

# BY-LAWS FOR CONCORD ATHLETIC BOOSTER CLUB

## PURPOSE

The purpose of the Concord Athletic Booster Club is to promote and support the athletic programs at the Concord Community Schools by working with the school staff and the athletic department.

## MEMBERSHIP

- Section I Any adult resident of Concord Community School District, Elkhart County, Indiana interested in the Concord Community School Athletic Programs.
- Section II All parents and/or legal guardians of any student enrolled in the Concord Community Schools.
- Section III Any other adult not covered in Section I and II who is interested in the Concord Athletic Programs.
- Section IV Membership dues *shall be paid yearly* as set by the Executive Committee and voted on by the members at the June meeting to be collected at time of joining the Booster Club, *but no later than Jan 1 of current school year.*

## OFFICERS

- Section I Officers will be as follows:  
President  
Vice President  
Secretary  
Treasurer

Slate to be presented at the April Meeting with election at the May meeting with officers taking office in June. *Only active members (those who have paid yearly dues) shall be allowed to run for office.*

- Section II Duties

### President

- 1) To follow the By-Laws and organization rules.
- 2) To preside over monthly meetings, Executive Committee meetings, and special call meetings.
- 3) To assign committee chairpersons.
- 4) To represent the Booster Club or assign proxy to all meeting with the Athletic Department of the Concord Community Schools.
- 5) To lead and guide the Concord Athletic Booster Club in their purpose.
- 6) In the absence or disability of the Treasurer, the President should be authorized to disburse funds of the Booster Club. The President and Treasurer's names shall be listed on the bank signature card.

### Vice President

- 1) To help the President in any way deemed necessary by the President.
- 2) In absence of the President, a Vice President shall preside at any meeting held.
- 3) To replace the President if he is unable to continue in his office.

### **Secretary**

- 1) To attend all general meetings, Executive Board meetings, specially called meetings and keep accurate minutes of all meetings.
- 2) To be responsible for filing all incoming correspondence.
- 3) Be responsible for all correspondence deemed necessary by the President.
- 4) Maintain a record of all memberships.

### **Treasurer**

- 1) To be responsible for receiving and disbursing all funds of the Concord Athletic Booster Club.
- 2) Make timely deposits.
- 3) Be prepared to give financial report at all general meetings.
- 4) To pay all bills as directed by the membership.
- 5) The Treasurer shall be responsible for the timely filing of any and all tax returns and annual reports with all appropriate state or federal agencies.
- 6) Have books ready for audit by June 1 of each year.
- 7) The Treasurer and President's names shall be listed on the bank signature card.
- 8) The Treasurer shall maintain two (2) separate bank accounts. One account maintained as a general operating fund. The second account to be used only as the scholarship fund.

## **NOMINATIONS/ELECTIONS**

### **Section I Nomination Procedures:**

All nominations shall be made to the nomination committee with the exception of floor nominations and at least 2 names shall be submitted per office whenever possible, including but not limited to the following.

#### **President:**

- a. Current president's name shall be placed on the ballot with his/her permission.
- b. Vice-President's name shall be submitted with his/her permission.
- c. In the absence of one or both of the above, nominees shall be submitted from the membership at large.

#### **Vice-President**

- a. Current Vice-President shall be automatically submitted as presidential candidate if current president defers and/or Vice-President is in agreement.
- b. Current Vice-President shall be submitted for nomination as President (if he/she desires) regardless as to status of presidential candidate.
- c. At least one other candidate from membership at large shall be submitted.

### **Section II Elections**

- a. Voting shall be by ballot.
- b. Only active members (those who have paid yearly dues) shall be allowed to vote.
- c. Ballots shall be printed by secretary and ready for the May election.
- d. Two (2) tellers shall be appointed by the president to count the ballots and record them on a tally sheet.
- e. President shall report the new elected officers to the membership.
- f. Secretary shall record the votes and keep them confidential unless there is a recount requested by the membership (requires 2/3 majority).

- g. Absentee ballots will be made available in the athletic office 2 days prior to and including election day (nominations from the floor will not be present on the absentee ballot).

## COMMITTEES

The executive committee shall consist of all elected officers.

- 1) Budget Committee
- 2) Concession Committee
  - a) Corn & Sausage Roast
  - b) Kelly Relays, etc.
- 3) Clothing Committee
- 4) Program Committee
- 5) Scholarship Committee
- 6) Membership Committee
- 7) Publicity Committee
- 8) Dance Committee
- 9) Nomination Committee
  - a. Shall consist of 2-3 members appointed by president with remaining 2-3 from theboard of membership at large.
  - b. Shall submit a slate of officers at the May meeting (to include 2 nominees per office whenever possible).
  - c. Committee shall make sure all nominees are active members (those who have paid yearly dues) of the Concord Booster Club and have given their approval before being placed on the ballot.

The Budget committee will consist of the following persons:

- 1) President of the Booster Club
- 2) Treasurer of the Booster Club
- 3) Concession Committee Chairman
- 4) Clothing Committee Chairman
- 5) Program Committee Chairman
- 6) Scholarship Committee Chairman

## Order of Request

The request for funds by any coach of a Concord High School athletic team must first be cleared through the High School Athletic Director and then presented by the coach or athletic director at a general meeting for membership vote. Any non-athletic request must be channeled through the President and then presented at a general meeting for membership vote. In an emergency, the executive committee can approve up to \$500.00 per expenditure, not to exceed 10% of the previous month's balance of the general operating fund. Said expenditures must be reported at the next general meeting.

## Meetings

**Section I** Meetings of the Concord Athletic Booster Club are open to all members and interested persons and will be held on the Second (2) Wednesday of each month or as directed by the Executive Committee.

**Section II** Slate of officers will be presented at the April meeting with election to be held in May.

## RULES OF ORDER

"Roberts Rules of Order, Revised" shall govern the proceedings of all meetings of the Concord Athletic Booster Club except as provided by in these By-Laws.

## **DISSOLUTION**

If the Concord Athletic Booster Club should be dissolved, all assets, after payment of liabilities shall revert back to the Concord High School Athletic Department to be disposed of by a committee made up of the high school athletic director, high school principal, and one coach representing the boy's athletic program and one coach representing the girl's athletic program.

## **AMENDMENTS**

These By-Laws may be adopted or amended by a majority vote of the regular members at the June meetings or any special meeting, or Executive Board meeting provided written notice of intent to amend said By-Laws shall have been given at the previous monthly general meetings.

April 14, 1993