**Neuse Charter School Athletic Booster Club Bylaws**

**March 19, 2019**

**Article I- Name**

The name of this organization shall be the Neuse Charter School Athletic Booster Club (NCS Athletic Booster Club)

**Article II- Mission Statement**

The NCS Athletic Booster Club is a non-profit organization formed for the purpose of assisting in and enhancing the athletic programs sponsored by the Neuse Charter School. The Athletic Booster Club shall strive to indirectly enhance the educational environment of all NCS students by supporting and supplementing the school’s athletic department budget when and where necessary. Our goals as an organization include (but are not limited to) the following:

1. 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.

2. To promote and publicize Neuse Charter School athletics;

3. Promote school spirit and sportsmanship and encourage attendance at all NCS athletic events.

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

5. Encourage and support the academic endeavors of NCS’s student athletes

6. Provide financial support for the various athletic activities at NCS.

7. To act as an advocate for concerns of all student athletes and their parents, coordinating with NCS leaders, such as NCS Director, NCS Athletic Director and the NCS Board of Directors on any initiative that will directly affect the school.

**Section 2.01 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 III- Officers**

**Section 3.01 Officers**. The officers shall consist of the President, Vice-President, Secretary, and Treasurer.

**(a) Election of Officers.** The officers shall be elected by a majority of the voting membership present at the Annual Business Meeting. Nominees must be a current NCS Athletic Booster Club member.

**(b) Nominations.** The President, with concurrence of all officers, shall appoint a nominating committee of at least three (3) members and at least sixty (60) days before the Annual Business Meeting. The nominating committee shall be responsible for receiving all suggestions for officers and contact nominees for confirmation of their willingness to serve as potential officers, and present a slate of nominees who have agreed to serve for positions of officers. All nominations must sit before the Athletic Booster Club membership for thirty (30) days. Nominations for President need to have held past/present NCS Athletic Booster Club President or Vice-President position for at least one year. Circumstances where no previous Board Member is able to fulfill office and all current NCS Athletic Booster Club board all step down, then office of President shall be open to election of a non-previous board member. Additional candidates may be nominated from the floor at the Annual Business Meeting.

**(b) Terms of Office**. A term is one fiscal year, July1 thru June 30. An individual may not serve in the same elective capacity for more than four consecutive terms unless approved by the Athletic Booster Club Board and then voted on by the general membership.

**(c) Vacancy.** The President, with the approval of all officers, shall appoint any officer vacancy, other than the Presidency. A vacancy in the office of the President shall be filled immediately by the Vice President for the remainder of the school year. At that time a new Vice President shall be elected by a majority vote of the membership at their first regular meeting after the vacancy occurs.

