

## ARTICLE I

### Name, Purpose and Objectives

**Section 1. Name.** The name of this non-profit organization shall be \_\_\_\_\_, hereafter referred to as the "CLUB".

**Section 2. Purpose.** The purpose of the Club is to employ the time, talents and resources of our parents, students, teachers, friends, and corporate citizens to develop and improve the infrastructure of the \_\_\_\_\_ program at \_\_\_\_\_.

**Section 3. Objectives.** The objectives of the Club are: 1) provide financial support for operational and capital expenses through fundraising activities as it relates to supporting the needs of \_\_\_\_\_ students 2) provide organizational support to administration, coaches and staff through volunteer efforts. 3) provide financial accountability to its members.

## ARTICLE II

### Membership and Fees

**Section 1. Membership.** Membership in the Club is open to all members of the \_\_\_\_\_ community, 18 years of age or older, who will accept and abide by these by-laws and who desire to support the purpose of this organization.

**Section 2. Membership Fees.** Membership fees will be established by current members and the officers. All members will have equal voting rights regardless of level of membership. The fee to join the \_\_\_\_\_ is \$\_\_\_\_\_. Payment of the fee allows for voting privileges for expenditures that exceed \_\_\_\_\_.

**Section 3. School Staff.** The head coach, principal and the athletic director shall automatically be considered ex-officio members of the Club.

**Section 4. Members Right to Privacy.** Any personal information gathered or requested by the Club is for the sole use of the Club and will not be made available to any other organization.

## ARTICLE III

### Officers' Roles and Responsibilities

**Section 1. Officers.** The officers shall consist of the President, Vice-President, Secretary and Treasurer.

#### **Section 2. Responsibilities of Officers:**

##### **A. President:**

Major duties include, but are not limited to, the following:

- Preside at all meetings of the organization
- Regularly meet with the designated campus representative regarding the organization's activities
- Resolve problems in the membership
- Regularly meet with the treasurer of the organization to review the organization's financial position
- Schedule annual audit of records or request an audit if the need should arise during the year
- Perform any other specific duties as outlined in the bylaws of the organization.

##### **B. Vice President:**

The vice-president acts as the president's representative in his/her absence. They must remain familiar with the organization. The major duties include, but are not limited to, the following:

- Preside at meetings in the absence or inability of the president to serve
- Perform administrative functions delegated by the president
- Perform other specific duties as outlined in the bylaws of the organization.

##### **C. Secretary:**

The secretary is responsible for keeping accurate records of the proceedings of the organization and reporting to the membership. The secretary must ensure the accuracy of the minutes of the meetings, and have a thorough knowledge of parliamentary law and the organization's bylaws. The major duties include, but are not limited to, the following:

- Report on any recommendations made by the executive board of the organization, if such a governing board is defined by the bylaws
- Maintain the records of the minutes, approved bylaws and any standing committee rules, current membership and committee listing
- Record all business transacted at each meeting of the organization as well as meetings of any executive board in a prescribed format

- Maintain records of attendance of each member
- Conduct and report on all correspondence on behalf of the organization
- Other specific duties as outlined in the bylaws of the organization.

#### **D. Treasurer:**

(Note- Duties of treasurer will depend on whether the financial records are outside the local school books or are included) The treasurer is the authorized custodian of the funds of the organization. The treasurer receives and disburses all monies indicated in the budget and prescribed in the local bylaws or as authorized by action of the organization. All club officers and persons authorized to handle funds of the association must be covered by a fidelity bond in an amount based upon the organization's annual income and determined by the executive board. Individuals authorized to sign on the organization's bank account cannot be related by blood or marriage or reside in the same household. The major duties include, but are not limited to, the following:

- Serve as chairperson of the Budget and Finance Committee if prescribed within the bylaws of the organization
- Issue a receipt for all monies received and deposit said amounts on a weekly basis (daily if receipts on hand exceed \$250.00)
- Present a current financial report to the executive committee and general membership within thirty days of the previous month end
- Submit financial reports to school on a quarterly basis
- Maintain an accurate and detailed account of all monies received and disbursed
- Reconcile all bank statements monthly as received and resolve any discrepancies with the bank immediately
- File annual IRS form 990 in a timely manner and any other required reports
- Submit records to audit committee appointed by the organization upon request or at the end of the year
- Submit required documentation to the Central Office as requested by State Examiners
- Other specific duties as outlined in the bylaws of the organization.

**NOTE:** Due to the increasing requirements placed on charitable organizations by the Internal Revenue Service, it is strongly recommended that the treasurer have an accounting background.

#### **E. At-Large Member:**

The at-large member is chosen by the head coach to serve as an officer in the booster club.

**Section 3. General, Annual, and Notice of Meetings.** The Board will meet a minimum of once a quarter. An annual meeting of the Board shall be held within 60 days of the conclusion of the sport season. Notice of the Annual Meeting shall be given at least 30 days in advance. The Notice of the Annual Meeting shall be made via social media and/or written correspondence with parents

*Fall Sports -Annual Meeting no later than the end of January.*

*Winter Sports - Annual Meeting no later than the end of April.*

*Spring Sports - Annual Meeting no later than the end of June.*

## **ARTICLE IV**

### **Election of New Officers**

**Section 1. Elections.** The president, vice president, secretary, and treasurer shall be elected by a majority of the voting membership present at the Annual Meeting. All elected officers and at-large members must be current members of the Club.

