

*Middletown Christian
Schools*

EAGLES
NEST
ATHLETIC
BOOSTER
CLUB

2005-2006

Eagles Nest Athletic Booster Club Constitution and Bylaws

Article I - Name

The name of this organization shall be the Eagles Nest Athletic Booster Club (herein known as the Club). This organization is both non-profit and charitable and adheres to all rules and regulations as prescribed by state and federal regulations.

Article II - Membership

Section 1. Who may join.

Any interested parent, alumnus, faculty member or friend of Middletown Christian Schools shall be eligible to join.

Section 2. Dues

The dues shall vary according to type of membership desired. Dues and levels of membership shall be listed on membership form.

Section 3. Role of team captains

The Captain(s) of all varsity teams shall be honorary, non-voting members of the Club during the school year of their captaincy. These students will not be required to pay dues.

Section 4. Membership year

The General Membership year shall run from August 1 through July 31 of the following year.

Article III - Restrictions

Section 1. Interference in school athletic system

Membership in the Club shall not entitle any member to interfere in any way with the planning, policy, participation or coaching of any organized athletic activity within the school's athletic system.

Section 2. Coordination with Athletic Director

All major activities planned by the Club shall be coordinated with the Athletic Director so as not to interfere with any athletic program or planned school event.

Section 3. Representation of the Club

Only the president or a duly appointed representative shall have the authority to speak or act for the Club on official matters.

Section 4. School Board Jurisdiction

This organization is created under the authority of the Middletown Christian School Board and the Athletic Department. All Fundraising activities and all major policy changes must be approved by the MCS School Board prior to implementation. The financial status of the club shall be presented to the School Board during their May meeting by the Secretary or Treasurer.

Article IV - Organization

Section 1. General

There shall be a Board of Directors, Club Officers, Committees and General Membership.

Section 2. Officers

There shall be five (5) offices of the Club: President, Vice-President, Treasurer and Secretary, and Corresponding Secretary

Section 3. Board of Directors

A. The Board of Directors shall consist of the Club officers plus the appropriate chairpersons of standing committees (i.e., committees that conduct the on-going business of the club). These committees include, but are not limited to: Programs, Team Representatives, Concessions, General Fund Raising, Expenditures and Scholarships.
B. The Superintendent, the Athletic Director (or their representatives), and the immediate Past President shall act as advisors to the Board for the membership year.

Article V - Meetings

Section 1. General Meetings

A meeting for the General Membership of the Club shall be held on the second Thursday of every month from August through June.

Section 2. Board Meetings

The Board of Directors shall meet a minimum of five (5) times per year: August, September, December, March and June. Additional board meetings may be called by the President or by a majority vote of the Board of Directors.

Section 3. Committee meetings

Committee meetings may be called as necessary by the Committee Chairperson.

Article VI - Club Year and Election of Officers

Section 1. Club Year

The Club Year shall be from August 1 through June 1

Section 2. Election of Officers

A. Nominations for the position of an office shall take place in the March general meeting. Election for officers of the Club shall be conducted at the April General Meeting and shall be by majority vote of the members present.

B. In the event of a vacancy, the office shall be filled by a special election at the next General Meeting. The President shall appoint a member to serve in the interim until the nominating committee formally submits a candidate(s) to the membership and the members vote and elect a candidate to fill the vacancy.

C. Each officer shall be elected for a two (2) year term and shall take office at the May General Meeting. The terms of the Officers shall be staggered to provide overlap of at least two (2) officers for the purpose of continuity.

Section 3. Nominations

The Chairman of the Nominating Committee shall present a slate of candidates at the February General Meeting. The Nominating Committee shall be appointed in November. Any member of the Club, whose name is on the active roster, shall have the privilege of making nominations or running for any elective position in the Club. Nominations will not be accepted from the floor prior to voting at the April General Meeting.

Section 4 Voting

Officers and Board of Directors shall vote on financial matters pertaining to the club and its expenditures. The general membership will have voting privileges concerning bylaws and other (non financial) obligations of the club.

Section 5. Quorum

A. At any Board Meeting, there must be two-thirds of the members present to constitute a quorum for the transaction of business.

