

# *Beresford*



## *Athletic Booster Club Constitution and By Laws 2007-2008*

## Article I Name

The name of this organization shall be the '***Beresford Athletic Booster Club***', from herein also to be known as BABC

## Article II Mission

- Section 1.** The mission of the organization shall be to support and encourage student participation in Beresford School sponsored athletic programs
- Promoting and striving for improvements in athletics and academics.
  - Encouraging and recognizing high standards of sportsmanship.
- Section 2.** A. ***Ethically*** support the athletic program at Beresford School.  
B. Assist with financial support of the athletic program at Beresford School.
- Section 3.** BABC shall not attempt to or dictate change, coerce or interfere with the policies set down by the athletic department or school administration.
- Section 4.** BABC will promote goodwill and fellowship among its members.
- Section 5.** Contributions by BABC, in the forms of goods, services and/or fiduciary contributions are intended to augment the Athletic Program at Beresford School. **BABC does not serve as a substitute for the financial/legal obligations and responsibilities of the State of South Dakota, County's of Lincoln/ Union/Clay and/or the Beresford School District to provide the basic need of the Athletic Program(s) at Beresford School.**

## Article III Policies

- Section 1.** **No monies** of **BABC** shall not be portioned to its members, board of directors, officers or officers provided however, members, directors or officers may be reimbursed of actual out of pocket expenditures incurred for or authorized by BABC
- Section 2.** **BABC** shall be non-commercial, non-sectarian and non-partisan and shall not endorse political candidates or commercial enterprise.

## **Article IV Membership**

**Section 1.** The membership shall be open to all parents/guardians, faculty, coaches, alumni and parents of alumni and the community surrounding Beresford School District.

**Section 2.** The Annual Membership dues shall be as follows

- Individual membership \$10.00

The amounts of the dues may change with a two-thirds approval of the BABC Executive Board and/or the General membership in attendance.

Membership cards will be issued upon payment of annual membership dues.

**Section 3.** Each member, as outlined in Section 1 of Article IV, whose dues have been paid, shall be entitled to one vote and seek to hold office.

**Section 4.** General Membership meetings of BABC shall be held 3 times per year with specific dates and time to be determined by the BABC President.

## **Article V Officers**

**Section 1.** The officers of the BABC organization shall consist of:

- President
- President Elect
- Secretary
- Treasurer

A. President Elect, Secretary and Treasurer shall be elected by the general membership by ballot. The election will be held at the annual meeting of the BABC. The President Elect shall assume the duties of the President at the end of the President's term. The officers shall constitute the Board of Directors for the purpose of conducting lawful business of the BABC.

**Section 2.** The nominating committee, consisting of the President and four (4) other volunteer members at one month before Annual General meeting shall recommend one (1) or more candidates for each office and shall report nominations to the general membership at the next meeting, at which time any additional nominations may be presented from the floor by any member in good standing with the membership. Consent of the candidate(s) up for nomination(s) shall be obtained prior to placing his/her name on the ballot.

- Section 3.** The election of the Executive board (Committee Chairs) shall be at the Annual General membership meeting.
- Section 4.** All exiting Executive Board members shall orient the incoming newly elected board members, to the prospective position(s).
- Section 5.** Each officer shall be in good standing with the organization known as BABC.
- Section 6.** Officers shall assume their official duties at the close of the Annual General meeting.
- Section 7.** Each officer upon the expiration of his /her term of office or in the event of resignation, shall without delay turn over to the newly elected officer or President, all books, records, funds or other material pertaining to his/her office and shall submit a written description of the functions he/she performed.

## **Article VI Duties of Executive board**

**Section 1.** The duties of the Executive board member offices shall be defined as follows:

**A. President** shall preside at all executive board and general membership meetings, coordinate the work of the executive board members and committee in order that the objectives of the BABC organization may be promoted. With the approval of the other board members shall appoint committee chairpersons and duties. The president shall be the liaison with the Beresford Administration/Faculty. The President shall have one vote. The President's term will be two (2) years.

**B. Vice-President** shall act, as aide to the president and in the absence of the president, shall perform duties of the president. He/She will also be responsible for the by-law distribution. The vice president shall have one vote. The President Elect's term will be two (2) years.

**C. Secretary** shall maintain accurate permanent records of the proceedings for the General and Executive Board Meetings. Present the minutes for the General and Executive board meetings. Maintain a master list of volunteer appointments and responsibilities. Coordinate all correspondences, which may include newsletters, publicity, web site or upcoming events. The Secretary shall have one vote. The Secretary's term will be three (3) years.

