

By-Laws
Of
Science Hill High School XC Boosters

Adopted/Amended on [May 5th, 2014](#) by a Vote of the General Membership

ARTICLE I: TITLE AND FISCAL YEAR

Section 1. The name of this organization is the Science Hill XC Booster Organization.

Section 2. The fiscal year shall begin at 12:01 a.m. on the first day of January and end at 12:00 midnight on the last day of December.

ARTICLE II: OBJECT AND PURPOSE

Section 1. The object and purpose of this organization shall be:

- (a) To provide for the needs of the Science Hill Cross Country Program not already provided by the Johnson City School System. The organization shall seek neither to direct the administrative activities of the team, nor control its policies.
- (b) To foster, conduct, and coordinate the activities of the Science Hill Cross Country Program, and cooperate with the Head Coach, as well as other school administration and authorities involved in matters of education, recreation, and the support of the needs and activities regarding the Science Hill Cross Country Program.
- (c) This Booster Organization shall not contemplate pecuniary gain or profit for the distribution of profits or dividends to the members thereof.
- (d) No member of the Organization shall be liable for any of the debts of the Booster Organization, except as such member(s) may personally endorse or guarantee such debt of the Booster Organization.
- (e) This organization is not a 501(c)(3) entity and all donations made are not tax deductible.

ARTICLE III: MEMBERSHIP

Section 1. All parents or guardians of current Science Hill Cross Country student/athletes will be an active member of the Booster Organization.

Section 2. The Booster Organization may from time to time grant non-voting Membership to interested persons who are not parents or guardians of Science Hill Cross Country student/athletes, as well as to Alumni or Corporations. However, these members will not have voting or Board privileges.

Section 3. All active members shall be responsible for all agreed upon and coordinated, and will be expected to assist in carrying out the work of the Organization in a satisfactory and timely manner.

ARTICLE IV: BOARD OF OFFICERS

Section 1. The Board of voted Officers, with the exception of the Head Coach, shall be elected by a majority of the members of the Organization present at the election meeting.

Section 2. Members of the Board shall be the Officers of the SHHS XC Boosters Organization as described in Article V of this document. The Head Coach shall be an ex-officio member with full privileges of the floor. These positions are held on a voluntary basis and no board member will be compensated monetarily for any services provided.

Section 3. Each member of the board shall have one (1) vote.

Section 4. The Board shall have the power and duty to recommend to the membership at a general meeting, the establishment of policy and control of the operation of the Organization through the President and other Board members.

Section 5. In the event an officer's student/athlete withdraws from the SH Cross Country Program, the Board member may continue their position with Board approval or may resign if they so choose.

Section 6. Vacancies in office during the year may be filled by the Board. An office may be declared vacant by the Board following repeated absences of the office holder. Three (3) absences from Board/membership meeting are considered adequate grounds for replacement.

ARTICLE V: OFFICERS

Section 1. The elected officers of the SHHS XC Boosters Organization shall be President, Vice-President, Secretary, and Treasurer. For the Purposes of this Booster Organization to be best served there will also be a Membership/Volunteer Coordinator

position that will have all privileges of the Board as well as a vote. No two (2) such offices shall be held by the same person concurrently.

Section 2. The President should have served on the Board for at least one (1) year with the exception of the inaugural Board. The President shall oversee the operation of each elected office, and the committees, chair the meetings of the Board and membership, and serve as an ex-officio member of all committees. The Vice- President should be involved in team activities and shall serve as President-Elect and assume the duties of the President after a year of apprenticeship under the President. If the President is not available for meeting or voting purposes, at this time shall the Vice-President serve as the role of President. The Secretary should have the capability of recording and maintaining accurate records of all Board meetings and the results of any membership votes. The Treasurer should have a working knowledge of basic bookkeeping and accounting. The Membership/Volunteer Coordinator will be responsible for organizing all committees as well as serving as a communication liaison between committees and the Board.

Section 3. In the event the President fails to complete his or her term of office, the Vice-President/ President Elect shall fill the remainder of said term. In the event any other elected officer should fail to complete his or her term of office, the vacancy shall be filled by a special election, upon a vote of the membership.

ARTICLE VI: AD HOC COMMITTEES

Section 1. Committees may be established by the President as necessary to conduct the affairs of this Boosters Organization.

