

**LEE-DAVIS HIGH SCHOOL
ATHLETIC BOOSTERS CLUB
CONSTITUTION & BYLAWS**

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ARTICLE I: NAME AND MEETINGS

Section 1: Name

- a. The name of the organization shall be the Lee-Davis High School Athletic Boosters Club hereinafter referred to as the "Club".

Section 2: Meetings

- b. The location of the Club's principal place of business is the Lee-Davis High School, Mechanicsville, Virginia.
- c. The Club's meeting location may be changed from the principal place of business from time to time as determined by the President of the Club, provided timely and adequate notice is made available to the Club's members.
- d. Meetings of the Club shall be held monthly during the school year.

ARTICLE II: OBJECTIVES

Section 1: Objectives

- a. To be the athletic support organization to the student athletes of Lee-Davis High School.
 1. Create a leadership team of parent volunteers whose sole mission is to support the greater good of the student athletic population as a whole, its' growth and enhancement.
 2. Fundraise at the highest level to supplement the budget of the school to provide necessary and elective items to our student athletes that are durable in nature and enhance the effectiveness of their efforts each year and in the future.
- b. Support the moral and ethical ideals of our coaches, administrators, and educators through the promotion of good sportsmanship, strong work ethic, school pride, honesty, loyalty, courage, self-esteem, and respect for others, through programs of organized sports activity.
- c. Develop a close relationship between the Club, school and community; that parents, educators and the general public may cooperate and intelligently support programs that promote the educational and physical well-being of our youth through organized sport activity and secure for the youth of the community the highest advantages of organized athletic programs.

Section 2: Basic Policies

- a. The Club shall be non-commercial, non-sectarian and non-partisan.
- b. Neither the name of the Club nor the names of any of its members in their official capacity shall be used in connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the objectives of the Club.

- c. The club shall not directly or indirectly participate or intervene in any way, including the publishing or distribution of statements, in any political campaign on behalf of, or in opposition to, any candidate for public office.
- d. The Club shall seek to responsibly participate in the decision making process in establishing and/or modifying school policy, recognizing that the legal responsibility and authority has been delegated by the people to the Hanover County School Board and School Administration.
- e. The Club shall work with the School Administration to help provide a quality sports program for all Lee-Davis High School (LDHS) students that complements the overall educational program.
- f. The Club may cooperate with organizations that are concerned with the well-being of youth and/or the promotion of sports programs but no representative of the Club shall make any commitment that binds the Club and the outside organization without prior approval of the Executive Board.
- g. The Club shall not engage in any activity that results in the financial gain or direct personal benefit of any of its membership.
- h. The Club shall not participate in any activity that would not be approved by either the LDHS Principal, the Superintendent of Schools for Hanover County or the Hanover County School Board, should such approval be required.
- i. The Club shall not engage in any activity that would be inconsistent with the status of a charitable, scientific or educational organization as defined in Section 501(c)(3) of the Internal Revenue Service (IRS) Code as amended or any successor provision thereto.
- j. Upon dissolution of the Club, the Board shall, after paying or making provision for the payment of all liabilities of the Club, dispose of all the assets of the Club exclusively to the LDHS Athletic Department to be used to benefit the student athletes and their programs at Lee-Davis High School

ARTICLE III: GOVERNMENT

Section 1: Article of Organization

- a. The Articles of Organization of the Club shall be the Bylaws of the Club as approved and amended.
- b. The Articles of Organization of the Club shall be reviewed by a committee appointed by the President no less than every five years. The committee shall consist of two members of the Executive Board and as described below and two "At Large members.

