

Constitution of Arabia Mountain Football Booster Club

Article I: Name

The name of this organization shall be the Arabia Mountain Football Booster Club (AMFBC), commonly known as the RAMS Touchdown Club.

Article II: Purpose and Function

A. The purpose of the Arabia Mountain Football Booster Club is to support the Head Coach, coaching staff, and student athletes of the Arabia Mountain High School Football Program in atmosphere that is consistent with the educational philosophy of the school community.

B. The functions of the booster club are:

1. Encourage and support the academic endeavors of the Arabia Mountain High School football players.
2. Promote parental involvement and act as a liaison between the coaches and parents.
3. Provide financial support through various fundraising activities to help purchase equipment and provide services not provided by the school budget.
4. Provide volunteer support to assist the coaches in planning supporting activities such as but not limited to pre-game meals, annual team camp, and end of year banquet.

Article III: Membership

Membership shall be open to any person who is interested in the purpose and function of the Arabia Mountain Football Booster Club and has met the financial responsibility by having all booster club dues paid in full.

Article IV: Board of Directors

Section I

The affairs of the club shall be managed by a five (5) member Board of Directors which consists of the President, Vice President, Treasurer, Recording Secretary, and Financial Secretary. The Athletic Administrator shall serve as an ex-officio member of the Board of Directors. A representative of the coaching staff, to be determined by the Head Coach may also serve as an ex-officio member of the Board of Directors.

Section II

No member of the Board of Directors shall serve more than two (2) consecutive terms, including the fulfillment of an un-expired term of a previous board member. *A term is equivalent of one year.*

Article V: Officers

The officers of the club shall be adult members who have met the financial obligation and shall consist of the:

- A. President
- B. Vice-President
- C. Recording Secretary
- D. Treasurer
- E. Financial Secretary

This group shall be referred to as the Executive Board of Directors. The Booster Club Board of Directors shall include the Executive Board of Directors and the committee chairpersons selected for the Fundraising, Communications, Team Support, Academic and Budget committees.

Article VI: Meetings

Section I General body meetings shall be held monthly during the football season and an annual meeting shall be held in April.

Section II Special meetings will be conducted upon the call of the President and scheduled accordingly within reasonable notice.

Article VII: Amendments

These Articles of the Constitution may be amended at any meeting of the membership by quorum of plurality affirmative vote of the voting adult members present, provided due notice of the proposed amendment (s) has been given in writing to all members at least seven (7) days previous to the meeting.

By-Laws of the Arabia Mountain Football Booster Club

ARTICLE I: MEMBERSHIP

Section I: Qualifications

- A. All dues must be paid in full in order to become a full member of the football booster club.
- B. Full Membership in the RAMS Touchdown Club shall entitle members:
 - 1. To vote on organization matters. Only members in good standing (fees paid in full) will be allowed to vote on any organization business.
 - 2. To hold office in accordance with the constitution and by-laws of the Arabia Mountain Football Booster Club.
- C. A Sponsor Membership shall be open to organizations, institutions, and business partners who contributes \$100 or more to the RAMS Touchdown Club. Such membership entitles the organization, institution, or business partners the right to attend general body meetings without voting rights or eligibility to hold office.
- D. Honorary Life Membership shall confer by vote of the booster club recognition of distinguished service to the Arabia Mountain Football Program. Honorary Life members shall not be required to pay dues.
- E. Annual membership dues shall be determined by the Board of Directors and adopted by majority vote at a regularly scheduled general body meeting.

ARTICLE II: BOARD OF DIRECTORS

Section I: Number and Term of Office

The business and operation of the club shall be managed and controlled by a board of five (5) directors who shall be elected by a plurality vote of the members during the last general body meeting at the end of the season. Board of directors shall be elected each year for a term of one year. Term of office for each officer is December 1 – November 30.

Section II: Vacancies

In case of any vacancy on the Executive Board of Directors, a successor to hold office for the unexpired term shall be elected by the entire membership present at the following meeting.

Section III: Meetings

Board of Director's meetings shall be held at a time and place called by the President.

Section IV: Quorum

A majority of the Executive Board of Directors present at a scheduled meeting shall constitute a quorum for the transaction of business.

ARTICLE III: OFFICERS

Section I: Officers

The officers shall be elected by the membership during the last general body meeting at the end of the season. The membership, from their number, shall elect for the upcoming year, a President, Vice-President, Recording Secretary, Treasurer and Financial Secretary. A parliamentarian shall be appointed by the President. Officers may serve a maximum of two (2) terms.

Section II: Terms of Office

Term of office for each officer is December 1 – November 30. An individual may not serve in the same elective capacity for more than two consecutive terms.

