

## ***Example #2***

### ***Charter and Bylaws***

#### **Section 1: Charter**

The purpose of the GROUP is to serve as a supporting organization for the \_\_\_\_\_ athletic program. It is chartered to perform the following functions:

- To promote and publicize the \_\_\_\_\_ program;
- To encourage good sportsmanship and develop team unity;
- To develop and enhance a sense of pride and tradition;
- To communicate the needs of the coaching staff and;
- To provide necessary resources to augment the financial requirements of the program and;
- To provide fair and equitable resources to all age groups (i.e. Freshmen, Sophomore, JV, V).

#### **Section II: Bylaws**

The bylaws of the GROUP are categorized as follows:

**Board Composition:** The Board will consist of a minimum of 8 members (maximum two voting representatives from each class).

**Officers:** The following officers will be elected from the Board members during the September Board meeting:

President, President-Elect, Secretary and Treasurer.

The duties of the officers are as follows:

**President:** The President of the Booster Club shall insure the Board adheres to the bylaws, presides over meetings, serves as a member of all committees and is considered the primary representative of the club, unless otherwise delegated and is the primary liaison between the coach and the Booster Club.

**President-Elect:** The President-Elect shall assume the duties of the President in the President's absence or as delegated, and will serve as President of the Booster Club the following year.

**Secretary:** The duties of the Secretary shall include but not be limited to the recording, distribution and filing of all minutes and correspondence for the Booster Club. Minutes shall be distributed to the members one week in advance of each meeting. This information shall also be presented to the athletic director as requested.

**Treasurer:** The Treasurer must properly manage and account for the incoming, outgoing, and invested funds and other assets for which the Booster Club is responsible. A full report of the Booster Club's financial position shall be made at each Booster Club meeting.

**Class Representatives:** The Class Representatives serve as a liaison between the Board and the parents and players from each class. Additional duties are to assist in organizing players and parents for fundraising activities.

**Terms of Board Members:** There are no set terms of board members.

**Voting:** Each Board member except the President will be entitled to voting privileges. The majority will decide all actions taken by the Board. Each member will be entitled to one (1) vote. A quorum will exist when five (5) members of the Board are present.

**Board Responsibilities:** The Board will have direct responsibility for all activities of the Booster Club including, but not limited to, all committees chartered by the Booster Club. The Board will keep the school principal and athletic director informed of all Booster Club sponsored activities through the President.

**Asset Management:** All cash receipts or other assets generated through fundraising activities are considered the property of the GROUP. Funds will be deposited and maintained in the Booster Club account. The Booster Club account shall be examined annually by a committee of not less than two members. The Treasurer shall not be permitted to take part in the auditing process. A minimum balance of \$5000 must be maintained in the account at the conclusion of the season.

**Financial Reporting:** Monthly reports identifying income, expenses and actual net assets versus the approved budget will be prepared and presented to the GROUP Board. The report shall contain current month and year-to-date figures.

**Fundraising:** Fundraisers shall be planned in accordance with the fiscal needs of the Booster Club. Each fundraising activity will be pre-approved by the Board. An event committee member will report to the Booster Club Board all proceeds and expenses from the event.

**Disbursements:** The disbursement of funds from the Booster Club account will be made based on the Coach's and Board's recommendations with the approval of the Board.

**Standing/Special Committees:** The Board has the authority to create special committees as needed. The Booster Club may designate the following or other standing committees:

|             |                  |             |             |
|-------------|------------------|-------------|-------------|
| Membership  | Concessions      | Tournaments | Fundraising |
| Photographs | Year-End Banquet |             |             |

**Committee Responsibilities:** Each member of the Board will be required to Chair a minimum of one (1) committee. Committee member activities must be pre-approved by the Board prior to acting on committee recommendations. There is an implied responsibility to inform the Board if the committee deviates from the Board's pre-approved plan.

**Membership:** All parents from \_\_\_\_\_ who have an athlete in the program are eligible to be members. A person shall be considered a member in good standing upon the payment of the current annual club dues. Membership is forfeited by failing to annually qualify as a member in good standing, as described above, or by failing to conduct oneself at school sponsored events in a manner consistent with the decorum of \_\_\_\_\_ sportsmanship. A simple majority as voted by the Board shall revoke membership. Membership of the parents is not required for players to participate in Booster Club events.

**Meetings:** Meetings shall be schedule on the first Monday of each month or as deemed necessary. A proposed agenda shall be prepared by the President and distributed to the Booster Club members by the Secretary one (1) week prior to each meeting (the minutes of the previous meeting shall be included).

**Amendments:** Amendments to the bylaws may be proposed at any time and must be submitted in writing to the members of the Booster Club Board. The bylaws may be amended by a simple majority vote of the Board. Unless otherwise specified, any approved amendment(s) to the bylaws shall become effective immediately.