**Section 3.02 Duties of Officers**.

1. **Officers.** Officers shall:
2. Attend all meetings: Annual Business Meeting, General Membership Meetings (see section 7.02- Meetings), Executive Board Meetings (see section 7.03- Meetings) and Special Meetings called by Officers.
3. Direct goals and budget performance.
4. The Officers, along with the Athletic Director, must create the annual budget for the next school year. The annual budget will run from July 1 to June 30. The budget will be created in April for the following school year to be approved by the membership at the Annual Business Meeting in May.
5. The Officers, along with the Athletic Director and with the approval of the NCS Director and Board of Directors, shall set the times and dates for the six (6) Officer Meetings and eight (8) General Membership Meetings throughout the school year allowing for change of dates/times if scheduled athletic activities interfere with the attendance of a meeting.
6. Review and approve the creation and dissolution of all necessary committees and review and approve each committee’s plans for the year.
7. Each Officer shall serve as ex-officio member of at least one committee. Transact necessary business in the intervals between meetings, as needed, and report all transactions at the next General Membership Meeting.
8. Call Special Meetings, if needed. Coordinate all Athletic Booster Club activities with NCS Director and NCS Athletic Director, with the possibility of combining sport sign-ups with meeting time/date.
9. Only one office may be held by any individual at a time.
10. Job duties may be reassigned by Officers by a majority vote, if necessary.
11. Have in effect at all times officer insurance with its separate budgeted line item.
12. **President.** The President shall:
13. Preside at all general meetings of the Members and meetings of the Officers, and at such meetings, decide all points of order and enforce all rules as set forth by these by-laws.
14. The President and/or Treasurer will co-sign all expenditure checks.
15. The President and Treasurer are responsible for having insurance in place for the NCS Athletic Booster Club.
16. Sign all contracts on behalf of the NCS Athletic Booster Club, or delegate it to another Officer.
17. Appoint and/or dissolve all committees/chairpersons as required with the approval of the Officers.
18. Will coordinate the work of the Officers and committees to keep the needs and goals of the Athletic Program of Neuse Charter School operating at its fullest capacity.
19. Serve as ex-officio member of all committees.
20. Represent and be the primary contact for the Athletic Booster Club at all open sessions of the NCS Board of Directors open meetings and present a booster club report, as decided in advance by the officers. If the President is not able to attend the NCS Board of Directors meetings, he/she is responsible to have an officer attend the meeting with current booster club report.
21. Serve as primary spokesperson for the Club, except as otherwise specified.
22. To create with the Communications Chair, a monthly newsletter to be sent/made available to all NCS Booster Club Members, students, faculty/administration.
23. The President shall assume any other responsibilities delegated to him/her by the Officers.
24. Duties as apply to the President as stated in “Section 3.02(a) Officers”.
25. Serve as a member of the Athletic Oversight Committee.
26. **Vice President.** The Vice President shall:
27. Perform all the duties of the President in his/her absence.
28. Be responsible for a bi-yearly review of the By-Laws, recommending revisions as deemed appropriate culminating on odd number years.
29. In lieu of a vacancy in the office of the President, the Vice President shall immediately fill the office of President for the remainder of the school year.
30. Oversee the Membership Committee and supply all membership information to the Secretary for upkeep of accurate records. See Article V- Standing Committees/Section A- Membership Committee.
31. Serve as chairperson of the Election Committee and preside over the election process and perform such functions as are necessary to facilitate the election process.
32. The Vice President shall assume any other responsibilities delegated to him/her by the Officers.
33. Duties as apply to the Vice President as stated in “Section 3.02(a) Officers”.
34. **Secretary**. The Secretary shall:
35. Keep a record of all the proceedings of the General Membership Meetings of the Club. All minutes shall be kept in the Secretary’s Book, in its designated section. A record of the decisions of the Officers made between General Membership Meetings shall be kept in its designated section of the Secretary’s Book. A report of the minutes will be made available to the General Membership each month.
36. Send out notices of all booster club meetings to the General Membership, students/parents of NCS, and all NCS Faculty and Staff.
37. Be responsible for preparing and furnishing a written agenda for each meeting several days prior to the start of the meeting, to be emailed to officers, committee chairs and current members, and to have a hard copy available for attendees.
38. Keep records of all attendees of each Booster Club Meeting. Maintain and have readily available a copy of the by-laws of the NCS Athletic Booster Club.
39. Keep record of all current NCS Athletic Booster Club Members with the Vice President overseeing Membership Committee. See Article V- Standing Committees/Section A-Membership Committee.
40. Upkeep all past and present: meeting minutes, Treasurer’s reports, Tax Reports/Forms, Committee Reports, Annual Budget, current/past booster club by-laws, Articles of Incorporation, current membership list, newsletters, and all information from individual committees.
41. The Secretary shall assume any other responsibilities delegated to him/her by the Officers.
42. Duties as apply to the Secretary as stated in “Section 3.02(a) Officers”.
43. **Treasuer.**  The Treasurer shall:
44. Maintain a complete set of books of account in accordance with generally accepted accounting principles and practices, receiving monies and receipts from all Booster Club.
45. Make disbursements from the teams’ encumbered funds and the general fund.
46. Pay expenses approved by the Officers.
47. Secure proper vouchers thereof and shall receive and deposit monies of the Club in the Club’s checking and/or savings account.
48. Present a written Monthly Financial Statement/Treasurer’s Report to be presented to the Secretary to be added to the Secretary’s Book in its designated section.
49. Report the current amount of money available in the general fund and encumbered funds at each General Membership Meeting and all Officer’s meetings with a copy for the Secretary’s Book.
50. Make a full financial annual report at the last Membership Meeting of the school year.
51. File all required governmental tax forms or employ a CPA.
52. The Treasurer and/or President will co-sign all expenditure checks.
53. The Treasurer shall assume any other responsibilities delegated to him/her by the Officers.
54. Duties as apply to the Treasurer as stated in “Section 3.02(a) Officers”.

