

Clover High School Athletic Booster Club



Constitution and By-Laws

**Revised and amended
July 13, 2020**

ARTICLE 1 NAME, PURPOSE, AND OBJECTIVES

SECTION 1.01 NAME

The name of this organization shall be the Clover High School Athletic Booster Club Incorporated, of the Clover School District of Clover, South Carolina. Here after referred to as the Booster Club or Club. The Club business address shall be Clover High School Athletic Booster Club Inc., PO Box 915, Clover, S.C. 29170. Alternate address may be the physical address of the Clover High School at 1625 Highway 55 East, Clover, S.C. 29170.

SECTION 1.02 PURPOSE

- (A) The club is a non-profit, charitable volunteer organized exclusively for the charitable, educational, religious, or scientific purposes within the meaning of SECTION 501(c)(3) of the Internal Revenue Code. The club is dedicated to the long-term development of youth athletics and team activities at Clover High School.
- (B) The Organization will help support and seek to encourage coaches, players, parents, teachers, students, administration, and the community to promote the ideals of good sportsmanship, honesty, loyalty, commitment, and courage as so designed to build the character of the participating athletes and bring credit to the school and community.
- (C) The club will help support the financial needs of the Clover High School Athletic programs and teams.
- (D) The club will raise funds to help provide activities and extra necessities for the Clover High School Athletic programs.
- (E) The club's purpose will be achieved through fundraisers approved by the membership.

SECTION 1.03 OBJECTIVES

- (A) Develop an organization with an active and involved membership that is dedicated to the athletic program and all of its participants regardless of sex, race, social, and economic status.
- (B) Encourage and support the academic endeavors of Clover's student athletes. Promote a closer relationship between the parents, students, and staff in an atmosphere of mutual cooperation, support, and respect.
- (C) Provide supplementary financial support for the various athletic activities at Clover High School.
- (D) Aid and support the school administrative team in the area of sports promotion, publicity, and program development.

- (E) The Clover High School Athletic Booster Club is not formed with a view to, of the purpose of pecuniary gain or profit to any of the officers, members, or athletic coaching staff.
- (F) The Clover High School Athletic Booster Club fiscal year will be **June 1 to May 31 (10/9/17)**

ARTICLE 2 METHODS

SECTION 2.01

The Club shall strive to achieve the achieve the objectives of the Club by assisting in logistics and providing support through projects and contributions.

SECTION 2.02

The organization shall be noncommercial, nonsectarian, and nonpartisan.

SECTION 2.03

The organization shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.

SECTION 2.04

No part of the net earnings of the organization shall inure to the benefit of or be distributed to its members, directors, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered.

ARTICLE 3 EXECUTIVE COMMITTEE

SECTION 3.01 OFFICERS

- (A) The Executive Committee for the Clover High School Athletic Booster Club shall consist of the President, Vice President, Secretary, Treasurer, Concessions Chairperson, Membership Chairperson at Large, and the Clover High School Athletic Director.
- (B) Only those individuals who have been a member in good standing for 90 days prior to the nominations may be eligible for nomination. (July 7, 2020)
- ~~B. Only those individuals who have been a member in good standing for 90 days of the Clover HS athletic booster club, the Touchdown club, the Crosse Club, or the Diamond club prior to the nominations may be eligible for nomination. (approved 4/25/20)~~

- C. There shall not be a limit to the number of terms an individual may serve in the same elective capacity or other elected positions.
- D. There will be no more than 3 members nominated per board position. The nominees must agree to nomination of the members.
- E. The term of the officers shall run May 1 through April 30.
- F. The officers of this Club shall be elected by a show of hands and majority vote rules.
- G. Nomination of officers shall take place at the March meeting.
- H. Election of officers shall take place at the April meeting.
- I. Newly elected officers will take their seat after the meeting is called to order in May and given all documentation for their position by prior officer of position.
- J. The President shall appoint any officer vacancy other than presidency. A vacancy in the office of president shall be filled by a majority vote of the membership at the first meeting after a vacancy occurs.
- K. Each officer shall have one vote and proxy at a called meeting may not do such voting.
- L. If an emergency vote is required between designated meetings it may be done by email or phone call of officers by the President. The President is then to let members know the results of the vote and the action taken at the next regularly scheduled meeting.
- M. No officer shall be entitled to receive any salary or compensation (monetary or otherwise) for services performed by her/him as such officer. THIS CANNOT BE AMENDED FOR THE LIFE OF THE CLUB.

