

BYLAWS OF
RIVERSIDE HIGH SCHOOL ATHLETIC BOOSTER CLUB, INC.
A NON-PROFIT CORPORATION

Article 1

NAME

The name of this organization shall be “Riverside High School Athletic Booster Club, Inc.”, sometimes hereinafter referred to as the Club.

Article 2

OBJECTIVES

1. To support, encourage and advance the athletic program and related activities of Riverside High School.
2. To promote projects to improve facility and equipment necessary to provide an excellent athletic program for Riverside High School.
3. This Club shall do nothing which violates the rules of the North Carolina High School Athletic Association or in any way jeopardizes the membership of the Riverside High School in said athletic association.

Article 3

MEMBERSHIP

Section 1. Qualifications

- a. Parents and or guardians of students, members of faculty, administrators and staff at Riverside High School and students at Riverside High School, who subscribe to the purpose and function of the Club.
- b. Annual dues for membership shall be proposed each year by the Membership Committee and confirmed by the vote of the Board of Directors before the Annual Meeting.

Section 2. Representation

Each member is entitled to one vote when personally in attendance, or by written proxy, at the general meeting of the Club.

Section 3. Meetings

- a. Annual Meeting. The annual meeting of the members shall be held each May on a date, time, and place to be determined by the Board of Directors. The Directors and Officers of the Club shall be elected at the annual meeting.

- b. Regular Meetings. The Club will meet monthly at a time and place to be determined by the Board of Directors. The Board, at their discretion, may elect not to hold a regular monthly meeting during any given month.
- c. Special Meetings. Special meetings of the members may be called at any time by the President, Secretary, any two or more directors or upon written request of ten percent (10%) of the members of the Club.
- d. Notice of Meetings. Notice of each meeting of the Club shall be given by, or at the direction of, the Secretary, by email and/or distributed as part of school sponsored communications not less than seven (7) days nor more than sixty (60) days before such meeting to each member. Such notice shall specify the place, date and time of the meeting and in the case of a Special meeting, the purpose of the meeting.
- e. Quorum. The presence at the meeting of ten percent (10%) of the members of the Club shall constitute a quorum for the transaction of business.
- f. Proxies. At all meetings of the members each member may vote in person or by proxy. All proxies shall be in writing and filed with the Secretary.
- g. Order. The order of business at meetings of members, as far as practical, shall be:
 - (a) If needed, a roll call and certification of proxies.
 - (b) Review and approval of minutes.
 - (c) Presentation of a current financial report.
 - (d) Reports from active committees.
 - (e) Unfinished business.
 - (f) New business.
 - (g) Athletic Director's report
 - (h) Adjournment.
- h. Vote Required for Action. The act of a majority of members at a meeting at which a quorum was present shall be the act for all of the members.

Article 4

BOARD OF DIRECTORS

Section 1. Elections. Board members shall be elected by the majority vote of the members of the Club who are present at the meeting voting from nominations received from the general membership. Board members shall be elected for one (1) year term. The new Directors shall take office at the close of the Annual Meeting.

Section 2. Duties of the Board. The business of the Club shall be managed by the Board of Directors. The board shall have all powers of the Club that are not required by law to be exercised by the members.

Section 3. Qualifications. Each Director must be a member of the Club.

Section 4. Nominations. Nomination for election to the Board of Directors shall be made by a Nominating Committee in the manner prescribed under Article 4, Section 2 of these Bylaws.

Section 5. Number. The number of Directors of the corporation shall be eleven (11) consisting of the Club's President, Vice President, Secretary, Treasurer, a Director representing each of the Club's standing committee, and two (2) Directors at Large. The Principal and Athletic Director of the School shall be ex-officio members of the Board of Directors.

Section 6. Term. Each Director shall serve for a term of one (1) year with a limitation to two (2) terms in one position. At which point they may move to a different position on the Board.

Section 7. Resignation. Any Director may resign at any time by giving written notice of such resignation to the Board.

Section 8. Vacancies. Any vacancy in the Board of Directors occurring during the year, including a vacancy created by an increase in the number of directors made by the Board of Directors, may be filled for the unexpired portion of the term by affirmative vote of the majority of existing Board members. Any directors so elected by the Board of Directors shall hold office for the unexpired portion of the former director's term and until the election and qualification of a successor. Vacancy shall be defined to include lack of attendance at meetings or lack of participation in Club activities, as determined by a majority vote of the Board of Directors.