Section III: Vacancies

In case of a vacancy of any office, a successor to hold office for the unexpired term shall be elected by the entire membership present at the following general body meeting.

Section IV: Duties

A. The President Shall:

1. Have overall responsibility for the operation of the booster organization including but not limited to directing goals and budget performance of the organization.
2. Call and preside at all regular and special meetings of the organization
3. Call and preside at all meetings of the Executive Board.
4. Appoint committees and committee chairpersons.
5. Serve as ex officio member of all committees.
6. Serve as primary spokesperson for the booster club, or appoint a delegate where representation is deemed advisable.
7. Maintain a complete and up-to-date President's file which will include a copy of the current order of the booster club Constitution and Bylaws, Standing Rules, the current order of booster club budget, current correspondence and materials received from the booster club organization and other pertinent materials
8. 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.
9. Review, approve and sign all organization checks and contracts involving the booster club organization.
10. Make sure itemized statements are submitted to parents for dues.
11. Keep in regular contact with the booster club officers.
12. Perform all other duties pertaining to this office.
13. Shall effect compliance with the rules, regulations, and policies of the Board of Education and the Arabia Mountain High School Athletic Department.

B. The Vice-President:

1. Shall have such powers and perform such duties as may be assigned by him/her by the President.
2. In the absence of the President, he/she shall perform the duties and exercise the powers of the President.
3. Shall be responsible for coordinating, directing and supervising fundraising committees.
 - a. Look for other fundraising opportunities to present to the Executive Board along with any other duties as may be prescribed by the Executive Board.
4. Sign all organization checks in absence of President.

C. The Recording Secretary:

1. Shall keep the minutes of all meetings including Board of Directors and all general meetings.
2. Shall sign with the President, or with the Vice-President, all contracts in the name of the club.
3. Shall perform all the duties usually incidental to the office of Secretary, subject to the control of the Board of Directors.
4. If the Secretary is unable to attend a meeting, he/she must contact the Vice-President and ensure that Booster Club minute book is available for the minutes to be taken by the Vice President or appointed delegate.
5. Shall work in conjunction with the Communication's Committee to keep the body informed of the Booster Club's activities.
6. Shall be the direct contact/liaison between the school secretary and the booster club for communications and room reservations on school property.

D. The Treasurer:

1. Shall keep the financial records of the club, collect dues, pay bills on approval of the Board of Directors, and have custody of all funds and property of the club.
2. Shall have the overall responsibility for all corporate funds and assets.
3. Maintain accurate records of all corporate funds and assets.
4. Provide accurate account of all financial records for booster club meetings.
5. Responsible for the disbursement of organizational funds.
5. Monthly financial statements (which include bank statements, itemized list of items purchased that month with receipts) must be provided to the booster club membership at the monthly meeting and an itemized financial statement available for the general meetings.
6. Shall sign all approved booster club checks along with the president, or vice president in the absence of the president.
7. Shall ensure deposit of all monies within seventy-two (72) hours of receipt of such monies.
8. Shall cooperate with any audit requests.
9. Shall be bonded as prescribed by the Board of Directors.
10. Shall perform all the duties usually incident to the office of the Treasurer, subject to the control of the Board of Directors.

E. The Financial Secretary:

1. Shall maintain all records of payments and deposits as collected by the treasurer.
2. Shall assist the treasurer in preparing and maintaining monthly reconcilements for reporting to the Board of Directors and general membership.

F. The Parliamentarian:

1. Shall maintain order during booster club meetings.
2. Shall perform all duties incident to the office of the Parliamentarian.
3. Shall be familiar with Roberts Rules of Order and hold the most recent version for reference
4. Shall be responsible for the annual review of the By-Laws, recommending revisions as deemed appropriate.

ARTICLE IV: COMMITTEE CHAIRPERSONS

Committees Chairpersons shall be appointed by the President, subject to the approval of the Executive Board. Committees and their primary functions are as follows:

A. Academic Committee

The chairperson selected for this committee will be responsible for developing programs that support the academic goals of the players and coaches. This committee will work in conjunction with the school counselors, teachers, administration and parents to provide study sessions, speakers, tools and resources to aide in the academic progress for all grade levels.

B. Communications Committee

The chairperson selected for this committee will be responsible for developing effective and timely communication to the general membership regarding the football program. This includes updates to the booster club website, generation of flyers, signs, calling post announcements, and emails upon appropriate approvals.

C. Budget Committee

The chairperson selected for this committee shall be the treasurer and will be responsible for ensuring committee member develop a reasonable budget for the season. Requests from the coaching staff must be documented and included in the budget consideration.

