



SCS Athletic Booster Club

Bylaws

Board Approved

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ARTICLE I: DESCRIPTION

Section 1.1 NAME:

- The name of this organization shall be the Southside Christian School Athletic Booster Club.

Section 1.2 PURPOSE:

The purpose of the Booster Club shall be to:

- Promote SCS Athletics through partnership with SCS parents and our local businesses.
- Provide financial support to “advance” SCS Athletic Programs
- Provide and encourage physical fitness, education, good sportsmanship, spiritual growth, character development and safety in middle and high school athletics at Southside Christian School.

Section 1.3 VISION:

- The SCS Athletic Booster Club is a group of men and women who are committed to advancing SCS Athletics through prayer, time, financial sacrifice, and team sports.

Section 1.4 MISSION:

- To support SCS athletics by providing individual, family, and corporate support; as well as, material and financial resources.

Section 1.5 GOALS:

The goals of the Booster Club are:

- Raise money to supplement all school athletic programs.
- Promote participation at SCS sporting events among Students, Parents, Coaches, Faculty and Community.
- Boost spirit and enthusiasm for SCS athletics.

ARTICLE II: GENERAL MEMBERSHIP

- The general membership of the SCS Booster Club shall be open to current and past SCS parents and other individuals of like faith, interested in supporting the purpose, vision, mission and goals of the Booster Club.
- Annual Membership dues will be determined by the SCS Athletic Booster Board annually.

ARTICLE III: STRUCTURE

Section 3.1 ORGANIZATION

- The SCS Athletic Booster Club is established under the organizational structure of Southside Christian School.

Section 3.2 BOOSTER BOARD OFFICERS

- **President**
- **Vice- President**
- **Treasurer**
- **Secretary**
- **Head of School (Ex-officio)**
- **Athletic Director (Ex-officio)**

Section 3.3 GENERAL DUTIES of the Booster Board Officers

- a) Attend monthly (school year) and other meetings of the Booster Club
- b) Transact necessary business
- c) Approve expenditures within the limits of the budget
- d) Approve and support the strategic plan
- e) Work with any standing committees established for a set and time-limited purpose
- f) Chair/Serve on standing committees or subcommittees as needed

Meetings of the SCS Athletic Booster Board shall be open to the Paid Booster Club Members.

Section 3.4 Executive Board: (Voting Members)

- Voting members may not be an employee of the school or a volunteer coach.

1. **President**
2. **Vice President**
3. **Secretary**
4. **Treasurer**
5. **Athletic Director (Ex-officio)**

A) GENERAL DUTIES OF THE OFFICE & OFFICERS SHALL INCLUDE THE FOLLOWING:

President:

- a) Prepare and communicate an agenda at least 2 days prior to the next scheduled meeting.
- b) Preside at all meetings of the SCS Athletic Booster Club and the Athletic Booster Board.
- c) Be the principal officer of the Booster Club and guide its functions.
- d) Serve as the liaison between the Booster Club, Head of School, Athletic Director, and Community Organizations.

Vice President:

- a. In the absence of the President, the Vice President shall perform the duties of the President.
- b. The Vice President shall be the overseer of all concession activities including set-up, purchasing and inventory
- c. Responsible for the inspection and recommendation for efficient operation of the concession stands in accordance with local and state health department and fire codes.

Secretary:

- a. The Secretary shall keep a book of minutes of all general meetings and meeting of the Athletic Booster Board.
- b. Secretary shall obtain and have available the By-Laws and all correspondence of the Corporation. (All members must be presented a copy of the By-Laws)
- c. Responsible for maintaining attendance of all meetings.
- d. Responsible for the email distribution list for all Booster Club members.

Treasurer:

- a. The Treasurer shall maintain full and complete accounts of the properties and Finances of the Booster Club in conjunction with the SCS Finance Office.
- b. Responsible for preparing a monthly report of all income and expenditures to be presented at the meetings.
- c. Treasurer shall submit for inspection all books and records of income and expenses on written demand, within five (5) days of request by the Head of School.
- d. All funds raised for or donated for a specific purpose shall be kept in a restricted account as defined by the Head of School.

Head of School:

- a. Head of School of Southside Christian School shall be an ex-officio member of the Booster Club and a voting member.

Athletic Director:

- a. Athletic Director (AD) shall be a voting member of the Board.
- b. Responsible in advising and carrying out special activities such as Team Banquets, Award Programs, Special Trips, and other important events.

