

# Constitution and By-Laws of the Stallion Booster Club

## Article I. Organization

### Section 1: Name

This organization shall be known as The South Pointe High School Stallion Booster Club, Inc., herein after referred to as the Stallion Booster Club or Booster Club.

### Section 2: Objectives

The general purposes of this organization shall be as follows:

To provide an active independent organizational structure to promote and support the athletic endeavors of South Pointe High School.

To support the administration and athletic department of South Pointe High School to:

- a. Promote and maintain all athletic programs of the school.
- b. Exhibit athletics in a positive manner to promote school spirit.
- c. Encourage an active involvement in school athletic programs among parents and members of the local school community.

To plan and implement fund raising and financial support programs within district guidelines to promote South Pointe athletics.

This organization will be a support group only and will not participate in any manner with the establishment of athletic policies, nor will this organization in any manner attempt to direct or control any athletic program, or promote the hiring, dismissal, or transfer of any employee of the Rock Hill School District.

This organization shall be a support group comprised of adults with an interest in South Pointe High School athletics and shall not in any method impose itself upon any student or district employee for the implementation of any activity.

## Article II. Membership

### Section 1: Type

Membership to the Stallion Booster Club is open to anyone in the local school community interested in the support and welfare of South Pointe High School's athletic programs, and who has met the dues requirement outlined in these by-laws.

### Section 2: Dues

The annual dues for this organization shall be twenty-five dollars (\$25) for a family membership or included with the purchase of Football season tickets. Dues are to be paid at the first meeting of the school year and are non-refundable. A waiver of membership fees may be granted if the individual provides evidence of a financial hardship and seeks exemption (in writing) of annual membership dues.

### Section 3: Forfeit of Membership

Club membership is for support of athletic programs. No special privileges are entitled as a result of membership. Any member attempting to utilize this organization to interfere with established school policies will have his/her membership revoked immediately.

## Article III. Governing Body

### Section 1: Function and Definition

All business of this organization will be managed by the Executive Board.

### Section2: Number and Qualifications

A member of the Executive Board must also be a member of the organization. The Executive Board will consist of the elected officers of the organization. These offices shall consist of the President, Vice President, Secretary, and Treasurer. The school principal or his/her designee will serve on the board as a non-voting school representative. The past president may act as a non-voting advisor to the board.

### Section3: Election and Term

No employee of the Rock Hill School district will be eligible for Executive Board offices. All candidates for office will be nominated by the Executive Board from the general membership. The term of office will be one school year.

- a. Any Officer(s) may hold office for an unlimited term.
- b. Candidates will be nominated for each office.
- c. Nomination for each office may be made from the floor and only accepted with the consent of the nominee.
- d. Vote will be by secret ballot at the annual membership meeting. A plurality of votes shall elect, and members must be present to cast their ballot.
- e. No more than one family member may hold an office at any one time.
- f. Any vacancy that occurs within an elected office will be filled by appointment of the Executive Board.

### Section 4: Duties of Officers

#### **President**

- a. Shall preside at all meetings.
- b. Shall enforce all laws and policies of the organization.

- c. Shall assign committee responsibilities to board officers.
- d. Shall act as parliamentarian in the absence of the Vice President.
- e. Shall be responsible for the application of annual charter renewal.

### **Vice President**

- a. Shall, in the absence of the President, preside at all meetings and perform the duties of that office.
- b. Shall act as parliamentarian at all meetings in accordance with Robert's Rules of Order.
- c. Shall also perform the duties of the Ways and Means Chairperson.

### **Secretary**

- a. Shall keep the minutes of all meetings.
- b. Shall perform all correspondence required of the organization.
- c. Shall maintain a complete membership listing.
- d. Shall be responsible for the notification of all meetings.

### **Treasurer**

- a. Shall be responsible for all finances of the organization and be bonded to the amount of ten thousand dollars. The cost of bonding is to be paid by the organization if the individual is not already bonded.
- b. Shall deposit all organizational monies in a local bank approved by the Executive Board.
- c. Shall keep a record of all transactions and a description of the purpose for all transactions. Any expenditures in excess of \$1000 shall require two signatures.
- d. Shall give a financial report at each meeting and a written report to the Secretary twice each year.
- e. Shall audit all financial records, along with the incoming president and treasurer, and submit audit to the school principal no later than two months following the end of the fiscal year.

### **Principal**

- a. Shall approve of all fundraising activities and expenditures. The Principal assumes veto rights over all activities.
- b. Shall approve all meetings.
- c. Shall monitor organization activities and be responsible for the guidance of all activities to ensure that each are in accord with policies established by the local school board.

## Article IV. Fundraising and Expenditures

### Section 1: General

The Executive Board will prepare and submit a program for fundraising activities and expenditures to the school principal and local school board for approval.

All approved programs will be presented to the general membership at the beginning of the fiscal year.

