

# **CONSTITUTION AND BYLAWS OF MAVERICKS ATHLETIC BOOSTER CLUB**

*11/1/2016*

## **ARTICLE I: NAME**

The name of this organization shall be the Marvin Ridge Mavericks Athletic Booster Club (MRMABC).

## **ARTICLE II: PURPOSE AND FUNCTION**

The purpose of the organization shall be to support all athletic programs in the Marvin Ridge cluster, and promote excellence, pride and good sportsmanship amongst the student body, school staff, coaches and community.

The organization shall encourage parent, guardian and community involvement and strive to ensure that athletic opportunities continue to be available to the students of Marvin Ridge High School and Middle School. MRMABC will promote the interest of the athletic programs at Marvin Ridge High School and Middle School by providing support through physical and financial assistance. The athletic department consists of student athletes, coaches and the Marvin Ridge Administration. MRMABC shall operate with approval of the high school principal and athletic director. At no time shall MRMABC make recommendations or become involved with the day to day operations of the high school athletic programs. MRMABC shall be the sole administrator of the day to day operations of the middle school athletic programs.

Furthermore, no officer or member shall use this club as a means of furthering any personal, political or other aspirations, nor shall the organization as a whole take part in any movement not in keeping with the real purpose of this organization.

## **ARTICLE III: PRINCIPAL OFFICE**

The organization shall maintain its principal office at Marvin Ridge High School, 2825 Crane Road, Waxhaw, Union County, North Carolina or such other place as designated from time to time by the Board of Directors.

## **ARTICLE IV: MEMBERSHIP**

Members of MRMABC shall be adult citizens interested in the athletic activities at the Marvin Ridge High School and Middle Schools who have paid their annual dues. The membership year begins on June 1<sup>st</sup> and ends on May 31<sup>st</sup>. Each paying member shall have full voting privileges. If a family membership is purchased, only one member of that family may vote at a MRMABC meeting. No family living at the same address may purchase two individual family memberships.

The officers of this organization shall be elected by all members in good standing. The election shall be held at the general membership meeting to be held no later than May 31<sup>st</sup> of each election year. The organization may choose to allow members to vote via proxy vote.

Any open or vacant position shall be filled by the MRMABC Board, with the approval of the Marvin Ridge High School principal. In the event a board member is unable to complete a full term, the MRMABC Board will fill the vacancy, with the approval of the Marvin Ridge High School principal. The vacant positions shall be filled by a member in good standing.

Nominations for board positions shall be publicized. Interested persons shall submit a nomination form to be included on the ballot.

## **ARTICLE V: EXECUTIVE OFFICERS AND BOARD OF DIRECTORS**

The executive officers shall consist of a President, Vice President (President-Elect), Immediate Past-President, Secretary, Treasurer, Vice President of Membership and Vice President of Sponsorship. Any member in good standing shall be eligible to be an officer.

The Secretary, Treasurer, and Vice President of Membership shall each hold office for a period of two years or until death, resignation, retirement, removal, disqualification or a successor is elected and qualifies.

During the 2016-2017 fiscal year, the Vice President of Sponsorship shall hold office for a period of one year or until death, resignation, retirement, removal, disqualification or a successor is elected and qualified. Effective with the 2017-2018 fiscal year, the Vice President of Sponsorship shall hold office for a period of two years or until death, resignation, retirement, removal, disqualification or a successor is elected and qualifies.

The Vice President (President-Elect), President, and Immediate Past-President shall be a three year term however in the third year the Immediate Past-President shall not have any voting privileges. The officers shall assume their duties on June 1<sup>st</sup> of each year.

The outgoing board will transition with the newly elected board until August 1<sup>st</sup> of each year.

The Board of Directors shall consist of the executive officers, the Middle School Athletic Director, and the High School Athletic Director. In the case that either Athletic Director position is vacant, the principal of that school shall have voting privileges.

The board shall administer the activities of the organization between meetings. The board shall allow for email voting when the proposed action is emailed to all board members and all board members reply with his or her vote unanimously. The board will ratify the action taken at the next board meeting and the secretary shall keep copies of all email votes and the replies as part of the minutes.

The High School Athletic Director and High School Principal will be the final decision makers regarding all matters pertaining to the athletic program of the high school. The Athletic Director and High School Principal have the right to remove any member of the Board. The Athletic Director's vote will break any tie in the vote among the board.

No member of the board of directors shall endorse any candidate running for an executive officer position.

#### **DUTIES OF THE PRESIDENT**

1. The President shall preside over all general meetings and at all meetings of the Executive Board.
2. The President shall call special meetings as may be deemed necessary.
3. The President, or designee, shall preside over ceremonial events and provide general representation for the organization at all athletic events.
4. The President shall automatically be an ex officio member of any and all committees.
5. The President shall assist and train the Vice President.
6. The President can appoint a bookkeeper to assist the Treasurer in the day to day operations of the booster club.
7. The President shall be a designated co-signer of checks and purchase orders.
8. The President can appoint a member to fill the unexpired term of any office or position on the board with the approval of the Athletic Director and High School Principal.

