**Standard Operating Policy & Procedures – Board, General Membership, & Special Meetings**

The Athletic Booster Club will hold monthly Board and General Membership meetings and may hold Special General Meetings if necessary. Per the Athletic Booster Club Bylaws, following is the policy related to such meetings.

**Board Meetings**

The Board’s regular meetings may be held monthly. These meetings are to develop recommended actions to the General Membership or carry out or delegate approved actions from the General Meeting. These meetings should include the Athletic Director or School Appointed Representative.

**Emergency Board Meetings**

The President of the Board or any 3 voting Board Members may call a special meeting, in-person or on-line of the Board with 48 hours written notice and acknowledgment of each Member of the Board. The special meeting should be narrow in scope and address an issue within the current operating plan or a pressing organizational matter. All Board Members will be notified via hand delivery, regular mail, email, or social media and should confirm the invitation. The person(s) authorized to call such special meetings of the Board may also establish the place the meeting is to be conducted, so long as it is a reasonable place to hold any special meeting of the Board. Also, the General Membership must be notified of the special meeting, outlining the purpose of the meeting, and when the minutes of that meeting will be available for review.

**Minutes**

The Secretary shall be responsible for the recording of all minutes of each and every meeting of the Board. However, in the event that the Secretary is unavailable, the President shall appoint an individual to act as Secretary at the meeting. The Secretary, or the individual appointed to act as Secretary, shall prepare the minutes of the meetings, which shall be delivered to the Athletic Booster Club to be placed in general records. A copy of the minutes should be delivered to each Board Member via either regular mail, hand-delivered, or emailed within 10 business days after the close of each Board meeting.

**Quorum**

At each meeting of the Board, the presence of 3 Board Members shall constitute a quorum. The actions of the majority of the Board present at a meeting, in which there is a quorum, shall be the actions of the Board. A Board Member shall be considered present at any meeting of the Board if during the meeting they’re present via telephone or web conferencing with the other Board members participating in the meeting.

**Proxy**

Members of the Board shall not be allowed to vote by proxy.

**Board Member Attendance**

An elected Board Member who is absent from three (3) regular meetings, whether it is a Board Meeting or a General Meeting, during a fiscal year shall be encouraged to reevaluate with the President of the Board their commitment to the Athletic Booster Club. The Board may deem a Board Member, who has missed 3 meetings without such a reevaluation with the President (or other Board Members if it is the President) to have resigned from the Board. The absentee Board Member will be directly notified of their removal from the Board.

**Board Vacancies**

Any board vacancy due to resignation, an increase in the size of the board, or any other reason shall be filled by a nomination and vote of the General Membership at the next available General Meeting if there are three (3) months or greater remaining in the term. If there are less than three (3) months remaining, the current Board may appoint a member to fulfill the remainder of the term.

Nominees should meet the minimum qualifications and understand the role as described in Article 7, Officers.

**General Membership Meetings**

The Athletic Booster Club will generally hold monthly General Meetings, except in the month of July, to conduct its business. A meeting notice must be posted a minimum of seven (7) days in advance. The Board will propose a calendar of the General Meetings, along with the planned location.

1. **Quorum** – Three (3) Board Members and a minimum of at least five (5) non-Board members.
2. **Voting** – All members, whom are authorized to vote and present at the General Meeting will have one vote. If at any time the quorum consists of an even number of members and the vote results in a tie, then a re-vote is needed until a majority vote is achieved. A vote of 50% + 1 is required to pass a motion. The General Membership may choose to appoint a minimum of two (2) people to count the vote if it is a paper vote at the meeting.
3. **Minutes –** Minutes of the previous General Meetings shall be presented and approved by the General Membership. Those minutes should include, at a minimum, the attendance of the meeting, a Treasurer’s report, and a general update of future activities. The Athletic Booster Club shall establish policies as to what is included in the minutes as part of the General Membership Meeting procedures.
4. **Virtual meetings –** The Athletic Booster Club shall establish policies to determine attendance for meetings that are not in person. They may choose to do a roll call, video and/or verbal vote to establish attendance.
5. **Communication of meetings –** All General Meetings shall be announced ahead of time in accordance with its policies and procedures. It will include a proposed agenda and any relevant information. It shall be announced through hand delivery, email, or social media, and must be placed on the MHS Athletic Club website, and any other appropriate agreed-upon communication channels. This includes Elections and Special Meetings.

**Special General Meeting**

The Board may decide that it may need to hold a Special Meeting with seven (7) days written notice provided to the General Membership. The Special Meeting should be narrow in scope and should specify the topic of the meeting. The notice shall be consistent with methods described in Article 9, Section C/e. Quorum and voting requirements for the special meeting are identical to a regular general meeting of the club.

**Procedures for Board, General Membership, and Special General Meetings**

1. Board and General Membership meeting dates, times, and locations shall be identified and voted on at the start of each school year.
2. Currently, the Board Meetings are scheduled for the first Monday of each month at 6:00PM at the Athletic Director’s Office.
3. The General Membership Meetings are scheduled for the third Monday of each month at 6:00PM and will be held virtually, unless otherwise noted.
4. Board, General Membership, and Special Meetings will be posted on the Athletic Booster Club website, and possibly on various social media platforms.
5. The General Membership will be notified of upcoming General Membership Meetings via email and Parent Square, at minimum.
6. A copy of the meeting minutes will be delivered to each Board Member via regular mail, hand-delivered, emailed within 10 business days after the close of each Board meeting, or at the specific meeting.
7. The Board President will draft the agenda and will request input/additions from the remaining Board Members and Athletic Director.
8. The agenda will also be posted on the ABC website and the Board Members will have access to the agenda and may add to the agenda. The agenda will be finalized three (3) calendar days prior the meeting.
9. The Board Secretary will deliver the final agenda and previous minutes to the Board or General Membership via regular mail, hand-delivered, or emailed two (2) calendar days prior to a meeting at minimum.
10. Standing agenda items include, but are not limited to: Meeting Call to Order; Agenda Review, Team Grant Requests, Approval of Minutes, Athletic Director’s Report, President’s Report, Treasurer’s Report, Concessions/Membership/Trojan Wear Coordinator Reports, Fundraising, Next Meeting, Adjournment.
11. The President of the Board, or any 3 voting Board Members, may call a special meeting, in-person or on-line with 48 hours written notice and acknowledgment of each Member of the Board.
12. Three (3) Board Members shall constitute a quorum.
13. The Board President will preside over the meetings.
14. All meeting attendees will comply with the Athletic Booster Club’s Code of Conduct policy and exhibit respectful, courteous, and professional behavior at all times.
15. Only one person will speak at a time, so that everyone is included and the speaker can be heard by all.

The Standard Operating Policy & Procedures – Board, General Membership, & Special Meetings must be approved by the MHS ABC Board and its General Membership.

The MHS ABC Board and the Athletic Director or School-Appointed Representative shall review this document on a bi-annual basis.