Section 9. Meetings

- a. Regular meetings. Regular meetings of the board shall be held at least once every month on a regular schedule established by the Board.
- b. Special meetings. Special meetings of the Board may be called by the President, the Secretary or any two Directors.
- c. Notice of meetings. No notice shall be required for regularly scheduled meetings. Notice of special meeting shall be given to each Director stating the time, place and purpose of the meeting. The notice shall be communicated to Directors at least five (5) days before the meeting date.
- d. Quorum. A quorum shall be deemed present throughout any meeting of the Board where a majority of the members of the Board are present.
- e. Voting. Except as otherwise provided by law, the act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board.
- f. Action by Directors without a meeting. Any action required or permitted to be taken by a member of the Board may be taken without a meeting if a written consent is endorsed by all of the Directors and is filed with the minutes of the Board prior to the action being taken. (This consent may be given via electronic communication.)

Article 5

OFFICERS

Section 1. Number. The Officers of the corporation shall consist of a President, Vice president, a Secretary and a Treasurer.

Section 2. Election and Term. The officers of the corporation shall be elected by the members of the Club at the annual meeting of the membership. Each officer shall hold office for one (1) year or until his successor is elected and qualified. Any member of the Board of Directors may be elected as an officer of the corporation. When his/her term has expired, an officer may be re-nominated to run for another term.

Section 3. Duties of Officers.

- a. The President:
 1. Shall preside at all meetings of the Club
 2. Shall personally represent the club or appoint a delegate where representation is deemed advisable.
 3. May appoint special committees
 4. Shall effect compliance with the rules, regulations, and policies of the Board of Education and the Riverside High School Athletic Department.
- b. The Vice President:
 1. Shall have such powers and perform such duties as may be delegated to him/her by the President or the membership.
 2. In the absence or disability of the President, he/she shall perform the duties and exercise the powers of the President.
- c. The Secretary:
 1. Shall keep the minutes of all meetings.
 2. Shall keep such other records as directed by the board of Directors.
 3. Shall sign with the president, or with the Vice President, all contracts in the name of the Club.
 4. Shall perform all the duties usually incident to the office of Secretary.
- d. The Treasurer:
 1. Shall keep the financial records of the Club, pay bills on approval of the Board of Directors, have custody of all the funds, and shall maintain records of all Club property.
 2. Shall perform all the duties usually incident to the office of the Treasurer, subject to the control of the Board of Directors.

Article 6

COMMITTEES

Section 1. Standing Committees

- a. Membership committee. This committee shall prepare for the Secretary the name, phone number, and email address of all members of the club. This committee shall propose

annually the specific terms and conditions for membership. This committee shall propose and promote programs which encourage membership.

- b. Fundraising committee. This committee shall propose and promote programs and projects to raise funds for the Club. The Chairperson of this committee shall have the delegated power of the President to select any member to promote and complete all projects. The Chairperson of this committee shall present tentative plans of all fund-raising programs and projects to the Board for approval. The committee shall work with officials of Riverside High School in the planning of all Fund Raising Projects and shall be responsible for obtaining approval of all projects from the appropriate school officials. The Treasurer shall be an official member of this committee and be responsible for all funds received and spent.
- c. Special Events & Programs committee. This committee shall make tentative plans for all authorized social functions and for special programs during regular meetings and shall present them to the Board for approval. After approval of the plans as submitted, or as amended, the committee shall make all final plans for special events and programs which shall include giving notice of such function to all Club members.
- d. Concessions committee. This committee shall be responsible for assisting the Athletic Department with concession operations, maintaining the areas and manning such areas, as needed during athletic events held at the school.
- e. Communications and Publicity committee. This committee shall be responsible for communicating and publicizing all Club programs and projects to Club members and to the general public when appropriate. Included in this responsibility is maintenance and upgrades to the website, management of social media, and advertising of events. The committee shall be responsible for preparing and distributing printed programs for Riverside High School athletic activities.

