is to be determined by the Board of Directors at least sixty (60) days before the Annual Meeting.

4.2 Composition of the Board

- a) The voting members of Board of Directors of the BFAA shall be the Executive Officers and Directors. Additional designated members of the Board shall include the Athletic Director and Principal which are non-voting members. The Board may designate other members of the Board, who shall be temporary non-voting members. The President shall appoint the chairs of the standing committees as set forth in Article VI, who shall serve as non-voting members of the Board.
- b) As much as possible, the Board of Directors should be made up of parents representing the various programs comprising Northwood programs. It is not necessary that each program be represented by a separate parent.

4.3 Executive Officers

The Executive Officers of the BFAA shall be a President, Vice President, Secretary, and two (2) Treasurers. The Presidency and Vice Presidency may be held as co-positions. No two offices may be held at the same time by the same person. When co-positions exist only one vote is still provided.

4.4 Directors

The directors of the BFAA shall be the VP of Group Relations, VP of Membership and VP of Fund-raising, and other positions as decided at the previous Annual Meeting. Additional designated members of the Board shall also include the Athletic Director and Principal which are non-voting members.



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4.5 Chairs

The chairs of the BFAA shall be the Website Chair, Concession Chair, Seasonal Program Chair, Merchandise/Spirit Chair, and Corporate Sponsor Chair. The BFAA may decide to utilize all or some of the chair positions.

4.6 Qualifications

To be eligible as an Officer or Director, an individual must be a member in good standing as determined by NHSBFAA and must not be an active coach, director, or school employee of Northwood High School or any of its affiliated programs.

4.7 Nominations

All members of the BFAA may submit recommendations to the nominating committee no later than 45 days before the annual meeting. No nominations will be accepted late or from the floor. Positions need not be vacant for nominations to be allowed. The Nominating Committee shall nominate the Directors and the Executive Officers of the Board. Each nomination shall be for a specific office on the Board. The nominating committee should exist of at least (3) members. The names of the prospective nominees shall be presented to the Board of Directors and the general membership at least 30 days prior to the Annual Meeting. In the event there is more than one nominee for any position on the Board of Directors, election shall be by written ballot. A simple majority of those voting is required to win the election.

4.8 Vacancies

In the event a vacancy in the Board of Directors occurs as a result of death, resignation, disability, or termination for cause of a Director, such vacancy shall be filled by the Board of Directors, who shall elect a Director to serve until the next Annual Meeting. In the event a vacancy occurs as a result of an increase in the number of elected Directors, such vacancy shall be filled by vote of the Board of Directors at any meeting.

4.9 Quorum

Four of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board. If a quorum is not present, any lesser number may adjourn the meeting to another time without further notice. It is permitted for the members present to take a vote and solicit additional commentary and votes to constitute a quorum via email or speaker phone of



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the other directors not present. All issues necessary for vote must presented to entire Board either by meeting or email.

4.10 Action by Directors

The act of a majority of the Directors present at a meeting at which a quorum is present, shall be the act of the Board of Directors, except where otherwise provided by law of these Bylaws.

4.11 Compensation

All voting members of the Board of Directors will receive a Family Sports Pass each term they serve or an equivalent Arts/Activities Pass if or when one is placed into existence.

4.12 Terms of Service

- a) The President and Secretary shall serve a term of 12 months (for inaugural year, the term may exceed 12 months, but will conclude on May 31st of the following year). The President and Secretary are encouraged to be willing to serve for two terms.
- b) Officers and Directors are elected to serve for one full term of 24 months. The Officers and Directors are encouraged to be willing to serve for two terms.
- c) No Officer shall be nominated for office for more than a term of two years in any one office unless by an affirmative vote of not less than three fourths of the members of the Board of Directors prior to the annual meeting.
- d) Other Directors and Committee Chairs may serve for terms in excess of two years when not in conflict with other provisions of these Bylaws.
- e) Outgoing Officers and Directors are encouraged to help recruit and train their replacement for the next term of office.

4.13 Bonding

All officers of the Northwood High School BFAA shall be bonded.