**Section 2. Number and Tenure.** The president, vice president, treasurer, secretary, and at-large member are the only booster club members with an official title that allows for voting privileges for expenditures below \$\_\_\_\_\_. Positions will be filled for the time period between annual meetings. Elections will be required for the position of president, vice president, treasurer, and secretary at the Annual Meeting yearly.

**Section 3. Election.** The four officers (not the at-large member) shall be elected by a majority of the voting membership present at the Annual Meeting. All elected officers must be current members of the Club. Club dues will be collected PRIOR to the beginning of the Annual Meeting to ensure that all members interested in serving as president, vice president, treasurer, or secretary are eligible to run for election.

**Section 4. Nominations.** Candidates can nominate themselves, or be nominated by another member. If a member is nominated by another member, and the person nominated is not in attendance at the Annual Meeting, the nominee must be contacted and accept the nomination prior to being elected.

**Section 5. Vacancy.** The President shall appoint any vacancy, other than the Presidency or at-large position. A vacancy in the office of the President shall be filled by a majority of the voting membership present at their first meeting after the vacancy occurs.

## **ARTICLE V**

### **Committees**

**Section 1. Committees.** Committees within the booster club are allowed.

**Section 2. Fundraising Committee (if deemed as necessary by the booster club).** The Fundraising Committee will oversee all current activities and events and recommend new activities and events that might further the Club's mission. The committee will track planned events to avoid scheduling conflicts. The Fundraising Committee shall recruit and schedule parent volunteers to work each specific activity and event. The committee will record all donated

time and record all expenses and revenues for each event. They will also be in charge of procuring all provisions required for each event.

## ARTICLE VI

### Finances

*The Club is required to adhere to the policies as outlined by the Autauga County Board of Education and the Alabama State Department of Education.*

**Section 1. Expenditure Approval.** The President shall be able to disburse funds up to

\_\_\_\_\_ with the approval of two other officers \_\_\_\_\_ times per calendar year.  
Expenditures greater than \_\_\_\_\_ must be approved by a majority vote of the club members.

**Section 2. Budgets.** Annual budgets shall be prepared in a timely manner following the annual meeting and approved by the board thereafter. The Treasurer, in coordination with the Head Coach of the sport, shall be responsible for developing the budget based on prior-year activity and anticipated revenues and expenses. Budgeted expenses may not exceed budgeted revenues unless a reserve exists in the general fund to cover the difference. However, a minimum general fund reserve of 5% of the previous year's expenses must be maintained.

## Article VII

### Meeting Requirements and Agendas

**Section 1. Meeting Requirements.** Booster clubs are required to meet at least once per quarter.

**Section 2. Required Agenda Items.** Meetings are required to contain the following:

1. An agenda is required to be given to everyone in attendance.
2. A sign-in sheet is to be used and on file.
3. Minutes should be kept that clearly demonstrate what was discussed. Minutes should be filed after the meeting so that at any point in time they can be retrieved upon request.
4. The meeting should always include a review of the financials and any expenditures that occurred prior to the meeting.
5. All in attendance should be aware of future plans as it relates to fundraising and consideration of using funds.
6. A review of "old business" and a discussion of "new business" should take place.

### **Section 3. Sample Agenda.**

1. Call to Order
2. Head Coach/Sponsor Update
3. Minutes: Review of minutes from last meeting
4. Officers' Report
  - A. President
  - B. Vice President
  - C. Treasurer
5. Committee Reports (if applicable)
6. Unfinished (old) business
7. New business
8. Announcements
9. Adjournment

## **ARTICLE VIII**

### **Property Rights**

**Section 1. Property Rights.** Membership in the Club shall not title or vest any of the members with any property rights or rights having monetary value of any kind whatsoever, including, but not limited to, property rights or monetary rights in the school or in the club.

## **ARTICLE IX**

### **Amendment of These By-laws**

**Section 1. Proposed Amendments.** Proposed amendments to the bylaws must be submitted in writing to the principal of the school who shall then submit the amendment proposal to the Autauga County Board of Education (ACBOE) System Athletic Director and Chief School Financial Officer of the ACBOE.

## **ARTICLE X**

### **Dissolution**

**Section 1. Dissolution of the Association.** If the Club ceases to operate as a legal entity, all assets and cash shall be transferred to the sports school account. Once transferred, the funds may be used at the discretion of the team's Head Coach and/or an authorized designee. The Superintendent has the final authority pertaining to the existence of the booster club.

## ARTICLE XI

### Relationship to School Authorities

**Section 1. Relationship.** The Club shall operate in full support of the school principal, athletic director and coaches. At no time should the Club make recommendations or become directly involved in the day-to-day operation of the school athletic program. The Club serves only to support the school athletic program and has no direction of policy established by the school principal or athletic director.