SECTION 3.02 DUTIES OF OFFICERS

- (A) The President shall hold the position for one year, preside at all meetings, appoint standing committee chairperson other than those elected, appoint and/or dissolve all other committees as required, serve as the primary spokesperson for the Club, direct goals and budget performance, and oversee major fundraisers.
- (B) The Vice President shall hold the position for one year, perform all the duties of the President in his/her absence, be responsible for the annual review of the By-Laws, recommending revisions as deemed appropriate, be responsible for the fall and winter sports programs starting in May (appoint a committee to assist if needed), perform other duties as delegated by the President.
- (C) The Treasurer shall hold the position for two years, perform duties of President and Vice-President in their absence, maintain a book of account in accordance with generally accepted accounting principles and practices, be responsible for the billing, collection, receipt, dispersal, and recording of contributions and all club funds as directed by the membership and President, make disbursements for club encumbered funds and the general

fund and shall pay expenses approved by membership and shall secure proper vouchers thereof, maintain a permanent and accurate set of records detailing all funds received deposited, and dispersed (these records shall be property of the Club and available to the membership for examination), give detailed and accurate report of all receipts and expenditures at all special or regular Executive Committee meetings and regular club meetings, with help from the board members file all non-profit tax status forms and tax filings forms necessary yearly to maintain federal and state non-profit status, prepare and send monthly reports to the Clover High School Athletic Director and Principal if requested, perform all such other duties as delegated by the President.

- (D) The Secretary shall hold the position for one year, keep a record of all the proceedings of the general membership meetings of the Club, record all minutes of both regular and special board meetings, pass along all minutes to the future officer of position, keep a copy of member's names, addresses, e-mail, and telephone numbers in records yearly given to the Secretary by the Membership chairperson.
- (E) The Concessions chairperson shall hold the position for one year, chair the concessions committee, organize and be in charge of the Clover High School areas operated by the Club, may have a co-chair, oversee all inventory, ordering, pickup, and delivery of all concession items, responsible for set-up and cleanup of concession areas, and perform all such duties as delegated by the President.
- (F) The Membership chairperson shall hold the office for one year, oversee membership and keep a record of members in good standing, maintain a list of member's names, addresses, e-mail, and telephone numbers, pass along all members information from year to year to the future officer of position, provide copy of the annual membership to the Secretary to be kept in the club files at the end of the fiscal year, notify all members and officers of date, time, and location of all meetings and events of the club by email, phone call, mail, or other social media outlets, oversee membership drives and set up a membership committee if needed, perform other such duties as delegated by the President.
- (G) The Member at Large shall hold the office for one year, attends all board and regularly scheduled meetings, support and provide continuity to the President's work by fulfilling the envisioned future, strategic plan, and policies established by the Board, help identify, cultivate, and recruit future club leaders and members, perform all such other duties as delegated by the President.
- (H) The Athletic Director shall be the spokesperson for the school, advise the board on school policies and helps coordinate facility use, gives monthly reports of teams budget to the board and membership during the May meeting each year, approves expenditures requested by the coaching staff not to exceed each team's budgeted amount per year, submits all paperwork

to the President and/or Treasurer of previously mentioned requests for final approval, and actively participates in the Club's Executive Board to protect the interests of the Clover High School Athletic Department, coaches, and athletes.

- (I) The Ex-Office President will attend all Board and General Membership meetings, will mentor and provide advice to elected and appointed volunteers, does not have voting rights as a Board member.

SECTION 3.03 CONFLICT OF INTEREST

Any member of the Executive Committee who has a financial, personal, official interest in, or conflict (or appearance of conflict) with any matter pending before the Committee, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the committee to voluntarily excuse him/herself and will vacate his seat and refrain from discussion and voting on said item.

SECTION 3.04 DUTIES OF SUB-COMMITTEE CHAIRPERSON

The chairperson of any sport-specific sub-committee should make plans to attend all general membership meetings to serve as the representative for that sub-committee. In the event the chairperson cannot attend a regularly scheduled meeting, he/she should assign a designee to attend and represent the sub-committee. *added July 2020*

ARTICLE 4 MEMBERSHIP AND MEMBERSHIP FEES

SECTION 4.01

Membership in the Club shall be open to all individuals, over the age ~~21~~ 18 (*changed July 2020*) who support the Clover High School Athletic programs and agree to abide by the bylaws. There is no membership selection process. The voting rights, privileges, and property of members shall be stated in these bylaws.

Individual and CSD employee memberships receive 1 vote and Family memberships receive 2 votes at meetings. *Added July 2020*

SECTION 4.02

The family membership is \$75.00, an individual membership is \$50.00, and a CSD employee membership is \$25.00. The term of said membership is August 1 to July 31 of each year. An application must be filled out each year to keep member contact information records updated with the Club. The membership may change the price of fees at the end of the fiscal year to reflect the next year's membership dues by a 1/3 majority vote of those present. *changed July 2020*

SECTION 4.03

The membership fee may be changed by a 2/3 majority vote of the membership at the July meeting. The purpose of the vote can be to raise or lower membership fees.

