



## **STUART W. CRAMER HIGH SCHOOL**

### **ATHLETIC BOOSTER CLUB, INC. BY-LAWS**

#### **ARTICLE I: Name**

The name of this organization shall be known as STUART W. CRAMER HIGH SCHOOL ATHLETIC BOOSTER CLUB, INC.

#### **ARTICLE II: Purpose/Role**

The club shall do nothing which violates the rules of the North Carolina High School Athletic Association or in any way jeopardizes the membership of the school in said athletic association. Neither the Executive Board nor the membership of this organization shall at any time take any action of support any activity contrary to the express wishes or policies of Stuart W. Cramer High School or the Gaston County Board of Education.

##### **Section 1. Purpose**

The Stuart W. Cramer High School Athletic Booster Club will exist as an organization of parents, educators and community persons dedicated to:

1. Supporting, encouraging and advancing the athletic program and related activities of the Gaston County School System, thereby cultivating a clean, wholesome school spirit, promoting good sportsmanship and developing high moral character.
2. Being founded for the purpose of providing support, both financial and physical, in order to create an adequate athletic program for Stuart Cramer High School
3. Acting in a way that will not influence or direct the technical activities or policies of the school administration or those who are charged with the responsibility of conducting the athletic program of the Stuart Cramer High School and Gaston County School System.
4. The organization shall be noncommercial, nonsectarian and nonpartisan.

##### **Section 2. Relationship with Coaches**

Coaches will be encouraged by the principal and athletic director to actively participate in booster club activities and to encourage the parents of their student-athletes to be active in all booster club activities.

1. Coaches are asked to recruit a parent representative for each team which they are the head coach at their sole discretion. Coaches that are actively involved in booster club projects will help generate good will between the club and the athletic department.
2. Booster club members and coaches should use good judgment in holding discussion about specific items concerning the athletic department or the booster club outside of club meetings.

### **Section 3. Relationship with Athletic Director**

The Athletic Director will attend all athletic booster club meetings and act as an official liaison between the school and the booster club.

1. The athletic director will present the booster club with a proposed budget prior to each sports season, based on coaches' requests.
2. The athletic director will take an active role in assuring coaches are active in booster club activities and that each coach appoints a parent representative for each team.
3. Requests must be made by the head coaches to the athletic director.
4. All fundraisers through the Stuart Cramer athletic teams must be approved by the athletic director, the school's principal (for master calendar purposes), and communicated beforehand to the Executive Board.

### **Section 4. Financial Relationship**

1. The organization is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of 501 (c) (3) of the Internal Revenue Code or corresponding section of any future Federal Tax Code.
2. Net earnings are used for the sole benefit of the Stuart W. Cramer High School booster club.
3. 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 Stuart W. Cramer High School.

## **ARTICLE III: Membership and Dues**

### **Section 1. Eligibility**

Membership of the Stuart W. Cramer Athletic High Booster Club, Inc. shall consist of individual, organizations, industries and families who are interested in the promotion of athletics and who have paid the existing annual membership fee.

### **Section 2. Charter Members**

Individuals and families contributing \$250 or more to the organization during the initial 2013-2014 school year shall be known as charter members of Stuart W. Cramer High School Booster Club.

### **Section 3. Dues**

Each member of the organization shall pay such annual dues to the booster club as may be determined by the executive board on an annual basis.

### **Section 4. Enrollment**

The organization shall conduct an annual enrollment of members, but may admit those eligible at any time.

### **Section 5. Rights of Members**

Only those members in good standing of the booster club shall be eligible to vote in general meetings or to serve in any elected or appointed role.

### **Section 6. Membership Term**

Membership will be for a term of one year consisting of September 1 and terminating August 31 regardless of when said membership was paid in the school year. Membership in the booster club will be for a term of one school year and will need to be renewed annually in September of each year.

## **ARTICLE IV: Executive Board**

### **Section 1. Membership**

The executive board shall consist of duly elected officers, chair of each standing committee and athletic director (serving as liaison to the school principal). The athletic director shall be a non-voting member of the executive board.

### **Section 2. Officers**

1. The officers shall consist of a president, vice president, secretary and treasurer. A second vice president can be elected as deemed necessary by the executive board.
2. The executive board shall have control and management of the funds and properties of the organization.
3. Vacancies occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the executive board. A vacancy in the office of president shall be filled by the vice-president and the vice president vacancy shall be filled.
4. Removal from office can occur with cause by the affirmative vote of the majority of the executive board at a special executive board meeting which must be called for that purpose.
5. All officers shall be a paid member of the Stuart W. Cramer High School Athletic Booster Club, Inc.

### **Section 3. Duties**

1. The executive board shall have control and management of the funds and properties of the organization.
2. The expenditure of any non-operating funds from this organization must be approved by a two-thirds majority of the executive board.
3. The executive board shall transact necessary business on behalf the organization and said businesses that provide goods and services to the organization.
4. The executive board will create standing and special committees.
5. The executive board will present a report at the regular meetings of the organization.
6. The executive board will appoint an auditing committee to audit the treasurer's accounts.
7. The executive board will approve the routing bills of the organization for payment.

### **Section 4. Meetings**

Regular monthly meetings shall be held by the executive board at a time designated by the majority of the board with dates set at the start of each new year.

### **Section 5. Quorum**

Half the total number of board members plus one constitutes a quorum.

