

# **Floyd Central Football Booster Club**

## **Constitution and By-Laws**

### **Article I – Name**

Section 1: This organization shall be known as the Floyd Central Football Booster Club, hereinafter referred to as the Booster Club.

### **Article II – Purpose**

Section 1: The purpose of the Club shall be to assist the football teams of Floyd Central High School, Floyds Knobs, Indiana, its coaches and players. The Club will also seek to encourage parents and supporting organizations to promote the ideals of good sportsmanship, honesty, loyalty, and courage as so designed to build the character of the participating players and bring credit to the community.

Section 2: The purpose of these by-laws is to ensure a smooth and proper flow of business at meetings and activities involving the Booster Club.

Section 3: The Booster Club shall be a non-union, non-profit organization. No part of the net earnings shall provide a real or perceived benefit to any individual member.

Section 4: Any funds generated by the Booster Club shall be directed to the advancement of Floyd Central Football and/or to charities of the Booster Club.

Section 5: No substantial part of the activities of the organization shall be directed toward the distribution of propaganda, or otherwise attempting to influence legislation, or participating in or intervening in any political campaign on behalf of any candidate for political office.

### **Article III – Membership & Club Affiliation**

Section 1: No member may use his or her membership to influence or otherwise profit from the team association.

Section 2: Team Officials who are also members may represent the Club only in any activities related to the Club. Any deviation from this standard may be considered to be a conflict of interest.

Section 3: Team Officials who also serve in the membership of the Club may only offer suggestions when in attendance or as guests of this organization.

Section 4: Only officers and committee chairpersons shall make contact with Team Officials regarding Booster Club matters, and then only with the prior approval of the President.

## **Article IV – Membership**

Section 1: Membership in the Booster Club shall be open to adults eighteen (18) years of age and over who are not currently high school students.

Section 2: All active members of the club shall be qualified to vote, serve on committees and hold office.

Section 3: Code of Conduct

- A. All members of the Booster Club shall act in good faith at all events (social and athletic). Any conduct that is violent or abusive in action shall be considered just cause for dismissal from membership in the Booster Club. Such actions should be reported in writing to the Head Football Coach, Athletic Director, and the School Principal stating:
  - a. The nature of the offensive action in detail
  - b. The date of the occurrence
  - c. The report must be signed by the individual reporting incident
  - d. A vote shall be taken at the next regularly scheduled meeting on actions pursuant to the report, warranting a review from the Board
- B. No member of the Booster Club will in any way use his/her position to influence the coaches with regard to the playing time of a son or daughter in a game.

## **Article V – Officers**

Section 1: The Booster Club will be governed by a Board of Directors consisting of two (2) types of officers: appointed and elected. These positions are differentiated primarily by the means of the selection process and secondarily by function:

- A. Appointed Officers shall consist of:
  - a. The Immediate Past President
    - i. The Immediate Past President is appointed by virtue of having served the previous year in the capacity of President.
- B. Elected officers include President, Vice President, Treasurer, and Secretary.
  - a. Elections will take place at the February general meeting.
- C. The Standing Committees shall consist of:
  - a. Advertising
  - b. Special Funds
  - c. Merchandise
  - d. Special events and Meals
- D. If elections are not possible due to lack of participation then the position may be appointed by the President

Section 2: The President shall preside at all meetings of the Booster Club. In the event of the President's absence, the Vice President shall preside. If both are absent, the Treasurer will preside. If all

of the aforementioned officers are absent, the Secretary shall preside. In the event that all major officers are absent, the meeting will be postponed.

Section 3: All officers must be 21 years of age and be an active member of the Booster Club. An active member is one who attends meetings on a Regular Basis and actively participates in various club activities other than parties, throughout the year.\*

\*Regular Basis is defined as attendance in 80% or more, of scheduled meetings.

