

Troutman Middle School
Athletic Booster Club Bylaws
305 Ruple Street
Troutman, North Carolina 28166

DRAFT – PROPOSING 9-15-09

ARTICLE I DESCRIPTION

Section 1. NAME:

The name of this organization shall be the Troutman Middle School Athletic Booster Club and registered as Bobcat Athletic Booster Club.

Section 2. PURPOSE:

The purpose of the Club shall be to:

- A) Provide financial support for athletic activities at Troutman Middle School.
- B) Provide and encourage physical fitness, education, good sportsmanship, character development and safety in middle school athletics at Troutman Middle School.

Section 3. VISION:

To create an environment that produces the best student athletes, teams, coaches and fans.

Section 4. MISSION:

To support Troutman Middle School athletics by providing human, material, and financial resources. The Troutman Middle School Principal will be apprised of all Club activities.

Section 5. GOALS:

The goals of the booster club are threefold:

- A) Raise money for all school athletic teams.
- B) Promote participation at Troutman Middle School sporting events among students, parents, coaches, faculty and community.
- C) Boost spirit and enthusiasm for all athletic activities.

ARTICLE II. GENERAL MEMBERSHIP

General membership shall be open to any and all persons interested in supporting the purpose, vision, mission and goals of the Club.

ARTICLE III. STRUCTURE

Section 1. ORGANIZATION The Troutman Middle School Athletic Boosters Club, also called “Corporation” herein, is incorporated under the general non-profit laws of the State of North

Carolina and Internal Revenue Service Non Profit 501 (3)(c), and is governed by the Board of Directors.

Section 2. OFFICERS (Board of Directors):

- a. President
- b. Vice President
- c. Treasurers (2 people)
- d. Secretary
- f. Special Projects Coordinator
- g. Marketing Coordinator
- h. Athletic Director

Section 3. GENERAL DUTIES OF THE BOARD OF DIRECTORS

The general duties will include the following:

- A) Attend monthly and other meetings of the Club
- B) Transact necessary business in the intervals between Club meetings
- C) Approve expenditures within the limits of the budget
- D) Approve and support the plan and work of the standing committees
- E) Chair/Serve on standing committees or subcommittees as needed.

Meetings of the Board of Directors shall be open to the public.

Section 4. THE EXECUTIVE BOARD

The Executive Board consists of the President, Vice-President, Secretary, Treasurers. The Board of Directors will consist of the elected officers. No immediate family shall serve as BOD elected officers simultaneously.

- A) General Duties of the office and officers shall include the following:

President:

- a. Prepare and post an agenda prior to the next scheduled meeting.
- b. Preside at all meetings of the Club and the Board of Directors.
- c. Be the principal officer of the Club and guide its functions.
- d. Serve as the liaison between the Club, Principal, Athletic Director, and Community Organizations.
- e. Ability to sign checks in conjunction with the treasurer.

Vice President:

- a. In the absence of the President, the Vice President shall perform the duties of the President.
- b. The Vice President shall be the chairperson of recruiting workers for the concession stand.

Secretary:

- a. The Secretary shall keep a book of minutes of all general meetings and meeting of the Board of Directors.
- b. Secretary shall obtain and have available the By-Laws and all correspondence of the Corporation.
 - a. All members must be presented a copy of the By-Laws
- c. Responsible for maintaining attendance of all meetings
- d. Responsible for the email distribution list for all booster club members.

Special Projects Coordinator:

- a. The Special Projects Coordinator shall be the chairperson of the Fundraising activities.
- b. Responsible to conduct meetings to organize and plan various fund raisers throughout the coming school year.
- c. Will work closely with other board members in a collaborative manner (may create sub-committees to assist).

Treasurer:

- a. The Treasurer shall maintain full and complete accounts of the properties and Finances of the Club.
- b. Responsible for preparing a monthly report of all income and expenditures to be presented at the meetings.
- c. Treasurer shall submit for inspection all books and records of income and expenses on written demand, within five (5) days of demand.
- d. All funds raised for or donated for a specific purpose shall be kept.
- e. All receipts must be kept for all expenses.
- f. Responsible for the signing of checks with the president.
- g. Deposit all money received in the Booster account.
- h. Responsible for purchasing and distribution of all concession food.
- i. Responsible for purchasing and distribution of all school logo items.
- j. Responsible for the depositing of all concession stand and school logo items monies.
- k. Responsible for the recommendation for all prices for concessions and logo items.
- l. Responsible for the distribution of money boxes with petty cash for all concessions and logo items for sale.