Section 2: Executive Board members

- a. Executive Board members consist of the elected members of the Board
 - i. President
 - ii. 1st Vice President
 - iii. 2nd Vice President
 - iv. Treasurer
 - v. Secretary

Section 2:1 Duties of Executive Board

- a. Create the annual vision, goals, and agenda of the organization to support and execute the objectives of the organization as defined in Article II of this document.
- b. Develop a strong Board relationship with the LD Athletic Director to provide organizationally focused goals that supplement and support the goals of the AD with assets, volunteer support, and additional programs and projects that enhance our students' experience as athletes at LDHS.
- c. Provide a structure of communication between the Board, the LD Athletic Director, and the parents of our student athletes that promotes growth, support, and a growing culture of our athletic programs,
- d. Actively and openly recruit parent volunteers to serve on the Board, its various committees and activities, to enhance the experience of our student athletes at LDHS,
- e. Create an open structure to train and educate committee leaders into Executive Committee candidates for the next year's, and current year if needs arise,
- f. Create, monitor, and approve the work, plans and activities of Standing and Special Committees,
- g. Transact necessary business as may be required in the intervals between regularly scheduled Club meetings

Section 3 Board of Directors

- a. The governing body of the Club shall be the Board of Directors, hereinafter called the "Board".
- b. The Board shall consist of the following:
 - i. The Elected Officers (who serve as the Executive Board Members)
 - ii. The Standing Committee Chairpersons, which include: Budget, Membership, Ways & Means, Concessions and Publicity.
 - iii. One (1) Team Representative for each recognized Varsity and Junior Varsity sport at LDHS.
- c. The Chairman of the Board is the President of the Club.
- d. Each member of the Board shall have one vote even though that member may hold multiple positions on the Board. A member may not vote by absentee or proxy voting. The President may call for email discussion and vote.

Section 3:1 Duties of the Board

- a. Transact regular business of the Club.
- b. Approve the operating budget for the Club; recommend throughout the year items to be included in next year's budget or to be amended to the current budget should funds be available.
- c. Vote on the removal of individuals from the Board, or the General Membership.

Section 3.2: Meetings

- a. Meetings of the Executive Board or Board may be called by the President or by a simple majority of the members of the Executive Board with one (1) day notice.
- b. A simple majority of the members present of the Board shall constitute a quorum

Section 4: Officers and Their Election

- a. Each Club Member must be in good standing
- b. Each person aspiring to hold an elected Executive Board position must have a student currently enrolled at LDHS or will be a parent/guardian of a rising 9th grader
- c. The elected officers of the Club shall consist of a President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer.
- d. The Officers term of service shall be no longer than two years in the same officers are elected or appointed. Officers shall assume their official duties beginning on July 1 following their election in May or June.
- e. The Executive Committee Officers of the Club shall not be eligible to serve for more than two consecutive terms in the same office.
- f. The Immediate Past President may be asked to serve as a non-voting, ex-officio member of the Executive Committee for legacy consistency and smooth transition from year to year

Section 5: Nominating Committee

- a. There shall be a Nominating Committee of five (5) individuals appointed by the President, and approved by a simple majority vote of the Board by the end of March. The LDHS Activities Director or Athletic Director may serve as a non-voting, ex-officio member. The Nominating Committee's term shall expire in May following the election.
- b. The Nominating Committee shall seek out and qualify one eligible person for each office to be filled. The report of the Nominating Committee shall be presented at the April meeting. Additional nominations for each office may be made from the floor at this meeting.
- c. Individuals placed in nomination by the Nominating Committee or from the floor shall be present to indicate their acceptance of the nomination and consent to serve, or written acceptance of their nomination and consent to serve in the position for the full term year must be presented with the nomination.

Section 6: Election of Officers

- a. Officers of the Club shall be elected at the May or June meeting of the Club.
- b. If there is but one nominee for each office, the Secretary may cast the vote to elect the officers.
- c. If there is more than one nominee for any office, then each office will be voted on separately by secret ballot with the individual receiving the greatest number of votes for each office being elected to that office. The Secretary will conduct the ballot and tally for presentation and verification by the President.
- d. Individuals who have paid their dues and are members in good standing may vote in the election of officers. Membership may be verified by showing a membership

card or by a membership list maintained by the Club. Eligible members will be issued a ballot for the election of officers.

