

Century Athletic Boosters Bylaws

Updated December 14, 2020

General Statement: *The Century Athletic Boosters is a nonprofit organization of interested parents who voluntarily assist in the development and continuance of interscholastic athletics as an integral part of the educational process at Century High School.*

Article I- Name, Purpose, Powers, Offices

Section 1 **Name** - The name of the club is Century Athletic Boosters

Section 2 **Purpose** -The purpose of the Boosters is:

- (a) To foster and promote the athletic program and school spirit at Century High School
- (b) To assist and support the faculty members involved in the administration and conduct of the interscholastic athletic programs.
- (c) To raise funds desired by the Athletic Department not already provided for by the County Board of Education. No part of the funds raised shall inure to the benefit of the Club members.
- (d) To uphold to the best of their ability, the published mission statement.

Section 3 **Powers** - In support of the stated purpose, but not limited to, the Boosters shall have the power:

- (a) To solicit contributions including in-kind donations on behalf of the Century Athletic Programs.
- (b) To engage in activities which will assist or contribute to the furtherance of the Century Athletic Program
- (c) To cooperate with the principal, Athletic Director or designated official of Century High School in programs that further the welfare of the student body. Such programs do not have to be limited to interscholastic sports.

Section 4 **Offices** - The Boosters shall have and maintain offices on the school premises. Such offices may be within the Athletic Department with the Athletic Director as the Booster representative on campus. Other arrangements as deemed appropriate by the Principal are also acceptable.

Article II-Membership

Section 1 **Eligibility**

- (a) Regular membership in the Boosters shall be open to all parents, students and coaches at Century High School.
- (b) Associate membership in the Boosters shall be open to adults subscribing to the objectives of the Boosters. Associate members cannot hold office in the Boosters, although they may become members of a committee and special work groups authorized by the Boosters' Board of Directors.

Section 2 *Members in Good Standing* - A member shall be deemed in good standing when annual dues are paid.

Section 3 *Termination of Membership*- Membership in the Boosters may be terminated:

- (a) Through resignation-any member may voluntarily resign from the Boosters.
- (b) For cause, any member that engages in activities detrimental to the Club may be terminated as a member after an appropriate hearing, if requested, before the Board of Directors and an affirmative vote of not less than three fourths of the members of the Board of Directors.

Article III -Meetings

Section 1 *Annual Election Meeting* - During the month of March, the monthly meeting shall include an election of officers for the coming school year.

Section 2 *Regular Meetings* - Regular meetings shall be held each month on the second Monday, at a time determined by the Board of Directors.

Section 3 *Special Meetings* - Special meetings may be called by the Chairman, the President, or by a vote of the Executive Board.

Section 4 *Place of Meetings* - The Board of Directors may designate any place, either within the school building or outside, as the place of the meeting.

Section 5 *Notice of Meetings* - A written notice stating the date, day, time, and place of meetings will be posted in the school newsletter and on the Athletic Booster website.

Article IV-Board of Directors

Section 1 *Election* - The affairs of the Boosters shall be managed by the Board of Directors, which shall consist of no less than four elected members in good standing. A new Board of Directors shall be elected each year for a term of office for one year. The new Board of Directors will begin its term of office on August 1 and preside over the July meeting. The new officers may request to shadow previous officers for the June and July meetings before fully taking over, if needed.

Section 2 *Composition of the Board* - As much as possible, the Board of Directors shall be made up of parents representing the sports comprising the Century Athletic Programs. It is not necessary that a separate parent represent each sport.

Section 3 *Officers* - The officers of the Boosters shall be Chairman of the Board, a President, Vice President, Secretary, and Treasurer. No person may hold two offices at the same time.

Section 4 *Nominations* -The Nominating committee shall consist of all members of the Athletic Boosters. The names of the prospective nominees shall be presented to the Board of directors and the general membership at least 30 days prior to the Annual Meeting. Additional nominations may be made from the floor at the Annual Meeting. In the event there are more nominees than vacancies on the Board of Directors, election shall be a written ballot. A simple majority is required to win the election.

- Section 5** *Qualifications*- To be eligible as an Officer, an individual must be a member in good standing, and have a child attending Century High School.
- Section 6** *Alumni Members* - Two Board Members whose children have graduated from Century may remain on the Board of Directors as Alumni (Associate) Board Members, for a period of no longer than two years. As Alumni Board Members, they cannot be officers, but may be placed on committees. The two Alumni positions do not have to be filled.
- Section 7** *Vacancies* - In the event a vacancy in the Board of Directors occurs as a result of death, resignation, disability, or termination, the vacancy will be filled by the Board of Directors, who will elect a member to serve until the next Annual Meeting. In the event the vacancy occurs as a result of an increase in the number of elected members, such vacancy shall be filled by vote of the Board of Directors.
- Section 8** *Quorum* - One half of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board. If a quorum is not present, any lesser number may adjourn the meeting without further notice.
- Section 9** *Action by Directors* - The act of majority of the Directors present at a meeting at which quorum is present, shall be the act of the Board of Directors, except where otherwise provided by law of these bylaws.
- Section 10** *Compensation* -Directors and Officers shall not receive any compensation for their services.