SECTION 4.04

The club secretary by means of email, telephone, text messages, social media posting, or US Mail will notify all officers and members of meeting date, time, and location.

SECTION 4.05

Each member, including officers, shall have one vote and proxy may not unless a 1/3 or 2/3 majority vote is required by the bylaws.

SECTION 4.06

All personal information gathered or requested by the Club is for the sole use of the Club and will not be made available to any other organizations.

SECTION 4.07

Violation of By-laws

- (A) Written letter to be received by the President no less than 10 days prior to a regularly scheduled meeting initiated expulsion. The expulsion must be confirmed by 2/3 of the voting board. All dues paid by said member will be forfeited at the time of expulsion.
- (B) Violation of any provision of these bylaws made in pursuance thereof shall subject such member to be expelled from the Club.
- (C) All officers and members shall conduct themselves in the same manner as school elected officials, teachers, and employees. A violation of conduct shall be revised and action taken.

ARTICLE 5 MEETINGS

SECTION 5.01

There shall be regular monthly meetings of the executive board on the 2nd Monday of each month unless notified of a different time and date of the meeting.

Section 5.01 (a)

The club's general membership meetings will be held 4 times per school year on the second Monday of September, November, February, and May. All meetings of the general membership will follow the order outlined in Section 5.06.

SECTION 5.02

Any emergency meetings of officers or members that may need to be called will be made public by means outlined in Article 4 Section 4 at least 3 hours prior to the meeting time.

SECTION 5.03

Special meetings of the organization may be called 5 days before appointed time of the meeting and members will be notified by means outlined in Article 4 Section 4.

SECTION 5.04

The President with a 2-hour notice to address an issue that needs an urgent vote or decision by the board or the membership can call emergency meeting. This may also be done by phone or email.

SECTION 5.05

All meeting shall be run under Robert's Rules of Order, the latest edition. Members present at any meeting called or scheduled will be considered a quorum.

SECTION 5.06

All regular meetings of the organization will use the following order of business:

1. Call to order
2. Reading of the minutes
3. Financial report
4. Officers reports
5. Committee reports
6. Old business
7. New business
8. Athletic Director report
9. Floor
10. Adjournment

SECTION 5.07

Only paid members in good standing are allowed to vote. All other quests, school officials, etc. may participate in the meetings by asking questions, giving

advice, or participating in discussion but do not have the right to vote unless membership has been established at least 10 days prior to the meeting.

SECTION 5.08

All conflicts and differences will be openly discussed among all Executive Committee members and members with the intent to inform, and avoid the need for a formal vote by the Executive Committee. In the unusual situation where a majority cannot be reached, a vote shall be taken among the Executive Committee members and a majority vote shall be used as the basis for the decision.

SECTION 5.09

Each sport must have a representative present at all regularly scheduled general membership meetings. (quarterly) *added July 2020*

ARTICLE 6 FINANCES

SECTION 6.01

The Treasurer and President of the Club must approve any purchases resulting in the disbursement of any funds from Club checking or savings. Committee and Chairperson of said committee, which shall then give order to be approved by him/her and Treasurer, must approve any item purchased or ordered on behalf of the club. All other finances shall be disbursed as needed by Treasurer and President of the club in accordance to business and fundraising activities of the club and approval of membership.

SECTION 6.02

The Clover High School Athletic Director will develop a budget to include booster club allotments for each sport. This budget will be created based on the available funds in booster accounts and projected fundraising expectations throughout the school year.

SECTION 6.03

All budgets must be approved for content by the Executive Board prior to submittal to the Membership for final voting approval. In the event total expenses must exceed the approved budget it must be revised to obtain additional funds by both the Executive Board and the Membership.

SECTION 6.04

The budget for the coming year shall be proposed after the Executive Board approval during the May meeting each year.

- (A) The Athletic Director shall present a proposed budget, based on Clover High School Athletic Booster Club funds, to the membership during the May meeting.
- (B) All requests for funds from the Clover High School coaching staff must be in writing using the approved Clover High School Athletic Booster Club form and submitted to the Athletic Director. The request, if approved by the Athletic Director, will then be submitted to the Executive Board for approval.
- (C) Requests should not exceed the total budgeted amount per sport.
- (D) Any requests exceeding the total budgeted amount per sport must be submitted to the Athletic Director, who will then submit the request to the Executive Board and membership at the next scheduled meeting.
- (E) The proposed budget will be voted on by the membership in the June meeting each year.

ARTICLE 7 EXPENSES

SECTION 7.01

All individual expenses on behalf of the Clover High School Athletic Booster Club must be approved prior by an Executive Board member for an amount of two hundred dollars (\$200) or less. Expenses of the manner list previously exceeding two hundred dollars (\$200) must have approval of the Board or the membership.