Section 7: Compensation

- a. No Board member shall receive compensation for any service he/she may render to the Club.
- b. Board Members may be reimbursed for actual expenses incurred in the performance of their duties with the presentation of sufficient documentation for the expenses. Except in the cases of emergency, prior approval shall be obtained for each expense.

Section 8: Removal

- a. All requests to consider removal proceedings must be initiated by one or more officers of the Club.
- b. The Executive Board shall have the authority, by two-thirds (2/3) secret ballot, to remove any Board member or other member whose conduct or achievement records are not in keeping with the objectives, policies or best interests of the Club and the student athletes it serves. The individual in question will be notified of the time and intent of such action.
- c. Any Executive Board Member who fails to attend three (2) consecutive, regular meetings of the Board without reasonable cause shall be suspended pending removal/reinstatement proceedings.
- d. In the event of death, resignation or removal of an Executive Board Member, their successor shall be appointed by a simple majority vote of the Board, and shall serve for the unexpired term of their predecessor.
- e. The President may call for email discussion and vote when establishing a quorum in person is prohibitive to meet a deadline.

Section 9: Duties of the Officers

- a. The President shall:
 - i. Preside over all regular and special meetings of the Executive Board and the Board.
 - ii. Perform such other duties as may be prescribed in the Bylaws or assigned to him/her by the Club.
 - iii. Coordinate the work of the Executive Board to promote the fulfillment of the objectives of the Club.
 - iv. Appoint the Chairpersons of Standing and Special Committees and all non-elected Board Members
 - v. Serve as the primary point of contact to the Lee-Davis Activities Director and the school administrative team.
 - vi. Communicate effectively with the Executive Board & Board to direct all projects and responsibilities coordinated with the Activities Director and the school.
 - vii. Promote the objectives of the Club in a positive and constructive manner to the betterment of our student athletes' needs,

- viii. Approve the monthly financial statements and reports prepared by the Treasurer prior to monthly Board meetings and at other times as required by the Executive Committee
 - ix. Chairman of the Budget Committee
- b. The 1st Vice-President shall:
- i. Act as an aide to the President.
 - ii. Perform the duties of the President in their absence or disability, and when so serving shall have the powers of and be subject to the restrictions of the office of President.
 - iii. Coordinate and manage the work of the Chairpersons of the Standing and Special Committees.
 - iv. Have a strong focus on fundraising, concessions, and membership growth.
 - v. Liaison to Bingo Committee.
 - vi. Support all other Executive Committee members in the performance of their duties.
 - vii. Promote the objectives of the Club in a positive and constructive manner to the betterment of our student athletes' needs.
- c. The 2nd Vice-President shall:
- i. Act as an aide to the President
 - ii. Serve as primary communicator with seasonal Team Representatives getting them and their parents engaged with the Club.
 - 1. Team Representative attendance at Board Meetings throughout the year, not just during their season, to create whole Board strength through the year.
 - 2. Coordinate with the Concessions Manager and Team representatives the staffing of concessions stands during the various seasons.
 - 3. Coordinate all communications with Team representatives and the parents via newsletter or email on monthly basis or as required to keep parents informed of the events of the Club with the assistance of the Secretary.
 - iii. Develop and maintain a list of all parents and team members for each respective sport and team working with the Membership Chairperson and Secretary
 - iv. Chairman of the Concession Committee.
 - v. Support all other Executive Committee members in the performance of their duties.
 - vi. Promote the objectives of the Club in a positive and constructive manner to the betterment of our student athletes' needs,
- d. The Secretary shall:

