

**EVERGREEN HIGH SCHOOL**  
**ATHLETIC BOOSTER CLUB**  
**BY-LAWS**

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Approved 4-8-2015.

# BY-LAWS OF THE EVERGREEN HIGH SCHOOL ATHLETIC BOOSTER CLUB

## ARTICLE I-Name, Purpose and Objectives

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**Section 1.01 Name.** The name of this organization shall be the Evergreen Local School Athletic Booster Club, commonly known as Evergreen Athletic Booster Club, hereafter referred to as the "Club."

**Section 1.02 Purpose.** The purpose of the Club 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 Club are as follows:

- (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-economic status or chosen sports activity.
- (b) Promote school spirit and sportsmanship and encourage attendance at 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 program provided by Evergreen Local Schools.
- (e) Assist and aid the administrative and athletic staff in the promotion, publicity, and program development of athletics at Evergreen; as well as, organizing special events and projects.

**Section 1.04 Non-profit Status.** Notwithstanding any other provisions of these By-Laws, the Club 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

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**Section 2.01 Membership.** Membership shall consist of any adult member that resides in the Evergreen Local School District. Membership shall also consist of any parent or guardian of a current or past athlete, or any alumni of the Evergreen High School not residing in the Evergreen Local School District. An adult is defined as a person being 18 years or older and is not a current Evergreen High School student.

## ARTICLE III- Officers

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**Section 3.01 Officers.** The officers shall consist of the President, Vice-President, Secretary, and Treasurer.

**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:
  - (1) Preside at all meetings;
  - (2) Appoint standing committee chairpersons with the approval of the Executive Board;
  - (3) Serve as ex-officio member of all committees;

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- (4) Serve as primary spokesperson for the Club, except as otherwise specified;
- (5) Work with the School District Administration and the Athletic Director to establish goals for the Club.
- (6) Establish budgetary goals with the Treasurer and receive approval from Executive Board.
- (7) Have an official signature card on file with the bank utilized to manage the funds of the Club and have electronic access to said accounts.

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

**(c) Secretary.** The Secretary shall keep a record of all the proceedings of the meetings of the Club. All minutes shall be kept in a regular bound Secretary's Book. A summary of the decisions made in these Meetings should go out to the general membership each month by posting on the Evergreen Local School's website.

**(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 President and receive approval from Executive Board.
- (3) Make disbursements from the teams' encumbered funds and the general fund, and shall pay expenses approved by the Executive Board and the general membership.
- (4) Report the amount of money available in the general fund and encumbered funds at each monthly General Membership Meeting. The monthly financial reports shall include an accurate representation of Club funds;
- (5) Have an official signature card on file with the bank utilized to manage the funds of the Club and have electronic access to said accounts.

**Section 3.03 Terms of office.** A term is one fiscal year, July 1 through June 30.

**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 filled 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 to be elected a member must receive more than 50% of the votes. If more than two candidates run, a Run-off will be conducted, and the two candidates with the most votes shall run against one another.

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**Section 3.06 Nominations.** Candidates may be nominated from the floor at the Annual Business Meeting. Self-nominations are accepted, and any nominations must be accepted by the candidate. Each candidate will have an optional three minutes to present to the membership his or her platform.

### ARTICLE IV - Executive Board

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**Section 4.01 Executive Board.** The Board shall act on behalf of the Club 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:

- (a) President
- (b) Vice-President
- (c) Secretary
- (d) Treasurer
- (e) At large member

**Section 4.02 At Large Member Election.**

The At Large Member 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 Chairpersons.
- (b) Approve goals and budget targets annually; and
- (c) Review the annual budget, monthly financial reports, and monthly financial statements issued by the bank utilized to manage the funds of the Club (including other official bank records for team accounts utilizing the 501(c)(3) status of the Club) at a minimum, every three months.

**Section 4.03 Approval.** For an action that requires Executive Board approval, a simple majority of the executive board must vote yes. Each member of the executive board has a vote, and at least three members of the Executive board must vote on an action.

### ARTICLE V - Standing Committees

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**Section 5.01 Standing Committees.** Standing Committees are those required to function throughout the year. Chairpersons shall be appointed by the President, subject to the approval of the Executive Board. Standing Committee Chairpersons shall recruit as many members as necessary to accomplish the responsibility of the Committee. The Chairperson shall also keep a historical file of the year's proceedings, financial records, vendor contacts, etc., for turnover to his/her successor. At the end of each fiscal year, these committee records should be turned over to the Committee Chairperson successor. No Committee Chairperson or individual has the authority to use or remove any funds from any Club checking or savings account for expenses or investment purposes unless directed and approved by the Executive Board majority.

### ARTICLE VI - Team Representatives

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**Section 6.01 Selection.** The head coach of each Evergreen Varsity sport in conjunction with the Executive Board is responsible for selecting each year's Team Representative. This person must be 18 years or older, and cannot be a current student at Evergreen.

