

JICHS

Booster Club

BYLAWS

Updated Oct. 18, 2012

BYLAWS OF
James Island High School Booster Club

ARTICLE I
NAME OF ORGANIZATION

The Name of this organization is the James Island High School Booster Club. Hereinafter it shall be known as the Club.

ARTICLE II
PURPOSE

The purpose of the Club is to support all athletic programs of JIHS and promote an atmosphere of encouragement and unity among student athletes, parents and coaches. Funds generated by the Club will be used to pay equipment and other costs associated with all athletic sports teams for JIHS that are voted upon and decided by the executive board members and the Athletic Director of JIHS, including Club operating costs, equipment and any other related expenses approved by the Club Executive Board.

ARTICLE III
LOCATION

The principal office of the Club, at which the general business of the organization will be transacted and where the records of the organization will be kept, shall be at James Island High School located @ 1000 Ft. Johnson Road, Charleston, SC 29412

ARTICLE IV
MEMBERSHIP

The membership of the Club shall consist of parents or legal guardians of children who participate in any athletic program for JIHS. Membership is required. Payment of membership fees, set by the Executive Board, will also be required for each member. Each member has one voting right.

ARTICLE V
MEETING OF MEMBERS

Section 1. Place of Meetings. Meetings of the membership shall be held at the principal office of the Club or at such other suitable places as may be designated by the Executive Board.

Section 2. Annual Meetings. The annual meetings of the Club shall be held in the fourth quarter of the fiscal year (May, June or July). The Executive Board shall set the specific date for the annual meeting. The members shall transact such business of the Club as may properly come before them.

Section 3. Special Meetings. Special meetings of the membership may be called by the Executive Board upon a written request signed by at least a majority of the level representatives. The notice of any special meeting shall state the time, the place, and the purpose of such meeting. No business shall be transacted at the special meeting except as stipulated in the notice.

Section 4. Presiding Officer. The President of the Club shall be the presiding officer of all meetings of the membership. In the absence of the President, the Vice President shall preside.

Section 5. Notice of Meetings. It shall be the duty of the Secretary to mail or e-mail a notice of each annual, regular or special meeting stating the purpose thereof, as well as the time and place where the meeting is to be held. The notice shall be sent to each family at the latest e-mail address appearing on the records of the Club. The notices of annual and regular meetings shall be sent so as to be received at least fifteen (15) calendar days, but not more than forty-five (45) days prior to such meeting. Notice of meetings shall also be posted at JIHS Athletic Booster Club web page.

Section 6. Quorum. Except as otherwise provided by statute or these by-laws, the members present shall constitute a quorum.

Section 7. Voting. Each member family shall be entitled to cast one vote on each question. Voting will be held verbally unless otherwise agreed upon. The vote of the majority of those members present shall decide any questions brought before the meeting, unless the question is one upon which, by law, or by these by-laws a difference vote is required.

ARTICLE VI EXECUTIVE BOARD

Section 1. Number and Qualifications. The Executive Board of the Club shall be composed of not less than six (6) nor more than twelve (12) members. The Board will consist of the elected Officers of the Club, the Athletic Director of JIHS and the Sport liaisons.

Section 2. Governing Powers. The Executive Board shall have all the powers and duties necessary or appropriate for the overall direction of the Club. They may engage in such acts and do such things as are not prohibited by law or these bylaws.

Section 3. Election and Term of Office. The Officers of the Club shall be elected at the annual meeting for a term of one year. Unless elected to fill a vacancy, the term of office shall commence on August 1 following the respective election by the Board.

Section 4. Vacancies. Vacancies in the Executive Board shall be filled by a vote of the majority of the remaining Board Members. Each person appointed to fill a vacancy will serve the remainder of the fiscal term.

Section 5. Compensation. No compensation shall be paid to Board Members for their services to the Club.

Section 6. Quorum. At all meetings of the Executive Board, one-third of the Board Members of record shall constitute a quorum for the transaction of all authorized business. Where the computation results in a fractional number, it shall be rounded upward to the next whole number. The acts of the majority of the Board Members present at a meeting at which a quorum exists shall be the acts of the Executive Board, except where a larger number is required by law or these by-laws.

Section 7. Robert's Rules of Order (a publication outlining the rules for parliamentary procedures) will be the authority for all questions and procedures at any meetings of the Club.

ARTICLE VII OFFICERS

Section 1. Designation. Principal Officers of the Club shall be a President, a Vice-President, a Treasurer, and a Secretary.

Section 2. President. The President shall be the principal officer of the corporation. Subject to the direction and control of the Board, the President shall see that the resolutions and directives of the Board are carried into effect, and, in general, shall discharge all duties incident to the office of President and as prescribed by the Board. The President shall preside at all meetings of the Executive Board and at all meetings of the membership, except in those instances in which the authority to execute is expressly delegated to another officer or agent of the corporation. The President may execute for the corporation all contracts and other instruments in writing that which must be required or authorized by the Board of Directors.

