

**BY-LAWS OF THE  
TITAN  
ATHLETIC BOOSTER CLUB**



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BY-LAWS OF THE TITAN ATHLETIC BOOSTER CLUB

# ARTICLE I – Name, Purpose and Objectives

**Section 1.01 Name.** The name of this organization shall be the Titan Athletic Booster Club, hereafter referred to as the “Club.”

**Section 1.02 Purpose.** The purpose of the Club is to promote athletics at Lakeshore High School in an atmosphere that is consistent with the educational philosophy of the school community.

**Section 1.03 Objectives.** The objectives of the Club are as follows:

(a) Develop an organization with an active and involved membership that is concerned with the total athletic program and all of its participants regardless of sex, race, socio-economic status or chosen sports activity.

(b) Promote school spirit and sportsmanship and encourage attendance at all Lakeshore High School athletic events.

(c) Encourage and support the academic endeavors of Lakeshore’s student athletes.

(d) Provide supplementary financial support for the various athletic activities at Lakeshore High School.

(e) Provide supplementary financial support for the future of the various athletic activities at Lakeshore High School in the form of an Endowment Fund.

(f) Aid the staff in organizing and staging special events and projects.

(g) Aid and support the school staff in the areas of sports promotion, publicity, and program development.

(h) Develop a close relationship with school administration and coaching staff for the benefit and advancement of all athletic programs at the school.

**Section 1.04 Non-profit Status.** Notwithstanding any other provisions of these By-Laws, the Club shall carry out activities permitted by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law or by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Internal Revenue Law.

# ARTICLE II – Membership and Fees

**Section 2.01 Membership.** There shall be one class of membership in the Club, i.e., a member is the adult members of any household who have paid a membership fee for the current year.

**Section 2.02 Membership Fee.** A membership fee, established by the Executive Board, shall accompany each application for membership and shall become the property of the Club.

# ARTICLE III – Officers

**Section 3.01 Officers.** The officers shall consist of the President, Vice-President, Secretary, and Treasurer. There shall also be elected board members whose responsibilities are described in Article IV, and one chairperson of each Standing Committee.

(a) Election. The officers and the board members shall be elected by a majority of the voting membership present at the Annual Business Meeting.

(b) Nominations. The President, with concurrence of the Executive Board, shall appoint a nominating committee of at least three (3) members at least sixty (60) days before the Annual Business Meeting. The nominating committee shall present a slate of nominees (who have agreed to serve) for positions of officers and board members. Additional candidates may be nominated from the floor at the Annual Business Meeting.

(c) Terms of office. A term is one fiscal year, June 1 through May 31. An individual may not serve in the same elective capacity for more than two consecutive terms with the exception of Treasurer, which can serve for four consecutive terms.

(d) Vacancy. The President, with the approval of the Executive Board, shall appoint any officer vacancy, other than the Presidency. A vacancy in the office of the President shall be filled by a majority vote of the Executive Board at their first meeting after the vacancy occurs.

(e) Reason to Remove: By a simple vote of the Executive Board, an officer or board member may be removed from office for failure to perform duties, for conduct unbecoming, or failure to attend a majority of the booster club meetings and activities.

## **Section 3.02 Duties of Officers.**

(a) President. The President shall:

- (1) Preside at all meetings;
- (2) Appoint standing committee chairpersons with the concurrence of the Executive Board;
- (3) Appoint and/or dissolve all other committees as required;
- (4) Serve as ex-officio member of all committees;
- (5) Serve as primary spokesperson for the Club, except as otherwise specified;
- (6) Direct goals and budget performance.

(b) Vice President. The Vice President shall perform all the duties of the President in his/her absence and shall be responsible for an annual review of the By-Laws, recommending revisions as deemed appropriate.

