

The Upper Cape Tech Athletic Association

By-Laws



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Article I

The Name

The name of this organization shall be the Upper Cape Tech Athletic Association. Shall be referred to further in this document as **UCTAA**. The organization will be a non-profit, private foundation under the laws of the State of Massachusetts. It will have a 501(c)(3) tax-exempt status from the Internal Revenue Code and is subject to those regulations.

Article II

The Mission Statement

The Mission of **UCTAA** is to bring together parents, students, faculty, alumni, and the community in the common interest of supporting and encouraging participation in interscholastic sports programs at Upper Cape Tech (referred to as **UCT** for the remainder of this document),. This is accomplished in a three phase process: 1st to instill a sense of school pride and school spirit in all of our athletic programs, 2nd to provide financial support to all Upper Cape Tech athletic programs, 3rd to recognize and reward student athletes for participation in our athletic programs. Our Mission is to provide continuous support to ensure that UCT reaches not only competitive success but also the pride and professionalism instilled in UCT'S Students.

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Article III

Revenue Source

The UCTAA primary source of revenue is thru the means of fundraising. These funds are raised by way of scheduled fund raising events, the solicitation of donations from local community sources, concession, spirit shop sales, membership drives and admission to UCT sporting events. All funds received by the UCTAA will be in compliance with Internal Revenue code for 501 c exempt status as well as the tax laws of the state of Massachusetts.

Article IV

Membership

- Membership shall be open to all supporters of UCT athletics.
- Membership shall run for the 12 month period beginning October 1st and ending September 30th of the following year.
- The dues for membership shall be established at \$5.00 per year and collected annually by the Board, and shall cover the period from October 1st until September 30th the following year. Dues cannot be pro-rated for less than a year's membership. All Members dues expire on the 30th day of September.
- Each member in good standing shall be entitled to one vote at all General Membership meetings.
- Any Member not acting within the best interest of UCTAA or UCT as a whole can be removed for cause by a majority vote of the board. No refund on dues will be given.
- Visitors are welcome to all General Membership meetings, but may not exercise the right to vote.

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Article V

Organization/Officers

There shall be a Board of Directors for this organization (referred to as “the Board” for the remainder of this document), all of whom must be members in good standing. The Executive Board shall consist of seven elected officers. These officers shall consist of the following:

- 1) President;
- 2) Vice President;
- 3) Secretary;
- 4) Treasurer;
- 5) Trustee #1;
- 6) Trustee #2;
- 7) Trustee #3;

Description of Board Members duties are listed in appendix A

- Open officer positions will be nominated and elected by the General Membership in the annual October General Meeting. (Only Members in good standing maybe nominated and vote)
- The term of service for the Board will be **two years**. The positions are staggered (as noted) to prevent disruption of operations. Existing Officers may be re-elected. There are no term limits.

President, Treasurer & Trustee #2 will be up for re-election in October 2013, 2015, 2017 Ect.

Vice President, Secretary, Trustee #1, Trustee #3 will be up for re-election in October 2012, 2014, 2016 ... Ect.

- The Board may vote to fill any vacant board spots throughout the year as needed, with a majority vote.

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- The UCT High School Athletic Director, Superintendent and Principle will serve as advisors to the Board.

Article V

Organization/Officers cont.

- Removal of a Board Member: Upon reasonable written notice, any board member may be removed from office for cause by a two thirds or greater majority vote of the Board, subject to approval by a majority of the membership attending its next regularly scheduled meeting.

Article VI:

Meetings

- All general membership meetings shall be open to the public.
- All Board meetings are open to the membership.
- Meeting minutes and treasurer's report shall be available to all members.
- Board meetings will be held on a monthly or bi-monthly basis, as determined by the Board.
- Special meetings of the general membership may be called at the discretion of the Board. At least a five day notice shall be given.
- At least 50% of the Board must be in attendance in order to have a voting quorum.
- Any member can cast a proxy Vote if not able to attend the meeting, but may do so only once in a single year. Proxy Vote is VIA e-mail to the membership Coordinator 24 hours prior to the vote.

