

## **BY-LAWS OF THE TITANS BOOSTER CLUB**

### **ARTICLE I: MEMBERSHIP**

#### Section I: Qualifications

- A. Membership is open to persons who subscribe to the purpose and function of the Titans Booster Club.
- B. Annual dues for membership shall be thirty dollars (\$30) for family membership and twenty dollars (\$20) for single membership.

#### Section II: Representation

Each adult member is entitled to one vote when personally in attendance at meetings of the club.

### **ARTICLE II: BOARD OF DIRECTORS**

#### Section I: Number and Term of Office

The business and operation of the club shall be managed and controlled by a board of seven (7) directors who shall be elected by a plurality vote of the members at the annual (May) meeting. Two (2) or three (3) directors shall be elected each year for a term of three (3) years, except at the first election, when the terms shall be determined as a result of a draw once the Board has been elected. The draw for the first year shall be: three (3) for a term of three (3) years, two (2) for a term of two (2) years and two (2) for a term of one (1) year.

#### Section II: Vacancies

In case of any vacancy on the Board of Directors, a successor to hold office for the unexpired term shall be elected by the entire membership present at the following meeting.

#### Section III: Meetings

Board of Director's meetings shall be held at a time and place called by the President.

#### Section IV: Quorum

A minimum of five (5) directors present at a scheduled meeting shall constitute a quorum for the transaction of business.

### **ARTICLE III: OFFICERS**

#### Section I: Officers

The officers shall be elected by the Board at a meeting of the Directors following the annual (May) meeting. The Board, from their number, shall elect for the ensuing year, a President, Vice-President, Secretary and Treasurer. The Board of Directors shall be bonded. The fee for the bond is to be paid by the association. The bond must be payable to the Titans Booster Club or successor. No bonding company report shall be made public by the Board of Directors or officers of the association.

#### Section II: Vacancies

In case of a vacancy of any office the Board of Directors shall fill the vacancy.

#### Section III: Duties

- A. The President:
  - 1. Shall preside at all meeting of the club and of the Booster Club Board of Directors.
  - 2. Shall personally represent the club or appoint a delegate where representation is deemed advisable.
  - 3. Shall appoint committees and committee chairpersons.
  - 4. Shall effect compliance with the rules, regulations and policies of Tapestry Public Charter School Athletic Department

- B. The Vice-President:
  1. Shall have such powers and perform such duties as may be delegated to him/her by the President.
  2. In the absence or disability of the President, he/she shall perform the duties and exercise the powers on the President.
  
- C. The Secretary:
  1. Shall keep the minutes of all meetings of the Booster Club Board of Directors and all meetings of the membership.
  2. Shall keep such other records as directed by the Booster Club Board of Directors.
  3. Shall sign with the President, or with the Vice-President, all contracts in the name of the club.
  4. Shall perform all the duties usually incident to the office of Secretary, subject to the control of the Booster Club Board of Directors.
  
- D. The Treasurer:
  1. Shall keep the financial records of the club, collect dues, pay bills on approval of the Booster Club Board of Directors, and have custody of all funds and property of the club.
  2. Shall perform all the duties usually incident to the office of the Treasurer, subject to the control of the Booster Club Board of Directors.

ARTICLE IV: FINANCE

The funds are to be deposited in a bank approved by the Booster Club Board of Directors and may be withdrawn on the signature of the Treasurer and President or Vice-President.

ARTICLE V: FISCAL YEAR

The fiscal year of the Booster Club shall begin July first and end June thirty.

ARTICLE VI: BASIC POLICIES OF OPERATION

The following section delineates the policies of the TITANS Booster Club.

- A. The club shall be non-political and non-sectarian.
- B. The name of the organization or the names of the members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or any purpose not appropriately related to the objectives of the organization.
- C. The organization shall not directly or indirectly participate or intervene (in any way, including the publishing or distribution of statement) in any political campaign on behalf of, or in opposition to, any candidate for public office.
- D. Persons representing the organization shall make no commitments that bind the organization, unless authorized by the Board of Directors.
- E. In the event of the dissolution of the club, its assets shall be distributed to TAPESTRY PUBLIC CHARTER SCHOOL Athletic Department and in accordance with the non-profit status provided by the Internal Revenue Code as from time to time amended.

ARTICLE VII: AMENDMENTS

These By-Laws may be amended at a meeting of the membership by a 2/3 affirmative vote of the adult members present and voting, provided due notice of the proposed amendment(s) has been given in writing to all members at least seven (7) days previous to the meeting.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall be the authority on all questions of procedure not specifically stated in the Constitution and Bylaws.

ARTICLE IX: FINANCES

- A. The funds of this association shall be used to further the purpose expressed in Article II of The Articles of Incorporation. Only the treasurer upon the approval of the Board of Directors, shall be authorized to disburse funds.
- B. The President of the association shall have the authority to authorize expenditures up to one hundred dollars (\$100.00) each month from the association's funds when it is not feasible to call a special meeting of the Board of Directors. A report of these expenditures shall be given at the next regular meeting.
- C. This association shall be organized as a non-profit organization per section 501(c)(3) of the Internal Revenue Code and no member shall have any legal or equitable ownership in any of its funds or property. In the event of the dissolution of this association, any funds or property remaining shall be turned over to the Tapestry Athletic Department.
- D. All funds collected by the officers or members of the Board of Directors shall be deposited in an account approved by the Board.
- E. The Board of the association shall pay all debts of the association within fourteen (14) days after receipt or on approval by the Board of Directors.
- F. All projects that require financial obligation of the club as proposed by coaches will be presented to the Board of Directors by the Vice-President, on the approved forms as stipulated by the Board of Directors. This will be done at the May meeting in order for the newly elected Board of Directors to plan their budget for the following year. The budget shall normally be voted on at the June meeting. Budgets may be changed by a vote of the Board.
- H. Total expenditures cannot exceed approved total budgeted amount without the approval of the Board of Directors. No single item expenditure can exceed more than 5% of the budgeted amount for that item. Item is to be defined as those approved by the Titans Booster Club, listed on the itemized request for funds form and submitted to the President of the Booster Club Board. Unused funds cannot be applied to other items without the approval of the Board of Directors.
- I. An annual audit by one or more non-Board Members shall be required. The treasurer will be required to submit a detailed report at the end of each year. The Board members shall select an auditor or auditors. A formal letter by the auditor or auditors shall be standard procedure expressing the findings and filed in the records of the club.

ARTICLE X: AMENDMENTS

- A. This document may be amended at any Annual Meeting of the association by the affirmative vote of two-thirds (2/3) of the members present, provided that any proposed change shall be presented for discussion and debate no later than the April meeting and that it be listed on the agenda for the Annual Meeting.

Revision approved and effective \_\_\_\_\_