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Article 5 Board of Directors Duties and Responsibilities

5.1 Executive Officers

5.1.1 The President:

- a) Consults with and endeavors to keep the NHS community informed of BFAA affairs;
- b) Acts as spokesperson for the BFAA;
- c) Sets up, coordinates, and prepares agendas and notifications of BFAA Meetings;
- d) Conducts all General and Board Meetings;
- e) Oversees BFAA functions;
- f) Appoints from the general membership chairs of the standing committees;
- g) Establishes special committees or sub-committees as needed for specific functions and appoints committee chair people from the other Directors on the Board; and
- h) Shall be a member of all committees. It is advisable, but not required that the President have been a BFAA member and a member of the Board at least one year previous to serving as President.

5.1.2 The Vice President:

- a) Reports to and assists the President as required.
- b) Provides Board with lists of possible candidates for committee chair positions and future Board Members.
- c) Oversees the development and updates of the bylaws
- d) Oversees non-executive Board positions and chairs.
- e) In the event the President or both co-presidents is/are unable or unwilling to serve the remainder of their term as President, the Vice President will assume the position of President for the remainder of the term.

5.1.3 The Secretary:

- a) Reports to the President.
- b) Maintains minutes of the BFAA meetings.
- c) Distributes meeting agenda, notifies Board and/or General Membership of meetings, events, and activities through emails, newsletters and website.
- d) The Secretary is the custodian of the BFAA records, reports and by-laws.
- e) Recruits promotional person to assist in relaying information to NHS and its neighboring community.



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- f) Follows up with sponsors with Thank-You letters, passes etc.
- g) Maintains contact information of Board members, chairpersons, and committee members.

5.1.4 The Treasurer:

- a) Reports to the President.
- b) The Treasurer shall disburse the funds of the NHSBFAA only for the purposes approved by the board.
- c) Handles all BFAA moneys and deposits as required for the proper and efficient operation of the Association
- d) The Treasurer, with the advice and consent of the Board, shall employ standard accounting practices and other reasonable and adequate safeguards to protect the integrity of BFAA's financial operations, including an annual audit to be conducted in June or July.
- e) Maintains a clear and standardized ledger or chart of accounts of general and restricted incoming funds and itemized disbursements, in a standardized computer format, which can be easily transmitted to other officers and a BFAA accountant, as needed.
- f) Shall present statements of BFAA's financial condition at all regular Board meetings and at other times as requested by the President or the Board.
- g) At the end of the fiscal year, shall deliver over to their successor all books, monies, and other property in their charge, or in the absence of a successor, shall deliver such properties to the President.
- h) Shall ensure that the BFAA is operating in compliance to maintain its non profit 501c3 status

5.2 Directors

5.2.1 Principal Northwood High School

- a) Both Principal and Athletic Director are liaisons to coaches, faculty, and advisers and other staff.
- b) The Principal holds a nonvoting, advisory only Board position.

5.2.2 Athletic Director Northwood High School

- a) Both Principal and Athletic Director are liaisons to coaches, faculty, and advisers and other staff.
- b) The Athletic Director holds a nonvoting, advisory only Board position.

5.2.3 VP of Group Relations

The VP of Group Relations (Liaison) is to be a voting member of the Board who is not an Executive Officer and who:



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- a) Reports to the President;
- b) Works with coaches/Association sponsors and group liaisons;
- c) If necessary recruits a parent to represent each sport or activity to serve as liaison between BFAA and the coaches and other parents, and is responsible for Association communication to parent reps including fund raising ideas, funding request information, membership drives, and volunteer requirements;
- d) Maintains an awareness of fund raising activities and merchandise being sold by individual groups to help avoid duplication;
- e) Coordinates with VP of Fund-raising on program sales and concessions; and is responsible for training parent reps regarding expectations and regular duties.

5.2.4 VP of Membership

The VP of Membership is to be a voting member of the Board who is not an Executive Officer and who:

- a) Reports to the Vice President;
- b) Maintains general membership list;
- c) ¹Prints sports/art passes and maintains a ledger of passes issued. Passes will be printed to have present for sale at events
- d) ¹Sells memberships and sports/arts passes all year directly at events or through email and website
- e) ¹Prints Board member passes and distributes prior to start of school year but not before June 1st;
- f) ¹Communicates with the Secretary to promote membership and sports passes;
- g) ¹Recruits volunteers to sell passes at upcoming events and activities; and
- h) ¹Turns in all monies to Treasurer for memberships and passes sold.

