



September 18, 2006

Blythewood High School Booster Club

By-Laws

Article 1 – Name

Section 1 - The name of this organization shall be the **Blythewood High School Booster Club**, hereafter referred to as the Athletic Booster Club.

Article 2 – Mission

Section 1 - The mission of the Athletic Booster Club is to promote and provide support for Blythewood High School athletics, stimulate school spirit, and generate community interest in the Blythewood High School athletic programs. This includes all teams (excluding club teams).

Section 2 – In support of the mission the Athletic Booster Club will operate with a high level of integrity and actively promote good sportsmanship within its membership and throughout all the BHS athletic programs.

Section 3 – Recognizing the value of participation in athletics and the pride that support of athletic teams brings to a school, the Athletic Booster Club will actively promote participation in athletics and the spirited support of those teams by the school and the community.

Section 4 – The selection of coaches and the coaching of teams will continue to be the responsibility of the school administration, Athletic Director and Coaches, and will not involve the Athletic Booster Club.

Article 3 – Membership

Section 1 - General membership is available to anyone interested in supporting the stated mission of this organization and who submits an Athletic Booster Club application and fee. There are no age limitations to membership. Students are accepted as members.

Section 2 – Each athletic team of Blythewood High School is required to have representation in the Athletic Booster Club, which can be a parent, Coach or a designated third party. The representative must be an Athletic Booster Club member in good standing.

Section 3 – A membership fee shall be established by the Athletic Booster Club Board of Directors at the start of each school year. The payment of this fee will accompany each application for membership to the Athletic Booster Club and will become the property of the Club. Dues shall be a minimum of \$20 per year for an individual membership.

Section 4 – Special membership packages can be established by the Athletic Booster Club’s Board of Directors, including corporate membership.

Section 5 – There will be one vote for each type of membership.

Section 6 – The annual individual membership fee may be raised by the vote of the Athletic Booster Club’s Board of Directors, not to exceed an increase of \$5 per year.

Article 4 – Officer Elections

Section 1 – Officers of the Athletic Booster Club shall consist of a President, Vice President, Secretary, and Treasurer. Officers cannot be from the same household but can be representatives from the same athletic team, not to exceed two from the same athletic team.

Section 2 - Any member in good standing may be nominated for any officer position during the period up to and including the last General Membership meeting of the school year. Officers are elected annually but may serve for a maximum of three consecutive years in any one or a combination of different positions.

Section 3 - Election of officers will take place at the Athletic Booster Club’s last General Membership meeting of the school year. Simple majority of the members present will determine the winner. Any person nominated for office shall not be allowed to participate in the counting of the vote.

Section 4 - The new officers shall take over the duties of office immediately following the meeting when the election is held. All reports, books, and papers shall be transferred to the new officers at the conclusion of the meeting.

Section 5 – Only members in good standing can be eligible to hold office and vote in elections.

Article 5 – Duties of the Officers

Section 1 – President:

- Preside over all Athletic Booster Club meetings
- Set meeting agendas.
- Cosign all expenditures of the Athletic Booster Club.
- Serve as primary spokesperson for the Athletic Booster Club.
- Fill, by appointment, all Officer vacancies.
- Establish committees
- Serve as the main contact between the Athletic Booster Club and the BHS administration and staff.

Section 2 – Vice President

- Serve as the administrative assistant to the President.
- Perform the duties of the president in his/her absence.
- In the event the President cannot complete his/her term the Vice President shall assume the duties of the President for the term's remainder.
- Perform annual review of the Athletic Booster Club's By-Laws.
- Cosign all expenditures of the Athletic Booster Club in the absence of the Club's President.

Section 3 – Secretary

- Record the proceedings of all General Membership and Board of Director meetings and make them available to all members.
- Provide approved minutes to requesting administration and councils of the school, i.e. School Improvement Council (SIC), Principal, etc.
- Coordinate the issuance of Athletic Booster Club information.
- Maintain and store all non-financial records and information pertaining to the Athletic Booster Club.

Section 4 – Treasurer

- Manage Athletic Booster Club finances
- Provide budget report of current funding status at monthly Athletic Booster Club meetings.
- Collect and disburse funds as directed by the Athletic Booster Club

- Co-sign expenditures with President or Vice-president. May sign checks up to and including \$500.00 without second signature for Athletic Booster club operating costs, provided notification by email is made within 72 hours of check remittance/signature to all Board Members.
- Maintain a complete set of books of account in accordance with generally accepted accounting principles and practices.
- Ensures an annual audit is scheduled and conducted by the Budget Committee during the month of June.

Article 6 – Board of Directors

Section 1 – The Board of Directors for the Blythewood High School Booster Club will consist of the Athletic Booster Club’s President, Vice President, Secretary, Treasurer and three at-large members duly elected in the last meeting of the school year. No more than three members of the Board of Directors can be from the same athletic team.

Section 2 – The Board of Directors shall as a minimum:

- Attend Board of Directors and General Membership Meetings.
- Approve an acceptable budget for the school year (proposed by the budget committee) to be presented for final approval to the General Membership.
- Approve the expenditure of all operating costs.
- Approve and coordinate all Athletic Booster Club fundraising events.
- Determine items requiring full membership vote.

