

JBHS Athletic Booster Club Bylaws

ARTICLE I: NAME

The name of this association shall be the JACK BRITT HIGH SCHOOL ATHLETIC BOOSTER CLUB, hereinafter known as the ABC.

ARTICLE II: PURPOSE AND ROLES

Section 1: The objectives of the ABC shall be:

- 1) Supporting, encouraging and advancing the athletic program and related activities of the Jack Britt High School District (hereinafter known as JBHS) and thereby cultivating wholesome school spirit, promoting good sportsmanship, improving physical condition, enhancing mental well-being and developing high moral character.
- 2) Promoting projects to improve facilities and equipment necessary to provide a satisfactory athletic program for the JBHS district.
- 3) Acting in a manner not seeking to influence or directing the technical activities or policies of the school administration or of the school officials who are charged with responsibility of conducting the athletic program of the schools of the district.
- 4) Taking no action which violates the rules of the North Carolina High School Athletic Association or in any way jeopardizes the membership of the school district in said athletic association. Neither the Executive Board nor the membership of this organization shall at any time take any action or support any activity contrary to the express wishes or policies of JBHS or the Cumberland County Board of Education.

Section 2: The ABC is organized exclusively for the charitable or educational purposes within the meaning of Section 501© (3) of the Internal Revenue Code or corresponding section of any future Federal tax code.

Section 3: The organization shall be noncommercial, nonsectarian and nonpartisan.

Section 4: Relationship with Coaches

Coaches will be encouraged by the principal and athletic director to actively participate in ABC activities and to encourage the parents/families of their student-athletes to be active in all ABC activities.

- 1) Coaches, at their sole discretion, are asked to recruit a parent liaison for each team which they are the head coach. Coaches that promote the ABC and are actively involved in the ABC will help generate good will between the club and the athletic department.
- 2) ABC members and coaches should use good judgment in holding discussion about specific items concerning the athletic department or the ABC outside of club meetings.

Section 5: Relationship with Athletic Director

The Athletic Director will attend all ABC meetings, act as an official liaison between the school and the ABC, and serve as an Ex-Officio member with no voting privileges.

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- 1) The Athletic Director will take an active role in assuring coaches are engaged with the ABC and that each coach appoints a Parent Team Representative for each team.
- 2) The Athletic Director will strongly encourage unity between each athletic team and the ABC to help ensure that the entire JBHS Athletic Program is unified in supporting every student-athlete.
- 3) All fundraisers through the JBHS athletic teams must be approved by the athletic director, the school's principal (for master calendar purposes) and communicated beforehand to the ABC Executive Board (for planning and support purposes).

ARTICLE III: MEMBERSHIP

The ABC shall strive to develop a spirit of enthusiasm for Jack Britt High School athletics to generate and sustain a climate of citizen interest within the surrounding community, to promote an attitude of good sportsmanship and to encourage student participation in the variety of athletic activities available within JBHS

- 1) Any person, family, organization, or business interested in the purpose of this association shall be eligible for membership upon payment of the annual dues. (To be established annually by the Executive Board)
- 2) The dues of this association shall be determined by the current Executive Board. Various types of or levels of General Membership may be offered to include but not limited to individual, family and business.
- 3) The ABC shall conduct an annual enrollment of members, but may admit persons to General Membership at any time
- 4) Membership in the ABC shall be made available without regard to sex, race, age, color, creed or national origin.
- 5) Only those members in good standing of the ABC shall be eligible to vote at General Membership Meetings or to serve in any elected or appointed role.
- 6) Membership in the ABC does not provide avenues for advisement, appeal, redress, or complaint regarding students and/or faculty of JBHS.
- 7) The General Membership year shall begin on July 1 of each calendar year and end on June 30 of the following calendar year. Membership in the ABC will be for a term of one (1) school year and will need to be renewed annually in August or September of each year.

ARTICLE IV: EXECUTIVE BOARD

The ABC shall be governed by an Executive Board of duly elected officers, elected standing committee chairs and the athletic director (non-voting member). Members of the Executive Board shall be parents and/or legal guardians of JBHS student-athletes.

Section 1: Officers & Standing Committee Chairs

- 1) The Officers shall consist of a president, administrative vice-president, communications vice-president, secretary and financial oversight coordinator. Additional vice-presidents can be elected as deemed necessary by the executive board.
- 2) The Standing Committee Chairs shall consist of apparel/merchandising, banquets, capital projects, concessions, fundraising, membership and programs.

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- 3) Vacancies occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the executive board. A vacancy in the office of president shall be filled by the administrative vice-president and the administrative vice-president vacancy shall be filled.
- 4) Those serving on the Executive Board shall be deemed “members in good standing” by having satisfied these requirements: 1) payment of annual dues, 2) attendance at 75% or more of the regularly scheduled Executive Board Meetings, 3) attendance at 75% of the General Membership Meetings, 4) completion of their duties outlined in this document and 5) assistance at manning the concession stand or support of other athletic activities as necessary.
- 5) Removal from office can occur by resignation or with cause by the affirmative vote of the majority of the executive board at a special executive board meeting which must be called for that purpose.
- 6) Members may serve on the Executive Board for consecutive terms as long as they are “members in good standing.”

