

EVERGREEN ATHLETIC BOOSTERS

(EAB)

BY-LAWS

APPROVED AND UPDATED ON

JUNE 10, 2020 ANNUAL BUSINESS MEETING

BY-LAWS OF THE EVERGREEN ATHLETIC BOOSTERS INC.

ARTICLE 1-Name, Purpose and Objectives

Section 1.01 Name. The name of this organization shall be the Evergreen Athletic Boosters, Inc., commonly known as Evergreen Athletic Boosters, hereafter referred to as the “EAB”

Section 1.02 Purpose. The purpose of the EAB is to promote athletics at Evergreen Local School in an atmosphere that is consistent with the educational philosophy of the school community.

Section 1.03 Objectives. The objectives of the EAB are as followed:

- (a) Develop an organization with an active and involved membership that is concerned with the athletic program and all of its participants regardless of sex, race, socio-economics status or chosen sports activity.
- (b) Promote school spirit, sportsmanship and encourage attendance to all Evergreen athletic events.
- (c) Encourage and support the academic endeavors of Evergreen’s student athletes.
- (d) Provide supplementary financial support for the various athletic sports programs provided by Evergreen Local Schools.
- (e) Assist and aid the administrative and athletic staff in the promotion, publicity, and the program development of athletics at Evergreen; as well as, organizing special events and projects.

BY-LAWS OF THE EVERGREEN ATHLETIC BOOSTERS INC.

Section 1.04 Non-Profit Status. Notwithstanding any other provisions of these By-Laws, the EAB shall carry out activities permitted by an organization exempt from Federal income tax under **Section 501 (c)(3)** of the **Internal Revenue Code of 1954**.

ARTICLE II- MEMBERSHIP

Section 2.01 Membership. Membership shall consist of any adult member that resides in the EVERGREEN LOCAL SCHOOL

BY-LAWS OF THE EVERGREEN ATHLETIC BOOSTERS INC.

DISTRICT. An adult is defined as a person being 18 years and older and is not a current Evergreen High School student. Members interested in having voting rights during elections at the annual business meeting need not pay any fees to do so, but must attend meetings.

ARTICLE III- OFFICERS

Section 3.01 Officers. The officers shall consist of the President, Vice-President, Secretary, Treasurer, Asst-Treasurer, and Members at Large to obtain an odd number of EAB officers.

Section 3.02 Duties of Officers. The duties of each officer shall consist of but are not limited to the following:

(a) **President.** The President shall:

BY-LAWS OF THE EVERGREEN ATHLETIC BOOSTERS INC.

- (i) Preside at all meetings;
- (ii) Serve as primary spokesperson of the EAB, except as otherwise specified;
- (iii) Work with the School District Administration and the Athletic Director/Directors to establish goals for the EAB;
- (iv) Establish budgetary goals with the Treasurer and receive approval from the Executive Board.

(b)Vice President. The Vice President shall perform all the duties of the President in his/her absence and shall be responsible for annual review of the By-Laws, recommending revisions as deemed appropriate.

(c)Secretary. The Secretary shall;

Keep a detailed record of all the proceedings of the meeting minutes of the EAB. All minutes shall be kept in a regular bound Secretary's Book.

(d)Treasurer. The Treasurer shall;

- (1) Maintain a complete set of books of account in accordance with general accepted accounting principles and practices;
- (2) Help establish budgetary goals with the EAB President and receive approval from the Executive Board.
- (3) Make disbursements and pay expenses approved by the Executive Board.
- (4) Report the amount of money available in the general fund and encumbered funds at each monthly EAB Meeting. The monthly financial reports shall include an accurate representation of the EAB funds;
- (5) Have an official signature card on file with the bank utilized to manage the funds of the EAB and have electronic to said accounts.

BY-LAWS OF THE EVERGREEN ATHLETIC BOOSTERS INC.

(e) Asst. Treasurer. The Asst. Treasurer shall;

(1) The Asst. Treasurer can perform all the duties and will provide checks and balances to the Treasurer.

(f) Member(s) at Large. The Member(s) at Large shall;

(1) The Member(s) at Large shall serve as a liaison to the General Executive Board;

BY-LAWS OF THE EVERGREEN ATHLETIC BOOSTERS INC.

(2) Have all voting rights as the Executive Board.

Section 3.03 Terms of Office. A term is to be considered two fiscal years, June 1 through May 31.

Section 3.04 Vacancy. The President, with the approval of the Executive Board, shall appoint any Executive Board vacancy, other than the Presidency. A vacancy in the office of the President shall be fulfilled by a majority vote of the Executive Board at their first meeting after the vacancy occurs.

Section 3.05 Election. The Officers shall be elected by a super majority of the voting membership present at the Annual Business Meeting. A super majority requires that the elected member must receive more than 50% of the votes. If more than two candidates run, and none receive more than 50% of the votes a Run-off will be conducted, and the two candidates with the most votes shall run against one another.

Section 3.06 Nominations. Candidates may be nominated from the floor at the Annual Business Meeting. Self-nominations are accepted, and any nomination must be accepted by the candidate. Each candidate will have an optional no more than five minute presentation to the membership of his/her platform.

BY-LAWS OF THE EVERGREEN ATHLETIC BOOSTERS INC.

