

# **Belmont Athletics Foundation Bylaws**



**February 1, 2021**

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## **Name**

The name of this organization is the Belmont Athletics Foundation, hereinafter referred to as the Belmont Athletics Foundation or BAF.

## **Mission**

The Belmont Athletics Foundation is a non-profit organization (tax exempt under section 501(c)(3)) to promote and support the athletic teams of Belmont Schools. The Belmont Athletics Foundation functions independent of, but in cooperation with, the administration of Belmont Schools, the athletic director, and the coaches of Belmont Schools. The Belmont Athletics Foundation shall at all times comply with and functions within the rules and regulations of the Mississippi High School Athletic Association and Tishomingo County School District.

## **Purpose and Objectives**

### **Purpose**

The purpose of this organization is to encourage and support athletic activities at the Belmont Schools.

### **Objectives**

- Strive to develop an active and involved membership, concerned with the total athletic program and all its participants, regardless of sex, race, socio-economic status, or chosen sports activity.
- To promote the interest and enthusiasm of the community in all the athletic activities sponsored by Belmont Schools.
- To promote better understanding on the importance of the benefits of student participation in athletics.
- To endeavor to increase the attendance and support of all athletic activities and to encourage the highest standards of sportsmanship.
- To cooperate with the faculty and school authorities in attempting to provide each student participating in the athletic program with quality uniforms, facilities, and equipment.
- To assist financially for the improvement of the school athletic program by assisting in various fundraising activities in support of uniforms, requests from sports teams, and other large funding requests from the Belmont Schools Athletic Department.
- To assist in honoring High School athletic teams and/or individuals.
- To promote any projects or programs developed by the Officers and the membership of this organization, with approval and support of the school authorities when necessary.

### **Beliefs**

As members of the Belmont Athletics Foundation, we believe:

- That sports provide life lessons
- Each sport is equally important to the development of our student athletes
- Students and Parents needs to be part of the athletic programs at Belmont Schools

- The Belmont Athletics Foundation can ease the economic burden to the student athlete's family by providing fundraising activities and financially assisting the athletic programs in fund raising activities
- Athletic Foundation display school pride in all their activities
- Athletic Foundation represent one unified organization for all school sponsored sporting activities.

## **Organization**

### **General**

The Belmont Athletics Foundation include: Officers, Committees, School Liaisons, and Team Liaisons.

### **Officers**

The officers are President, Vice-President, Secretary, Treasure, and Second Treasurer.

### **School Liaisons**

The Coaches and Athletic Director act as liaisons between the Belmont Athletics Foundation and various school organizations to include, but not limited to, facilities, fundraisers, and the Board of Education.

### **Board of Directors/Team Liaisons**

The Board of Directors will be elected at annual meetings and team liaisons will be chosen by the coaching staff of each respective coach. The coaching staff of each sport shall provide a parent or set of parents to represent the respective sport in fundraising efforts and communication to the board of directors.

## **Meetings**

### **General Meetings**

Regular business meetings involving the Officers, Team Liaisons and/or School Liaisons are held on an as needed basis and will be publicized via social media and email.

Regular and special meetings are open to the public.

Reasonable effort shall be made to publicize the date, time, and location of all meetings different than stated above.

### **Special Meetings**

Special meetings may be called by the President on written request of two of the four remaining officers or by written request of the Athletic Director, School Principals or the School Board.

No other business than that specified in the written request shall be considered at this special meeting.

## **Committee Meetings**

Committee meetings may be held as determined by the Committee Chairperson.

## **Order of Business**

Order of Business at all meetings shall be substantially as follows:

1. Call to Order
2. Secretary's Report /Approval of previous month's meeting minutes
3. Treasurer's Report
4. Board of Director's / Team Liaison's Report
5. Athletic Director's Report
6. Fund Raising Requests
7. Projects
8. New Business
9. Adjournment

## **Voting**

All voting activities to approve new uniforms, fundraising requests, projects, or requests for athletic supplies/equipment shall be conducted by the Vice-President, Secretary, Treasurer, and Second Treasurer. The President shall have the final vote in the case of a tie.

## **Quorum**

At general meeting and special meetings, a quorum consists of, at minimum, any combination of three officers.