(c) Secretary. The Secretary shall keep a record of all the proceedings of the General Membership Meetings of the Club. All minutes shall be kept in a regular bound Secretary's Book. A record of the decisions of the Executive Board shall be kept in a separate bound Secretary's Book in the Administration office. A summary of the decisions made in these Meetings shall be made available to the general membership each month.

(d) Treasurer. The Treasurer shall maintain a complete set of books of account in accordance with generally accepted accounting principles and practices. The Treasurer shall make disbursements from the teams' encumbered funds and the general fund, and shall pay expenses approved by the Executive Board and shall secure proper vouchers thereof and shall receive and deposit moneys of the Club in the Club's checking and/or savings account. The Treasurer shall report the amount of money available in the general fund and encumbered funds at each General Membership Meeting.

# ARTICLE IV – Executive Board

**Section 4.01** The Board shall be responsible to act on behalf of the Club in the management of the business affairs of the organization, except for matters decided by a vote in the General Membership Meetings. The Executive Board shall consist of:

- (a) President
- (b) Vice-President
- (c) Secretary
- (d) Treasurer
- (e) Elected Board Members
- (f) Adjunct School Faculty member appointed by the Principal and/or The Principal or Athletic Director of Lakeshore High School to meet administration requirements

**Section 4.02** The Executive Board shall:

- (a) Approve the expenditure of all funds up to \$4000. Any expenditure above \$4000 shall be presented at a General Membership Meeting for approval;
- (b) Approve the President's creation and dissolution of all necessary Committees and Chairpersons;
- (c) Approve the recommendations of all Committees and shall have ultimate responsibility for the actions of these committees;

(d) Set the time and date of General Membership Meetings and give members timely notification; and

(e) Approve goals and budget targets annually, at least.

**Section 4.03** If action on behalf of the Club is necessary before it is reasonable to convene the General Membership Meeting, the President shall take such action based on the majority vote of the Executive Board, comprised of the four officers, the board members, the Athletic Director and/or the Principal. A report of the action taken shall be made at the next General Membership Meeting.

# ARTICLE V – Standing Committees

**Section 5.01 Standing Committees.** Standing Committees are those required to function throughout the year. Chairpersons shall be appointed by the President, subject to the approval of the Executive Board. Standing Committees and their primary functions follow.

- (a) Standing Committee Chairpersons shall recruit as many members as necessary to discharge the responsibility of the Committee. The Chairperson shall also keep a file of the year's proceedings, for turnover to his/her successor.

**Section 5.02 Membership Committee.** The Membership Committee shall maintain a complete and current list of all members, collect dues, and conduct ongoing effort to recruit new members

**Section 5.03 Concessions Committee.** The Concessions Committee shall be responsible for the management of concessions. The Concessions Committee shall:

- (a) Recruit and schedule parent volunteers (representing the various sports teams) to manage the concession for specific events;
- (b) Record the labor-hours incurred for each event, allocated to the specific sports teams represented;
- (c) Record the concession expenses and revenues for each event;
- (d) Acquire all provisions required for the concession stands; and
- (e) Recommend to the Executive Board the allocation of profits to the encumbered funds of each sports team in accordance with the participation of volunteer help and / or sporting event.

**Section 5.04 Spirit Cart Committee.** The Spirit Cart Committee shall coordinate the promotion of school spirit through the sale of apparel and memorabilia, bearing the Titan or Lakeshore logo, at a nominal price.

The Spirit Cart Committee shall:

- (a) Set the hours of operation of the Spirit Cart;
- (b) Recruit the volunteer help required to operate the Cart;
- (c) Manage the inventory of the Cart to meet the changing needs of the student body;
- (d) Record an accurate and timely account of revenues and expenses of the Cart and coordinate its financial operation with the Club Treasurer; and
- (e) Report the ongoing status of the Cart's operation to the Executive Board.

**Section 5.05 Banquet Committee.** The Banquet Committee shall plan and coordinate Fall, Winter, and Spring sports awards banquets.