**Article IV- Executive Board**

**Section 4.01** The Executive 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 Meeting.

**Section 4.02** The Executive Board shall consist of:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Athletic Director
6. Chairperson of each Standing Committee (see Article V)

**Section 4.03** The Executive Board shall:

1. Approve the expenditure of all funds encumbered (see Section 8.02) or budgeted (Note: Any change in a budgeted line item must be approved by the Executive Board).
2. Approve the President’s creation and dissolution of all necessary Committees and Chairpersons.
3. Approve the recommendations of all Committees and shall have ultimate responsibility for the actions of these committees.
4. Set the time and date of General Membership Meetings and give members timely notification.
5. Approve goals and budget targets annually, at least.

**Section 4.04** 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 Athletic Director, and one chairperson of each Standing (see Article VII, Section 7.05 Quorum). A report of the action taken shall be made at the next General Membership Meeting. See Section 8.03 regarding emergency expenditures.

**Section 4.05** If any Executive Board Member has an adverse interest in any transaction, the Executive Board Member must make full disclosure to the Board of the adverse interest as soon as the Executive Board Member knows of its existence. Upon full disclosure, the Board may approve the transaction only by a good faith vote of a majority of the disinterested Board Members present. However, no such transaction may be approved if it would constitute self-dealing prohibited under sections 4941 of the Internal Revenue Code of 1986, or the corresponding provisions of any later federal tax laws, or if it would result in the imposition of any excise tax under any other provision of Chapter 49A of the Internal Revenue Code of 1986, or the corresponding provisions of any later federal tax laws.

**ARTICLE V- Committees**

**Section 5.01 Standing Committees**-

Standing Committees are those required to function throughout the year. The President, subject to the approval of the Executive Board, shall appoint chairpersons. Standing Committees and their primary functions follow. All Committees must have prior approval of any plans or activities by the Executive Board. All standing committees are to collect, deliver and sign off on all deposits to Treasure or President.

**Section 5.02** The President and Treasurer may not serve as Chairperson to any committees.

**Section 5.03** Standing Committees are as follows:

1. **Membership Committee-** Duties of Membership Committee
2. Maintain a complete and current list of all members and forward membership information to Secretary. See Article III- Officers, Section 3.02- Secretary, d5.
3. Collect and forward all deposits to Treasurer or President.
4. Conduct ongoing effort to recruit new members.
5. **Concessions Committee-** Concessions Committee shall be responsible for the management of concessions. The Concessions Committee shall:
6. Recruit and schedule parent volunteers (representing the various sports teams) to manage the concession and gate for specific events.
7. Record the volunteer hours incurred for each event, and note which team was represented if applicable.
8. Record the concession expenses and revenues for each event, tracking the profits for each event.
9. Acquire all provisions required for the concession stands.
10. **Athletics Spirit Shop-** The Athletics Spirit Shop Committee shall coordinate the promotion of athletics school spirit through the sale of apparel and memorabilia, bearing the NCS logo, at a nominal price. The Athletic Spirit Shop Committee shall:
11. Schedule when/what will be available for sale.
12. Recruit the volunteer help required to operate the Shop.
13. Manage the inventory of the Shop to meet the changing needs of the student body.
14. Record an accurate and timely account of revenues and expenses of the Shop and coordinate its financial operation with the Club Treasurer.
15. Report the ongoing status of the Shop’s operation to the Executive Board.
16. **Communication-** The Communication Committee shall create with the President, a monthly newsletter. The Communication Committee shall:
17. Be responsible to create a monthly newsletter to be sent out the first of each month, August thru June. Newsletter is to be sent/made available to all NCS Booster Club Members, students, faculty/administration and parents.
18. Update and develop, as needed, our web pages on NCS website, IPAD for scorer’s table and any other means of communication and/or advertising.
19. During term of office, correspondence of current events and information will need to be sent to the people responsible at NCS for disbursement to NCS families.