Fundraising Chairperson(s):

- a. A chairperson will be appointed for each individual fundraising activity committee and will become a temporary, non-voting member of the Board throughout the duration of the fundraising activity.
- b. Chairpersons will be responsible to conduct meetings to organize and plan each fundraiser throughout the school year.
- c. Chairpersons will work closely with other board members in a collaborative manner (may create subcommittees to assist).

Marketing Chairperson:

- a. The Assistant Athletic Director will be the primary Marketing Coordinator for SCS Athletics and shall concentrate upon building a community awareness and support for the Booster Club's goals and programs.
- b. Responsible for organizing and planning activities to involve students and promote participation at athletic events
- c. Responsible to work with other members of the Booster Club and school system to ensure adequate media coverage of all activities. Responsible for submitting all scores and results of all athletic activities of each school team to the Clayton News Star.
- d. Maintain social media and update Booster Club website with pictures and current activities of the Booster Club and Athletic teams.

- a. Responsible for purchasing and distribution of all school logo “Spirit Sale” items.

B) TERM OF OFFICE:

- The term of office for the Executive Officers shall be one year beginning in July.
- Consecutive terms are permitted up to three terms.
- In the event that there is need to ask an officer to continue serving as an officer for the Booster Club after serving three years, this may be approved by the Head of School as long as the individual serves on a role other than the role that they served for the majority of their three years.
- The outgoing President of the Booster Club may serve one year as an ex-officio member of the board to assure continuity of leadership.

C) VACANCIES:

- In the event of a vacancy of the President, the Vice President shall serve the remainder of the term as acting President.
- In the event of a vacancy of the Vice President or the Vice President’s decision not to seek the upcoming Presidency, then a candidate would be nominated from the current membership.
- In the event of a vacancy of the Treasurer, the duties of the Treasurer shall be assumed by the President or his/her appointee until a new appointment is approved by the SCS Booster Board Officers.
- Vacancies occurring on the Executive Board will be appointed by the officers and approved by the SCS Athletic Booster Board at the next regular monthly meeting.
- A special meeting may be called for the purpose of electing that officer.

D) RESIGNATION:

- Officers of the Board may resign by written notice to the SCS Athletic Booster Club.
 - a. The resignation is effective upon receipt by the Booster Club or a subsequent time as set forth in the notice of the resignation.

E) DISQUALIFICATION:

- The Secretary should notify the Board when an officer or director has been absent for three consecutive meetings and no alternate has been in attendance.
 - a. This shall be grounds for disqualification.
 - b. A majority vote of the Board shall disqualify the officer.

F) REMOVAL FROM OFFICE:

- Non-productive or counter-productive action shall constitute reason for removal from the board.
- A recommendation shall be made to the general membership and a majority vote shall be taken on such removal.

ARTICLE IV: ELECTIONS

Section 4.1 NOMINATIONS FOR OFFICERS:

- At the January meeting, a nominating committee will be formed with a minimum of two Board members with the committee size not to exceed 5 members.
- At the March meeting, nominees will be presented by the Nominating Committee.
- The nominees should be members of the Booster Club in good standing.

Section 4.2 BOARD ELECTIONS:

- The election of the Executive Board, which includes the President, Vice-President, Treasurer, and Secretary will be in April.

Section 4.3 TERM:

- Those elected will serve a one year term which will begin in July (except for the AD).

Section 4.4 VOTING:

- Members must be present at the April election general meeting to cast their written vote.

ARTICLE V: MEETINGS

Section 5.1 ELECTION GENERAL MEETING:

- The April monthly meeting will be designated as the Election Meeting. Written notice of the meeting will be given to the general membership.

Section 5.2 BUDGET MEETING:

- The April monthly meeting will be designated as the Budget Meeting when the Board will present the annual budget.
- If there are special assessments proposed by the budget committee of the SCS Booster Board Officers, these would be only approved by a majority vote by the general membership.

Section 5.3 MONTHLY MEETING:

- Regular meetings will be held the first Tuesday of each month during the school year.
- The Board has the option of canceling or postponing a meeting, as long as notice is given in the same manner as regular meetings.

Section 5.4 SPECIAL MEETINGS:

- The Board has the option to call a special meeting (via in person, phone, email) for the purpose of any timely emergency that needs to be resolved.
- Results of this meeting must be ratified by the Board and the report of the meeting will be on the next general meeting's agenda.

Section 5.5 VOTING:

- The SCS Athletic Booster Board has voting privileges as long as they have a quorum present at their scheduled meetings and a majority vote on the action item.
 - The President votes only in case of a tie.

