

CONSTITUTION AND BYLAWS OF "THE AIKEN HIGH SCHOOL ALL-SPORTS ATHLETIC BOOSTER CLUB"

ARTICLE I – NAME

The name of this Booster club is "Aiken High School All-Sports Athletic Booster Club."

ARTICLE II.I – GENERAL PURPOSES

The purposes of this Athletic Booster club are:

Section 1. The Club is organized and operated exclusively for charitable and educational purposes and to foster national or international amateur athletic competition within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code.

ARTICLE II.II - SPECIFIC PURPOSES

Section 1 - This Athletic Booster Club shall function as a support wing of Aiken High School to actively sponsor fund raising activities for financial support of all interscholastic and intramural athletic programs and to improve the athletic facilities for the athletic programs, which are supported by the Administration of Aiken High School. All actions of the Athletic Booster Club shall be subject to the approval of the Principal of Aiken High School.

Section 2 - Funding of college scholarships and other projects as approved by membership.

ARTICLE III – MEMBERSHIP

All adults or current students of Aiken High School are eligible for membership. There shall be no discrimination as to membership because of sex, race, color, ethnic background or religious affiliation (or lack of religious affiliation). Membership shall be divided into two categories.

Section 1 - Associate members – Anyone interested in Aiken High School is entitled to be an associate member of this Athletic Booster Club.

Section 2 - Voting members – A voting member is restricted to members who have paid their dues for the particular fiscal year and to parents and/or guardians of a family which has purchased an All Season Sports Pass for all athletic contests held at Aiken High School for that particular scholastic year.

Section 3- Honorary non-voting members- The Principal, Athletic Director and Head Coaches of the Varsity and Junior Varsity sports teams of Aiken High School shall be honorary non-voting members of the Athletic Booster Club.

ARTICLE IV – DUES

Section 1 - Dues for all voting members shall be \$25.00 per fiscal year and this fee will be waived for purchasers of Athletic Booster Club All Season Sports Passes. There will be a one (1) month probation period before a member becomes eligible to vote when dues are paid other than at the offered time at the beginning of the scholastic year.

ARTICLE V – MEETING OF MEMBERS

Section 1 - Regular meetings – The members of the Athletic Booster Club shall meet regularly at 6:30 p.m. on the first Monday of every month of the calendar year, with proper notification to all members. Meeting dates may be adjusted due to school/holiday schedule or room availability

Section 2 - Annual Meeting – The meeting of the Athletic Booster Club held on the first Monday of May shall be considered the annual meeting of the Booster club, and must be held at Aiken High School. The officers for the ensuing fiscal year shall be elected at the annual meeting. The newly elected officers shall be inducted into office at the next regular meeting - and shall immediately hold office and commence

performing their duties until their respective successors are elected and duly instated (Refer to Section 2 of Article VI.)

Section 3 - Special meetings – The President of the Athletic Booster Club or the Athletic Director may call a Special Meeting of the Members at any time by directing the Secretary or designee of the Athletic Director, to mail, email or fax a Notice not less than seven (7) days prior to the meeting, which notice shall

set forth the purpose of such meeting. A Special Meeting shall also be held upon the written request of at least ten (10) voting members addressed and delivered to the Secretary, which request shall set forth the purpose of such meeting.

Section 4 - Quorum – The attendance of five (5) voting members shall constitute a quorum for the purposes of voting on any official action of the Athletic Booster Club.

Section 5 - Voting and Procedure – Voting members, as defined in Section 2 of ARTICLE III hereof, are the only persons who are eligible to make motions, second motions and vote on any motions, and are the only members eligible to be an officer, to serve on the nominating committee and vote for nominees for office.

ARTICLE VI – OFFICERS

Section 1 - The Officers of the Club shall be a President, a Vice-President/President-Elect, a Secretary, and a Treasurer.