B. At the General Meeting, a minimum of five (5) voting members and two (2) Officers shall be present to constitute a quorum for the transaction of business.

C. At all of the above meetings, a majority vote shall prevail.

Article VII - Duties of the Officers and Board of Directors

Section 1. Duties of the President

The duties of the President shall consist of, but are not limited to: presiding at all meetings established in the bylaws; have general supervision, direction and control of the business and affairs of the Club; represent or appoint a representative to speak for the Club at meetings with the Athletic Director, other school or city officials, clubs or committees; assist and advise other board members and committees as necessary; enforce the rules of the Club; and have other duties and powers usually vested with the office of President.

Section 2. Duties of the Vice-President

The duties of the Vice-President shall consist of, but are not limited to: assistant to the President, and in the event the President is unavailable or unable to preside, to assume the powers and responsibilities of the President. The Vice-President shall have other duties as may be prescribed by the Officers and/or the Board of Directors.

Section 3. Duties of the Treasurer

The duties of the Treasurer consist of, but are not limited to:

A. Collect all receipts and make deposits into the Club account; pay all expenditures by check in accordance with the limitations set forth in Article XII - Financial Procedures; keep and maintain accurate and complete accounts of all income and expenditures.

B. The Treasurer or the President of the Club shall have the authority to sign and endorse all checks.

C. Any financial records of the Club shall be made available to any Club member for inspection within five (5) days of such a demand.

D. The Treasurer shall prepare and make available a written Financial Report at the end of each month and present a financial status report to the MCS School Board during their May meeting.

Section 4. Duties of the Secretary

The duties of the Secretary consist of, but are not limited to:

A. Record, maintain and furnish to the Officers the minutes of all meetings of the Officers, Board of Directors and General Meetings; to give members notice of these meetings; carry on the Club correspondence; maintain Club records; have the Club bylaws available at all meetings where Club business is being transacted; and perform any other administrative duties as assigned by the President or the Board of Directors.

B. Maintain and keep current the BOOSTER SECTION of the Athletic Department Web-site.

- C. Any records of the Club shall be made available to any member for inspection upon request for same.
- D. Maintain a current roster of active members.
- E. Report to the MCS School Board the financial status of the Club during their May meeting if the Treasurer is unable to make the meeting.

Section 5. Duties of the Board of Directors

- A. The Board of Directors shall manage the affairs of the Club; determine its policies; consider and act upon the grievances of any member or group of members pertaining to the Club activities; and suspend any member or members for infraction of the bylaws.
- B. The Board of Directors may remove from office any Officer or Board Member that it judges is not performing the duties of the office as provided for in the bylaws, or whose conduct is detrimental to the welfare of the Club. Such removal shall require two-thirds vote of the Board, meeting in Executive Session.

Article VIII - Changing the Bylaws

Section 1. Method for changing the Bylaws

Suspension, alterations and amendments to these bylaws shall be voted on only at a General Meeting announced at least one week in advance of the date of the meeting.

Section 2. Required vote

A two-thirds vote of the members present shall be necessary to suspend, alter or amend any provision of the bylaws of this Club.

Article IX - Order of Business

The Order of Business of Club meets shall be as follows:

- A. Call to Order
- B. Reading of the minutes of the last regular meeting and of any interim meetings, and action taken thereon.
- C. Report of the Treasurer
- D. Report of the Committees
- E. Reading of bills, notices and communications
- F. Unfinished Business
- G. New Business
- H. Adjournment

Article X - Rules of Order

The rules contained in Roberts Rules of Order shall govern in all cases to which they are applicable.

Article XI - Financial Procedures

Section 1. Fiscal Year

The fiscal year of the Club shall be from July 1 to June 30.

Section 2. Requisitions

Requisitions to the club shall be turned in no later than one week prior to a general meeting. Once approved, the person or group responsible for submitting the requisition shall have 60 days to make the approved purchase. After 60 days the approved request shall become void. All requisitions shall be presented to the general membership for discussion before a vote by the officers and board of directors takes place.

