

Bylaws of Cedar Ridge High School Athletic Booster Club, Inc.

Mission Statement

The Athletics Boosters at Cedar Ridge is an action-oriented group of parents and administrators working together to promote athletic excellence and good sportsmanship among athletes, coaches, and parents. Through our fundraising and organizational efforts, we help to provide a positive experience for our student-athletes at Cedar Ridge High School.

I. NAME

The name of this organization shall be the Cedar Ridge High School Athletic Booster Club, Inc. hereinafter referred to as the Club or Booster.

II. OBJECTIVES

1. To support, encourage, and advance the athletic program and related activities of Cedar Ridge High School.
2. To promote projects to improve facilities and equipment necessary to provide an excellent athletic program for Cedar Ridge High School.
3. The Club shall do nothing which violates the rules of the North Carolina High School Athletic Association or in any way jeopardizes the membership of Cedar Ridge High School in said athletic association.

III. MEMBERSHIP

1. Parents/guardians of students; members of faculty, administrators, and staff at Cedar Ridge High School; and students at Cedar Ridge High School who subscribe to the purpose and function of the club are eligible for membership with payment of annual dues.
2. Each member is entitled to one vote when personally in attendance at meetings of the organization.
3. Honorary Memberships may be awarded each year at the discretion of the organization.
4. Associate Memberships will be extended to the coaching staff of Cedar Ridge High School.
5. Parent/guardian membership may continue even after a student is no longer attending Cedar Ridge High School.
6. Members without a currently active Cedar Ridge High School student are ineligible to be a board member.

IV. MEETINGS

1. Regular meetings shall be held as established by the Executive Board. They will be held monthly at a time and place to be determined by a majority vote of the body. Meetings will be communicated to all members and non-members via email and/or telephone.
2. Annual meeting of the members shall be held at a determined time and place by the membership (December or June). The Executive Board shall be elected at the annual meeting.
3. Special meetings of the members, for any purpose or purposes, may be called by the President or Secretary at the request in writing of a majority of the membership, or at the request in writing of members who are entitled to vote. Such requests shall state the purpose of the proposed meeting. Written notice of a special meeting stating the place, date, and hour of the meeting and the purpose for which the meeting is called, shall be given not less than ten (10) nor more than sixty (60) days before the date of the meeting, to each member entitled to

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vote at such meeting. Business transacted at any special meeting of members shall be limited to the purposes stated in the notice.

4. One parent representative from each team shall be present at each meeting, unless that sport is in season, to act as liaison between the Club and the sports team.

V. VOTING

1. There will be one vote per person on the Executive Board.
2. All general members shall have one vote on any issue presented to them at any meeting.
3. A quorum for the Executive Board shall be three (3) members.
4. The Executive Board may decide to conduct an electronic vote on any issue put before the membership. The issue must be presented to the membership in paper or electronic form at least seven (7) days before a vote is called. The President will then call for the vote by a specified date. Members may respond electronically with a positive or negative vote or not respond at all. Members shall be informed on the day of the vote if not responding to the email requesting a vote will be deemed a vote in favor of the issue.

VI. BOARD

1. The officers of the organization will be required to have a clear background check as set by Orange County School Board standards. The board shall be chosen by the membership and shall be a President, a Vice President, a Secretary, and a Treasurer. The final decision for officer selection will be made by the current President, Vice President, and School Principal.
2. Officer terms are for one year. Members of the Executive Board shall serve no more than two (2) consecutive terms in the same office.
3. Executive Board members must be members with actively enrolled students in Cedar Ridge High School. Should a student leave Cedar Ridge High School prior to the end of a Board Member's tenure, a replacement will be found and/or the position will remain vacant until filled at a later meeting.

The President:

- Shall have general supervision of the business and finances of the organization.
- Shall see that all orders and resolutions of the membership are carried into effect.
- Shall preside at all meetings of the members and board members.
- Shall perform all duties incident to the office of President and such other duties as may from time to time be assigned to them by the membership.