- i. Record the minutes of all regular and special meetings of the Club.
 - ii. Notify members of the Executive Board and/or of the Board of regular and special meetings.
 - iii. Ensure a minimum of seven (7) days' notice of Board meetings is given to the school and general public. Such notice may be given in a newspaper(s) that services the area and other public place(s) as may be deemed appropriate.
 - iv. Develop and maintain a current contact list of the Board
 - v. Conduct the correspondence of the Club as directed by the Executive Board
 - vi. Assist 2nd Vice President in prepare and maintain all communications with Team reps and parents of each athletic team on a monthly basis, or as needed, via newsletter or email. Maintain a current copy of the Bylaws of the Club
 - vii. Perform other such duties incidental to the office or as may be delegated.
 - viii. Support all other Executive Board members in the performance of their duties.
 - ix. Promote the objectives of the Club in a positive and constructive manner to the betterment of our student athletes' needs,
- e. The Treasurer shall:
- i. Have custody of all funds of the Club (***exception for individual team accounts as defined below under xii***)
 - ii. Keep a full and accurate account of receipts and expenditures.
 - iii. In a timely manner deposit all incoming funds.
 - iv. In a timely manner make budgeted and/or special disbursements.
 - v. Ensure disbursements are not made without adequate documentation of expenses (i.e. copies of bills, cash register receipts, etc.) unless specifically authorized and approved by the Executive Board.
 - vi. Prepare a monthly financial statement and present such statement at the monthly Club meeting, and at other times as requested by the Executive Board.
 - vii. Make a full report of the financial status of the Club at the meeting at which new officers officially assume their duties.
 - viii. Be responsible for the maintenance of such books of account and records as conform to the requirements of the Club.
 - ix. Surrender the financial records of the Club to an appointed auditor or audit committee when requested.
 - x. Support all other Executive Board members in the performance of their duties.
 - xi. Promote the objectives of the Club in a positive and constructive manner to the betterment of our student athletes' needs.
 - xii. Individual Team Bank Account is defined as a bank account that meets a unique team need that requires signing authority outside the Executive Board. In the event that a team bank account is needed, the following process, checks and balances are required.

1. The team requesting an individual team bank account shall form a new committee to be approved by the Board.
2. The Executive Board will recommend up to two committee chairs on an annual basis
 - a. Chair(s) must be an Athletic Booster Club member in good standing and must be approved by the Board.
 - b. Chair(s) duties will be defined by the executive board and signing authority will be defined and limited to activities that are deemed necessary for that team to meet operating needs out of its individual bank account. Under NO circumstances will the predefined chairs have access to the Athletic Boosters general funds. General responsibilities include, but are not limited to,
 - i. Keep a full and accurate account of receipts and expenditures.
 - ii. In a timely manner deposit all incoming funds.
 - iii. In a timely manner make budgeted and/or special disbursements.
 - iv. Ensure disbursements are not made without adequate documentation of expenses (i.e. copies of bills, cash register receipts, etc.) unless specifically authorized and approved by the Executive Board.
 - c. Chair(s) are required to supply the Treasurer a monthly reconciliation of cash flows along with sufficient back-up.
 - d. Treasurer will be a signor on any individual team account that falls under the Lee-Davis Athletic Booster club tax ID.
 - e. Treasurer will be responsible for reporting on individual team bank accounts at the regularly scheduled Board Meetings in a manner that is consistent with all other team accounts.
 - f. Treasurer will be responsible for any external reporting of individual team bank accounts including Tax Filings and Audits.

Section 10: Committees

- a. Only members in good standing of the Club shall be eligible to serve in any elected or appointed position.

- b. The President may create such special committees as he/she may deem necessary and define their duties and responsibilities to promote the objectives and carry on the work of the Club.
- c. The Committee Chairperson shall present a plan of work to the President and Executive Committee for approval and provide monthly updates at Board Meetings to inform the membership, unless modified by the Executive Committee
- d. The President (or his/her designee) may be an ex-officio member of all committees except the Nominating Committee.