## **Duties of the Officers**

### **President**

The President's duties are to:

- Preside at all general meetings.
- Be an ex officio member of all committees.
- Provide general supervision, direction, and control of the business of the Belmont Athletics Foundation.
- Coordinate the work of the officers and committees.
- Represent, or appoint a representative for the Belmont Athletics Foundation in meetings and discussions with school officials.
- Pay expenditures approved during general meetings, in the absence of the Treasurer.
- Prepare an agenda for each meeting.

- The President shall have the final vote only in case of a tie.
- Establish at his/her discretion any committee that he/she deems necessary to conduct business for the foundation.
- The President shall have sole authority to sign all contracts on behalf of the foundation.
- The President shall fill by appointment, any vacancies that occur during his/her tenure in office.

### **Vice-President**

The Vice-President's duties are to:

- Perform the duties of the President in his/her absence.
- Assist the President in the performance of his/her duties.
- Coordinate fund-raising activities conducted by the Belmont Athletics Foundation and by individual teams to avoid conflicts.

### **Secretary**

The Secretary's duties are to:

- Keep an accurate record of the proceedings of all meetings of the general
- Prepare and disseminate preliminary copies of meeting minutes to the President, and to other officers, committee chairpersons, and individuals, as appropriate.
- Present the minutes of the previous meeting at the current meeting for approval.
- Act as custodian of records of Foundation activities, including minutes of previous meetings.
- Perform other administrative actions, as assigned by the President.
- Appoint chairperson for Communications and Team Representatives committees.

### **Treasurer**

The Treasurer's duties are to:

- Keep accurate records of all income and expenditures to and from the General Fund and any Special Funds.
- Collect all Warren Athletic Booster income and deposit it in the appropriate accounts.
- Pay all expenditures approved by the general membership.
- Prepare and present a current financial report of the Belmont Athletics Foundation at each regular
- Business meeting of the general membership.
- Prepare an annual financial report after fiscal year end including an itemized list of all income and expenditures for the previous year. This report shall be disseminated to the officers immediately and presented to the general membership at the following September business meeting.
- File forms with organizations of the federal, state, and local governments, as required by law.
- Perform other finance-related actions, as assigned by the President.
- Take the necessary steps to maintain Belmont Athletics Foundation 501 (C)(3) Status.
- Maintain banking relationships and accounts in good status.

## **Second Treasurer**

The Second Treasurer's duties are to:

Assist the Treasurer in the following:

- Keep accurate records of all income and expenditures to and from the General Fund and any Special Funds.
- Collect all Belmont Athletics Foundation income and deposit it in the appropriate accounts.
- Pay all expenditures approved by the general membership.
- Prepare and present a current financial report of the Belmont Athletics Foundation at each regular Business meeting of the general membership.
- Prepare an annual financial report after fiscal year end including an itemized list of all income and expenditures for the previous year. This report shall be disseminated to the officers immediately and presented to the general membership at the following September business meeting.
- File forms with organizations of the federal, state, and local governments, as required by law.
- Perform other finance-related actions, as assigned by the President.
- Take the necessary steps to maintain Belmont Athletics Foundation 501 (C)(3) Status.
- Maintain banking relationships and accounts in good status.

## **Duties of Committees**

### **Nominating**

Prepare a slate of nominees for the following year's officers and present at the April meeting. Ensure each nominee meets the eligibility requirements.

### **Fund Raising**

This committee formulates and proposes major fundraising activities to the Officers, Committee Chairs and School/Team Liaisons for approval.

The committee manages the implementation of approved fundraising activities.

Coordinates and monitors all other fundraising activities

### **Duties of School Liaisons**

The School Liaisons are the Belmont Schools coaches and athletic director. The School Liaisons represent the foundation at various school related meetings (ex. Facilities) and assists the foundation in scheduling major fundraising events.

### **Duties of Team Liaisons**

Team Liaisons act as the communication link between the Belmont Athletics Foundation and the team members, coaches and parents. Specific responsibilities include:

1. Provide chairperson with a monthly report on the team's activities, accomplishments, etc.
2. Present requests for financial support to the athletic boosters for consideration.



3. Distribute information from the athletic boosters to team members, coaches, and parents.
4. Recruit new Athletic Booster Members from the team parents.
5. Recruit volunteers from team parents when needed for a specific activity involving the team.
6. Participate in at least one (1) committee.
7. Keep a record of all activities and information associated with their committee or sport.

This record shall be passed down from year to year.

### **Election of Officers**

#### **Election Meeting**

The election of officers for the following year will take place at the May business meeting.