Section 2: Duties

- 1) The executive board shall have control and management of the funds and properties of the association.
- 2) The expenditure of any non-operating funds from this association must be approved by a two-thirds majority of the executive board.
- 3) The executive board will create standing and special committees.
- 4) The executive board will present reports at the general membership meetings of the association.

Section 3: Meetings

- 1) Regular monthly meetings shall be held by the executive board at a time designated by the majority of the board with the dates set at the start of each new year. Meetings shall be open to general members for observation only. Special called meetings of the executive board will be closed as deemed necessary.
- 2) Special meetings shall be called by the President or Athletic Director at any time by directing the Communications Vice-President to complete a communication checklist not less than ten (10) days prior to the meeting, which notice shall set forth the purpose of such meeting. A Special Meeting shall also be held upon the written request of at least ten (10) voting members addressed and delivered to the Secretary.

Section 4: Quorum

Half the total of executive board members plus one constitutes a quorum.

ARTICLE V: OFFICERS, THEIR ELECTION & DUTIES

Section 1: Officers

- 1) The officers of the ABC shall be a president, an administrative vice-president, a communications vice-president, a secretary and a financial oversight coordinator.
- 2) Each officer shall be a general member of the ABC.

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- 3) The term of office for each officer shall be for one (1) calendar year beginning on July 1 and ending on June 30 of the following calendar year.
- 4) Officers may be elected to the same office for two (2) consecutive terms but not a third (3rd).
- 5) Members can only hold one (1) office per term year.
- 6) Officers may not be members of the same immediate family unit.
- 7) The Officers shall serve without compensation for any services rendered to the organization, and no member of the organization, Officers or Committee Chairs shall either directly or indirectly receive any payment, any dividend or share in any proceeds from fundraising events, sale, or division of property of the said organization or in any way receive remuneration for services rendered to or performed by the organization as result of being an officer, committee chair or member. No rewards, incentives or gifts shall be given to anyone in exchange for their services to the organization as an officer, committee chair or member.

Section 2: Officer Nominating Committee

- 1) An Officer Nominating Committee composed of an uneven number of not less than three (3) members of the Executive Board shall be appointed by the President by March 1st.
- 2) The Officer Nominating Committee shall nominate an eligible person or persons to each office to be filled and report its nominees to the ABC by April 15th. The committee shall be required to obtain the consent of any individual to serve prior to putting his/her name for nomination. Additional nominations may also be made from the floor at the May meeting during which elections will be held. Officers shall then be voted upon by the general membership.

Section 3: Duties

- 1) President
 - a. Presides at all executive board and general membership meetings of the association.
 - b. Coordinates the work of the officers and committees of the association to achieve the purposes of the ABC and ensure all projects are promoted
 - c. Appoints any special committees deemed necessary to achieve the purposes of the ABC and dissolve such committees as necessary.
 - d. Performs such duties as may be prescribed in these bylaws or assigned to them by the Executive Board
 - e. Assists in the transition of the newly elected president and treasurer to ensure responsibilities are clear and Federal Tax deadlines are met.
- 2) Administrative Vice-President
 - a. Acts as an aide to the president
 - b. Performs the duties of the president in his/her absence from an Executive Board or General Membership meeting
 - c. Performs the duties of the president if an inability to serve arises
- 3) Communications Vice-President
 - a. Ensures information is timely communicated to the membership, faculty and public consistent with its communication checklist
 - b. Ensures webmaster and publicity functions are operational
 - c. Follows Guidelines for Online Media Services

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- i. In regards to Jack Britt High School Athletic Booster Club's online media services including: Twitter, Facebook, the ABC's webpage(s), emails, newspapers, any other media source, and any media source not listed here, appropriate information will include:
 1. Athletic Events
 2. ABC Meetings and Events
 3. Game Scores
 4. Student Athlete Statistics
 5. Game Schedules
 6. Photographs concerning Athletes and Athletic Events
 - ii. Reporting of personnel issues are strictly prohibited unless approved by the school's principal.
 - iii. Any information outside of these guidelines **must be approved** by the Executive Board prior to posting.
- 4) Secretary
 - a. Records minutes of all meetings of the ABC Executive Board and General Membership.
 - b. Prepares the agenda for all meetings of the ABC Executive Board and General Membership.
 - c. Handles all necessary correspondence on behalf of the ABC.
 - d. Maintains a copy of all agendas, minutes, meeting sign-in sheets, bylaws, membership lists and other necessary supplies and brings them to every meeting.
 - e. Secures an acting secretary to record minutes in the event of their absence from any ABC Executive Board or General Membership meeting.
- 5) Financial Oversight Coordinator
 - a. Works in partnership with the Concessions Committee Chair to secure those responsible for the night deposits and creates communication process to cross check deposits are accurate.
 - b. Works in partnership with JBHS Bookkeeper to ensure the collection of all funds have been properly deposited.
 - c. Keeps and maintain an accurate record of all receipts and expenditures of the ABC.
 - d. Prepares and presents a financial statement at every Executive Board and General Membership meeting and as requested by the Executive Board.
 - e. Ensures that the financial statement is made available at all meetings in the event of their absence.
- 6) All officers shall:
 - a. Serve on the executive board
 - b. Perform the duties outlined in these bylaws and those assigned by the executive board or association.
 - c. Upon the expiration of the term of office, in case of resignation or in case of removal, each officer shall turn over to the president, without delay, all records, books, and other materials pertaining to the office and the ABC. If applicable, shall return to the treasurer without delay all funds pertaining to the office and the ABC.