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Article VII:

Spending and Accounting Guidelines

- All Funds shall be accounted for at all times.
- A treasury report will be available at every general meeting. A report will also be provided to any general member upon request (with-in a reasonable time frame).
- A report will also be forwarded to the Athletic director, Principle or Superintendent of UCT as requested.
- Treasurer is responsible for annual Tax Predations as well as required documentation. (The hiring of a tax professional is authorized with the approval of the board.)
- All financial documents and receipts will be maintained for a period of 10 years.
- All Funds will be held in a general account established by UCTAA, at a bank of the boards choosing. Any variation must be approved by a majority vote of the board.
- A two person signature will be required on all checks.
 - One signature will be that of the treasurer
 - The second will be a designee approved by Board.
- A receipt and expense request form must be filed with all spending/payments. (Expense Request see appendix B)

Approvals

Purchases between \$0.00 and \$499.99 require two board members approval.

Purchases between \$500.00 and \$999.99 require three board members approval

Purchases greater \$999.99 requires a majority board approval.

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A working Budget will be established for the School Store / Sprit Shop.

Article VIII:

Dissolution of the Organization

In the event that the UCTAA should dissolve, all existing monies, after the payment of all outstanding bills, shall be distributed for one or more exempt purposes with the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

These are the by-laws of the Upper Cape Tech Athletic Association, as put forth herein, were

Ratified and accepted by the Board of Directors on the _____ day of _____, 20____.

President

Secretary

This document is a complete and accurate copy of the By-laws of Upper Cape Tech Athletic Association

President

Secretary

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The Upper Cape Tech Athletic Association does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, or disability.

Appendix A

1. The President shall:

- Be the official representative of the UCTAA;
- preside at all regular, special, and Board meetings;
- be an ex-officio member of all committees;
- appoint special committees; and
- keep members informed of all matters pertaining to the affairs of the club.

2. The Vice President shall:

- Preside over meetings in the absence of the President, and perform all duties as such.
- Serve as the Chairperson of Fundraising and Fund raising committees.

3. The Treasurer shall:

- Be the custodian of all funds of the organization;
- supervise and accurately record all receipts and disbursements of funds;
- Report to the membership on all receipts, disbursements, and financial statements of the organization at each regular meeting;
- be responsible for coordinating preparation of state and federal filing forms;
- be responsible for coordinating all information for tax purposes; and
- assist in the preparation of annual budgets.

4. The Secretary shall:

- Write and keep minutes of all regular, special and Board meetings;
- present and/or make available all such minutes at the regular monthly meetings;
- have full charge of all correspondence of the organization and of filings
Correspondence for future reference;
- keep a roster of all active members; and
- issue notification of all upcoming regular, special, and Board meetings.

5. The Trustees #1 #2 #3 Shall:

- Shall head committees' as direct by president.
- May be asked to perform task needed by vacant board members.
- Shall Help In the gathering of information and membership drives.
- Are awarded a board vote on all matters present to the board.

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UCTAA Deposit / Expense Request

Appendix B

The purpose of this document is to provide financial accountability for all funds. Date: _____

Deposit:

Source of funds: _____

Funds Raised: \$ _____

Expenses: \$ _____ (Please attach all Receipts)

Amount Of Deposit: \$ _____

Request For Funds:

Reason: _____

Circle One

School Store

Fund Raising Event

Team Support

Expenses

Amount Request: _____

Date Needed: _____

Approvals \$0 - \$500 2 board Members / \$500 - \$1000 3 board Members / over \$1000 board majority

Approved By _____ title: _____

Approved By _____ title: _____

Approved By _____ title: _____

Board Vote Pass or Fail _____ to _____

Source: Credit Card or Check or Cash

Please attach all receipts or invoices to this Request form.