Section 4: Elections

A. Nominations shall be held at the January general meeting, where any member 21 years of age or older may be nominated for an office and nominations seconded. Each nominee must accept or decline his or her nomination at this time.

Section 5: Removal

- A. In the event an officer is not in attendance for three (3) consecutive meetings, he or she will be automatically removed from office.\*
- B. In the event an officer states publicly that he or she wishes to retire, the three (3) meeting clause is voided and he or she is automatically removed at the next meeting.
- C. In the event an officer expires, he or she shall be replaced at the next meeting.

\*Extenuating circumstances for absence will be reviewed on a case by case basis and will be treated in a fair manner.

Section 6: Officers Roles and Responsibilities

President:

The duties of the President shall be to serve the following functions:

- Serves as the primary Liaison between The Club and Floyd Central's Head Football Coach, the Athletic Director, and Principal
- Establishment and administration of the Booster Club budget with the approval of the Board of Directors
- Presides at all meetings of the Club
- Presides at all meetings for the Club
- Serves as the official representative of the Club
- Primary signer on all contracts and legal documents
- Appoints ad hoc committees
- Calls special meetings
- Oversees the enforcement of the By-Laws of the Club
- Serves as coordinator of attending committees
- Appoints a person(s) to audit the Club's financial monthly and year-end status

- Coordinates use of Booster Club equipment and supplies

Vice President:

The duties of the Vice President shall be to serve the following functions:

- In the absence of the President, the Vice President will assume responsibilities of the President's duties
- In the absence of the Secretary, the Vice President will assume the Secretary's responsibilities

Secretary:

The duties of the Secretary shall be to serve the following functions:

- Assumes responsibility of all correspondence of the Club
- Record and distributes minutes of all proceedings at regular Club meetings
- Submits the minutes of the previous meeting at the opening of a regular meeting of the Club
- Maintains a file of incoming and outgoing correspondence related to the Club

Treasurer:

The duties of the Treasurer shall be to serve the following functions:

- To assume the responsibility of the Secretary in the absence of this officer
- To have custody of the funds and financial records of the Booster Club
- To service the accounts in the name of the club such as:
  - Receipt of funds
  - Disbursement of funds as authorized
  - To keep accurate account of funds and provide a Monthly Financial Report
  - To maintain an itemized statement of funds received and disbursed: identifying specific dates and reasons for expenditures noted in detail

Immediate Past President:

The duties of the Immediate Past President shall be to serve the following functions:

- To serve as advisor and mentor for the current Board of Directors
- To serve as the tie-breaking vote on matters before the Board of Directors which require a simple majority to pass
- To serve as the tie-breaking vote on matters before the general membership which are up for vote at the general meetings that require a simple majority to pass

## **Article VI – Meetings**

Section 1: The Club shall hold regular meetings on the first Monday of each month when possible. Notice of meetings changes to be given to the members not less than three (3) days in advance of such meeting.

Section 2: There must be a quorum of five (5) active members present including the majority of officers of the Club before any business can be carried out at a general meeting.

Section 3: An emergency meeting may be called by the President with the endorsement of a majority of officers.

- Called within ten (10) days
- President must contact all active members of the Club informing them of the meeting and its purpose
- Only the issue pertaining to the emergency meeting will be discussed at the meeting
- If a vote is needed, it will only pertain to the issue of the emergency meeting

Section 4: Standing committees should meet and report to the general membership as necessary.

Section 5: The vote required to pass a motion will be a simple majority of the members present at a meeting.

## **Article VII – Special Events**

Section 1: Each permanent activity and special event of the Booster Club shall be supervised by a Standing Committee appointed by the President with assistance, if required by the Vice President.

Section 2: New activities or special events are to be encouraged. Interest must be shown by a sufficient number of active members to warrant adoption of the proposed activity or event. Activities or events for a given year are normally proposed and approved early in the year. They may be revised at other times as needed with membership approval.