Section 2. Special Committees

- a. The Chairman, subject to the approval of the Board, may appoint any additional committees which he or she may deem necessary to the proper operation of the corporation.
- b. Nominations committee. The President shall appoint himself/herself, and at least four (4) members of the Board of Directors to serve as a Nominating Committee. The Nominating Committee shall meet during the month of April and nominate at least one (1) candidate each for President, Vice President, Secretary, Treasurer, and Director to represent each standing committee and two Directors at Large. The list of nominees shall be presented at the Annual Meeting of the membership.

Article 7

FINANCE

- a. This Club is organized as a non-profit organization per Section 501(C)(3) of the Internal Revenue code and no member shall have any legal or equitable ownership in any of its funds or property. In the event of the dissolution of this Club, any funds or property remaining shall be turned over to the Riverside High School Athletic Department.
- b. The funds of this Club shall be used to further the purpose expressed in Article II of these Bylaws. The funds shall be disbursed only upon the approval of the Board of Directors by properly drawn warrant upon the deposits of the Club.
- c. All funds collected by the officers or members of the Club shall be deposited in an account(s) approved by the Board.
- d. The Treasurer of the Club shall pay all debts of the Club after receipt or on approval by the Board of Directors. The President of the Club shall co-sign all checks.
- e. Total expenditures should not exceed approved amounts for specific items without the approval of the Board of Directors. Unused funds cannot be applied to other items without the approval of the Board of Directors.
- f. The Treasurer shall be required to provide a financial report at each monthly meeting and a detailed financial report at the end of each year. The incoming President and one other officer shall select a non-Board member, or members, to conduct and complete an annual audit in July. A formal letter by the auditor or auditors shall express the findings and shall be filed in the records of the Club.

Article 8

FISCAL YEAR

The fiscal year of this corporation shall begin on the 1st day of July of each year and end at midnight on the 30th day of June of each year.

Article 9

Prohibition Against Sharing in Corporate Earnings

All earnings of the corporation shall be retained by the corporation solely for the objectives outlined in Article 2, with no personal benefits allowed for any individual other than board-approved payments of reasonable charges for service rendered. Upon dissolution of the corporation for any reason, all assets shall be transferred to the Riverside High School Athletic Department.

Article 10

SEAL

The corporate seal of this corporation shall consist of two (2) concentric circles between which is the name of the corporation and date of incorporation; and such seal as impressed on the margin hereby is adopted as the corporate seal of the corporation.

Article 11

Parliamentary Authority

The rules contained in Roberts Rules of Order shall govern the corporation in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or the special rules of order of this corporation.

Article 12

Amendments

These Bylaws may be amended, repealed, altered, in whole or in part, at a regular meeting of the membership by a two-thirds affirmative vote of the members present and voting, provided that the proposed amendment has been discussed at at least one previous meeting.

Article 13

Student Athlete Awards Selection

Selection of the male/female student athlete award shall be conducted by a committee of five consisting of the Booster Club Board of Directors, and the Riverside Athletic Director. In the event one of the above is unable to perform the duty, an alternate shall be selected by a vote of the Booster Club Membership. The President of the Booster Club shall preside over the selection process, and can serve as an alternate.

Article 14

People in the Riverside community who subscribe to the purpose and function of the Booster Club are eligible for membership in the club.

Article 15

Purpose. The purpose of the RHS Athletic Booster Club Coaches' Fund is to establish a separate account and process by which coaches at the school can seek reimbursement for expenses incurred in the process of establishing or maintaining their eligibility, certification or growth and development as instructors and mentors for student athletes.

Fund. The fund would be maintained as a separate account with a minimum of \$2,000 but an annual goal of \$5,000 through targeted donations.

Eligible expenses.

- a. Costs incurred for required registrations, certifications, or courses.
- b. Commercial Driver's License (CDL) (for purposes of driving school vehicles to and from away games or tournaments) including new license fees and cost of renewal.
- c. Meeting attendance/taking a course with the appropriate justification.

Process. Coaches will submit receipts or invoices, for the actual cost, using the funding request form to receive reimbursement. Requests will be reviewed by the Board of Directors and, if approved, payment will be made to the individual from the RHS Athletic Booster Club.

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