

Arlington Christian School Booster Club Bylaws

Article I Name, Purpose and Objectives

Name: The name of the organization shall be Arlington Christian School Booster Club.

Purpose: The purpose of the Arlington Christian School Booster Club ("ACSBC") is to promote and financially support athletics at Arlington Christian School ("ACS") in an atmosphere that is consistent with the educational and Christian philosophy of the school community.

Objectives: The objectives of the ACS Booster Club are as follows:

- a) Develop an organization with an active and involved membership that is concerned with the athletic programs and all of its participants.
- b) Promote school spirit and sportsmanship and encourage attendance at all athletic events.
- c) Encourage and support the academic endeavors of all ACS student athletes.
- d) Provide supplementary financial support for the various athletic activities at ACS.
- e) Aid and support the school administration and staff in organizing and staging special events and projects related to the athletics and sports.
- f) Aid and support the school staff in the areas of sports promotion, publicity, and program development.

Status: Said organization will be an affiliate of Arlington Christian School, organized exclusively for charitable, educational and athletic purposes. Notwithstanding any other provisions of these By-Laws, based on the affiliation with Arlington Christian School, the Booster Club shall carry out activities permitted by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law or by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Internal Revenue Law.

Article II Membership

1. There will be one class of membership in the Booster Club with various levels of sponsorship. The adult members of any household who have paid a membership fee for the current year will constitute a member in good standing.
2. The membership fee, established by the Executive Committee, shall accompany each application for membership and shall become the property of the ACSBC.

3. All members in good standing shall be entitled to vote and participate in ACS Booster Club activities
4. Only students of Booster Club members in good standing are eligible for Athletic Scholarships or various stipends (where available).

Article III Officers

1. All Officers must be members in good standing.
2. After the 2015-2016 inaugural year, voting will take place by the General membership for Elected Officers of the Booster Club which shall consist of a President, a First Vice- President, a Second Vice President, a Recording Secretary and a Treasurer.

Election:

The officers shall be elected by a majority of the voting membership present at the Annual Business Meeting. The voting shall be by ballot with the Nominating Committee counting the votes.

Nominations:

The President, with concurrence of the Executive Committee, shall appoint a Nominating Committee of at least three (3) members at least thirty (30) days before the Annual Business Meeting. The nominating committee shall present a slate of nominees (who have agreed to serve) for positions of officers. Additional candidates may be nominated from the floor at the Annual Business Meeting.

Terms of office:

A term is one fiscal year, August 1st through July 31st. An individual may not serve in the same elective capacity for more than four consecutive terms.

Vacancy:

The President, with the approval of the Executive Committee, shall appoint any officer vacancy, other than the Presidency. A vacancy in the office of the President shall be filled by a majority vote of the Executive Committee at their first meeting after the vacancy occurs.

Article IV Duties of the Officers

President

- a) Preside at all meetings;
- b) Responsible for developing and coordinating all projects and programs undertaken by the Booster Club.
- c) Serve as ex-officio member of all committees;
- d) Serve as primary spokesperson for the Booster Club, except as otherwise specified;
- e) Direct goals and budget performance and keeping the meeting to the items on the agenda.
- f) Fundraising responsibility

First Vice-President - Fundraising:

- a) Shall preside in the absence of the President;
- b) Responsible for raising funds to meet the budget;
- c) Shall coordinate projects for the Athletic Director (if asked) for all sports and projects so designated by the ACSBC.
- d) Shall keep a calendar of all special projects and activities in order to avoid conflicts;
- e) Other duties as assigned by the President

Second Vice-President – Concessions/Spirit Wear

- a) Management of the concession committee for each sport;
- b) Shall advise on the operations, purchase of supplies, and the maintenance of the concession stand equipment;
- c) Keep an inventory of all Spirit Wear items for sale.
- d) Other duties as assigned by the President

Recording Secretary:

- a) Shall keep the minutes of the Booster Club meetings and a current membership roster;
- b) Shall notify members via email of bi-monthly meetings and any changes in meeting dates and/or times;

- c) Other duties as assigned by the President

Treasurer:

- a) Shall maintain a complete set of books of account in accordance with generally accepted accounting principles and practices;
- b) Shall make disbursements from the Booster Club general fund;
- c) Shall pay expenses approved by the Executive Board;
- d) Shall receive and deposit moneys of the Booster Club in the Booster Club's checking account (if any) or the ACS General Fund with an earmark for the Booster Club or Booster Club specific activity.
- e) The Treasurer and President will sign checks on the Booster Club bank account (if any);
- f) Shall report the amount of money available in the general fund and encumbered funds at each bi-monthly General Membership Meeting.