Marketing Coordinator:

- a. The Marketing Coordinator shall concentrate upon building a community awareness and support for the club's goals and programs.
- b. Responsible for writing, editing, and distributing any Troutman Middle School Athletic Boosters Club publication.
- c. Responsible to work with other members of the Club and school system to ensure adequate media coverage of all activities.

Athletic Director:

- a. Athletic Director (AD) shall be an Advisor to the Board, but will not be a voting member of the Board.
- b. Responsible in advising and carrying out special activities such as Team Banquets, Award Programs, Special Trips, and other important events.

B) TERM OF OFFICE:

The term of office for the Executive Officers shall be one year beginning in July. Consecutive terms are permitted.

C) VACANCIES:

In the event of a vacancy of the President, the Vice President shall serve the remainder of the term as acting President and upon completion of the term shall assume the residency in normal order. In the event of a vacancy of the Vice President or the Vice President's decision not to seek the upcoming Presidency, then a candidate would be nominated from the current Board of Directors. In the event of a vacancy of the Treasurer, the duties of the Treasurer shall be assumed by the President or his/her appointee until a new appointment is approved by the Board of Directors. Vacancies occurring on the Executive Board will be appointed by the officers and approved by the Board of Directors at the next regular monthly meeting. A special meeting may be called for the purpose of electing that officer.

D) RESIGNATION:

A. Director of the Board may resign by written notice to the Club. The resignation is effective upon receipt by the Club or a subsequent time as set forth in the notice of the resignation.

E) DISQUALIFICATION:

The Secretary should notify the Board when an officer or director has been absent for three consecutive meetings and no alternate has been in attendance, and this shall be grounds for disqualification. A majority vote of the Board shall disqualify the officer.

F) REMOVAL FROM OFFICE:

Non-productive or counter-productive action shall constitute reason for removal from the board. A recommendation shall be made to the general membership and a majority vote shall be taken on such removal.

ARTICLE IV: ELECTIONS:

Section 1. NOMINATIONS FOR OFFICERS:

At the April meeting, a nominating committee will be formed with a minimum of two Board members with the committee size not to exceed 5 members. At the May meeting, nominees will be presented by the Nominating Committee. The nominees should be members of the Club in good standing.

Section 2. BOARD ELECTIONS:

The election of the Executive Board, which includes the President, Vice-President, Treasurer, and Secretary, will be in May.

Section 3. TERM:

Those elected will serve a one year term which will begin in July.

Section 4. VOTING:

Members must be present at the May election general meeting to cast their vote. Secret ballots will be up to the decision of the Board.

Section 3. TEAM REPRESENTATIVES:

One representative from each team will serve on the Board of Directors. The appointment of these representatives will be by the Head Coach of that team within the first week of establishing the team. The representative will be required to attend all Board of Director Meetings, as well as general membership meeting for twelve months following their appointment. In the event a coach does not designate a representative, the coach will there by the liaison until such time the team liaison position is filled. These representatives may represent more than one team, and will be able to vote accordingly. Each team Representative will name an alternate to be their representative in the event they cannot finish their term or they will be absent from any meeting(s). See Appendix E for Team Representative Form for Coaches. The Secretary will be responsible for ensuring these positions are filled. See Appendix F, Team Representative Information Form.

ARTICLE V: MEETINGS

Section 1. ELECTION GENERAL MEETING:

The April monthly meeting will be designated as the Election Meeting. Written notice of the meeting will be given to the general membership.

Section 2. BUDGET MEETING:

The April monthly meeting will be designated as the Budget Meeting when the Board will present the annual budget. If there are special assessments proposed by the budge committee of the Directors, these would be only approved by a majority vote by the general membership.

Section 3. MONTHLY MEETING:

Regular meetings will be held _____ of each month. The Board has the option of canceling or postponing a meeting, as long as notice is given in the same manner as regular meetings.

Section 4. SPECIAL MEETINGS:

The Board has the option to call a special meeting (via in person, phone, email) for the purpose of any timely emergency that needs to be resolved. Results of this meeting must be ratified by the Board and the report of the meeting will be on the next general meeting's agenda.