## **ARTICLE V: Officers**

### **Section 1. Elections/Terms**

1. In October of each year the president shall appoint a nominating committee consisting of three members for the purpose of nominating officers for the next school year. The committee shall submit their report to the executive board in a meeting in November of each year. The committee shall be required to obtain consent of

any individual to serve prior to putting his/her name for nomination. The committee shall consist of one executive board member, principal or their appointed representative and two organization members.

2. Officers shall be elected at a regular meeting of the general membership of the organization in the month of December. If there is one nominee for an office, election for that office shall be by voice vote. Should there be more than one nominee, voting will be by ballot to be counted by the nominating committee.
3. Any office shall assume their official duties beginning January 1 and will serve for a term of one year ending on December 31 of the following year.
4. Members can only hold one office per term year.

## **Section 2. Duties**

### **President**

The president shall preside at all meetings of the organization and of the executive board at which they may be present; shall perform such other duties as may be prescribed in these by-laws or assigned to them by the organization or by the executive board; shall be a member ex officio of all committees and shall coordinate the work of the officers and committees of the organization in order that the projects may be promoted; shall personally inform the newly elected president and treasurer of their responsibilities to prepare and submit the proper Federal tax forms by its due date.

### **Vice Presidents**

The vice president shall act as aid to the president and shall perform the duties of the president in the absence of or inability of that officer to serve. They may also serve as ex officio members of a standing committee.

### **Secretary**

The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minute's book, bylaws, rules, membership lists, and any other necessary supplies, and brings them to meetings. The secretary shall also serve as an ex officio member of any public relations committee.

### **Treasurer**

The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures and deposit all proceeds in the organization's bank account; and shall co-sign all expenditure checks and shall make all disbursements by check under the procedures determined by the executive board; and shall present a financial statement at every meeting and at other times of the year as requested by the president or executive board; and shall be responsible for preparing and submitting any required tax forms within five months following the organization's fiscal year. \*The treasurer's account shall be examined annually by an auditor or auditing committee who is satisfied that the treasurer's annual report is correct, shall sign a statement of the fact at the end of the report. The auditor or auditing committee shall be selected by the executive board at least two weeks before the meeting at which new officers assume duties.\*

## **Section 2. Rules**

All officers shall;

1. Serve on the executive board.
2. Perform the duties outlined in these bylaws and those assigned by the executive board or organization.
3. Upon the expiration of the term of office or in case of resignation , each officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office, and shall return to the treasurer, without delay all funds pertaining to the office.
4. \*An audit of the treasurer's account is for the protection of the treasurer. It is the only means of assuring everyone that the accounts are accurate, and it relieves the treasurer of responsibility except in case of fraud.

**See Robert's Rules of Order, Newly Revised.**

## **ARTICLE VI COMMITTEES**

### **Section 1. Roles/Responsibilities**

1. Must be a member in good standing with the organization.
2. Executive board may create any committee it may deem necessary to promote the objectives of the organization. They may consist of the following committees and others as needed:
  - a. Membership
  - b. Public Relations
  - c. Concession
  - d. Fundraising
  - e. Apparel/Merchandising
3. The chairman of each standing committee shall present a plan of work to the executive board for approval.
4. No committee shall complete work without the consent of the executive board.
5. Special Committees can be formed by the executive board for a specific purpose and will be disband upon completion of said committees work/purpose and final report is provided to the executive board.

## **ARTICLE VII Finances**

### **Section 1. Budget**

The annual itemized budget shall be drafted at the annual meeting of the executive board in agreement of the needs of the athletic director and approved by the majority of the executive board.

### **Section 2. Records**

The treasurer shall keep accurate records of any disbursements, income, and bank account information.

### **Section 3. Distribution of Funds**

1. The executive board shall approve all expenses of the organization.
2. Coaches requesting funds will provide a written requisition form and must first be approved by the athletic director.
3. All requisition forms must be filed as documentation for disbursement.
4. Two authorized signatures shall be required on all checks over the amount of \$1000.00.
5. The treasurer shall prepare a financial statement at the end of the year to be reviewed by the audit committee.

### **Section 4. Fiscal Year**

The fiscal year of this organization shall be July 1<sup>st</sup> and end on June 30<sup>th</sup> of the following year.

## **ARTICLE VIII – Meetings**

### **Section 1. Regular Membership Meetings**

The general membership meeting of the organization shall be set by the executive board and held on a monthly basis. Seven (7) days' notice shall be provided for a change of date for said meetings or sooner as the situation dictates.

1. Annual meetings of the organization will be held in May of each year. The secretary will notify all members prior to the annual meeting seven (7) days in advance.
2. A quorum shall consist of 12 members.
3. An agenda will be developed and followed for each general meeting.
4. Roberts Rules of Order, Newly Revised will govern all meetings.

### **ARTICLE IX Parliamentary Authority**

The rules contained in the current edition of Roberts Rules of Order Newly Revised shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these by-laws or the articles of incorporation.

### **ARTICLE X — Standing Rules**

Standing rules may be approved by the executive board, and the secretary shall keep a record of the standing rules for future reference.

### **ARTICLE XI– Dissolution**

The organization may be dissolved with previous notice (14 calendar days) and a two thirds vote of members in good standing.

### **ARTICLE XII: Amendments**

These by-laws may be amended by two-thirds affirmative vote of the members in good standing present, assuming a quorum at a scheduled meeting after due notice of the proposed amendment(s) has been discussed at a previously scheduled general meeting.

By-Laws Drafted April 24, 2013

Approved