**Article V
Executive Committee**

The Committee shall be responsible to act on behalf of the Club in the management of the business affairs of the organization, except for matters decided by a vote in the General Membership Meetings.

The Executive Committee shall consist of:

- a) President
- b) Vice-President - Fundraising
- c) Vice-President - Concessions
- d) Recording Secretary
- f) Treasurer
- g) Athletic Director

The Executive Committee shall:

- a) Approve the expenditure of all funds up to \$1,000.00. Any expenditure above \$1,000.00 shall be presented to the Executive Board Meeting for approval;
- b) Approve the President's creation and dissolution of all necessary Committees and Chairpersons;
- c) Approve the recommendations of all Committees and shall have ultimate responsibility for the actions of these committees;
- d) Set the time and date of General Membership Meetings and give members timely notification.

- e) Approve goals and financial budgets annually.
- f) If action on behalf of the Club is necessary before it is reasonable to convene the General Membership Meeting, the President shall take such action based on the majority vote of the Executive Committee comprised of the officers and the Athletic Director. A report of the action taken shall be made at the next General Membership Meeting.

Article VI Meetings

Annual Business Meeting: The Annual Business Meeting of the Club shall be held by the 3rd week in August in conjunction with the General Membership Meeting unless otherwise specified by the Executive Committee.

General Membership Meetings: General Membership Meetings shall be held on the 2nd Tuesday of month after the Annual Business Meeting at 6:30 p.m. on a Bi- Monthly basis, unless notified otherwise via email. Meetings shall be open to all members and interested persons.

Voting: All members who have paid a membership fee for the current year may vote, except on matters for which it is appropriate to ensure equal representation for each sport team. In these cases, the Executive Committee will vote.

Quorum: A quorum for the transaction of business at the Annual Business Meeting and at General Membership Meetings shall be ten percent (10%) of the current membership. A quorum for Executive Committee shall be (3) three of its members.

Robert's Rules of Order: Robert's Rules of Order, the latest edition, shall be recognized as the authority governing the meetings of the Booster Club, its Executive Committee and its other Committees as appointed.

Article VII Budget and Finance

All monies received by the Booster Club for any purpose shall be deposited to the credit of the Booster Club in a financial institution or institutions selected by resolution of the Executive Committee or in the General Fund at ACS specifically earmarked or designated for the Booster Club.

Funds raised by and/or allocated to specific sports teams, although deposited in the Booster Club's account or ACS General Fund, shall be separately tracked as "encumbered funds" for each sports team. Expenditures from these encumbered funds do not require Executive Committee approval but may be expended on behalf of these teams at the discretion of the Athletic Director and Booster Club President.

Funds should be turned in to the Treasurer no more than (3) three days after collected and counted and the proper paperwork filled out and signed.

Funds raised by projects that have a specific advertised purpose, shall be deposited (and separately tracked) in the Booster Club's general fund to ensure that it is disbursed for the advertised purpose and to safeguard the integrity of the Booster Club and the School.

At the end of the fiscal year, ten percent (10%) of the Booster Club funds will be specified for the Scholarship Fund and Stipend Fund and placed in a separate account.

The Booster Club accounts are subject to be audited annually by the school.

Article IIX Amendments

Amendments to the By-laws are to be submitted in writing at a regular Executive Committee Meeting prior to the Annual Business Meeting. Notice of the amendments shall be publicized by direct mail or e-mail to the membership at least two weeks prior to the Annual Business Meeting.

Amendments may be adopted at the Annual Business Meeting by a 2/3 majority of those members voting, a quorum being present.

Article IX Dissolution

Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.