

(Insert Club Name)
(Insert Club Mailing Address)

Sample By-Laws

Article I- Name and Affiliation

The name of the Club shall be the **(insert club name)**. This organization shall be affiliated with the Athletic Department of the **(insert name of school)**, **(insert city/town)**, NC.

Article II- Purpose

The purpose of the **(insert club name)** is to promote all athletic programs at **(insert school name)** through enhancement of activities that now exist and through our support of the creation of other activities and programs. Through this support, the club endeavors to:

- 1) Encourage more community and school participation through the development of pride in our athletic programs.
- 2) To further encourage students to strive for excellence in athletics while maintaining self-discipline and good grades.
- 3) Provide funding for improvement/development of athletic facilities and recognition awards/activities for athletes.

Article III – Membership

Membership in the **(insert club name)** shall consist of all persons who are interested in and are supportive of **(insert school name)** student athletes. The payment of dues is a requisite for membership. Membership runs consecutive with the school calendar and a new membership must be purchased each year.

Article IV- Officers

Elected officers of the Booster Club shall consist of:

- A. President
- B. Vice President
- C. Treasurer
- D. Secretary
- E. Director of Concessions
- F. Membership Coordinator
- G. Volunteer Coordinator
- H. Asst. Volunteer Coordinator

Article V- Executive Board

- A. The Executive Board shall be composed of the duly elected officers, the **(insert school name)** Athletic Director and committee Chairs and Members at-large as deemed necessary by the officers.
- B. The Executive Board is charged with the overall planning and management of the Athletic Booster Club business including, but not limited to, fund raising and school spirit building functions.
- C. The Executive Board shall review all expenditure requests made to the Club and make recommendations to the Club membership concerning expenditures. No disbursements shall be made by the Treasurer until the Board and/or Club membership has approved such expenditure. The Board has the authority to approve expenditures without approval of the membership of amounts up to and including \$5,000. Expenditures over \$5,000.00 must be approved by majority action of the membership present at a general business meeting.

Article VI- Duties of the Officers

A. The President Shall:

- 1. Be responsible for the overall operation of the Booster Club.
- 2. Determine the agenda and preside at all Board and general membership meetings.
- 3. Have the power to appoint all standing and special committees.
- 4. Be an ex-officio member of all standing and special committees.

B. The Vice President

- 1. Be responsible for Team Fundraising and Team Apparel. (player pay)
- 2. Organize Parent Representatives from each team to assist head coach with planning and implementing team fundraisers, team meals and team apparel.

C. The Director Concessions:

- 1. Be responsible for the purchase of food merchandise to be sold in concession stands.
- 2. Work with the Volunteer Coordinator to ensure staff for all home events.

D. Membership Coordinator:

- 1. Be responsible for the promoting of Athletic Booster Club membership from the athletes, student body, parents, coaching staff and facility.
- 2. Be responsible for developing incentives for membership.

E. The Secretary Shall:

- 1. Record minutes of all Board and general membership meetings.
- 2. Maintain the membership roster and mailing list(s).
- 3. Be responsible for notifying the membership of general and special Club meetings.
- 4. Conduct all necessary correspondence.

F. The Treasurer Shall:

- 1. Be responsible for all Club monies, maintaining all necessary records.
- 2. Submit a budget for the upcoming year to the Board prior to the first general membership meeting.

3. Make all disbursements by check under procedures determined by the Board.
4. Report the Club's financial status to each meeting of the Club and shall hold all records available for inspection by any Club member.

G. The Volunteer Coordinator Shall:

1. Be responsible for securing volunteers and organize a volunteer calendar to work concessions at each home sporting event, working with the Vice President of Concessions.
2. Be responsible for securing volunteers and organize a volunteer calendar to sell spirit wear at select home sporting events, working with the Executive Board.
3. Be responsible for securing volunteers for other fundraising events as necessary, working with the Executive Board.
4. Appoint, with Board approval a volunteer sub-committee of 2 to 3 individuals who will assist in duties.

H. The Asst. Volunteer Coordinator

1. Assist Volunteer Coordinator with any and all duties as determined by the Volunteer Coordinator.

Article VII- Election of Officers

- A. Officers shall be elected for a one (1) year term from among the members in good standing.
- B. Election of officers shall be by a nominating committee appointed by the President and from nominations from the floor.
- C. Elections shall be held by the end of May for the following year.
- D. A simple majority of the members present at a general meeting and in good standing shall be required for election to any Club office.

Article VIII- Meetings

- A. Meeting date, time and location shall be determined by and publicized by the Board.
- B. General membership meetings shall be held no less frequently than quarterly.
- C. Members present at a general membership meeting shall constitute a quorum for the transaction of business.

Article IX- Committees

Committees may be created and dissolved by the Board as needed.

Article X- Amendments

These bylaws may be amended by a majority action of the general membership present at the time of proposal.