**Section 6.02 Attendance.** Each team may have a team representative present at each General Membership Meeting. A team coach or alternate can be substituted at a general membership meeting.

**Section 6.03 Dissemination of Information.** Team Representatives shall disseminate information from the General Membership Meeting to the team coach, athletes, and parents.

**Section 6.04 Financial Reports.** Team Representatives shall review the monthly financial reports issued by the Treasurer, paying particular attention to the encumbered fund(s) for which he/she is a Team Representative. Any points requiring clarification should be raised as soon as possible or within a reasonable time frame with the Executive Board and/or with the Team Coach/Representative.

**Section 6.05 Contributions.** Teams are encouraged to contribute to projects and fundraising activities as called upon.

### **ARTICLE VII -Meetings**

**Section 7.01 Annual Business Meeting.** The Annual Business Meeting of the Club shall be held at the June 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 two weeks in advance of the proposed change.

**Section 7.02 General Membership Meetings.** General Membership Meetings shall be held monthly unless otherwise specified by the Executive Board and reasonable time of notice is provided to the General Membership. Meetings shall be open to all interested persons. These meetings shall occur the second Wednesday of every month at 7:00 PM at the Evergreen High School. A change in the date, place and time will be posted within twenty-four hours of the original meeting date and time.

**Section 7.03 Necessary Action.** If action on behalf of the Club 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 7.04 Special Meeting.** A special meeting may be called by the Executive Board to take necessary action. Notification of this meeting must be posted at least twelve hours prior to the meeting.

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## ARTICLE VIII- Voting

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**Section 8.01 Team Representative Voting.** On matters for which it is appropriate to ensure equal representation for each team sport, the following rules apply:

- (a) Only the team representative, alternate or team coach may vote along with the executive board.
- (b) No proxy votes will be accepted.
- (c) This section applies whenever a single team is receiving a special benefit.
- (d) A quorum for Team Representative voting is at least five people, including the executive board.

**Section 8.02 Expenditure Voting.** All expenditure of general funds over \$1000.00 shall require an advance approval vote by the Executive Board and then be presented at a General Membership Meeting for approval. The General Membership must approve by a simple majority.

**Section 8.03 Executive Board Limit.** The Executive Board can approve expenditures under \$1000 outside of a general membership meeting. The approved expenditures will be presented at the next general membership meeting.

**Section 8.04 General Membership Voting.** All members may vote, except on matters for which it is appropriate to ensure equal representation for each sport team. In these cases, only Team Representatives for each sport and the Executive Board may vote. At least 5 people must be in attendance at the General Membership meetings or the Annual Business Meeting for a quorum to be present.

**Section 8.05 Robert's Rules of Order.** Robert's Rules of Order, the latest edition, shall be recognized as the authority governing the meetings of the Club, its Executive Board, and its Committees whenever these bylaws are silent.

## ARTICLE IX - Finances

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**Section 9.01 Deposits.** All monies received by the Club for any purpose shall be deposited to the credit of the Club in a financial institution or institutions selected by the Executive Board.

**Section 9.02 Encumbered Funds.** Funds raised by and/or allocated to specific sports teams, although deposited in the Club's account, shall be separately tracked as "encumbered funds" for each sports team. Expenditures from these encumbered funds do not require Executive Board approval but may be expended on behalf of these teams at the discretion of the team's Head Coach and/or duly authorized member. No team or committee should submit a payment request which exceeds the amount of funds available.

**Section 9.03 Specifically Raised Funds.** Funds raised by the Club that have a specific advertised purpose, shall be deposited and separately tracked in the Club's general fund to ensure that it is disbursed for the advertised purpose and to safeguard the integrity of the

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Club and the School. No vote is required by the general membership unless the advertised purpose has been altered or changed since the project's inception. Funds raised by an Evergreen organization outside of the Club, but whose funds are directed to the Club for financial record keeping, also require the same Club procedures for disbursal.

**Section 9.04 Fundraising Funds.** Funds raised by any of the Club's fundraising programs can only be directed to the Club's general fund. All requests to direct money elsewhere must have prior approval of the Executive Board.

### **ARTICLE X - Amendment of These By-laws**

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**Section 10.01 Amendment Submission and Notification.** Amendments to the By-laws are to be submitted in writing to the Executive Board seven days prior to the Annual Business Meeting. Notice of the amendments shall be publicized on the Evergreen Local School's website at least two weeks prior to the Annual Business Meeting.

**Section 10.02 Adoption.** Amendments may be adopted at the Annual Business Meeting by a 2/3 majority of those Club members voting.

### **ARTICLE XI - Dissolution of Club**

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**Section 11.01 Dissolution of the Club entity.** Should the Evergreen Booster Club cease to operate as a legal entity, all of the Club assets will be donated to the Evergreen Board of Education. The Evergreen Board of Education 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 athletic teams or projects approved by the Evergreen Board of Education.