Section 2 - Election of Officers – All officers shall be elected at the Annual Meeting as provided in Section 2 of ARTICLE V of the Constitution and Bylaws and shall commence performing their duties as provided therein. **The term of office shall be one year, not to exceed four (4) consecutive terms. For term limit calculations an appointment to fill the remainder of a partial term will count if more than 6 months are served in the positions.**

A. Nominating Committee. Within ten (10) days after the regular meeting in February each year, the President shall nominate and the Club shall elect a Nominating Committee which shall consist of a minimum of three (3) voting members who are not elected officers of this Athletic Booster Club plus two (2) current officers.

B. It shall be the duty of the Nominating Committee to submit at least one (1) nominee for each office and at least one (1) nominee for each chairmanship of standing committees and shall obtain the consent of each person to be nominated to serve, if elected. Nominating Committee's submissions shall be reported to the membership at the May meeting.

C. Any voting member may make such nominations from the floor as he/she desires at the Annual Meeting, provided he/she has the consent of any such nominee or nominees to serve, if elected. Nominations from the floor must be seconded by a voting member.

D. The election shall be conducted by ballot, the results of which shall be tabulated by the Secretary and the Treasurer.

E. If, at any time, an officer is unable to continue in his/her elected post the officer must submit written resignation. The President shall then nominate and the Club shall approve/appoint a member to fill the incomplete term.

F. If, at any time, the membership determines that it is in the best interests of the booster club to remove an officer for office; a vote to remove the officer that passes with a majority of 75% or greater of the voting members present is required. This removal vote can take place at any regularly scheduled meeting without prior notice. The President shall then nominate and the Club shall approve/appoint a member to fill the incomplete term of the removed officer.

Section 3 - Duties of the Officers

A. President – The President, if present, shall preside at all Meetings of the Athletic Booster Club. The President shall call Special Meetings when he or she deems same to be necessary, and shall serve as Chairman of the Executive Committee. The President shall, with the assistance of the Secretary, preserve decorum, conduct all meetings in accordance with the Constitution and Bylaws, and Roberts Rules of Order; shall see that all officers perform their duties; shall neither make nor second any motion, but he or she is entitled to vote, particularly in the event of a tie vote of the voting members present. The President shall be an ex-officio member of every Committee. The President shall do and perform any and all other duties that properly belong to the office under usual parliamentary procedure.

B. First Vice-President/President-Elect – Shall perform the duties of the President in his or her absence. The First Vice President/President-Elect reports directly to the President and will oversee and otherwise perform the duties assigned as directed by the President. The First Vice-President/President-Elect shall also be an ex-officio member of every Committee and may be required to attend other committee meetings for the President. This Vice President does not have to commit to become President for the following year if the current President intends to continue during the following year. This Vice President shall become President when the President leaves or is removed from that position.

C. Secretary – Reports directly to the Booster Club President and shall be responsible for maintaining the e-mail distribution list of current members of the Athletic Booster Club (information provided by Membership Chairs et al) and shall be responsible for e-mailing all notices to the Board and ABC members regarding Board and monthly meetings, minutes and other information, etc. The Secretary will prepare a sign-in sheet for meetings, take Minutes for all meetings, and maintain a Meeting Minutes binder. Final draft of the completed Minutes will be e-mailed to the Board and all ABC members and also the Web Master at Aiken with instructions to add Minutes to Booster Club website.

Prior to the Annual (May Election) meeting (see Section 2 of Article V) or as early as January, the Secretary shall compose and transmit an annual volunteer recruiting letter to Booster Club members, requesting them to join the Booster Club Board for the upcoming year. The Secretary will assist the President, or his assignee Board Member, with maintaining a list of those interested nominees and help with the process of slating the nominees on the ballot and also assist the Treasurer with the tabulation of the votes from the election.

D. Treasurer – The office of the Treasurer shall be responsible for all monies collected and disbursements made by the Athletic Booster Club at each regular meeting and at the Annual Meeting. All cash collected from fund raising, concessions, memberships, etc. must be counted and signed by two (2) ABC members prior to deposit. All checks distributed by the Treasurer must be approved by the President, Vice President, or Secretary.