Article IV-Executive Board

Section 4.01 Executive Board. The Board shall act on behalf of the EAB in the management of the affairs of the organization, except for matters decided by a vote in the General Membership Meetings. The Executive Board shall consist of an odd number of Members at any given time;

- (a) President
- (b) Vice-President
- (c) Secretary
- (d) Treasurer
- (e) Asst. Treasurer
- (f) Member(s) at Large

Section 4.02 Member(s) at Large Election.

The Member(s) at Large of the Executive Board shall be elected by a super majority of the voting membership present at the Annual Business Meeting.

Section 4.03 The Executive Board shall.

- (a) Approve the creation and dissolution of all necessary Committees and Chairperson.
- (b) Approve goals and budget targets annually
- (c) Review the annual budget, monthly financial reports, and monthly financial statements issued by the bank utilized to manage the funds of the EAB (including other official bank records for the team accounts utilizing the 501 (c)(3) status of the EAB at a minimum, monthly)

BY-LAWS OF THE EVERGREEN ATHLETIC BOOSTERS INC.

Section 4.04 Approval. All motions must be made by the Executive Board. For an action that requires Executive Board approval, a simple majority of the executive board must vote yes. The final vote will be recorded by roll call.

Article V-Meetings

Section 5.01 Annual Business Meeting. The Annual Business Meeting of the EAB shall be held in May General Membership Meeting unless otherwise specified by the Executive Board. Any change to the Annual Business Meeting date, time or location shall be announced a minimum of 24 hours in advance of the proposed change.

Section 5.02 General Membership Meetings. General Membership Meetings shall be held monthly unless otherwise specified by the Executive Board and responsible time of notice is provided to the General Membership. Meetings shall be open to all interested persons. A schedule of the time and place of all regular meetings shall be posted on the EAB website. Just as the Annual Business Meeting a minimum of 24 hours in advance notice is required for proposed changes.

Section 5.03 Necessary Action. If action on behalf of the EAB is necessary before it is reasonable to convene the General Membership Meeting, the President shall take such action based on the approval of the Executive Board. A report of the action taken shall be made at the next General Membership Meeting.

Section 5.04 Special Meeting. A special meeting may be called by the Executive Board to take necessary action. Notification of the meeting must be posted at least twelve hours prior to the meeting.

BY-LAWS OF THE EVERGREEN ATHLETIC BOOSTERS INC.

Section 5.05 Public Participation. Anyone having a legitimate interest in the actions of the EAB may participate during the public portion of the meeting. Attendees should register their intentions to participate in the public portion of the meeting upon their arrival.

Article VI- Expenditures

Section 6.01 Expenditure Voting. All expenditure of general funds over \$1000 shall require an advanced vote by the Executive Board and then presented to the General Membership Meeting for approval. The General Membership must approve by a simple majority.

Section 6.02 Executive Board Limit. The Executive Board can approve expenditures under \$1000 outside of a General Membership Meeting.

Section 6.03 Individual Sports Purchases. Any Evergreen High School Varsity team wanting a purchase on their behalf must be submitted to the Athletic Director gaining approval before submitting to the EAB. Purchases requesting over \$1000 must come with two quotes and presented for a vote. The Executive Board will vote based on a majority rule.

Section 6.04 Robert's Rules of Order. Robert's Rule of Order, the latest edition shall be recognized as the authority governing the meetings of the EAB, its Executive Board and its Committees whenever these bylaws are silent.

BY-LAWS OF THE EVERGREEN ATHLETIC BOOSTERS INC.

Article VII-Finances

Section 7.01 Deposits. All monies received by the EAB for any purpose shall be deposited to the credit of EAB in a financial institution or institutions selected by the Executive Board.

Section 7.02 Encumbered Funds. Funds raised by and/or allocated to specific sports teams, although deposited in the EAB account, shall be separately tracked as “encumbered funds” list by varsity team. Expenditures from these “encumbered funds” do not require Executive Board approval but require a proper coaches request form completed. No team or committee should submit a request which exceeds their available funds.

Section 7.03 Specifically Raised Funds. Funds raised by the EAB that have a specific advertised purpose, shall be deposited and tracked separately in a designated GL to ensure that it is dispersed for the advertised purpose and to safeguard the integrity of the EAB and School. Funds raised by a specific Evergreen organization outside of the EAB but whose funds are directed to the EAB for financial record keeping, also require the same EAB procedures for disbursal.

Section 7.04 Fundraising Funds. Funds raised by any of the EAB fundraisers can only be directed to EAB general fund. All requests to direct money elsewhere must have prior approval of the Executive Board.

Article VIII- Amendment of These By-Laws

Section 8.01 Amendment Submission and Notification. Notice that amendments will be considered for adoption shall be posted on the EAB website at least two weeks prior to the Annual Business Meeting.

BY-LAWS OF THE EVERGREEN ATHLETIC BOOSTERS INC.

Section 8.02 Adoption. Amendments may be adopted at the Annual Business Meeting by a $\frac{2}{3}$ majority of the EAB members voting.

Article IX- Dissolution of Club

Section 9.01 Dissolution of the Club entity. Should the EAB cease to operate as a legal entity, all of the EAB assets will be donated to the Evergreen High School Athletic Department. The Evergreen High School Athletic Department shall keep all “encumbered funds” available to the sport and/or athletic project it was encumbered for. All other funds and monies shall be used solely for the athletic Varsity teams or projects approved by the Evergreen High School Athletic Director.