

# Bylaws of the J.L. Mann Athletic Booster Club

## Article I

### General Policies

Section 1 The J.L. Mann Athletic Booster Club shall operate under the operational guidelines and policy of the J.L. Mann Athletic Booster Club Executive Board.

Section 2 The Club shall work cooperatively with the J.L. Mann Academy administration to ensure that all Club activities and programs advance the Club's mission.

## Article II

### Membership

Section 1 Membership to the Club shall be open to all supporters of J.L. Mann Academy athletics.

Section 2 Membership shall run each year for the twelve (12) month period beginning August 1<sup>st</sup> and ending July 31<sup>st</sup> of the following year.

Section 3 Dues shall be established and collected annually by the Executive Board and shall cover the period from August 1<sup>st</sup> to July 31<sup>st</sup> of the following year.

Section 4 Dues cannot be pro-rated for less than a year's membership.

Section 5 Active members of the Club shall have all privileges of membership as provided in these bylaws.

Section 6 Each member of the Club in good standing shall be entitled to one vote at all general membership meetings.

Section 7 Membership requirements may be changed by a majority vote of the voting members of the Executive Board. If membership changes are approved by the Executive Board, the changes will become effective the following school year.

Section 8 The members of the Club shall have the right and responsibility to attend Club meetings and events sponsored by the Club, the right to vote for officers of the Club, serve on committees, be nominated and elected to office, and approve amendments to these bylaws.

## Article III

### Meetings

Section 1 The Club shall hold a minimum of nine (9) monthly meetings a year from August to May of the school calendar year.

Section 2 General membership meeting dates will be established by the Executive Board and times and dates will be announced to the membership at the first meeting of the year.

Section 3 The first meeting of the year will be held in August and shall be the meeting for the election of officers.

Section 4 Special meetings of the Club may be called by the President or by a majority of the Executive Board. Notice of the special meeting shall be given to the membership at least three (3) days prior to the meeting.

Section 5 A quorum for the transaction of business of the Club shall consist of five (5) members of the Club in good standing.

#### Article IV Executive Board

Section 1 The Executive Board shall consist of nine (9) members, including seven (7) elected officers of the Club, the Athletic Director and the School Principal. The Athletic Director and the School Principal are non-voting members.

Section 2 The activities and operation of the Club shall be managed by the Executive Board. The Executive Board may create Standing and Special Committees to approve the plans and work of the committees, prepare and submit a budget to the membership for approval, and in general, conduct the business and activities of the Club.

Section 3 A quorum of the Executive Board for the conduct of business shall consist of a majority of voting members of the Executive Board.

Section 4 Executive Board members shall serve without compensation with the exception that expenses incurred in the furtherance of the Club's business are allowed to be reimbursed with documentation in accordance with the Club's financial policies and prior approval.

Section 5 Executive Board members shall serve a term of one (1) year. There is no term limitation for the Athletic Director and School Principal serving on the Executive Board.

Section 6 Notice of any special meeting of the Executive Board shall be given at least two (2) days prior to such meeting and such notice must be written.

#### Article V Officers

Section 1 The officers of the Club shall consist of a President(s), a Vice-President(s), a Secretary, a Treasurer and additional officers as may be nominated by the nominating committee and elected by the membership at the annual meeting in August.

Section 2 Officers are expected to attend all Board and general meetings if practical.

Section 3 Officers shall be elected by majority vote of the membership at the annual meeting in August and shall serve a one (1) year term.

Section 4 A nominating committee composed of the current President(s) and at least two other members of the Club shall develop a slate of candidates and announce the candidates to the membership at the annual meeting in August. Additional nominees may be solicited from the floor on the day of the election. Only those who have consented to serve shall be eligible for nomination, either by the nominating committee or from the floor. Election of the officers is by a majority of the membership present and voting at the annual meeting in August.

Section 5 A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining voting members of the Executive Board.