Section 3. Limitations

A. No officer or board member shall have the authority to make financial commitments for the Club unless authorized by a majority vote of the Officers and Boards of Directors present at a regularly scheduled meeting. (See Amendment I).

B. The Board of Directors shall not authorize the expenditure of funds above and beyond the anticipated yearly receipts.

C. Unless otherwise provided for, no Board or committee member may commit any funds of the Club without approval of the majority of the Board of Directors.

D. All requests for funds must be submitted to the Expenditures Committee. All requests will be presented to the General Membership with the recommendation to approve or deny. (See Amendment III).

E. The Club is liable only to the level of funding authorized by the Board.

Section 3. Audits

A. The financial records of the Club shall be audited at the end of each fiscal year by two (2) persons selected by the Board of Directors.

B. Additional audits may be requested by the Board whenever the Treasurer is replaced, or at any other time the Board deems it advisable.

Section 4. Discontinuation of the Club

It is the intent of these bylaws that, in the unlikely event the Club should be dissolved, the balance of the funds shall be transferred to the benefit of the M.C.S. athletic programs under the discretion of the Athletic Director specifically for that purpose, with the approval of the MCS School Board.

Article XII - Bonds

The Board of Directors may require that any Office of the Club be bonded to guarantee the faithful and honest performance of his or her duties. The President and Treasurer shall be bonded in an amount acceptable to the Board of Directors. These bonds shall be paid from the Club Treasury.

Article XIII - Special Funds

Gifts or Donations to the booster club shall be considered special funds.

Funds raised under this special circumstance will be turned over to the Treasurer of the Club and will be accounted for under a separate account for the benefit of the team/club that the gift or donation was given for. These funds shall be monitored by the cognizant team/club coach and the Club's Treasurer; its status will become part of the Treasurer's Report. These funds will be held in escrow until requested and may be utilized only by the team/club to which they apply. Disbursement of these funds does not require approval by the Board of Directors or General Membership. In the event that a team/club should dissolve, any funds remaining in their special account will revert to the Club.

Accountability of these accounts is the responsibility of the coach or activities director and the Club's Treasurer. The Club's Treasurer shall keep an account of all expenditures to ensure that funds from the Club's General Treasury will not be allocated to any team/club until all monies from their individual team/club account have been utilized.

Interest accumulated by these special accounts will be assumed by the Club, as consideration of administrative expenses and utilization of the Club's non-profit corporate status.

N/B. - The spirit and purpose of Article XIV is to eliminate the fragmentation and dilution of funds from within the surrounding communities and independent donors. Our perception to the community should be one of unity with the purpose of promoting Middletown Christian athletic programs.

Amendment I

Article XI

Section 2 - Limitations

A. Item 1. In an emergency, the President shall have the authority to allocate up to \$500 of the Club's funds without prior approval of the Board of Directors. An emergency is defined as a request for funds upon which, due to the nature of the request, action cannot be deferred until the next regularly scheduled board/general meeting, or no board/general meeting is scheduled prior to the time such funds are needed. The President is required to report any such allocations to the Board at the next regularly scheduled board/general meeting and provide appropriate backup documentation, i.e., an after-the-fact formal request form with receipts/invoices, to the treasurer for audit purposes. If the request is in excess of \$500, the President will be required to call a special meeting of the board or consult with two-thirds of the board members via phone. In the event of a telephone vote, the President will provide the Treasurer with a list of those board members polled.

Amendment II

Article XI - Financial Procedures

Section 2 - Limitations

C. All requests for expenditures from the General Fund must be submitted to the chair of the Expenditures Committee, a minimum of 14 days prior to a regular meeting of the Booster Club, for consideration at that meeting. All requests will be presented to the General Membership with the committee's recommendation.

Amendment IV

Article XI - Financial Procedures

Section 3 - Audits

A. The financial records of the Club shall be audited upon request by a voting member by two (2) persons selected by the Board of Directors, one of whom is a voting club member, the other a credentialed auditor.

Amendment V - Special Requests

The Club shall not provide funds for personal items of clothing (ex. T-shirts, rings or other such items. Unless it is for all team members of a Sectional, District, or State winner)