Section 2. The Membership/Volunteer Coordinator will oversee all committees and will in turn serve as the liaison between committees and the Board. The Coordinator will report to the Board with all activities, including any that may deem necessary for Board approval.

Section 3. Each committee shall have at least one (1) board member to serve as ex-officio member of each committee.

ARTICLE VII: SELECTION COMMITTEE

Section 1. The Selection Committee shall be formed for the purpose of nominating a new slate of officers. The committee shall be formed and convened in October and elect the new slate of officers in November at the general membership meeting.

Section 2. The Vice-President of the Boosters organization shall serve as the committee chairperson and appoint the committee.

ARTICLE VIII: MEETINGS

Section 1. Membership meetings shall typically be held monthly during the fall running consecutive with the Science High Cross Country season, beginning in August and continuing through November. The Board may choose to deviate from this schedule as deemed appropriate. A temporary change of the customary meeting, time, and/or place shall be set by the President. A meeting of the Board may be set in January, May, and July as to conduct Board activities.

Section 2. Special meeting of the membership may be called at anytime by the President. Notice of the meeting shall be given to the membership not less than two (2) days prior to the meeting stating the time, purpose, and place of the special meeting.

Section 3. At least Fifty One per cent (51%) of the general members shall be necessary to constitute a quorum for the transaction of business at general membership meetings.

Section 4. **Roberts Rules of Order** should be used to conduct discussions and votes of the Booster Organization business at general membership meetings.

Section 5. A majority of the Board shall be necessary to constitute a quorum for the transaction of business at meetings of the Board. Where no quorum is present any action which might be properly taken at a meeting may be taken and shall be valid if approved by the majority of the members of Board within five (5) days after the date of such meeting or motion.

Section 6. Meetings of all committees shall be held as necessary for performance of the duties of each committee. See also: Article VI.

ARTICLE IX: RECALL

Section 1. In the event a petition asking for a recall of any officer and signed by at least one-third (1/3) of the individuals of the membership of the Boosters Organization is delivered to any member of the Board, the membership shall be notified of the recall petition prior to the next regular meeting, at which time a secret ballot vote shall be held. If the vote is affirmative by two-thirds (2/3) of the members present and voting, the officer shall be immediately recalled.

Section 2. In the event of a recall of the entire slate of officers, the Head Coach as an ex-officio member of the Board shall preside over the election of a new slate of officers at the same meeting.

ARTICLE X. MISCELLANEOUS

Section 1. All books, minutes, and records of the Science Hill XC Boosters Organization shall be open to inspection at any reasonable time by any member.

Section 2. Any expenditure over \$500 for non-budgeted items must be approved by the Board with a subsequent report to the general membership.

Section 3. This Boosters organization will not be held by corporation standards therefore, no annual audit is required. A financial report will be provided by the treasurer and available at each Board meeting for membership viewing. Thus meaning, no 501c3 status is required, however we cannot provide information for taxing purposes, and donating benefactors must be notified of this.

ARTICLE X1: AMMENDMENTS

The By-Laws of the Science Hill XC Boosters Organization may be amended or appealed or new By-Laws adopted only at a general meeting of the membership by the affirmative vote of two-thirds (2/3) of the members present and voting, and only after notice of proposed action shall have been given at a previous general meeting.

ARTICLE X11: FINANCIAL

Section 1. At the initial August general membership meeting the treasurer or designee shall present a year-end annual report from the previous year and an annual budget that shall be voted upon and approved for the season by the general membership.

Section 2. Following the initial August general membership meeting the treasurer or designee shall send a monthly Profit and Loss statement, check detail report, deposit detail report and an Actual to Budget Report to the general membership. These reports shall be distributed to the membership no later than the 15th day of the month beginning in September and ending in December.

Section 3. During any fundraiser that involves the collection of cash, a report shall be submitted to the treasurer of the total collections for that day. Two adult individuals should count the collections and prepare a count sheet, signed by both counters and the treasurer (or the treasurer's designated executive board member). All monies should be in a sealed envelope addressed to SHHS XC Boosters. Sealed envelopes can only be accepted by the Treasurer, Designated Executive Board member, or the Head Coach. At no time will money be collected by athletes.

Section 4. All checks signage will be completed with dual signatures of two (2) executive board members with three (3) Executive board members being listed as Authorized Signors.

Section 5. The President shall be responsible for maintaining a post office box and shall receive and review all bank statements prior to distribution to the treasurer or bookkeeper.

END OF BY-LAWS