The Banquet Committee shall:

- (a) Secure facility for holding Awards Banquets.
- (b) Plan menu and secure donations of food, paper products, and drinks for Banquet
- (c) Secure keynote speaker for event

(d) Coordinate awards with coaches and obtain trophies and/or plaques for each award recipient.

**Section 5.06 Corporate Membership.** The Corporate Membership Committee shall solicit corporate memberships with local businesses using the Booster Club Corporate Sponsor form and shall be a liaison between the Club and its corporate sponsors.

**Section 5.07 Hospitality Committee.** The Hospitality Committee is responsible for showing the appreciation of the Club for the coaches in ways to be determined by the Executive Committee.

**Section 5.08 Special Projects Committee.** The Special Projects Committee shall be responsible for any special projects assigned by the Executive Board that do not fall within the realm of another committee.

**Section 5.09 Fund Raising Committee.** The Fund Raising Committee shall coordinate and oversee all fund raising activities on and off school campus including but not limited to applications, permits, identification badges or papers and parental consent forms.

# **ARTICLE VI – Team Representatives**

**Section 6.01** Each team shall have a team representative (Board Member) present at each Club Board Meeting. Each team shall be represented by a minimum of one (1) parent representing each grade. A minimum of one team representative is required to attend monthly Board Meetings regardless of whether that sport is in season or not.

**Section 6.02** Team Representatives shall disseminate information from the Board Meetings to the team coach, athletes, and parents.

**Section 6.03** Teams are responsible to contribute to projects and fundraising activities as called upon.

# ARTICLE VII – Meetings

**Section 7.01 Annual Business Meeting.** The Annual Business Meeting of the Club shall be held at the May General Membership Meeting unless otherwise specified by the Executive Board.

**Section 7.02 General Membership Meetings.** General Membership meetings shall be held at the end of each nine (9) weeks. Anyone from the General membership is welcome to attend these meetings.

**Section 7.03 Executive Board Meetings.** Executive Board Meetings shall be held monthly unless otherwise specified by the Executive Board.

**Section 7.04 Voting.** All members who have paid a membership fee for the current year may vote, except on matters for which it is appropriate to ensure equal representation for each sport team. In these cases, only Officers and Board Members for each sport may vote.

**Section 7.05 Quorum.** A quorum for the transaction of business at the Annual Business Meeting and at General Membership Meetings shall be ten percent (10%) of the current membership. A quorum for Executive Board Meetings shall be two-thirds (2/3) of the Board members.

**Section 7.06 Robert's Rules of Order.** Robert's Rules of Order, the latest edition, shall be recognized as the authority governing the meetings of the Club, its Executive Board, and its Committees.

# ARTICLE VIII – Finances

**Section 8.01** All monies received by the Club for any purpose shall be deposited to the credit of the Club's account at State Investors Bank.

**Section 8.02** Funds raised by and/or allocated to specific sports teams, although deposited in the Club's account, shall be separately tracked as "encumbered funds" for each sports team. Expenditures from these encumbered funds do not require Executive Board approval but may be expended on behalf of these teams at the discretion of the team's Head Coach and/or duly authorized member.

**Section 8.03** Funds raised by projects that have a specific advertised purpose, shall be deposited (and separately tracked) in the Club's general fund to ensure that it is disbursed for the advertised purpose and to safeguard the integrity of the Club and the School.

**Section 8.04** The board shall retain 5% of all corporate sponsorship funds and deposit said amount into the general funds of the club for administrative purposes.

# **ARTICLE IX – Amendment of These By-laws**

**Section 9.01** Amendments to the By-laws are to be submitted in writing at a regular Executive Board Meeting prior to the Annual Business Meeting. Notice of the amendments shall be publicized by direct mail or e-mail to the membership at least two weeks prior to the Annual Business Meeting.

**Section 9.02** Amendments may be adopted at the Annual Business Meeting by a 2/3 majority of those members voting, a quorum being present.