A majority of votes by members in attendance will be needed to approve the annual fundraising activities.

Fundraising activities may include, but are not limited to, the following:

- a. Membership dues, athletic program and advertising, concessions, promotional sales, raffles, etc. A list of all fundraising activities will be submitted to the principal for approval by the Superintendent or his designee prior to the first day of August.

Expenditures may include, but are not limited to, the following:

- a. Transportation expenses, medical examinations, awards banquets, athletic equipment, etc.

### Section 2: Gifts and Donations

All monies donated to South Pointe High School by this organization becomes the property of Rock Hill School District #3.

No gifts or donations may be made to any individual.

### Section 3: Annual Expenditures

The organization's objective will be to distribute funds in the fiscal year they are earned. No more than twenty percent of monies earned may be transferred to the next fiscal year. All special requests for large item purchases must be made and approved by the Executive Board before any funds are carried over for this purpose.

Expenditures will be allocated among all sports programs based on recommendations of the school principal and athletic director submitted for approval by the Executive Board.

### Section 4: Fundraising Restrictions

Students or employees of Rock Hill School District #3 may not be utilized in such activities if they conflict with their duties as students and employees. Prior approval from the superintendent or his designee must be received in order to involve students and employees in fundraising activities.

Door to door solicitation will be permitted but will require two members present at all transactions.

## Article V. Meetings

### Section 1: Minimum Requirements

There will be a minimum of two general meetings held each year. One meeting, to be held in April, will be to elect officers to the Executive Board. The

next meeting will be for the presentation and ratification of the annual budget which will be held in September.

The time and place for all meetings must be approved by the school principal.

Special membership meetings may be called by the Executive Board with a majority vote or when requested by not less than ten members of the organization.

The number of members present at any given meeting will constitute a quorum for the transaction of any business items.

Each member is entitled to one vote and all activities, other than the election of officers, shall be authorized by a majority of votes cast.

The Executive Board will meet a minimum of six times per fiscal year.

## Article VI. Sport Representative

### Section 1: General

There will be one sport representative recommended by the head coach of each sport, appointed by the athletic director, and approved by the Executive Board of the Booster Club, for each sports team represented at South Pointe High School.

### Section 2: Duties

The sport representative will be responsible for representing an appointed activity for the purpose of:

- a. Serving as a liaison between the Executive Board and parents with a particular interest in that sport.

- b. Attend board meetings to act as advisors regarding their appointed sport.
- c. Publicly promote athletic activities.
- d. Establish a task force if needed for other activities or committees.

## **Article VII. Committees**

### Section 1: General

The Executive Board, by simple majority, will establish or eliminate committees and appoint chairperson or persons as needed for the operation of all proposed programs. Committee chairs and/or co-chairs may establish sub-committees or task forces needed to achieve their respective objectives.

### Section 2: Standing Committees

#### **Programs, advertising sales and corporate sponsors**

- a. Research and recommend ad sizes and fee schedule
- b. Develop contact list and solicit business for ads and sponsors
- c. Obtain three quotes on producing program

#### **Merchandise and apparel**

- a. Research products, vendors, get quotes
- b. Make recommendations to Executive Board
- c. Maintain inventory
- d. Coordinate sales at school and other events
- e. Turn funds and accounting over to Treasurer

#### **Concessions**

- a. Develop concession stand menu
- b. Arrange purchase stocking and inventory



- c. Coordinate volunteers and schedule workers

### **Communications & Social Media**

- a. Share information on media outlets (social, etc.) regarding events and activities

#### Section 3: Ad Hoc Committees

The Executive Board may establish any temporary committees needed for specific projects. (i.e. – golf tournament, fundraising events, award ceremonies, banquets, etc.)

## **Article VIII. Constitutional Control**

#### Section 1: Executive Board

The Executive Board has the authority to amend the constitution and by-laws by a majority vote of the board.

#### Section 2: General Membership

All proposed amendments to the constitution and by-laws from organization members must be submitted in writing to the President for consideration of the Executive Board.

#### Section 3: Veto Power

The principal of South Pointe High School will have veto power over any modifications to this constitution and by-laws that are viewed as in conflict with any school or district policy.

## Article X. Dissolution

- A. In the event of dissolution, the residual assets of the organization will be turned over to one or more organizations which themselves are exempt as organizations described in sections 501© (3) and 170© (2) of the Internal Revenue Code of 1954 or corresponding sections of any prior or future law or to the Federal, State, or local government for exclusive public purpose.
- B. Notwithstanding any other provisions of these articles, this organization will not carry on any other activities not permitted to be carried on by (a) a corporation exempt from Federal Income Tax under sections 501(d)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law or (b) a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954 or any other corresponding provision of any future Unites States Internal Revenue Law.
- C. This organization is organized exclusively for charitable, religious, educational, and scientific purposes including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501© (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law.