9. The President shall coordinate with the Middle school athletic director to oversee middle school sports.

10. The President shall serve as the webmaster in coordination with the Secretary.

11. The President shall ensure that the booster club meets the requirements of UCPS policies for parent organizations.

### **DUTIES OF THE VICE PRESIDENT / PRESIDENT-ELECT**

1. The Vice President shall assist the President and perform all duties of the President in his/her absence.

2. The Vice President should take over the responsibilities of the President in the event that office is vacated.

3. The Vice President shall oversee Field Maintenance

4. The Vice President shall be the primary person to monitor and respond to feedback questions from the Booster Club website.

5. The Vice President shall oversee middle school team stores and spirit wear..

6. The Vice President shall oversee Concessions.

7. Any other responsibilities assigned by the President.

### **DUTIES OF THE SECRETARY**

1. The Secretary shall maintain the Corporate Records book including:

- a. Bylaws
- b. Minutes
- c. Charter
- d. Administrative Policies and Procedures

2. The Secretary shall transcribe the minutes of the board and general meetings and publish approved minutes on the Booster Club website.

3. The Secretary shall oversee and coordinate all administrative aspects of sport registrations including rollovers, access for coaches, announcements. The Secretary shall also serve as the webmaster in coordination with the President.

4. Any other responsibilities assigned by the President.

#### **DUTIES OF THE TREASURER**

1. The Treasurer shall have charge and custody of, and be responsible for all funds of the organization, and deposit all such funds in the name of the organization in such bank as selected by the Executive Board.

2. The Treasurer shall keep and maintain adequate and correct amounts of the organization's business transactions including accounts of its assets, liabilities, receipts, disbursements gains and losses and report at each board meeting.

3. The Treasurer shall present a financial report to the Executive Board at each monthly meeting.

4. The Treasurer shall submit the annual fiscal year budget to the Executive Board for approval.

5. The Treasurer shall file the necessary non-profit tax returns with the IRS on an annual basis so to ensure that the organization maintains a valid tax-exempt status.

6. The Treasurer shall be responsible for collecting sports participation fees and ensure any past due amounts are paid in a timely manner.

7. Any other responsibilities assigned by the President.

#### **DUTIES OF THE VICE PRESIDENT OF MEMBERSHIP**

1. The Vice President shall be the team parent liaison.

2. The Vice President shall be the primary person responsible for membership.

3. The Vice President shall oversee Special Events sponsored by MRMABC.

4. Any other responsibilities assigned by the President.

## **DUTIES OF THE VICE PRESIDENT OF SPONSORSHIP**

1. The Vice President shall oversee sales and renewals of sponsorships.
2. The Vice President shall serve as the liaison with the Middle School Athletic Director and provide support as needed.
3. Any other responsibilities assigned by the President.

## **ARTICLE VI: FISCAL YEAR AND MEETINGS**

**Section 1.** The fiscal year of the organization shall begin June 1 and shall end on May 31 of the following year.

**Section 2.** Meetings of the Board of Directors shall occur once a month or at such other times as may be established by the Board. Special meetings shall be held at the call of the President, Athletic Director or at the call of any two other officers.

**Section 3.** General membership meetings shall be held periodically throughout the year, at the Board's discretion, no less than one time per year. The date and time of the general meeting shall be advertised on the booster club website.

## **ARTICLE VII: COMMITTEES**

**Section 1.** The following shall constitute the standing committees of the organization: Fundraising/Sponsorship, Concessions, Membership, Merchandising, Sport Related Parent Groups (such as Touchdown, Slam Dunk, Grand Slam, Face-Off).

**Section 2.** Committee Chairpersons shall be approved by the President with the consent of the officers.

**Section 3.** Additional, non-standing committees may be appointed by the President or the Executive Board at any time needed.

1. The **Fundraising/Sponsorship Committee** shall be responsible for coordinating all general booster club fundraising projects and sales of sponsorships.

2. The **Concessions Committee** shall be responsible for (a) ensuring the efficient operations of the concession stands for all sports, (b) the scheduling of volunteers and accounting of receipts and (c) reporting to the Treasurer.

3. The **Membership Committee** shall be responsible for soliciting potential members and maintaining a database of members.

4. The **Merchandising Committee** shall be responsible for purchase and sale of apparel and spirit wear merchandise at athletic events.

5. The **Sport Related Parent Groups** shall be responsible for assisting the coach with team fundraising efforts, community outreach, coordinating volunteers, and other duties as requested by the coach. The chairpersons shall be appointed by the head coaches and /or the Athletic Director. The committees shall assist the Membership Committee by soliciting booster club members from the team. The committees shall follow Booster Club and Athletic Director policies with respect to fundraising and purchasing for the team. All such activity must be approved by the coach in advance.

## **ARTICLE VIII: SCHOOL COLORS AND LOGO**

Only approved school colors and logos can be used for spiritwear, team fundraising, merchandise, and uniforms. Prior approval for such use must be obtained from the high school or middle school principals. The use of school colors and/or logos for private marketing or merchandise without the expressed written consent of the school administration is strictly prohibited.

## **ARTICLE IX: ROBERT'S RULES OF ORDER**

The rules contained in Robert's Rules of Order shall govern this organization in all cases in which they do not conflict with the rules of this organization.

## **ARTICLE X: AMENDMENTS**

These Bylaws may be amended by a majority of Board members present at any regular meeting. The amendments must have been presented at the preceding regular meeting of the organization.