## **Article VIII – Financial Policy and Procedures**

Section 1: The President shall designate the bank or banks in which the operating funds of the Club shall be deposited and determine the manner in which checks, drafts, and other instruments for the payment of funds of the Club shall be executed.

Section 2: Funds will be raised for the Club by the following means:

- Permanent activities
- Special events
- Other fundraising activities

During the course of collections, custody, and disbursement of funds, the Booster Club will strictly adhere to established cash management procedures.

Section 3: The funds raised and any other funds received by the Club shall be administered and controlled by the Booster Club.

Section 4: No part of the net earnings of the Booster Club shall provide a real or perceived benefit to any member, trustee, director, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization). No member, trustee, officer of the organization or any private individual shall be entitled to share in the distribution of any of the assets on dissolution of the organization.

Section 5: The President will submit to the Board of Directors an annual Budget for approval, which will govern all expenditures and will be reviewed as needed.

Section 6: Expenditures

- A. Named expenditures within the approved budget require no additional approval
- B. If an expenditure is required in a General Expense category, the following procedures apply:
  - a. Expenditures of funds of up to \$499.99:
    - The President of the Booster Club may approve expenditures of up to \$499.99 according to the normal Club activities as provided within the established annual budget

**OR**

- Expenditures of up to \$499.99 may be approved by a simple majority vote by the general membership during a general meeting or a special meeting
- b. Expenditures of funds over \$500.00:
  - Expenditures of funds in excess of \$500.00 or more must be approved by the majority vote of the Board of Directors according to the guidelines of Approved Annual Budget and requires approval by general membership. Any single expenditure cannot exceed thirty five (35%) percent of the Club's funds, minus operation expenses.
  - Expenditures of funds above \$500.00 or more not having budgetary approval requires review and approval by Officers and a simple majority of the membership.
  - Voting will be done by the general membership present. A simple majority is needed to either approve or disapprove the purchase.
- C. Any Capital Expenditures
  - a. Definition: "A capital expenditure is defined as any expenditure for tangible goods which cost \$500.00 or more, is tangible goods or property, has a projected useful life of 5 years or more and which is not stylized in nature, i.e., promotional items, logo items, etc."

- Capital Expenditures distributed from a general budgetary item must be reviewed and approved by the Board of Directors
- Capital Expenditures not having budgetary approval require review and approval by Board of Directors and membership by means of a two-thirds majority at a general or special meeting
- Capital Expenditures must be approved by a simple majority vote by the general membership during a general meeting or a special meeting
- All Capital Expenditures must follow the outlined procedures:
  - Requires a minimum of two price quotations from unaffiliated vendors. Three price quotations are preferred and are to be considered the standard requirement.
  - Voting will be done by the general membership. A simple majority is needed to either approve or disapprove the purchase
  - Any single expenditure cannot exceed fifty (50%) percent of the Club's funds, minus operation expenses.

Section 7: Disbursement of Funds of the Booster Club:

- A. All operating expenses will be approved by the President and Treasurer before the Committee person of the activity incurs an expense.
- B. Once approved, the chairperson of the activity will submit all invoices and/or bills to the Club after the activity has ended.
- C. Payment in the form of Booster Club check will be prepared by the Treasurer.
- D. The Treasurer's accounts shall be examined annually by an auditing committee of not less than three members who, satisfied that the Treasurer's annual report is correct, shall sign a statement of the fact at the end of the report. This auditing committee shall be appointed by the Executive Council at least two weeks before the closing of the school year.

Section 8: The fiscal year of the Club shall run from January 1 to December 31 of the same year

Section 9: Each member shall earnestly and in good conscience comply with the rules and regulations of the Club and have the responsibility of participating in the financing. The Association shall not be responsible for any obligations incurred by, subsidized by, or receive financial assistance from the Club.

### **Article IX – Miscellaneous**

Section 1: The by-laws have been read at one (1) regular Booster Club meeting and accepted by a simple majority.