D. Fundraising Committee

The chairperson selected for this committee will be responsible for ensuring all fundraising activities are properly approved and recorded in the budget proposal. This committee must make every effort to implement fundraisers that are profitable, meet the budget requirements, and inclusive of the entire membership.

E. Team Support Committee

The chairperson selected for this committee will be responsible for coordinating parent volunteer efforts as needed by the club, track volunteer hours and ensure hours are reported to the school official. Team support chair will work closely with the Head Coach to ensure all sideline assistance, and adequate water/sports beverages are available for players during practice and games. This committee will lead the end of season banquet planning.

a. Team Support Sub-Committee Catering

The chairperson selected for this sub-committee will be responsible for providing catering options for all meals for the team including pre-game/ post-game meals and the end of season banquet. This committee will work with team support chair to coordinate volunteer efforts during the season.

ARTICLE V: FINANCE

The funds are to be deposited in a bank approved by the Board of Directors and may be withdrawn on the signature of the Treasurer and President or Vice-President. The account shall be listed as a non-profit entity. Funds must be deposited within 24 hours of receipt.

ARTICLE VI: FISCAL YEAR

The fiscal year of the Booster Club shall begin August first and end July thirty-first.

ARTICLE VII: BASIC POLICIES OF OPERATION

The following section delineates the policies of the Arabia Mountain Football Booster Club.

A. The club shall be non-political and non-sectarian.

B. The name of the organization or the names of the members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or any purpose not appropriately related to the objectives of the organization.

C. The organization shall not directly or indirectly participate or intervene (in any way, including the publishing or distribution of statement) in any political campaign on behalf of, or in opposition to, any candidate for public office.

D. Persons representing the organization shall make no commitments that bind the organization, unless authorized by the Board of Directors.

E. In the event of the dissolution of the club, its assets shall be distributed to the Arabia Mountain High School Athletic Department and in accordance with the non-profit status provided by the Internal Revenue Code as from time to time amended.

ARTICLE VIII: AMENDMENTS

These By-Laws may be amended at a meeting of the membership by a plurality affirmative vote of the adult members present and voting, provided due notice of the proposed amendment(s) has been given in writing to all members at least seven (7) days prior to the meeting.

ARTICLE IX: PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall be the authority on all questions or procedure not specifically stated in the Constitution and By-Laws.

ARTICLE X: FINANCES

- A. The funds of this association shall be used to further the purpose expressed in Article II of this Constitution. Only the treasurer upon the approval of the Board of Directors, shall be authorized to disburse funds.
- B. The President of the association 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 Board of Directors. A report and documentation of these expenditures shall be given to the treasurer within 48 hours and presented at the next regular meeting to the general membership as part of the treasurer's report
- C. 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 the DeKalb County Board of Education.
- D. All funds collected by the officers or members of the Board of Directors shall be deposited in an account approved by the Board within 24 hours of receipt of said funds. A receipt must be issued for all payments collected and a copy of the receipt maintained on file for auditing purposes.
- E. The Treasurer of the association shall pay by check all debts of the association within seven (7) days after receipt or on approval by the Board of Directors.
- F. The Treasurer of the association must be bonded in the amount set by the Board of Directors. The fee for the bond is to be paid by the association. The bond must be payable to the DeKalb County Board of Education. No bonding company report shall be made public by the Board of Directors or officers of the association.
- G. All projects that require financial obligation of the club as proposed by coaches will be presented to the Board of Directors by the Vice-President, on the approved forms as stipulated by the Board of Directors. This will be done at the May meeting in order for the Board of Directors to plan their budget for the following year. The budget shall normally be voted on at the June Board of Directors meeting. Budgets may be changed by a majority vote of the Board of Directors.

- H. Total expenditures cannot exceed approved total budgeted amount without the approval of the Board of Directors. No single item expenditure can exceed more than 5% of the budgeted amount for that item. Item is to be defined as those approved by the Arabia Mountain High School Football Booster Club, listed on the itemized request for funds form and submitted to the President of the Athletic Booster Club Board. Unused funds cannot be applied to other items without the approval of the Board of Directors.

- I. An annual audit by one or more non-Board Members shall be required. The treasurer will be required to submit a detailed report at the end of each year. The incoming President and one other officer shall select an auditor or auditors. A formal letter by the auditor or auditors shall be standard procedure expressing the findings and filed in the records of the club.

- J. Any required tax reporting forms shall be filed in a timely manner to the proper reporting authority.

Amended and Approved by Vote at General Body Meeting on 10/27/2016.