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ARTICLE VI: COMMITTEES

Section 1: Only members “in good standing” of the ABC shall be eligible to serve in appointed positions.

Section 2: The executive board may create any committee it may deem necessary to promote the purpose of and carry on the work of the ABC. Special committees can be formed by the executive board for a specific purpose and will be disband upon completion of assigned work and a final report is submitted to the executive board.

Section 3: Every committee chairperson shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.

Section 4: The president shall be a member Ex-Officio of all committees except the nominating committee.

ARTICLE VII: GENERAL MEMBERSHIP MEETINGS (GMM)

- 1) GMM shall be set by the executive board and held at least four (4) times per year, more as deemed necessary. The day and the week should be consistent if possible. Seven (7) days notice shall be provided for a change of date or time for said meetings or sooner as the situation dictates. The May meeting will be for annual reports, elections and committee organizational purposes and planning for the coming year, such as accepting a budget goal and choosing a capital project
- 2) An agenda will be created and followed for each GMM.
 - a. All meeting agendas must include a review of the minutes from the previous meeting, presentation of a current financial report, reports from active committees, old and new business.
 - b. Special or invited guests to any GMM must be introduced at the beginning of the meeting.
- 3) GMM shall be presided over by the President. The Administrative Vice-President, Communications Vice-President or Financial Oversight Coordinator may preside in the absence of the President.
- 4) Additional GMM may be called by the Executive Board as deemed necessary.
- 5) A quorum shall consist of 12 members
- 6) Robert’s Rules of Order, Newly Revised will govern all meetings.
- 7) Executive board members are expected to attend all GMM.

ARTICLE VII: FINANCES

- 1) No one can obligate the ABC for any debt(s) or disbursement of funds without the approval of the Executive Board. The funds of this association shall be used to further the purpose expressed in Article II of these Bylaws. . They shall be disbursed only by the financial oversight coordinator directing the JBHS Bookkeeper upon the approval of the Executive Board by properly drawn warrant upon the deposits of the association All disbursements shall require the appropriate supporting documentation which may include an invoice, receipt, billing statement or such other similar documentation.

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- 2) The president of the ABC 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 Executive Board. A report of these expenditures shall be given at the next regular meeting.
- 3) This association is 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 JBHS. .
- 4) All funds collected by the officers or committee chairs of the Executive Board shall be deposited in an account approved by the Executive Board.
- 5) All projects that require financial obligation of the club as proposed by coaches will be presented to the Executive Board by the Athletic Director, on the approved forms as stipulated by the Executive Board. This will be done at the May meeting in order for the newly elected Executive Board to plan their budget for the following year. The budget shall normally be voted on at the June meeting. The budget may be changed by a vote of the Executive Board.
- 6) Total expenditures cannot exceed approved total budgeted amount without the approval of the Executive Board. Expenses for items not appropriated in the annual budget shall require the approval of the Executive Board and shall not be considered unless there are sufficient funds in the treasury after deducting the funds allocated for those items approved in the annual budget. Unused funds cannot be applied to other items without the approval of the Executive Board
- 7) Any outright gifts and donations made to the ABC will be accepted with the approval of the Executive Board and the Athletic Director.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the ABC in all cases in which they are applicable and in which they are not in conflict with these bylaws.

ARTICLE IX: DISSOLUTION

The ABC may be dissolved with previous notice (14 calendar days) and a two-thirds vote of members in good standing. After paying or adequately providing for the debts and obligations of the ABC, the remaining assets shall be distributed to JBHS.

ARTICLE X: AMENDMENTS

Any proposed amendment shall be submitted in writing at any Executive Board, GMM or duly called special meeting. These bylaws may be amended by two-thirds affirmative vote of the members in good standing present, assuming the established quorum is met at a scheduled meeting after due notice of the proposed amendment(s) has been discussed at a previously scheduled GMM. Any approved amendment(s) shall immediately be effective.

Revision approved and effective May 22, 2018.