**D. Treasurer** shall maintain accurate financial records for the organization known as BABC. Shall make all deposits for the organization known as BABC in the bank approved by the Executive Board. Shall make all payments authorized by the Executive board. Present a budget throughout the year. Present a written Statement of Accounts at all meetings. Make a full written report to the Executive board annually at the May General meeting. The Treasurer shall have one vote. The Treasurer's term will be three (3) years.

**E. Committee Chairs:** The Club's Committee Chairman will recruit members for sub-Committee's as outlined in their sub-committee's purpose. The sub-chairman will provide leadership, direction, and organization for the sub-committee. The Chairman will be an active member of the committee that they are organized under and provide reports to the committee they are organized on projects/progress of their committee. The Committee Chairman will have one vote. The Committee Chairman's term will be three (3) years.

**Section 2.** Serve as liaison between the Athletic Department and Administration at Beresford School District.

**Section 3.** Approve the budget at the beginning of the year and at such times, as change is necessary.

**Section 4.** All Executive Board members will be in good standing with the organization known as BABC.

**Section 5.** The Executive board shall have the authority to allocate assets of the organization known as BABC in support of its objectives.

**Section 6.** Expenditures approval.  
A. All expenditures of \$100.00 (one-hundred dollars) or greater must be approved by the Executive Board before the purchase of item(s).

B. Any Standing Committee requests for funds require majority vote approval by the Executive Board.

**Section 7.** The Treasurer shall have custody of all funds for the organization known as BABC.

**Section 8.** All requests for Non-Standing Committee funds must be submitted to the Executive Board and /or General Membership meeting. Funding requests for specific sports must first be approved by the Athletic Director (see WISH LIST procedure Article III, Section 3).

- Section 9.** When a Executive Board member fails to attend three (3) consecutive general meetings of the organization, without an adequate excuse, the Executive Board may declare his/her post of office as vacant. In this event, the Board shall appoint, subject to the approval of the membership, an interim member for the balance of the term.
- Section 10.** A vacancy occurring in any office (except the President) shall be filled for the unexpired term by a person elected by majority vote of the remaining Beresford Athletic Booster Club Bylaws 2007-2008 page 7 of 8 members of the Executive Board, due notice of such election having been given. In case a vacancy occurs in the office of President, the President-Elect shall serve the remaining term.
- Section 11.** Each member, upon the expiration of his/her term of office, or in the event of resignation, shall without delay, turn over to the newly elected member or President, all books, records, funds or other materials pertaining to his/her office and shall submit a written description of the functions he/she performed and the extent of the continuity.

#### **Article VII Special Meetings**

- Section 1.** The president with the approval of the executive board may call a special meeting of the General Membership at any time.

#### **Article VIII Standing and Special Committees**

- Section 1.** There shall be such Standing Committees created by the President as may be required to carry on the work of the organization. They shall include but not limited to Frostbite 4, Scholarship, T-shirt sales, Youth Sports, Sports Needs, Recognition Night, and Booster Card. Committees shall be appointed by the President and approved by the Executive Board.
- Section 2.** The term of office for committee Chairpersons shall be for three (3) years.
- Section 3.** Special committees created and appointed for a specific program will cease to exist upon completion of the assigned work.

- Section 4.** The President shall be an ex-official member of all committees except the Nominating Committee.
- Section 5.** Each Chairperson on vacating his/her position shall pass on his/her successor or to the President without delay, all reports, records, books or funds and other material(s) pertaining to his /her committee.
- Section 6.** An Auditing Committee, appointed by the President, and including as its senior member the President Elect, shall audit the books of the Treasurer annually and shall render, as required, the written income tax form for the Secretary for mailing.
- Section 7.** All Standing Committees shall follow guidelines and responsibilities put forth by the President and or the Executive Board.

### **Article IX Amendments**

- Section 1.** These by-laws may be amended by a two-thirds vote of the membership at a meeting. Notice of the amendments must be given in writing to all members in good standing. A Committee may be appointed to submit a revised set of by-laws as a substitute for the by-laws only by a majority vote at a meeting or the organization, or by a two-thirds vote of the Executive Board.
- Section 2.** At the beginning of his/her term of office, each member of the Executive Board and officers or the organization shall be presented a copy of the by-laws and shall be responsible for making a thorough study of it.
- Section 3.** A copy of these by-laws shall upon request, be made available to any member in good standing of this organization.

### **Article X Rules of Order**

- Section 1.** The President's copy of *Robert's Rules of Order Newly Revised in Brief* shall be the authority on all points not covered by the bylaws.