Section 5. VOTING:

The Board (or their designated, written alternate), has voting privileges as long as they have a good attendance Passage of a motion requires a majority vote. The President votes only in case of a tie.

Section 6. CONDUCT OF MEETINGS:

All meetings will be conducted in accordance with Robert's Rules of Order. The Board will be well versed with Robert's Rules of Order.

Section 7: QUORUM:

The club must have at least 50% of the Board of Directors present to include at least the President or Vice-President. This shall constitute a quorum for the transaction of business of any meeting.

Section 8. PARTICIPATION:

It will be expected that all members will be available to serve on at least one committee and actively participate in fundraising activities. Members should realize they represent the school in their capacity as boosters and that they support school athletics.

Section 9. DISPERSEMENTS:

See Appendix B & Appendix C.

ARTICLE VII: FISCAL YEAR:

The fiscal year for the Club shall be July 1 – June 30 each year.

ARTICLE VIII: AMENDMENTS:

These by-laws may be amended, repealed, or rewritten and approved by the Board, at an annual general membership meeting with an approval being a quorum that is 75% of the members present at the annual meeting (month of annual meeting to be determined by the Board). Copies of all proposed changes to the by-laws will be made available to the general membership at least one meeting prior to being voted upon. Standing Committee Report Form, Appendix G will be used.

ARTICLE IX: MISCELLANEOUS PROVISIONS:

1. Execution of contracts: The President and Treasurer shall be jointly authorized to sign all legal and financial agreements, contracts or statements as authorized by the general membership. Except as authorized by these by-laws, no officer or member shall have the power to bind the organization to any contracts or engagements or to pledge its credit or render its liable for any purposes or any amount.

2. Order of Business: At meeting of the Club, the following shall be the order of business unless otherwise ordered.
 - A. Call to Order
 - B. Establish a quorum (Article V, section 7)
 - C. Review and approve previous month's minutes
 - D. Treasurer's Report
 - E. Principal's Report
 - F. Athletic Director's Report
 - G. Coach's Report
 - H. President's Report
 - I. Special Project Coordinator Report (to include all committees)
 - J. Unfinished Business
 - K. Calendar Update
 - L. New Business
 - M. Other/Open Floor
 - N. Adjournment

APPENDIX A:

Standing Committees (In process)

Each Committee will have a brief description of its goals, procedures and general functions. The chairperson(s) or their representative will be present at each monthly meeting with a status report using Appendix H. Committees should be formed from a diverse group of Team Representatives from all teams.

1. Membership (Chaired by Secretary)
2. Concessions
3. Nominating Committee
4. Fall and Spring Banquets
5. Publicity
6. Fundraising (Chaired by Special Project Coordinator)

X. BOOSTER CONCESSION STAND(S) OPERATING PROCEDURES

The Troutman Middle School Athletic Boosters Club will operate concession stands on campus unless otherwise directed by the Board. Operation of the concession stand during athletic events provides an important source of revenue for Booster Club.

1. The Concession Stand Management is a joint activity of the entire board. The Vice President is responsible for recruiting workers for the athletic events. He/she or designees are responsible for opening and closing the concessions for all events and advising groups of appropriate staff levels for each event. The Treasurer is responsible for stocking the Concession Stands with items for sale and making sure that stock levels are appropriate for each event.
2. The Concession Stand is open during all home Varsity, Junior Varsity and other athletic events as directed by the Troutman Middle School Athletic Boosters Club.
3. One person in the Concession Stands at all times must be a member of the Booster or their designee.
4. Concession Stand workers must be 16 years or older.
5. Persons working in the Concession Stand must follow Health and Safety Rules posted in the concession stand.
6. The Troutman Middle School Athletic Boosters Club may draw up another agreement as deemed necessary with other organizations.
7. Concession Stand funds shall be managed under the procedures set forth by the Board.