**Section 5.04** 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 with a complete copy to the Secretary for the Secretary’s Book. Each active Committee Chairperson will present a Committee Report at each Booster Club General Meeting when applicable. Final committee reports to be submitted at May Annual Business meeting.

**Section 5.05** All Committee Chairperson’s job duties will conclude at the end of the school year or at the conclusion of their need.

**ARTICLE VI- Team Representatives**

**Section 6.01** Each team shall have a team representative, at least eighteen (18) years of age, present at each General Membership Meeting.

**Section 6.02** Team Representatives shall disseminate information from the General Membership Meeting 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.** The minimum number of General Membership Meetings per school year shall be eight (8). General Membership Meetings may be combined with team sign-up meetings. Meetings shall be open to all interested persons with voting limited to NCS Athletic Booster Club Members.

1. Members wishing to attend a Booster Club Board meeting and be recognized on the agenda may do so by requesting at least one week in advance at the discretion of the Booster Club President.
2. If any regular meeting shall not be held, a substitute meeting may be called with a notification posted not less than four (4) days in advance of the place and time of the Special Meeting.

**Section 7.03 Notice of Meetings- Annual, General and Executive Board Meetings.**

1. The time and place of meetings shall be announced at least seven (7) days prior to the meeting. The time and dates of these meetings shall be determined by the Executive Board.
2. Additional or Special meetings may be called by any two Executive Board Members. The time and place of all Additional and Special meetings shall be announced at least forty-eight (48) hours prior to the meeting.

**Section 7.04 Executive Board Meetings.** Executive Board shall hold at least six (6) Executive Board Meetings throughout the school year.

**Section 7.05 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 Team Representatives for each sport may vote.

1. All votes taken by Division (refer to Appendix A- Introduction to Robert’s Rules of Order, Section: Voting on a Motion).
2. The transaction of business at the Annual Business meeting and at the General Membership meeting shall require a minimum of 2/3 votes of attending members of the current membership.

**ARTICLE VIII- Finances**

**Section 8.01** Fiscal year will be from July 1 thru June 30.

**Section 8.02** All monies received by the Club for any purpose shall be deposited to the credit of the Club in a financial institution or institutions selected by resolution of the Executive Board.

**Section 8.03** 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 President and acting Athletic Director(s).

**Section 8.04** All non-budgeted emergency expenditure(s), in itself or collective per event/need, shall not exceed $500.00. (See Section 4.04 for procedure of non-budgeted emergency expenditures).

**Section 8.05** Non-budgeted expenditures over $500.00 require a membership vote.

**Section 8.06** 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 8.07 Audits.** Refer to Chapter XV- Officers: Minutes and Officers’ Reports- Section 48 Minutes and Reports of Officers, Reports by the Treasurer as found in Robert’s Rules of Order Newly Revised / 10th Edition.

**Section 8.08 Gate** All gate proceeds from organized athletic events will be “encumbered funds” to be used for officials and security.

**Article IX- Membership**

Membership is open to all past and present Neuse Charter School students, parents, faculty members, staff, alumnae and their families. Corporate Sponsorship of current NCS parents gives them membership to the NCS Athletic Booster Club. Throughout each year NCS students who participate in athletic events and teams are our ambassadors to the entire community. Our goal is to achieve 100% participation by all families of the school by soliciting sponsorship support, volunteer participation and support of fund raising events and contribution of a fee (to be determined by the Booster Club Board) to support participation in athletics. See current NCS Athletic Booster Club Membership form for specific information regarding membership rules.

**Article X- Approval of By-Laws**

These By-Laws were adopted by the Booster Club Membership at its June 4, 2019 meeting to be effective immediately. Adoption of these by-laws will be recorded in the official minutes of the June 4, 2019 Booster Club meeting.