The Vice President:

- Shall perform such duties as shall be assigned to them and shall exercise such powers as may be granted to them by the membership or by the President of the organization.
- In the absence of the President, shall perform the duties and exercise the powers of the President with the same force and effect as if performed by the President.
- Shall generally assist the President and shall perform the duties and have the powers prescribed by the membership from time to time.

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The Secretary:

- Shall attend all meetings of the Executive Board and/or membership and shall record all the proceedings of the meetings of the organization and of the membership in a file to be kept for that purpose.
- Shall be responsible for all correspondence.

The Treasurer:

- Shall have the custody of the corporate funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the organization.
- Shall deposit all moneys and other valuable effects in the name and to the credit of the organization in such depositories as may be designated by the membership.
- Shall disburse the funds of the organization as ordered by the membership, taking proper vouchers for such disbursements.
- Shall report to the President and the membership, at its regular meetings, or when the membership so requires, an account of all the transactions as Treasurer and of the financial condition of the organization.
- Establish a process for reimbursements during the year and present a detailed budget report at each monthly meeting.
- Will ensure that an internal audit is conducted at the end of the fiscal year. This audit cannot be performed by members of the Executive Board. A group of three (3) members from the Boosters will conduct the audit and report to the Athletic Director.
- Is required to file the annual appropriate tax form in order to maintain Tax-Exempt Status. Effective August 1, 2018: by the beginning of each school year, the parent or community organization must submit a valid IRS Form 990 (or 990-N) as proof of its on-going viability and status as a non-profit organization.

VII. REQUEST FOR FUNDS

1. All requests for assistance shall go through the Athletic Director first and then shall be presented to the membership for consideration. The limits per request are as follows:
 - a. Individual requests for hardship shall not exceed \$100 (unless extenuating circumstances exist).
 - b. Team requests shall not exceed \$250 (unless extenuating circumstances exist).
 - c. Any requests made by the Athletic Director for the improvement of athletics overall shall be considered on a need basis and approved through a majority vote by the members of the Boosters Club.
2. Team requests for help with the purchase of new uniforms, equipment, etc shall be addressed on a need basis determined by the coach of said sport and the Athletic Director. This will be handled on a 1/3 per participant basis (1/3 raised by the team, 1/3 contributed by the Athletic Director, 1/3 by the Booster Club) and only if approved by the membership following a vote in favor.

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VIII. FUNDRAISING

1. Concession stands are only to be opened and closed for the sole purpose of the Cedar Ridge Athletic Boosters. No other organization may use the concession stands without prior approval from the membership.
2. Each team must have a parent work the Booster Club sponsored concessions.
3. No team fundraiser shall be permitted to be in direct competition with food items when said boosters have opted to operate concessions at a team event.
4. Teams may use the Athletics Booster tax exemption code for fundraising since the monies will be deposited into the Booster account.
5. All team and athletic booster club fundraisers must adhere to the fundraising guidelines approved by the athletic booster club and Athletic Director. *Attached as Appendix 1.*

IX. FISCAL OPERATIONS

1. The Executive Board shall select a bank for the purpose of maintaining an organization bank account. All checks or demands for money and notes of the organization shall be signed by such officer or officers or such other person or persons as the membership may from time to time designate. All funds of the organization not otherwise employed may be deposited to the credit of the organization in such banks, trust companies, or other depositories as the membership may from time to time select.
2. A minimum of \$5000 shall remain in the bank account at the end of each school year, if possible, for new school year startup funds.
3. All monies should be double counted at all athletic events.
4. All earnings shall be retained by the Booster club solely for the purpose of supporting athletics for Cedar Ridge High School only. Upon dissolution of the Booster club for any reason, all assets shall be transferred to the Cedar Ridge High School Athletic Department.

X. Amendments

These bylaws may be altered, amended, or repealed, or new bylaws may be adopted by the membership (3/4's majority required) at any meeting.