Section 3. Vice President. It will be the duty of the Vice President to act in the absence or disability of the President and to perform such duties as may be assigned to him or her by the President.

Section 4. Secretary. The Secretary shall be responsible for keeping the organization's records. He or she shall keep (or cause to be kept) the minutes of all meetings of the Executive Board and of the membership. The Secretary shall give or cause to be given all notices of the meetings of the Executive Board and other notices required by law or by these by-laws. The Secretary shall be responsible for the keeping of all books, correspondence, committee minutes and papers relating to the business of the Club, except those of the Treasurer.

Section 5. Treasurer. The Treasurer shall be responsible for preparation of the proposed annual budget and shall keep (or cause to be kept) records belonging to the Club. The Treasurer will present to the Membership and to the Executive Board at their respective annual meetings an report of the finances of the Club and will from time to time make such other reports to the Executive Board as it may require.

Section 6. Any officer of the club, in addition to powers conferred on him or her by these by-laws will have such additional powers and perform such additional duties as may be prescribed from time to time by the Executive Board.

ARTICLE VIII COMMITTEES

Section 1. Standing Committees. The Executive Board may, by resolution passed by a majority of the Board as a whole, designate one or more standing committees. Any committee so established shall have an may exercise such power as provided in the resolution which established the committee. Dissolution of any such standing committee shall be accomplished by a resolution of a majority of the Board as a whole.

Section 2. Types of Committees. In general the types of standing committees may include, but not be restricted to Fundraising, Hospitality, Communications.

Section 3. Meetings. Meetings of the individual committees may be held at such time and place as may be determined by a majority of the committee, or by the Executive Board. Notice of meetings shall be given to the committee's members at least five (5) working days in advance of the meeting unless a majority of members agree to a shorter notification. A majority of the committee's membership shall constitute a quorum.

Section 4. Other Committees. Other committee(s) may be established by the Executive Board, by a motion passed in an appropriately constituted meeting of the Board or by the majority of the members present at a meetings of the membership.

ARTICLE X
FISCAL MANAGEMENT

Section 1. Fiscal Year. The fiscal year of the Club shall begin on the first day of August in each year.

Section 2. Books and Accounts. Books and accounts of the Club shall be kept under the direction of the Treasurer and reviewed annually by the full Board.

Section 3. Loans, Mortgages or Bonds. No loans, mortgages or bonds shall be contracted on behalf of the Club nor evidences of indebtedness shall be issued in its name unless authorized by resolution of the Executive Board. Such authority shall be general or confined to specific instances.

Section 4. Deposits. All funds of the Club shall be deposited to the credit of the Club in such bank or banks or other depositories as the Executive Board may elect.

Section 5. Conflict of Interest. The Executive Board shall not enter into any contract or transaction with (a) one or more of its members, (b) a director of a related organization or (c) an organization in or of which an Officer of the Club is a director, officer or legal representative, or in some other way has a material financial interest unless:

- 1) That interest is disclosed to the Executive Board,
- 2) The Executive Board approves, authorizes or ratifies the action in good faith,
- 3) The approval is by a majority of Executive Board (not counting the interested member),
- 4) At a meeting where a quorum is present (not counting the interested member).

Section 6. Checks, Drafts, Etc. All checks, drafts and other orders for payment of funds will be signed by such Officers or such other persons as the Executive Board shall designate in its approved financial policies. Reimbursements must be signed by someone other than the reimbursed party.

Section 7. Indemnity. The Club shall indemnify and hold harmless any Board Member, Officer, or employee from any suit, damage, claim, judgement or liability arising out of, or asserted to arise out of conduct of such person in his or her capacity as a Board Member, Officer, or employee except in cases involving willful misconduct. Indemnification provided under this section shall comply with and follow the requirements as provided by statute. The Club shall have the power to purchase or procure insurance for such purposes.

Section 8. Examination by Members. Every member of the Club shall have a right to examine, in person or by agent or attorney, at any reasonable time or times, and at the place or places where usually kept, all books and records of the Club.

ARTICLE XI
MISCELLANEOUS

Section 1. Amendments. Subject to the limitations by statute the members shall have the power to amend these bylaws. Only the members may amend the Articles, however, by resolution, the Board may approve and propose amendments to the Articles to the membership. Written notice of the proposed amendments shall be provided to the members at least 15 calendar days prior to a duly called meeting. Such amendment shall require an affirmative vote of two-thirds of the members at a duly constituted meeting.

Adopted at full membership meeting on _____.

Signed _____

Title _____