President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vice President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Treasurer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 10.01 Amendments to By-Laws.**  Amendments to the by-laws may be proposed by any NCS Athletic Booster Club Member. Amendments presented at an Athletic Booster Club Meeting shall be considered for voting at a subsequent meeting. Proposed by-law amendments must sit before the Athletic Booster Club membership for thirty (30) days. Two-thirds (2/3) vote is required to adopt an amendment to the by-laws. All amendment changes per fiscal year will be submitted by the Secretary.

**Article XI- Dissolution**

In the event of dissolution of the NCS Athletic Booster Club, any funds remaining shall be donated. to Neuse Charter School Athletics Department.

In event that Neuse Charter School no longer exists funds remaining shall be donated to another local non-profit charity approved by two-thirds (2/3) vote at last meeting.

**Article XII- Parliamentary Authority**

Rules contained in Robert’s Rules of Order Newly Revised / 10th Edition shall be recognized as the authority governing the meetings of the Club, its Executive Board, and its Committees in all cases in which they are applicable, and in which they are not in conflict with these by-laws. For reference see Appendix A: **Introduction to Robert's Rules of Order.**

Appendix A:

**Introduction to Robert's Rules of Order**

**(Excerpt from:** www.robertsrules.org**)**

**What Is Parliamentary Procedure?**

It is a set of rules for conduct at meetings, that allows everyone to be heard and to make decisions without confusion.

**Why is Parliamentary Procedure Important?**

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So, it’s important that everyone know these basic rules.

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order
2. Roll call of members present
3. Reading of minutes of last meeting
4. Officers reports
5. Committee reports
6. Special orders- Important business previously designated for consideration at this meeting
7. Unfinished business
8. New business
9. Announcements
10. Adjournment

**The method used by members to express themselves** is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

**There are four Basic Types of Motions:**

1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. Subsidiary Motions: Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

**How are Motions Presented?**

1. Obtaining the floor
   1. Wait until the last speaker has finished.
   2. Ask to be recognized by the Meeting Chairman (usually the President) for the purpose of making a motion.
   3. Wait until the Meeting Chairman recognizes you.
2. Make Your Motion
   1. Speak in a clear and concise manner.
   2. Always state a motion affirmatively. Say, “ I move that we …” rather than, “I move that we do not…”.
   3. Avoid personalities and stay on your subject.
3. Wait for Someone to Second your motion.
4. Another member will second your motion or the Meeting Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Meeting Chairman States Your Motion.
   1. The Chairman will say, “it has been moved and seconded that we…” Thus placing your motion before the membership for consideration and action.
   2. The membership then either debates your motion, or may move directly to a vote.
   3. Once your motion is presented to the membership by the chairman it becomes “assembly property”, and cannot be changed by your without the consent of the members.
7. Expanding on Your Motion
   1. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
   2. The mover is always allowed to speak first.
   3. All comments and debate must be directed to the meeting chairman.
   4. Keep to the time limit for speaking that has been established.
   5. The mover may speak again only after other speakers are finished, unless called upon by the Meeting Chairman.
8. Putting the Question to the Membership.
   1. The Meeting Chairman asks, “Are you ready to vote on the question?”
   2. If there is no more discussion, a vote is taken.
   3. On a motion to move the previous question may be adapted.

**Voting on a Motion:**

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice: The Chairman asks those in favor to say, “aye”, those opposed to say “no”. Any member may move for an exact count.
2. By Roll Call: Each member answers “yes” or “no” as his name is called. This method is used when a record of each person’s vote is required.
3. By General Consent: When a motion is not likely to be opposed, the Chairman says, “if there is no objection…” The membership shows agreement by their silence, however if one member says, “ I object,” the item must be put to a vote.
4. By Division: This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot: Members write their vote on a slip of paper, this method is used when secrecy is desired.

**There are two other motions that are commonly used that relate to voting.**

1. Motion to Table: This motion is often used in the attempt to “kill” a motion. The option is always present, however, to “take from the table”, for reconsideration by the membership.
2. Motion to Postpone Indefinitely: This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

**Parliamentary Procedure is the best way to get things done at your meetings.**

But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.
5. Most importantly, BE COURTEOUS.