5.2.5 VP of Fund-raising

The VP of Fund-raising is to be a voting member of the Board who is not an Executive Officer and who:

- a) Reports to the Vice President;

¹ Note (c-f) will occur only if the Athletic Director decides to change current format in which he is responsible for sports passes.



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- b)** Responsible for organization of all events that raise money for the BFAA with the exception of membership dues and sale of sports/arts passes;
- c)** Raises money through Corporate Sponsorships, donations or matching programs;
- d)** Responsible for concessions; and
- e)** Turns in all monies to Treasurer for memberships and passes sold.
- f)** Is the only individual who is permitted to solicit funds/donations from groups and businesses

5.3 Chairs of Standing Committees

5.3.1 Website Chair

The Website Chair is a voting member of the Board, appointed by the President and who:

- a)** Reports to the President;
- b)** In charge of content development, website-volunteer recruitment and training and support;
- c)** Policy development for website content and volunteer access;
- d)** Manage volunteer access and/or restrictions; and
- e)** Liaison to Webmaster and other vendors related to website.
- f)** Responsible for social media in accordance with the website.

5.3.2 Concession Chair

The chair of the concession stand is a voting member of the board, appointed by the President and who:

- a)** Reports to the President;
- b)** In charge of developing and teaching current NHS policy and procedures for concession stand operation
- c)** Review and certify the correct handling of Food and Safety procedures to all appointed concession stand managers at Northwood High School.
- d)** Ordering and maintaining the inventory of products to sell at all NHS sporting events
- e)** Establish a competitive but fair pricing structure to maximize profits for concession stand operation

5.3.3 Seasonal Program Chair

The chair of the Seasonal Program Committee is a non-voting member of the Board, appointed by the President and who:



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- a)** Reports to the VP of Fund-raising
- b)** Insures all teams/groups are photographed and in the program each season;
- c)** Is responsible for game rosters for each home game as inserts to program; and
- d)** Insures programs are available for all sports for distribution.
- e)** Works with each sport/group to identify a contact for that sport/group who is responsible for developing rosters.

5.3.4 Merchandise/Spirit Chair

The chair of the Merchandise/Spirit Committee is a non-voting member of the Board, appointed by the President and who:

- a)** Reports to the Vice President
- b)** Examines ways to develop and maintain school spirit both within the school and in the NHS community;
- c)** Fosters, encourages, promotes and supports the formation of the “Northwood Nuthouse” student organization, including recruiting and coordinating with a staff adviser;
- d)** Supports and works closely with the NHS Cheer Squad, Dance Team, Band and the NHS Athletic Director to assist with pep assemblies and other spirit building functions as needed;
- e)** Schedules, promotes and a social and/or fund raising event each season (fall, winter, spring) to promote those sports/activities performed during those seasons and to encourage parent networking and involvement in the BFAA;
- f)** Assists in promoting BFAA events and meetings;
- g)** Manages all merchandise from the Boosters directly and through the website;

5.3.5 Corporate Sponsorship Chair

The chair of the Corporate Sponsorship Committee is a non-voting member of the Board, appointed by the President and who:

- a)** Reports to the VP of Fund-raising
- b)** Raises money through Corporate Sponsorships, donations or matching programs.
- c)** Runs Corporate Sponsorship nights each season; Fall, Winter and Spring.
- d)** Insures all signage is present on fields and gym.
- e)** Insures all sponsorship agreements are fulfilled.



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Article 6 Parent Representatives

Each organization participating in the NHS BFAA is required to nominate a Parent Representative who will act as a liaison between the NHSBFAA and the organization they represent. The Parent Representative must not be a BFAA board member to avoid conflict of interest.