## Article VI Duties of Officers

### Section 1: President(s)

- a. The President(s) shall be a member of the Executive Board and the Principal Executive Officer of the Club.
- b. The President(s) shall coordinate the work of officers and committees of the Club and shall preside at all meetings of the Executive Board and all general meetings.
- c. The President(s) shall select and appoint the chair persons of all Standing and Special Committees of the Club.
- d. The President(s) is authorized to call special meetings as may be deemed necessary. The President(s) shall be authorized to sign checks of the Club.
- e. The President(s) is to work closely with the school administration to develop and further the interest of the Club and the school and shall work with the Athletic Director to develop an activity calendar to be presented for approval by the Club at the annual meeting in August.
- f. The President(s) shall appoint a member of the Club to fill the unexpired term of any office or position on the Executive Board with the approval of the Executive Board.

### Section 2: Vice-President(s)

- a. The Vice-President(s) shall be a member of the Executive Board and, in the absence of the President, shall perform the duties of the President.
- b. The Vice-President(s) shall perform other duties as assigned by the President or the Executive Board.
- c. The Vice-President(s) shall be authorized to sign checks of the organization.
- d. The President can appoint Vice-Presidents to serve in the following roles:

- i. Compliance/Legal
- ii. Team Liaison
- iii. Fundraising
- iv. Social Media

Section 3: Secretary

- a. The Secretary shall be a member of the Executive Board.
- b. The Secretary shall keep the minutes of the proceedings of the Executive Board and general meetings and shall see that all notices are duly given in accordance with these bylaws.
- c. The Secretary shall be the custodian of the Constitution and these Bylaws and any and all records of the Club.
- d. The Secretary shall send correspondence as may be directed by the Executive Board.

Section 4: Treasurer

- a. The Treasurer shall be a member of the Executive Board.
- b. The Treasurer shall have charge of and be responsible for all funds of the Club in accordance with the Club's financial policies.
- c. The Treasurer shall be authorized to sign checks and make disbursements as authorized by the budget as approved by the voting membership.
- d. The Treasurer shall deposit all funds in the name of the Club in such financial institutions as selected by the Executive Board.
- e. The Treasurer shall receive and give receipt for monies due and payable to the Club from any and all sources.
- f. The Treasurer shall disburse or cause to be disbursed the funds of the Club as may be directed by the Executive Board as long as proper documentation has been provided.
- g. The Treasurer shall keep and maintain adequate and correct records of the Club's financial transactions.
- h. The Treasurer shall produce, if requested by a member of the Executive Board, all financial records.
- i. The Treasurer shall submit a proposed budget to the general membership for approval at the annual meeting in August.
- j. The Treasurer shall coordinate the filing of tax returns for the Club on an annual basis.
- k. The Treasurer shall cosign all checks issued on account of the Club.
- l. The Treasurer shall be responsible for coordinating all information for tax purposes.

Article VII  
Fiscal Year

Section 1 The Fiscal Year of the Club shall begin August 1<sup>st</sup> and end July 31<sup>st</sup> of the following year.

Article VIII  
Finances

Section 1 The financial affairs of the Club shall be governed by the Annual Operating Budget prepared by the Executive Board and presented to the membership for its approval at the annual meeting in August. The immediate past President(s) shall assist the Executive Board in the preparation of the budget. Any amendments to the budget will be submitted to the Executive Board for consideration and approval and if approved by majority of the Executive Board, will be submitted to the membership at the next regularly scheduled general meeting.

Section 2 The budget, to be submitted to the general membership of the Club, must be approved by a majority of the voting members of the Executive Board.

Section 3 If there is an urgent budget need, the President(s) or the Executive Board may call a special Board meeting to vote on the budget issue. The budget submitted to the general membership at the annual meeting in August must be approved by a majority of the Executive Board.

Section 4 Operating funds of the Club shall be maintained in a general fund, and an accounting of such funds shall be provided to the membership at general membership meetings if requested.

Section 5 The President(s) shall present, at each annual meeting of the membership of the Club, a full and clear statement of the financial condition of the Club if requested to do so by any member in good standing.

Section 6 The Club shall make no loans to any officers, Executive Board members or members of the Club.