Article V- Officers Duties and Responsibilities

- Section 1** *Chairman of the Board* - The Chairman of the Board of Directors shall be the Century High School Athletic Director or such other representative as designated by the School Principal. The Chairman shall be entitled to vote only in the event of a tie vote of the other Directors. The office of Chairman is an appointive office.
- Section 2** *President* - The President shall be the principal executive officer of the organization and shall in general supervise and control all business and affairs of the Boosters. He/ she will preside at all meetings. At the expiration of the President's term of office, he/ she may serve as an ex-officio member of the Board of Directors. The President may sign, with the Secretary or any other proper officer of the Boosters, any checks, financial documents, contracts, leases or instruments that the Board of Directors have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board or by these Bylaws. The President shall perform all duties incident to the office and such other duties, as may be prescribed by the Board of Directors from time to time.
- Section 3** *Vice President* - In the absence of the President, or in the event of his/ her inability or refusal to act, the Vice President shall perform the duties of the President, and when so adding, shall have all the powers of the President and be subject to the same restrictions. The Vice President shall perform such other duties as shall from time to time be assigned to him by the President of the Board of Directors.
- Section 4** *Secretary* - The Secretary of the Boosters shall be responsible for the taking and publishing, in good form, the minutes of all meetings; shall be custodian of the Boosters seal; and in general, perform all duties incident to the office of Secretary. The Secretary shall be responsible for announcing meetings and disseminating important information.
- Section 5** *Treasurer* - The Treasurer shall be in charge of the Boosters' funds and financial records. As Treasurer, he/ she shall collect all member dues and assessments, shall have established proper accounting procedures for the handling of the Boosters' funds, shall have signing privileges for all

banking matters, shall be responsible for the keeping of the funds in such banks, trust companies and/ or investments as are approved by the Board of Directors. He/ she shall report the financial condition of the Boosters at all meetings of the Board of Directors, and at other times when called upon by the President. At the end of the fiscal year, he/ she shall deliver over to his successor all books, monies, and other property in his charge, or in the absence of a successor, he shall deliver such properties to the President.

Article VI - Committees

Section 1 *Executive Committee* - There shall be an Executive committee consisting of Chairman and elected officers. The Executive Committee shall conduct the affairs of the Boosters under the chairmanship of the President in accordance with the policies of the Board of directors and may exercise the authority of the Board in all matters delegated to the Committee by it.

Section 2 *Other Committees* - The President shall appoint from the Board of Directors, such other committees as deemed necessary to conduct the affairs of the Boosters. The President shall prescribe the committee functions and designate the Chairman. No Committees shall act on behalf of the Board of Directors unless specifically authorized to do so. Any member of any Committee may be removed by the President whenever, in the judgment of the President, the best interests of the Boosters shall be served by such removal.

Section 3 *Rules* - Each Committee may adopt rules for its own government, not inconsistent with these Bylaws, or with rules adopted by the Board of Directors.

Article VII- Fiscal and Elective Year

Section 1 The Fiscal year shall be from August 1st through July 31st, inclusive. The Elective year shall be from June 1st through May 31st, inclusive. New officers may request to shadow old officers for the June and July meetings before fully taking over, if needed.

Article VIII - Dues and Fees

Section 1 *Annual Dues* - The rate of dues shall be established by vote of majority of the Board of Directors.

Section 2 *Participation Fee* - Any CHS group wishing to run a camp through the Athletic Booster umbrella shall be charged the current insurance rate per participant, to cover insurance costs. (Approximately \$5.00)

Section 3 *Individual/ Team Fundraising* -Any CHS team wishing to organize and run any fundraising activities independent of the Athletic Boosters, will donate a 10% fee to assist in Booster efforts. The Chairman of the Board shall be responsible for collecting this fee.

Article IX – Accounting

Section 1 *Books, Records, Chart of Accounts* - The Boosters shall keep correct books and records of account and shall also keep minutes of the proceedings of its Board of Directors and Committees having any of the authority of the Board of Directors. A record book shall be kept by the Secretary.

A Chart of accounts that accurately reflects the income, revenue, expenses, assets, and liabilities of the Boosters, shall be prepared and maintained by the Treasurer. Such chart of accounts may be

prescribed by the Executive Committee.

Archives of books, records, financial statements, and relative documents will be maintained by the Treasurer. Any member in good standing may inspect all books and records of the Boosters for any proper purpose at any reasonable time.

Article X - Contracts, Checks, Deposits, and Funds

Section 1 Contracts -The Board of Directors may authorize and officer or Director, in addition to those so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name and on behalf of the Boosters. Such authority may be general or confined to specific instances.

Section 2 Checks, Drifts, etc. - All checks, drafts, or other orders for the payment of money, notes, or other evidence of indebtedness, issued in the name of the Boosters, shall be signed by the President, Treasurer, and/or Concession Committee Manager, as determined by resolution of the Board of Directors.

Section 3 Deposits - All funds of the Boosters shall be deposited from time to time to the credit of the Boosters in such banks, trust companies, or other depositories as the Board of Directors may select.

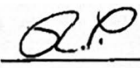

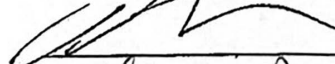
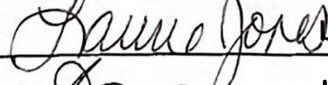
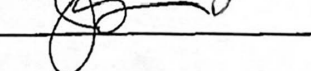
Section 4 Gifts - The Board of Directors may accept on behalf of the Boosters, any contribution, gift, bequest, or device for any purpose of the Boosters.

Article XI- Amendments to Bylaws

Section 1 Procedures - These By laws may be altered, amended, repealed, and new Bylaws may be adopted by a majority of the entire Board of Directors at any meeting of the Board, provided that at least seven (7) days written notice is given of intention to alter, amend, repeal, or to adopt new Bylaws at such meeting.

Section 2 Notice - When any amendments of the Bylaws have been made, copies of such amendments, or a complete revised copy of the Bylaws as amended, shall be mailed, emailed or hand delivered within thirty (30) days to each member of the Board of Directors.

These Bylaws were accepted in a meeting of the Board of Directors on: 12/14/2020

Chairman of the Board:		Randy Pentz
President:		Shaun Poulton
Vice President:		Dan Hackett
Secretary:		Laurie Jones
Treasurer:		Joe Summers