The Parent Representatives shall

- a)** Attend all NHSBFAA General meetings; in the event a parent representative can not attend a meeting, they should appoint another parent to represent the organization at the meeting.
- b)** Communicate to the Parents of their organization all information sent by the liaison which will include information on fundraisers, and general meetings
- c)** Where applicable, appoint a parent representative to act as a concessions manager

Article 7 Concession Managers

For each organization that operates a concession stand during organization events, the coach and Parent Representative shall appoint a concessions manager. It is not recommended that the concessions manager be the same person as the Parent Representative. The concession manager shall

- a)** Staff the concession stand for all events. If the organization can not staff the concession stand with parent volunteers, contact the concessions chair to solicit other organizations interested in concession funds.
- b)** Open and close the concession stand or appoint individual who is properly trained
- c)** Arrange for the deposit of concession funds with NHSBFAA treasurers
- d)** Work with the Concession Chair to ensure the concessions are adequately stocked for all events

Article 8 Committees

8.1 Executive Committee

There shall be an Executive Committee consisting of the Executive officers. The Executive Committee shall conduct the affairs of the Association under the chairmanship of the President in accordance with the policies of the Board of Directors and may exercise the authority of the



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Board in all matters delegated to the Committee by it. The Executive Committee shall meet no less frequently than quarterly to chart the course of the Association's activities.

8.2 Nominating Committee

The Nominating Committee shall consist of the Vice President and two Directors. The Directors shall be elected to the Nominating Committee by the Board of Directors at its first official meeting in June. Members of the Nominating Committee shall not be excluded from being nominated for Association offices or positions.

8.3 Standing Committees

The President shall appoint from the general membership chairs of the standing committees set forth in Article VI above. The committee chairs are non-voting members of the Board. No committee shall act on behalf of the Board of Directors unless specifically authorized to do so. Any member of any committee may be removed by the President whenever, in the judgment of the President, the best interests of the Association shall be served by such removal. All members of the standing committee shall be Members in good standing with the Association.

8.4 Special Committees

The President shall appoint from the Board of Directors, such other committees as deemed necessary to conduct the affairs of the Association. He shall prescribe the Committee functions and designate the Chairman. No committee shall act on behalf of the Board of Directors unless specifically authorized to do so. Any member of any committee may be removed by the President whenever, in the judgment of the President, the best interests of the Association shall be served by such removal. All members of special committee shall be members in good standing of the Association.

8.5 Rules

Each Committee may adopt rules for its own governance, not inconsistent with these Bylaws, or with rules adopted by the Board of Directors.

8.6 Creation/Dissolution

The Officers may create and/or dissolve standing and special committees as needed to promote the objectives and carry out the work of the BFAA.



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Article 9 Fiscal Year and Elective Year

The Fiscal Year shall be from August 1st through July 31st, inclusive. Nominations for open office positions will be taken at the March Meeting. The new officers will be announced by the May BFAA board meeting. The 15-month Elective year shall be from May 1st to July 31st of the following year. This will give a 90 day transition period where the new and old officers will co-share the position.

Article 10 Bookkeeping, Accounting, Records and Procedures

10.1 Budgeting

The Board of Directors is responsible for managing the finances of the BFAA and shall:

- a)** Draft and maintain the BFAA budget based on revenue projections, proposed expenditures and fund raising goals;(start Fall 2015)
- b)** Assist the Athletic Director, Coaches, and Directors with developing budgets based on anticipated needs of their program;
- c)** Research and recommend to the Board fund raising ideas and programs in support of the students at Northwood High School;
- d)** Oversee the various fund raising efforts as approved by the Board;
- e)** Develop an annual schedule and set fund raising revenue goals for the NHSBFAA Resource Fund budget with revenue forecasting;
- f)** Ensure that applicable fund raising programs are in compliance with school, local state and federal regulations;
- g)** Provide organizational and promotional assistance to groups interested in sponsoring fundraisers to fund specific group needs;
- h)** Review fund raising activities and merchandise being sold by individual groups to help avoid a Duplication of effort, assist in guarding against inappropriate fund raising methods and the intentional or unintentional mishandling of funds;
- i)** All organizations must submit a budget at the beginning of the year to the appropriate administrator to aid in budgeting process for the school. This information will be utilized as a tool for developing the NHSBFAA budget.



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10.2 Books, Records, Chart of Accounts

A chart of accounts that accurately reflects the income, revenue, expenses, assets, and liabilities of the Association, shall be prepared and maintained by the Treasurer. The Executive Committee may prescribe such chart of accounts. An archive of books, records, financial statements, and relative documents will be maintained in the Association office on the school premises or other location designated the Board. The Secretary shall keep a record book of minutes, corporate records and activities. The Association shall keep correct books and records of account and shall also keep minutes of the proceedings of its Board of Directors and Committees having been delegated any of the authority of the Board of Directors.