E. Neither the President nor the Treasurer of this Athletic Booster Club shall hold any other office in this Booster Club during his/ her respective tenure.

ARTICLE VII – EXECUTIVE COMMITTEE

The Executive Committee shall be composed of the President, Vice-President, Secretary and Treasurer of the Athletic Booster Club and the Chairman of the Ways & Means Committee, Membership Committee, Program Advertising Committee, Scholarship Committee. The Executive Committee shall appoint members to particular committees, shall organize fund-raising activities in support of all approved Athletic Programs of Aiken High School and shall assist the President in setting the agenda for meetings.

ARTICLE VIII – COMMITTEES

Section 1 - Membership Chair - Is responsible for conducting an active campaign and promoting and processing business to build the membership of the Athletic Booster Club through the organizing, processing, sale and distribution of annually-issued All-Sports Passes, along with various ABC

promotional items. The purpose of this activity is to raise money for the Aiken High Athletic Booster Club in support of the Aiken High Athletic Department.

The Membership committee provides manpower to work the Booster Club entrance at home football games. The committee's activity begins during the school's summer break, and continues throughout the school year. Membership's duties will require attendance at fall school events including: Freshman Orientation, Meet the Coaches Night, Back to School (Parent-Teacher) nights, home football games, and other home athletic events as needed or required. The Membership Committee Chairperson, who reports directly to the ABC President, should recruit and oversee an adequate number of committee members to facilitate the successful accomplishment of these activities.

Membership supports the ABC Board and the ABC Secretary by providing membership information as needed with respect to names & e-mail addresses for distribution list purposes. Membership works closely with the ABC Treasurer to facilitate paperwork flow, and in resolving payment issues. Committee chairpersons may be called upon to assist on other committees when needed.

Section 2 - Advertising Chair - reports directly to the Booster Club President and is responsible for the publication, advertising, layout, distribution and sale of an annually-printed sports media guide. The Media Guide Chair should recruit and oversee a group of two associate representatives to direct the following areas:

1. Advertising and Layout - compile and collect advertising from businesses, individuals, teams or other booster club contingencies in an effort to completely subsidize the production of the Media Guide; assist the Director of Publications of Aiken High School in the appropriate layout for all advertising, team pages, sports history sections and other pages included in the Media Guide as approved by the committee.

2. Current Teams and Coaches - coordinate the inclusion of each sport into the Media Guide with team photo, team roster, coaches photos, coaches biographies, senior photos (with accompanying actions shot, if available), senior biographies, any additional team information as determined by the committee and the coaches of the individual sports.

3. Sports History and Website Updates - continue the effort to compile the sports history of Aiken High School by collecting records, historical pictures and images, historical statistics, awards and honors, features on former players, updating existing records that may be incorrect or incomplete, determining which information should be displayed on the Aiken High School website as it pertains to sports history, continue to update and archive the Sports Honor Roll website featuring our most decorated athletes. Special attention should be given to the font size of the sports history section, as it must be appropriate to save paper for the entire publication.

Section 3 - Scholarship Chair - reports directly to the ABC President and shall be responsible for the nomination and selection of appropriate student candidates of Aiken High School for the scholarships awarded by the Athletic Booster Club. The scholarship committee Chairperson should recruit up to three (3) committee members, or as required, to facilitate the successful accomplishment of these activities. Committee chairpersons may be called upon to assist on other committees when needed.

Section 4 - Other Committees - The Athletic Booster Club may, upon approval by the membership, organize such other committees as the Club deems appropriate for the furtherance of the Club activities. The Athletic Booster Club may, upon approval by the membership, organize such other committees as the Club deems appropriate for the furtherance of the Club activities. These committees shall report to the Vice President - Special Projects or his or her assignees working in concert with the Vice-President, who all report directly to the President. Committee chairpersons may be called upon to assist on other committees when needed.

ARTICLE IX – FUNDS

Section 1 - The Booster Club President and Treasurer shall be responsible for all receipts and

disbursements of funds of this Athletic Booster Club.