ARTICLE IV: MEMBERSHIP AND VOTING PRIVILEGES

Section 1: Membership

- a. Membership in the Club shall be made available to any individual that is interested and supports the objectives of the Club
- b. Membership dues shall be set annually by the Executive Board.
- c. Membership shall include:
 - i. The Officers, including ex-officios and Directors of the Club.
 - ii. The LDHS Activities Director, Athletic Director and all Varsity and Junior Varsity Coaches
 - iii. The LDHS Principal
 - iv. All persons who have paid their dues for the current year.
- d. A member in good standing is one whose dues are current and has not been removed from membership by the Board.
- e. The LDHS Principal, Assistant Principals, Activities Director, Athletic Director and members of the Coaching Staff are exempt from paying dues and are considered non-voting members in good standing of the Club unless designated as a voting member in another section of this document.

Section 2: Voting Privileges

- a. The privilege of holding an elected office, making motions and/or voting on Club business shall be limited to good standing members of the Club
- b. Exceptions to the above rule are the LDHS Principal, Assistant Principals, Activities Director, Athletic Director, and Coaching Staff unless designated as a voting member in another section of this document.
- c. Voting on routine matters shall be by voice vote; however, at the discretion of the President or a majority vote of the Executive Board, voting may be by a show of membership cards of current paid members in good standing, such vote being counted and recorded in the minutes of the Club.
- d. A member must be present to vote; absentee voting is not allowed.
- e. The President may call for email discussion and vote.

ARTICLE V: FINANCIAL POLICY

Section 1: Policies

- a. The Executive Board shall be the final authority in deciding all matters pertaining to the finances of the club.
- b. All Club income shall be placed in a deposit account at such bank or banks as the Board shall designate.
- c. All withdrawals shall be made by check or debit card utilizing an official Club account and require the signatures of the Treasurer except where approved under Article 3, Section 9, e, xii. Such expenditures shall be made as authorized in the approved budget or with approval of the Executive Board.
- d. All purchases over \$250 require approval of the majority of the Executive Board regardless of budget line item except "President's Discretionary Fund".
- e. The Club shall have the power to assess fees and dues and project loans as authorized in support of the Objectives in Section II by these Bylaws.

Section 2: Debts

- a. The Club shall not incur any debts.
- b. There shall be no expenditure of funds or ordering of goods, material or services without sufficient funds in the treasury to cover the expense and there shall be no expenditure of funds without the expenditure being previously approved in the Club's budget or having the prior approval of the Executive Board.

Section 3: Donation

- a. Any donation to the Club of financial resources, goods, services, or other materials shall be applied to the defined budget for the benefit of the Objectives in Section II.
- b. No agreements with vendors or suppliers can be made in conflict with contracts in place with Hanover County Schools, Lee-Davis High School or any other county entity as it pertains to Club activities on school property.
- c. If the Club ceases to exist, and after all liabilities are settled, all financial resources, goods, services, or other materials shall become the property of Lee-Davis High School to be used for the purpose(s) donated to support student athletes and their objectives.
- d. Donations of financial resources, goods or services will be coordinated with the Activities Director to enhance the achievement of the Objectives in Section II.

Section 4: Fiscal Year

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

Section 5: Audits

- a. All financial records of the Club are subject to an audit if determined necessary by the Executive Board at year end or any other time deemed necessary. A report of findings should be put on file with the Secretary.

ARTICLE VI: PARLIAMENTARY AUTHORITY

Robert's Rules of Order Revised shall govern the conduct of business in all cases in which they are applicable and not in conflict with these Bylaws.

ARTICLE VII: AMENDMENTS

Section 1: Amendments

- a. These Bylaws may be amended at any regular or special meeting of the Board if notice has been provided.
- b. Notification may be a public notice by a mailing or an email to all members or by other means available.
- c. A two-thirds (2/3) vote of the membership present is required for ratification. Absentee or proxy voting is not allowed. Amendments shall be effective immediately upon adoption unless otherwise specified.

Last Revision: 2/10/16

Last Revision Approved by Board