

CLAYTON VALLEY HIGH SCHOOL
ATHLETIC BOOSTERS' CLUB
CONSTITUTION AND BY-LAWS

ARTICLE I

NAME

Section 1. The name of this organization shall be the "Clayton Valley Athletic Boosters' Club".

ARTICLE II

OBJECTIVES AND POLICIES

Section 1. The objectives of the Club shall be to promote,

- (a) Athletics and School Spirit;
- (b) Family involvement in the Clayton Valley High School athletic program;
- (c) Community awareness of the Clayton Valley High School athletic program;
- (d) Coordinate fundraising activities to provide additional financial support to improve the athletic program. Provide book keeping services and support for individual teams as requested.
- (e) This organization is exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

Section 2. The Club shall be non-sectarian, non-partisan and non-commercial.

Section 3. The Club shall not seek to direct the athletic activities nor to control the educational policies of the school.

Section 4. The Club shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation contributions to which are deductible under section 170 (c)(2) of the Internal Revenue code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

Section 5. Funds raised by the Club will be used to support the athletic programs of Clayton Valley High School.

Section 6. Expenditure of Club funds requires the approval of the Executive Board at regular monthly meetings.

Section 7. Requests for expenditures of Team funds must be submitted to the Clayton Valley Athletic Director for review, who, along with the Varsity Coach will then submit the request to the Club Treasurer. All requests must come through the Varsity Coach and Athletic Director. The Treasurer shall honor the request as soon as practically possible.

Section 8. An overall Boosters' Club budget for the current school year shall be submitted by the Executive Board at the regular September meeting for approval by the General Board at the regular October meeting. The budget shall include proposed Team funding allocations.

ARTICLE III

MEMBERSHIP

Section 1. Anyone interested in the objectives of the Club may become a member by being enrolled and paying membership dues and having all the privileges of membership.

Section 2. Members of the faculty and coaching staff shall be honorary members of the Club.

ARTICLE IV

OFFICERS

Section 1. The officers shall consist of:

- President
- Membership Co-ordinator
- Vice-President
- School Representative
- Treasurer
- Secretary

Section 2. The suggested term of office of the presidency shall be two years; all other officers shall be one year.

Section 3. No person shall hold the same office more than four consecutive years.

Section 4. Nominations for following years' board shall take place during the April meeting.

Section 5. The annual election shall be held at the regular meeting in May. The newly elected officers shall be installed in June.

ARTICLE V

DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings. He/she shall appoint the chairpersons of all committees. He/she shall temporarily fill any vacancy occurring until the next regular Executive Board Meeting. The president shall hold a special officers meeting when he/she deems it necessary.

Section 2. The Vice-President shall assist the President and shall assume all duties of the President in his/her absence. The Vice-President shall be responsible for insuring the board's compliance with these by-laws and the applicable Robert's Rules of Orders.

Section 3. The School Representative shall be an honorary officer and shall be the Principal of Clayton Valley High School or his/her designated appointee.

Section 4. The Secretary shall keep the minutes of all meetings, shall be responsible for notifying members of all Club meetings, and be responsible for Club correspondence under the direction of the President or other officers.

Section 5. The Treasurer shall collect and receive all money and disburse same when authorized by the Executive Board. He/she shall keep an accurate financial record and shall render a monthly report at all regular meetings.

(a) The President, Vice President and Treasurer shall be authorized to sign checks. All checks shall be signed by any two of the designated officers.

(b) An Auditor approved by the Executive Board shall examine the books of the Treasurer as soon as possible at the end of the school year. He/she shall submit a written report of that audit to the Executive Board at the first Executive Board Meeting in September.

(c) The Treasurer is responsible for filing the necessary forms with the IRS on a timely basis, to maintain the Club's non-profit status and respond to requests from the IRS.

Section 6. The Membership Coordinator shall maintain membership records and provide accurate reports at monthly meetings. The Membership Coordinator will oversee the distribution of Club related merchandise and maintain adequate inventory of merchandise and adequate inventory records.

ARTICLE VI

MEMBER DEFINITIONS

Section 1. The Executive Board shall consist of the officers. The General Board shall consist of a representatives for each of the sport teams, representatives of the spirit leaders, standing committee chairpersons and current members of the Club.

- (a) The President shall appoint a maximum of two people to represent **each** sport teams and the spirit leaders.
- (b) The President shall have the authority to remove any appointed team representative from his/her position. This removal may be over ridden by a majority vote of the officers.
- (c) All team representatives and spirit leaders are encouraged to attend all monthly Club meetings. The Club officers may, by majority vote, sanction individual teams for non-attendance.

Section 2. The duly elected officers shall have general charge and control of the affairs, funds and property of the Club. They shall present to the Club all proposed major activities for ratification.

Section 3. Vacancies, with the exception of the elected officers, shall be filled by appointment of the President. Any vacancy occurring in an elective office shall be filled by the Executive Board.

Section 4. The General Board shall hold regular monthly meetings from September through June. Special meetings may be held at the discretion of the Officers. Notice of all meetings shall be conveyed to the General board at least one week prior to the meeting. At the May meeting, the outgoing Officers shall meet with and instruct the incoming Officers.

Section 5. Each individual member present shall have a vote on matters before the General board.

Section 6. Four members of the Executive Board, in addition to a minimum of two members of the General Board shall constitute a quorum.

- (a) The order or succession shall be the same as the order listed in Article IV Section 1.

Section 7. The next regular meeting shall be announced by the President and recorded into the current minutes.

ARTICLE VII

DUES

Section 1. Annual dues for member shall be established from time to time by the Executive Board.

ARTICLE VIII

RULES OF PROCEDURE

Section 1. Robert's Rules of order, revised edition, shall govern the procedure of the Club in all cases not covered by these By-Laws and in which there is no inconsistency with these By-Laws.

ARTICLE IX

Section 1. These By-Laws may be amended by a two-thirds vote of the General Board members present at any regular meeting, providing notice shall have been given at the previous regular meeting.

ARTICLE X

DISSOLUTION

Section 1. If at any time the Club should be dissolved, the distribution of all assets shall be determined by the Executive Board, after paying or adequately providing for the debts and obligations of the Club. The remaining assets shall be distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, and or scientific purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.

Section 2. However, if the named recipient is not then in existence or no longer a qualified distributee, or unwilling or unable to accept the distribution, then the assets of this organization which is organized and operated exclusively for the purposes specified in Section 501(c)(3) of the Internal Revenue Code.