

Boiling Springs High School Athletic Booster Club

Constitution and By-Laws (Revision March 31, 2009)

Article 1: Purpose

The Boiling Springs High School Athletic Booster Club exists to supplement, in any appropriate manner, the efforts of the school administration and faculty, to provide quality athletic programs and facilities for the students of Boiling Springs Senior High School.

Article 2: Membership

Any student or adult interested in Boiling Springs Senior High School athletics is eligible for membership in the Boiling Springs High School Athletic Booster Club.

Admission to membership in the Boiling Springs High School Athletic Booster Club, hereinafter referred to as the “Booster Club”, is automatic upon payment of required dues. **Membership runs from August to August.**

Only members of the Booster Club shall be eligible to participate in the business meetings or to serve in any elective or appointed position. **In order to be active in services, you must be a Booster Club member.**

Article 3: Dues

The exact amount of the annual dues of the Booster Club will be determined by the Board of Directors at the beginning of each new fiscal year.

The fiscal year of the Booster Club shall run from January 1st through December 31st.

Article 4: Meetings

During football season, the Booster Club shall meet every Monday night at a time and place specified by the President. After football season, the Booster Club shall meet on the third Monday of each month at a time and place specified by the President.

The President has the option to select an alternate day in the third week of the month provided a conflict with other school related functions occurs. The President must indicate his/her selection at the regular meeting prior to the meeting requiring the selection of a new day during the third week of the month.

Article 5: Organization

Government of the Boiling Springs High School Athletic Booster Club shall be vested in a Board of Directors, consisting of the officers (President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, and Parliamentarian) and **two (2) Trustees (the Boiling Springs Senior High School Principal and Athletic Director)** as outlined by Article 8, Section 8 of these by-laws.

Article 6: Amendments

This constitution may be amended by an affirmative vote of 2/3 of the voting members present at any regular meeting, provided that notice of the proposed amendment(s) shall have been given at the previous meeting.

Article 7: Board of Directors

Section 1

The Board of Directors, hereinafter referred to as the “Board”, shall consist of the officers and **two (2)** trustees. Vacancies occurring on the Board, for whatever reason, shall be filled by appointment by the remaining Board Members.

Board Members shall be present at 75% of all regular scheduled meetings. Failure to attend shall be grounds for the replacement of the Board Member by the remaining Board Members.

Section 2

The Board shall supervise and manage the affairs of the Boiling Springs High School Booster Club within the guidelines established by its members.

The Board shall control the distribution of funds in accordance with established budgets. ~~or as authorized by the membership.~~

The Board may adopt such rules and regulations for the conduct of its business as shall be deemed advisable and, may, in the execution of its authority, appoint such agents (**e.g., committees**) as it may consider necessary.

Section 3

At meetings of the Board, a quorum shall consist of five (5) of these Board Members.

The Board may create such special committees as it may deem necessary, to promote and carry on the work of the organization.

The term of each special committee shall be one year or until the work of the committee is completed.

~~The chairman of each special committee shall serve on the Board of Directors for this specified time.~~

Article 8: Officers and Trustees

Section 1

The officers of the Booster Club shall consist of a President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, and Parliamentarian.

Section 2

The President shall preside at all general meetings of the Booster Club and shall act as chairperson of the Board of Directors.

The President is a member, ex-officio, of all standing and special committees of the Booster Club, except for the Nominating Committee.

The duties and powers of the President, otherwise, shall be those defined in Robert's Rules of Order (revised).

Section 3

The 1st Vice-President shall preside in the absence of the President and shall chair the Ways and Means Committee.

Section 4

The 2nd Vice-President shall preside in the absence of both the President and the 1st Vice-President. The 2nd Vice-President shall chair the Membership Committee.

The 2nd Vice-President shall provide the Secretary with an accurate listing of all members' names, addresses and telephone numbers.

Section 5

The Secretary shall maintain accurate permanent records of all meetings of the Booster Club and its Board.

The Secretary shall read and distribute minutes of the previous meeting to be approved by the Booster Club's members.

The Secretary shall be responsible for all Booster Club correspondence and other such duties as may be assigned by the Board.

The Secretary shall maintain the roll of members' names, addresses and telephone numbers supplied by the 2nd Vice-President.

Section 6

The Treasurer shall be the custodian of all the funds of the Booster Club, keeping an itemized account of all receipts, expenditures, and file vouchers verifying payment of bills.

The Treasurer will read and distribute a complete and accurate statement of the Booster Club's financial position at each regular scheduled meeting.

The Treasurer will administer the preparation of the Booster Club's taxes at the end of each calendar year.

Section 7

The Treasurer's records and accounts shall be examined by a three-member Audit Committee appointed by the Board. The Audit Committee is to submit a signed report of its findings at the regular scheduled Boiling Springs High School Athletic Booster Club meeting held in January of each year.

Section 8

The two (2) Trustees of the Booster Club shall be selected annually as follows:

- 1 – Senior High School Athletic Director – Selection Automatic
- 2 – Senior High School Principal – Selection Automatic
- ~~3 – Most immediate past Booster Club President, who can and will serve or District 2 Superintendent~~

Article 9: Disbursement of Funds:

The payment of expenses will be paid by check signed by two (2) authorized officers of the Booster Club. The authorized officers will be as follows:

- 1 – Treasurer
- 2 – President
- ~~3 – Elected by the Board~~

Article 10: Nominations and Election of Officers:

Section 1

A nominating committee consisting of three (3) Booster Club members shall be elected each year at the regular September meeting. The Chairperson of the committee shall be elected by the Board and the remaining two (2) shall be elected by a majority vote of the members present at the meeting after having been nominated from the floor.

The Nominating Committee will present a candidate for each office (President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer and Parliamentarian) at the regular October meeting each year.

Section 2

The regular annual election shall be held at the regular November **or December** meeting each year. An opportunity to present nominations from the floor will be provided immediately prior to the election.

In order to vote and/or be nominated for an officer position, a person must be a paying Booster Club member for at least 90 days prior to the election.

Article 11: Parliamentary Authority and Procedures:

Section 1

Robert’s Rules of Order (revised) shall be **used to** govern the conduct of business and procedures at all meetings of the Booster Club.

Section 2

All actions recommended or initiated by the Booster Club which, in any way, **may** affect the student body and/or faculty of **the** school within **Spartanburg County** District 2 must first be approved by the Administration of:

- 1 – Spartanburg County School District 2
- 2 – the specific school involved

Article 12: Amendments:

Section 1

These by-laws may be amended by an affirmative vote of 2/3 of the voting members present at any regular meeting provided that notice of the proposed amendment(s) shall have been given at the previous regular meeting.

Section 2

The President shall take any proposed amendment back to the Board prior to any type of vote.

Section 3

Requirements for adoption of revised by-laws are ~~as~~ outlined in Section 1 of this Article.