XI DISBURSEMENT OF FUNDS:

- A. General Requests

1. Requests for funds are to be made by member groups through the Athletic Director. The Athletic Director will submit to the Troutman Middle School Athletic Boosters Club Board during the monthly meetings. Standing approvals by Board for the Athletic Programs are listed below:

Travel Expenses for Athletes:

- Food (both Regional and State playoff)
 - Home/Away - \$8/per player (either home or away) prefer coaches keep players together during these meals (i.e. not distributing \$8 to each athlete and having them go alone vs. in a group)
- Hotel (both Regional and State playoff) (typically Regional are not necessary to stay overnight)
 - Will be covered
- Transportation
 - Charter Bus – will be considered if AD brings request to board

Recognition for Athletes:

- Awards
 - Plaques – should be determined by # of players on each team per sport
 - 3 – 5 x 7 plaques per varsity team
 - 2 - 3 x 5 plaques per JV team

By-Laws Approved By:

Approved: _____ **Date:** _____
President

Approved: _____ **Date:** _____
Vice President

Approved: _____ **Date:** _____
Secretary

Approved: _____ **Date:** _____
Treasurer

History of Revisions			
DATE	LETTER	REVISION	APPROVAL
9/09	A	Original Release	SC

Appendix B

Troutman Middle School Athletic Booster Club

Request for Unrestricted Funds

1. THIS PORTION TO BE COMPLETED BY THE COACH/TEAM REPRESENTATIVE

Date: _____ Date Funds needed by: _____

Curricular Activity requesting funds: _____

Name of Coach/Leader of Activity: _____

Amount Requested: \$ _____

Item being requested (please describe, durable, number, for students or for coaches, etc.).

Number of students to benefit from this request: _____

Coach Signature _____

2. THIS PORTION TO BE COMPLETED BY THE ATHLETIC DIRECTOR

Please rank this request for the Booster Club:

Excellent/Need to Fund	Okay/Fund as able	Nice but not necessary
(1 2 3)	(4 5 6)	(7 8 9)

Athletic Director Signature: _____

Principal Signature: _____

3. THIS PORTION TO BE COMPLETED BY BOOSTER CLUB:

Date request received: _____

Prior history of Funding from Booster Club: _____

Does request meet Guidelines for funding?

Contingencies Prior to Funding:

Board of Directors Signature (3)

APPENDIX C

Troutman Middle School Athletic Booster Club Policy for Allocation of Funds

I. Purpose and Philosophy:

- a. The primary purpose of the Club is to provide support to that student participating in athletic activities at Troutman Middle School.
- b. We believe all student, parent, and community benefit from participation in athletic activities and that it is critical to the success of TMS.
- c. Distribution and the use of funds will be determined by a majority vote of the Boosters Club.
- d. It is the purpose of the Club to supplement funding of extra needs of athletic activities, not to replace appropriated funding in the school budget.
- e. We believe that members of all curricular activities need to assist in fund raising events during the school year.
- f. The club does not intend to support activities or provide funds without the knowledge of the administration of Troutman Middle School.

II. Guidelines for allocation of funds by the Club:

- a. Impact the most students possible?
- b. Are for durable, reusable goods equipment?
- c. Are items being used by and for students?
- d. We will consider other special circumstances brought forward by AD or the Principal or by individual coaches or team representatives.

III. Procedures for requesting and approving funds:

- a. The Team Representative or Coach completes the top portion of the Request for Funds form, which outlines purpose and amount of request.
- b. The Team Representative or Coach submits the request form to the AD.
- c. The AD will review the request and make a recommendation to the Funds Allocation Committee by filling out the AD portion of the Request for Funds form. All requests must be submitted to the Club and signed by the AD.
- d. The form is then given to the Funds Allocation Chair by the AD.
- e. The Funds Allocation Committee will review and present all requests at the next Board meeting.
 - e. The Funds Allocation Committee will then notify the Coach of Team Representative as well as the AD of the Booster Club's decision.
- g. The Booster Club will issue a check to the vendor or to the school for the approved amount.

APPENDIX D:

Date: _____

Coach's Team Representative Form

Each Head Coach of a team at TMS will appoint one team representative that will be on the Boosters Club. The chosen representative would be one person (or their alternate) and they would be required to attend the club's monthly meetings and be an active member of the Booster Club. A person can represent more than one team at anytime.

Head Coach: _____

Coach's Email/Phone Number: _____

Team/Sport: _____

Team Representative: _____

Team Representative Email/Phone Number: _____

Alternate Team Representative: _____

Alternate Email/Phone Number: _____

Notes: _____

For TMS BOOSTER CLUB USE:

Date Received/By Whom: _____

Has Team Representative been contacted/By who: _____?

First meeting of Team Representative Tenure: _____

Notes: _____