Section 5.6 CONDUCT OF MEETINGS:

- All meetings will be conducted in accordance with Robert's Rules of Order. The Board will be well versed with Robert's Rules of Order.

Section 5.7 QUORUM:

- The Booster Club must have at least 50% of the SCS Athletic Booster Board present for an official meeting and to include at least the President or Vice-President.
- This shall constitute a quorum for the transaction of business of any meeting.

Section 5.8 PARTICIPATION:

- It will be expected that all members will be available to serve on at least one committee and actively participate in fundraising activities. Members should realize they represent the school in their capacity as boosters and that they support school athletics.

ARTICLE VI: STANDING COMMITTEES

- All Board members should chair/serve on at least one committee. All committees are preferred to report on their committee's status and activity by emailing a monthly report to the President and Secretary prior to each meeting. The standing committees shall be established by the SCS Athletic Booster Board.
- **See Appendix A** for the list of standing committees.

ARTICLE VII: FISCAL OVERSIGHT

- The fiscal year for the Booster Club shall be July 1 – June 30 each year.
- The financial records of the SCS Athletic Booster Club will be maintained by the SCS Business Manager and reviewed by the SCS Head of School and the SCS School Board Finance Committee.
- The financial statements will also be reviewed by our outside CPA firm as a part of the SCS Annual Fiscal Review.

ARTICLE VIII: AMENDMENTS

- These by-laws may be not be amended, repealed, or rewritten unless they are done so by the SCS School Board.
- The SCS School Board will provide copies of all proposed changes to the by-laws and solicit the SCS Athletic Booster Board's feedback prior to amended bylaws being voted upon.

ARTICLE IX: MISCELLANEOUS PROVISIONS

Section 9.1 Execution of contracts:

- The President and Treasurer shall be jointly authorized to sign all legal and financial agreements, contracts or statements as authorized by the general membership. Except as authorized by these by-laws, no officer or member shall have the power to bind the

organization to any contracts or engagements or to pledge its credit or render its liable for any purposes or any amount.

Section 9.2 Order of Business:

- At the meeting of the SCS Booster Club, the following shall be the order of business unless otherwise ordered:
 - Call to Order/ President
 - Secretary's Report (Reading of Minutes)
 - Treasurer's Report
 - Athletic Directors Report
 - Coaches Request
 - Boosters Request
 - Committees:
 - Concessions
 - Membership
 - Corporate Sponsorship
 - Marketing
 - Fundraising Committees
 - Old Business
 - New Business
 - Adjournment

ARTICLE X: BOOSTER CONCESSION STAND(S) OPERATING PROCEDURES

- The SCS Athletic Booster Club will operate concession stands at SCS athletic games and on campus when we have a new campus.
 - Operation of the concession stand during athletic events provides an important source of revenue for Booster Club.
- The Athletic Director is responsible for recruiting workers for the athletic events.
 - He/she or designees are responsible for opening and closing the concessions for all events and advising groups of appropriate staff levels for each event.
- The Athletic Director is responsible for stocking the Concession Stands with items for sale and making sure that stock levels are appropriate for each event.
- Persons working in the Concession Stand must follow Health and Safety Rules posted in the concession stand.
- Concession Stand funds shall be managed under the procedures set forth by the Board.
- Proceeds counted by the AD and another booster member.
- Volunteers serving in the concession stand must be 16 years of age or older.

ARTICLE XI: DISBURSEMENT OF FUNDS

General Requests

- Requests for funds are made to the Booster Club Officers who communicate such requests to the Athletic Director.
- The Athletic Director then submits the appropriate documentation required to the Head of School for final approval.

ARTICLE XII: DISTRIBUTION OF ASSETS UPON DISSOLUTION OF BOOSTER CLUB

- If for any reason, this Booster Club is dissolved, all assets (currency or otherwise) will be contributed to Southside Christian School, Clayton, NC to be used in their exempt purposes.

ARTICLE XIII: GENERATION OF ASSETS

- The Booster Club will raise funds from membership dues, fundraising activities, sponsors and providing concessions at SCS athletic programs which are part of the Southside Christian School's exempt activities under Section 501 (c)3.

Appendix A: Standing Committees

Each Committee will have a brief description of its goals, procedures and general functions. The chairperson(s) or their representative will be present at each monthly meeting.

1. Membership (Chaired by Secretary)
2. Concessions (Chaired by VP)
3. Athletic Banquets (Chaired by AD)
4. Fundraising (Chaired by Appointed Chairperson)