Section 7 The Club shall adopt proper financial controls to ensure the integrity of the finances of the Club.

Section 8 The Treasurer shall present to the membership a financial report at each membership meeting of the Club.

Section 9 All financial records of the Club shall be maintained and destroyed in accordance with the law and standard record retention policies.

Section 10 The President(s) shall present to the membership, at the annual meeting in August, a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the Club during the year, including serving as approval for anticipated expenditures.

Section 11 Any request for funds from the Club shall be accompanied by a check request form with an invoice or itemized receipt.

Section 12 Any loan or increase in any existing credit line sought by the Club must be approved by a majority of the voting members of the Executive Board.

## Article IX Committees

Section 1 There are five (5) standing committees: Fall Sports Program, Fundraising, Concessions, Membership, and Nominating. These committees shall have the following responsibilities:

Fall Sports Program Committee – This committee shall publish a fall sports program, sell ads for that program, and coordinate program sales at athletic events.

Fundraising Committee – This committee shall be responsible for coordinating and overseeing the Club's fundraising projects and shall fall under the responsibilities of the Vice-President(s) for fundraising. This committee shall develop and oversee long and short term fundraising plans that will support the athletic program.

Concessions Committee – This committee shall be responsible for ensuring the efficient operations of the concessions that are offered for sporting events, the scheduling of volunteers for concessions, the accounting of receipts from concessions, and reporting the activities of concessions to the Treasurer.

Membership Committee – This committee shall be responsible for soliciting potential members and shall maintain a database of members. The committee shall keep a membership book containing the name, address, phone number and e-mail addresses of each member. The committee is responsible for planning, organizing and implementing the membership solicitation campaign including direct mail and special events. The committee shall also be responsible for the coordination of membership benefits including gate and parking passes and distribution of these benefits to the membership.

Nominating Committee – This committee shall be responsible for the coordination of the process for the election of Club officers. The committee shall be appointed each year by the Executive Board and shall consist of the President(s) and two(2) members of the Club in good standing. Nominations for elected positions shall be presented to the membership at the annual meeting in August. The committee may also make recommendations to the President as to candidates for committee chair positions. The candidates for elected officers shall be announced to the membership at the annual meeting in August. Additional nominees may be solicited from the floor on the day of the election. Only those who have consented to serve shall be eligible for nomination, either by committee or from the floor. Officers shall be elected at the August meeting of the Club by a majority of the voting members present at the meeting.

Section 2 The committee chairpersons shall be approved by the President(s) with the consent of the Executive Board. Any member of the Club in good standing shall be eligible for committee membership and shall be eligible to serve as a committee chairperson.

Section 3 The President(s) or the Executive Board may establish and appoint any ad hoc or special committee as needed in order to carry out specific programs and projects. The Executive Board shall create committees as required to carry on the work of the Club.

#### Article X Meetings

Section 1 The Club shall have a regular monthly membership meeting from August to May of the school calendar year. Special meetings of the membership may be called at any time by the President(s) in addition to the Club's regular meetings. The budget as prepared by the Executive Board shall be presented to the membership at the annual meeting in August. The President(s) must present an agenda to the membership at each meeting and notice of the agenda must be provided to the membership five (5) days prior to the scheduled meeting and posted in the school office.

#### Article XI Amendments

Section 1 These bylaws may be altered, amended, or repealed, and new bylaws may be adopted by a majority of the voting members of the Executive Board, provided the proposed alterations, amendments, or proposed substitute bylaws have been presented to the membership at least thirty (30) days prior to a vote on the alterations, amendments, or proposed substitute bylaws.

#### Article XII Parliamentary Procedure

Section 1 All Club meetings will operate according to Roberts Rules of Order.

#### **Certificate of Secretary**

I certify that I am the duly elected and acting Secretary of the J.L Mann Athletic Booster Club of and these bylaws constitute the Club's bylaws. The bylaws were duly adopted at a meeting of the Executive Board held on \_\_\_\_\_, 2018.

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Date

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Secretary, J.L Mann Athletic Booster Club

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