10.3 Inspection

All books and records of the Association may be inspected by any member in good standing for any proper purpose at any reasonable time.

10.4 Accounting and Fund-raising Procedures

Any sport or program that wishes to be a co-beneficiary of BFAA support (Resource Fund Request) will be subject to the following procedures:

- a) A single BFAA bank account shall be maintained at a banking institution chosen by the Board, with Treasurer, and/ or, President, Vice President as account signers. Treasurer will keep track of "general" unrestricted Association funds separate from sub-ledgers for each organization. Funds will be earmarked for the "Resource Fund" if not directed or restricted by a donor to a specific purpose, Funds raised by the individual programs through their own parent-directed fund raising efforts and events will be placed in that individual group's sub-ledger account. The credit will be issued as follows: After expenses are taken out 100% will be placed in the individuals account. Organizations may promote individual fund raising efforts via the Association web site, but may not directly sell products, without prior Board approval. Approval is initiated with the completion and submission of a NHSBFAA Fund-raising approval form to the VP of Fund-raising This form is used for the sole purpose of organizing and tracking all community requests for support.
- b) Any team/group receiving funds from the BFAA may not directly compete against the Association with their team/group fund raising efforts.
- c) Teams/programs will receive, distribution of monies based on the individual NHSBFAA events' criteria for participation as well as net profits designated by the NHSBFAA executive board. Additional monies could be distributed, at the Board's discretion, for any team/program that proportionality enhances the fund raising event. The Board may elect to purchase merchandise or underwrite events and fund raising activities and make them available to all groups for their individual fund raising goals prior to BFAA



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events. Sales proceeds of such merchandise, event tickets and other fund raising activities by individual team volunteers will always be set and determined prior to the individual event. This is to assure that specific goals and targets are able to be met. "Adequate participation" in a BFAA sponsored event will be determined at the time of the event.

- d) The Board of Directors shall approve all parent-directed individual team/club fundraisers. All teams/clubs must submit the Fund-raising Approval form to the Board of Directors.



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Article 11 Contracts, Checks, Deposits, and Funds

11.1 Contracts

The Board of Directors may authorize any officer or Director, in addition to those so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name and on behalf of the Association. Such authority may be general or confined to specific instances.

11.2 Checks, Drafts and Other Payments

All checks, drafts, or other orders for the payment of money, notes, or other evidence of indebtedness, issued in the name of the Association, shall be signed by such officer or officers of the Association, as determined by resolution of the Board of Directors.

11.3 Deposits

All funds of the Association shall be deposited from time to time to the credit of the Association in such banks, trust companies, or other depositories as the Board of Directors may select.

11.4 Gifts

At their discretion and by majority vote, the Board of Directors may accept on behalf of the NHSBFAA any contribution, gift, bequest, or device for the general use or for any special and or restricted purpose of the NHSBFAA.

11.5 Credit Card Payments

The Association will have the ability to take credit card payments from individuals directly and through the NHSBFAA website.



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Article 12 Funds Disbursement

12.1 Budgeting

12.1.1 Budget to be Prepared By Board

After taking office in June, each new Board shall set a Budget Meeting to review the Budget Allocation Requests submitted by each sport/club and adopt a preliminary budget for the expenditure of Association funds for the support of the various art programs, clubs, academic programs, and athletic teams of Northwood High School in the next school year. The new Board may solicit Budget Allocation Requests prior to taking office and may work with teams, parents, coaches and the Athletic Director in developing those requests prior to taking office. The Budget Meeting shall be set and notice given in accordance with the provisions of Article III, Section 5 Notice of meetings. Please Note: this will be implemented once NHSBFAA has been in existence for 1 year slated for June 2015.

12.1.2 Application for Budget Allocation Notice

The Board shall establish a deadline for submission of applications for budget requests and shall issue notice of the deadline and application requirements no less than seven days prior to the deadline.