Section 3 – Resignation/Termination:

- If a member of the Board of Directors must resign their position for any reason, that member will submit their resignation in writing to the president. The president will then immediately inform the remaining board members and appoint a replacement for the remainder of the term for this vacancy as soon as practical.
- If it is determined by the Board of Directors that a member of the board is not fulfilling their duties in a prudent or acceptable manner through lack of interest, attendance or participation, or is not conducting themselves in accordance with the Mission as stated in Article 2 of these By-Laws, this member may be recommended for termination. Termination of a member of the Board of Directors requires a simple majority vote of the remaining members of the Board of Directors. If terminated, the president will then immediately

appoint a replacement for the remainder of the term for this vacancy as soon as practical.

Article 7 – Meetings

Section 1 – Regular meetings of the Athletic Booster Club will be held at a minimum, once per quarter. The Board of Directors will meet as often as necessary.

Section 2 - Additional meetings to be scheduled at the discretion of the Athletic Booster Club’s officers provided at least a one week notice is given to the membership.

Section 3 – The outcome of all votes will be determined by simple majority of those members present at the meeting.

Article 8 – Finances

Section 1 – The Budget Committee shall present the proposed budget to the Board of Directors, and upon approval by the Board of Directors, to the members for approval at the Athletic Booster Club’s last General Membership Meeting of the school year.

Section 2 – The Ways and Means committee shall present a proposed plan for raising funds to implement the budget for approval at the Athletic Booster Club’s last General Membership meeting of the school year.

Section 3 - The Athletic Booster Club will coordinate Fundraisers each school year in which all athletic teams will participate. The proceeds of these fundraisers will go into the general account of the Athletic Booster Club.

Section 4 – Team fundraisers:

- Each athletic team, through its own school sanctioned booster club, can conduct its own fundraisers independent of the Athletic Booster Club. All independent team fundraisers must be approved through the Athletic Booster Club and the school’s administration for coordination purposes, ie.. having two car washes on the same day and to monitor contributions.
- Fifteen percent (15%) of the money generated in these fundraisers will be designated for the Blythewood High School Athletic Booster Club general account.
- Teams will render their 15% assessment to the Athletic Director in the form of cash or check (made out to BHS Booster Club) one month after the fundraiser or at the earliest time that the team realizes a profit from their fundraiser. Examples: 1. If a team holds a car wash, 15% of their profit will be rendered one month after the date of the car wash. 2. If a team sells t-shirts, however, and must sell a designated

number of shirts to realize a profit , they will render their 15% as soon as practical after profits are received. If a team sale is ongoing like candy bars or wrist bands, and the team realizes a profit, they will render their 15%, as soon as practical. These examples are guidelines for most fundraisers and will not apply to all situations. If a team is unsure about their requirements with regard to a particular fundraiser, they will contact the Athletic Director. If necessary, the Athletic Director will seek clarification from the Vice-President or Treasurer.

Section 5 – All solicitations of area businesses must be coordinated and controlled through the Athletic Booster Club. All proceeds from area businesses will go into the general fund of the Athletic Booster Club unless specifically earmarked for a specific team or teams.

Section 6 – All requests for the expenditure of funds will be submitted by individual teams to the Athletic Director (AD) of BHS. The AD will forward all requests made to him to the Athletic Booster Club President with his recommendation for approval, disapproval, or hold for later consideration. Teams must be active in the Athletic Booster Club to be considered for funding. A roll call (with team affiliation) will be taken at each General Membership meeting.

Section 7 – Team fund requests in excess of \$500 will be presented to the General Membership by mail and/or e-mail and voted upon by the general membership in the meeting following presentation. The vote can be to approve, disapprove, or hold for later consideration. A simple majority of the members present is required to determine the vote's outcome.

Section 8 – The fiscal year of the Athletic Booster Club is to run from July 1 to June 30.

Article 9 – Committees

Section 1 – The following committees are required:

- The Ways and Means Committee: Responsible for the planning, coordination, and execution of all Athletic Booster Club fundraisers.
- The Budget Committee: Must consist of two or more people responsible for the development of an annual budget and an annual audit of the Athletic Booster Club's finances. At a minimum, the audits will be completed in June of each year and presented to the Board of Directors.

- The Membership Committee: Responsible for publicizing the Athletic Booster Club, actively seeking new members and maintaining all aspects of membership documentation, benefits packages and correspondence.
- The By-Laws Committee: Responsible for reviewing and making recommendations for changes to the By-Laws. Keep By-Laws updated and available/posted for general membership to review.

Article 10- Amendment of By-Laws

Section 1 – The By-Laws committee will present all proposals for amendments to the By-Laws to the Board of Directors, and upon approval by the Board of Directors, all proposed amendments to the By-Laws shall be presented in writing by mail and/or e-mail, and voted upon by the General Membership in the next General Membership Meeting following presentation.

Section 2 - The vote will be determined by simple majority of the members present.

Article 11- Article of Organization and Dissolution Clause

Section 1 - The Blythewood High School Booster Club was established on April 3, 2006, exclusively to support the mission addressed in Article 2. Its intent is to operate as a tax exempt organization according to IRS Section 501(c)(3).

Section 2 - Upon the dissolution of the Athletic Booster Club, assets shall be distributed to Blythewood High School Athletic Department operating fund for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

In witness whereof, we have hereunto subscribed our names this day of September 18,
2006.

Blythewood High School Booster Club

Stephen R. Mauer

President

David F. James

Vice President

D. Vanegas

Secretary

[Signature]

Treasurer

Traciessa DeLeon

Board Member at Large

Myette M. Inqui

Board Member at Large

[Signature]

Board Member at Large