Section 2 - The Athletic Booster Club shall maintain a checking account at a Bank selected by and overseen by the Administration of Aiken High School and Booster Club President. All monies received by this Athletic Booster Club, from whatever source, shall be deposited in said bank account as soon as practical.

Section 3 - At each regular meeting, the Treasurer shall be prepared to, and shall report on, the Athletic Booster Club's financial condition. If the Treasurer knows that he/she cannot attend a meeting, he/she shall submit a written financial report to the President, and the Officer who presides at the meeting shall read said report at the meeting.

Section 4 - Any request for expenditure of funds from the Athletic Booster Club shall be submitted in writing. Coaches must submit their requests for expenditure of funds to the Athletic Director prior to submission to the Athletic Booster Club Members. Any expenditure of \$100 or below may be approved by the President or Treasurer. For expenditures over \$100 a vote by the ABC Members shall approve or disapprove of the expenditure. All expenditure request and approval status shall be reported in the Minutes and distributed to the Club membership before the next regular meeting.

Section 5 - Any fund raiser which is to benefit -the Athletic Booster Club must be approved by submitting an Aiken County Public School Booster Club Fund Raiser Request form. A fund raiser form must be signed and approved by the Booster Club President, Principal, and Assistant Superintendent Aiken County School District prior to conducting any fund raiser.

Section 6 - Booster Club Project Reserve. The Treasurer will present, on an annual basis to the Athletic Booster Club Board, the upcoming year's budget. Upon approval of the budget, at least 20% of the budgeted revenue will be set aside for future projects or emergency need.

Section 7 - Emergency Expenditures. In the event of an emergency that would require the immediate consideration of the expenditure of more than \$100 of the Club's funds, the President may, after verbal approval of the other officers approve the immediate expenditure of funds for the emergency. The Emergency expenditure approval must be reported to the membership at the next meeting. Prior to any such approval, there must be a finding of the officers of the Club that:

- A. An emergency exists;
- B. The normal procedure for referral of the expenditure request would cause undue hardship to Aiken High School or its facilities or athletic programs; and
- C. The expenditure of the emergency expenditure is the only practical means to prevent the emergency.

ARTICLE X – AMENDMENTS

Section 1 – This Constitution and Bylaws may be amended as follows: Any proposed amendment shall be submitted in writing at any regular or duly called Special Meeting. Such proposed amendment or amendments shall then be e-mailed to all members at least two (2) weeks, fourteen (14) days prior to the next meeting held. After a two (2) week period, such proposed amendment or amendments shall be voted upon if a quorum exists and if any one (1) or more proposed amendments be adopted by two-thirds of the voting members present, such proposed amendment or amendments shall immediately become effective and if any provision of the Bylaws is in conflict with such amendment or amendments, said Bylaw provision or provisions shall ipso facto be amended to comply.

Section 2 – BY-LAWS ACCEPTANCE: Acceptance of these By-Laws will be by a plurality of the voting members in attendance at the first regularly scheduled meeting after this document has been made available to the general membership for review at least two (2) weeks, fourteen (14) days prior to the

meeting. These By-Laws will be considered effective immediately upon their acceptance and will supersede all previously accepted By-Laws and Amendments.

ARTICLE XI- Dissolution

Upon dissolution of the organization, assets shall be distributed to one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of future tax code, or shall be distributed to the federal government or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a Court of Competent Jurisdiction for Aiken County SC, exclusively for such purposes or to such organization or organizations, as the court shall determine, which are organized and operated exclusively for such purposes.

The forgoing bylaws of THE AIKEN HIGH SCHOOL ALL-SPORTS ATHLETIC BOOSTER CLUB are hereby adopted and approved as of the date written below. This document supersedes any previous version of this document and any previously issued amendments to the previous version of the document.


Approved by affirmative vote of the Board of Directors and membership present on this 2 day of May, 2016.

Signed:


Wendell Edwards – President

5-2-16
Date

Attest:


Sammy W Mundy III "Wil" – Vice President

5-2-16
Date