12.1.3 Budget Requests Submission

Head coaches of sports will submit their requests on approved application forms, via email, to the BFAA via the Athletic Director. Arts directors, activity sponsors, and program directors will submit their forms to the BFAA via the Principal, or his/her designee. The Athletic Director and Principal, or his/her designee, shall compile and summarize the requests to facilitate review by the Board. The summary shall prioritize requests according to the Disbursement Criteria set forth below and shall eliminate from consideration requests that are not legitimate. The Athletic Director will distribute the summary expenditure requests to all members of the Board no less than five days in advance of the Budget Meeting; copies shall be made available to other interested parties.



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12.1.4 Treasurer's Report

The Treasurer shall prepare and distribute a report with a current ledger of individual team and general fund accounts, and an accounting of that portion of the general funds that are available for future expenses after deducting payables, reserves and other amounts.

12.1.5 Budget Requests Considered By Board

There will be discussion at the Board meeting, with each voting member and visitors having an opportunity to express their views. The summary requests of each program will be reviewed and assessed for validity and priority. The committee shall utilize the Treasurers' report to establish a fair distribution of the available funds, taking into account such factors as priority of request, individual group fund raising capacity, past fund raising efforts or support of BFAA events and other factors. The Board shall establish by majority vote a budget, based upon their analysis of the requests. The budget shall be recorded by the Treasurer and the Secretary and distributed by the Athletic Director and/or the Board.

12.1.6 Budget

The budget shall allocate funds from the Association's Resource funds as well as the groups' individual accounts. Only expenditures that have been approved in advance and adopted as part of the Association's budget may be paid or reimbursed out of Association Resource fund..

12.1.7 Budget Amendments

Since the availability of funds as well as funding needs are fluid and unpredictable, the initial budget adopted by the Board may be considered preliminary and may be amended by a vote of the Board as additional funds are raised or critical needs arise.

12.1.8 Team/Group Budgets

Each team/group shall submit a budget to the Athletic Director or Principal at either the end of the school year (for groups) or at the end of the a sports season (athletics).



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12.2 Disbursement Criteria:

12.2.1 Prioritization of Disbursements

Because funds raised by the BFAA are limited and are often not sufficient to satisfy all legitimate needs, it is necessary to establish criteria to prioritize requests. From the inception, the primary focus of NHSBFAA will look to prioritize those grants for Resource Fund Use to support part or all of the following (but is not limited to just these items);

The NHSBFAA seeks to support those endeavors that will aid in developing the pinnacle programs in our county, area, and state. The NHSBFAA intends to support/boost those endeavors that enrich the quality of the program. We are not looking to support the entire effort, but NHSBFAA will use discretionary reasoning.

NHSBFAA will accept Resource Fund requests to support part or all of the following: Legitimate requests, in general order of priority, typically include equipment, reusable uniforms, league-required facilities, fees for facilities, league-required fees, some training seminars, some camp or clinic fees, some tournament fees, special transportation needs, team awards/plaques, etc.

The priorities and needs of individual programs vary significantly and can change over time, prohibiting any effective means of predetermining a formula-based approach to disbursements. Such priorities and needs shall be taken into account when determining priority status (i.e. programs with little or no equipment needs would not be well served by the listed typical priorities). Although coach stipends, recreational team trips (that are not primarily for camps, tournaments or training), and other such needs are legitimate, they cannot be funded by the Association general fund at this time, but may be paid for and supported by the Association through individual team accounts and individual team fund raising efforts.

For athletics, the Athletic Director and the coaches shall monitor and verify that their requests for equipment, uniforms and other expendable items are not due to loss, pilfering, waste or abuse of such items. The Athletic Director shall serve in an advisory role by preparing reports for the Board regarding the validity/invalidity of fund requests and other supplemental information requested by the Board and if necessary as the representative of any sport that does not have a coach at the time of a vote on the budget.



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For arts, activities, and academic programs, the respective director and Principal shall monitor and verify that their requests for equipment, uniforms and other expendable items are not due to loss, pilfering, waste or abuse of such items. The Principal shall serve in an advisory role by preparing reports for the Board regarding the validity/invalidity of fund requests and other supplemental information requested by the Board and if necessary as the representative of any program that does not have an adviser at the time of a vote on the budget.