SECTION 7.02

Reimbursement for costs to member will be made within a maximum of 30 days after the submission of a receipt of purchase to the Treasurer.

SECTION 7.03

Any expenses not pre-approved or receipts submitted for reimbursement over 60 days from the date of receipt will not be reimbursed unless approved by the President and the Treasurer and by reasons of extenuating circumstances.

SECTION 7.04

President and Treasurer must approve all purchases prior to ordering any merchandise.

SECTION 7.05

Coaches with a funds request will submit a Booster Club Purchase Order to the Athletic Director. The Athletic Director will submit the purchase order to the treasurer for payment. All fund requests that fall within the budgeted amount per team will not be brought before the membership for a vote.

SECTION 7.06

The Booster Club will not approve or fund any items to be given away by a team as incentives or awareness.

SECTION 7.07

The Booster Club will not fund any items for personal use by athletes or coaches.

ARTICLE 8 COMMITTEES

SECTION 8.01

Standing committees are those required to function throughout the year. The membership shall elect the Chairpersons for each standing committee. The standing committees and their functions will be set forth by the President, the Chairperson, and the Clover High School Athletic Booster Club Constitution and Bylaws. The Chairperson is responsible for recruiting members to his/her committee.

SECTION 8.02

Sub-Committees are those committees created by parent support groups in each sport. Sub-committees will operate as a function of the CHS Athletic Booster Club and will report plans and activities to Executive Board. Sub-committees are eligible to fundraise for a specific sport. All fundraisers must be approved by the Executive Board and all funds received will be deposited in the general fund then routed to the appropriate individual team account. Sub-committees should follow all booster club policies and procedures. *added July 2020*

ARTICLE 9 CONSTITUTION & BY-LAWS AMENDMENTS AND ADDITIONS

SECTION 9.01

The Constitution and By-Laws shall be adopted for the government of the Clover High School Athletic Booster Club by a 2/3 majority vote of the members present at meeting.

SECTION 9.02

- (A) Amendments to Constitution can be submitted in writing at any regular meeting for membership to read over and a 2/3 majority vote of members present to approve.
- (B) Amendments to By-laws can be submitted in writing at any regular meeting for membership to read over and a 1/3 majority vote of members present to approve.
- (C) Notice of the amendments shall be publicized and given to members present at meeting and all members not present should receive a copy by mail or email. Members may also request an updated copy from the secretary at any time.
- (D) Amendments may be adopted during meetings by majority of Club members present forming a quorum as stated in Article 5 Section 5.05 unless a 1/3 or 2/3 majority vote is required by by-laws.
- (E) All amendments shall state ARTICLE< SECTION, PARAGRAPH, current reading and purposed amendment date, time, and location that it shall be amended.
- (F) All new ARTICLE AND SECTION that is added due to the growth of the club shall state and be numbered as stated and date, time, and location of addition by acting President and Secretary's name date of changes and signatures.
- (G) All new or amended ARTICLES and SECTIONS that are added or changed shall be added at the bottom of document with date, time, location, and acting President and Secretary's name, date of changes, and signatures.

ARTICLE 10 LIMITATION OF LIABILITY AND INDEMNITY

SECTION 10.01 Liability

No person shall be liable to the Corporation for any loss or damage suffered by it on account for any action taken or omitted to be taken by him as an officer, or employee of the corporation is such person (a) exercised and used the same degree of care and skill as a prudent person would have exercised and used under circumstances and in the conduct of his own affairs, or (b) took or omitted to take such action in reliance upon advice of counsel for the Corporation or upon statements made or confirmation furnished by officers or employees of the Corporation which he had reasonable grounds to believe. The foregoing shall not be exclusive of other rights and defenses to which he may entitled as a matter of law.

SECTION 10.02 Indemnity

Each officer, whether or not in office, shall be held harmless and indemnified by the Corporation against all claims and liabilities and all expenses reasonably incurred or imposed upon him in connection with or resulting from any action, suit, or proceeding, civil or criminal, or the settlement or compromise thereof, to which he may be made party.

Executive Committee and Members

Revise and adopt this Constitution and By-Laws as the governance of the Clover High School Athletic Booster Club Inc. on July 13, 2020 at the Clover High School Media Center at 6:00pm was approved by unanimous vote and are effective immediately.

- President, Jody Nichols** _____
- Vice-president, Lindsay Smith** _____
- Secretary, Kim McMullen** _____
- Treasurer, Keith Glenn** _____
- Concessions Chair, Sonya Beard** _____
- Membership Chair, Bridget Mackey** _____
- At-large member, Deanne Kelly** _____

- Clover HS AD, Bailey Jackson,** _____