#### **Term of Office**

Officers will serve a one-year term, starting August 1, and may succeed themselves. No person may hold more than one elected office at the same time.

#### **Removal and Replacement**

The president has the discretion to replace an officer or committee chairperson who has resigned midterm.

#### **Eligibility for Office**

All nominees for President, Vice-President, Secretary, Treasurer, and Second Treasurer shall meet one of the following criteria:

- Approved by a majority of the Athletic Foundation Officers
- Attended at least two (2) meetings in the previous six (6) months, excluding the current meeting

#### **Financial Procedures**

Any program needing financial support must first go through Athletic Director/Team Liaison with request. Once approved, the financial requests must then be brought forth to the foundation. Request will then be voted on by executive committee.

## **Fiscal Year**

The fiscal year of the Belmont Athletics Foundation is from Aug 1 through July 31 of the following calendar year.

## **General Fund**

Donations and other monies collected from general fundraising activities are deposited in the General Account.

Upon request, the Belmont Athletics Foundation may opt to leverage these funds in support of athletic department requests from the Athletic Director. Funding expended from the General Fund is authorized following the procedures detailed in the section titled "Funding Approvals" in this document.

At no time shall funds be allocated for compensating, awarding or rewarding Belmont Athletics Foundation, Athletic Department Staff, Coaches, or volunteers.

## **Special Funds**

Money collected from fund raising activities for a specific project or team is deposited in the general fund and earmarked for that project or sports team. These funds may only be used to support that project or sports team, and for expenses of the Belmont Athletics Foundation directly related to that project or team. Contributions given to the Belmont Athletics Foundation in support of a special project or fundraising activity shall be earmarked for that activity, sport, or project.

## **Funding Approvals**

All allocation requests in excess of \$2,500 from the General Fund must be authorized by a majority vote of the Belmont Athletics Foundation Officers at a regular monthly business meeting provided the request and discussion of such disbursement(s) were held at a prior general or special meeting. Disbursements up to \$2,500 may be authorized by a majority vote of the Belmont Athletics Foundation at any time. Disbursements made by the Belmont Athletics Foundation must be reported at the following business meeting.

All allocation requests from the Special Funds can be spent per coach's approval and does not need board approval.

## **Funding Requests**

All requests for financial assistance will be made at a regularly schedule business meeting. Requests will be made by the head or assistant coach for the sport. The coaches/athletic director shall submit funding requests to the foundation concerning the need, cost, and use of requested items. The Belmont Athletics Foundation will review the request and provide a vote on the request at the next schedule business meeting. If the request is time sensitive, the request can be voted on in the same meeting as the request. The foundation president may appropriate funds up to \$1,000 for special or emergency needs without approval of the club. Expenditures will be accounted for at the next regular business meeting.

## **Dissolution of the Organization**

Upon dissolution of the Belmont Athletics Foundation any money remaining in the General Fund or Special Funds, after resolution of any outstanding debts, will be transferred to the Belmont Schools and may only be used in support of High School Athletics.

## **Non-Profit Status**

The Belmont Athletics Foundation is a non-profit organization as defined by Section 501 (c)(3) of the Internal Revenue Code.

## **Changing the Bylaws**

These bylaws may be amended, repealed and/or replaced with new bylaws by a majority vote of the Belmont Athletics Foundation Officers at any general membership meeting. The amended or new bylaws must be made available for review by all officers at least one month prior to the vote.

## **Restrictions and Limitations**

- The Belmont Athletics Foundation shall not attempt to or dictate change, coerce or interfere with the policies set down by the athletic department, coaches or school administration.
- No part of the activities of the Belmont Athletics Foundation shall be carrying on propaganda, or otherwise attempting to influence legislation, or participating in, or intervening in (including publication or distribution of statements), any political campaign on behalf of any candidate for public office.
- All major activities planned by the Belmont Athletics Foundation shall coordinate with the Athletic Director to not interfere with any athletic program or school event.
- No Belmont Athletics Foundation Officer, Team or, School Liaison shall have the authority to make financial commitments for the Belmont Athletics Foundation unless authorized by the Belmont Athletics Foundation President AND a majority vote of the Belmont Athletics Foundation Officers.
- No Belmont Athletics Foundation Officer or Member of the foundation reserve the right to make any athletics decisions or use financial commitments from the foundation as influential power over a coach, school official, or school decision.