12.2.2 Example Disbursements

The BFAA shall have the authority to allocate funds to teams for items such as

-All Varsity Letters and Pins

-All Banners for Conference, District, and State Championships in sports and All Display awards for the Arts, Band and CTE...If one does not exist e will create one...(once again provided that group is part of NHSBF AA)

-HUDL Account--NHSBF AA will pay the yearly fee if and only if the coaching staff is utilizing this the most effective way. This means that the coaches must make time to review the film with the players in a classroom setting. Having the players go home and watch film by themselves was not deemed as truly effective and will not be supported by NHSBF AA.

Items of support can be reviewed, added and deleted at anytime based on optimal use and available funding.

12.2.3 Program Requests

The BF AA shall have the authority to allocate funds for a team/group purchase at the direct request of the Coach/Adviser and with approval of the Board and Athletic Director or Principal. However, such requests must be made in advance of the expenditure or commitment of the funds.

12.2.4 Program Participation

The BF AA shall have the authority to allocate funds directly to other educational programs (groups, Dance team, PTSA and Band) due to their services and or participation in NHS BF AA fund-raising programs.



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12.3 Individual Program Disbursements:

12.3.1 Deposits to Individual Program Accounts

NHS program funds shall be deposited in and maintained in the respective individual program account of the BFAA. Deposits may be made by parent reps or coaches/advisers using a Standard Deposit Form.

12.3.2 Use of Individual Program Funds

The head coach/adviser (or designee appointed by head coach/adviser) has discretion over the use of the individual program sub-account for valid program-related purposes, subject to having a positive account balance, and a Budget Allocation Request for any items identified in Section 5 below.

12.3.3 Procedure for Payout Of Individual Program Funds

Payment of program expenses out of and Individual Program Account must be made by the director/coach of the program by providing the treasurer with an itemized invoice and request payment be made. This can only be done once it is verified that there is sufficient money in the account to cover purchase. Any weekly purchases exceeding over \$500 must involve a courtesy call to the Athletic Director(sports) or Principal (programs) for awareness.

- d) State the amount of the expense, its purpose and the name and address to who the check should be made and mailed,
- e) Submit an invoice with a written notation of the purpose of the expense, or
- f) Submit a receipt/invoice for expenses. If seeking to reimburse an individual(s) a written notation of the purpose of the expense, a receipt and the name and address of the person to be reimbursed.

12.3.4 Disbursement Responsibilities

The Treasurer should make every attempt to disburse these requests within five days of submission. If the Treasurer is unavailable, the President or Vice President can make disbursements, following up with proper paperwork to the Treasurer.



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12.3.5 Disbursement Liability Assessment

Purchases and subsequent disbursements of program monies from accounts shall be made for the improvement of the program. Purchases causing capital expenditure, storage or liability issues shall first be submitted to the AD(athletics)/Principal (all other programs) for review/approval.

Article 13 Dissolution

13.1 Dissolution Procedure

The NHS Boosters, Friends, & Alumni Association (BFAA) may only be dissolved by a two-thirds majority of the members in attendance at a special meeting called specifically to consider and vote on dissolution, after all members have been given fair and reasonable advance notice of such special meeting. In the event of a vote in favor of dissolution, any funds remaining after all obligations have been satisfied shall be donated to the Northwood High School resource fund.

13.2 Assets and Obligations

Upon dissolution of the Northwood High School BFAA, any assets remaining after all obligations have been satisfied shall be distributed to the Northwood High School Associated general fund, provided that at the time of dissolution it is exempt under section 501(c)(3), or for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

Article 14 Amendment Procedures

14.1 Procedure

These Bylaws may be altered, amended, repealed, and new Bylaws may be adopted by a majority of the entire Board of Directors at any meeting of the Board, provided that at least seven (7) days written notice is given of intention to alter, amend, repeal, or to adopt new Bylaws at such meeting.



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14.2 Notice

When any amendments of the Bylaws have been made, copies of such amendments, or a complete revised copy of the Bylaws as amended, shall be mailed within thirty (30) days to each member of the Board of Directors and posted on the website.



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Article 15 Adoption of By-Laws

The initial bylaws were duly created by a majority vote of 10 in favor and none opposed at a regularly scheduled meeting of the Board of Directors on February 26, 2014. They were ratified and amended on August 31, 2015 to accurately reflect the principal working of the NHSBFAA.

On April 26, 2017 a correction was made to bylaws to remove 80/20 split of group funds in section 10.4, subsection a.

Wendie Morris

President

Robyn Allgood

Vice President