

# WARRENSBURG-LATHAM ATHLETIC BOOSTER CLUB BY-LAWS

*Draft Revised November 2011*

## ARTICLE I ORGANIZATION

### Section 1

The name of this organization shall be known as the Warrensburg-Latham Athletic Booster Club.

### Section 2

*This association is organized as a non-profit organization per section 501(c)(3) of the Internal Revenue Code and no member shall have any legal or equitable ownership in any of its funds or property. In the event of the dissolution of this association, any funds or property remaining shall be turned over to Warrensburg-Latham High School.*

### Section 3

The purposes of the organization are:

- A. To promote public interest in and support for Warrensburg-Latham Unit athletic middle school and high school (or grades 6 through 12).
- B. To recognize and encourage sportsmanship on and off the fields of play.
- C. To sponsor projects for improvement or replacement of athletic equipment and supplementing funds to finance athletic programs.
- D. To make financial contributions through the appropriate school district channels for the purpose of promoting and maintaining athletic programs.
- E. It shall not be the purpose of this organization either individually or collectively to influence or attempt to influence in any way the administration of any athlete program.

### Section 4

- A. The fiscal year shall begin on June 1 and terminate on May 31 or at the end of the athletic season, whichever is the latter.
- B. An audit must be done by a non-affiliated source at the end of the fiscal year.

## Article II BOARD OF DIRECTORS

### Section 1

The control and management of the affairs, funds and property of the club shall be vested in a Board of Directors, composed of members and consisting of the President (or Co-Presidents), Vice-President (or Co-Vice-Presidents), Secretary, Co-Treasurers. Others (Chair Persons) may be appointed as necessary by the officers. Such control and management shall be exercised by a majority vote of the board.

*The Athletic Director shall represent the administration of Warrensburg-Latham High School and shall serve as a member of the Board of Directors.*

### Section 2

The President shall:

- A. Preside at all meetings.
- B. Appoint all necessary committees for the function of the organization.
- C. Coordinate all activities of the organization.
- D. Be an ex-officio member of every committee.
- E. With the approval of the Board of Directors, make and execute all contracts for and on behalf of the club.
- F. Be one of the two required signatures of the disbursements

### Section 3

The Vice-President shall:

- A. Preside at meetings in the event of absence of the President.
- B. Chair the program and events committees.
- C. Assist the President in carrying out any and all operations required in the function of the club.
- D. Be one of the two required signatures of the disbursements.

### Section 4

The Secretary shall:

- A. Keep records of all minutes of meetings.
- B. Notify all members of the meetings other than those that shall be regularly scheduled on the calendar.
- C. In the event of absence of the Secretary from the meeting, the presiding officers shall appoint a Secretary Pro-tem.

### Section 5

The Co-Treasurers shall:

- I. Be held responsible for accounts and finances of the organization.
  - A. Co-Treasurer #1 shall:
    - 1. Accept the responsibility of payment by draft of all disbursements.
    - 2. Make a statement of the general financial condition at each meeting, and at the June meeting submit a detailed report of the financial transactions of the organization for the preceding fiscal year.
    - 3. Be one of the two required signatures of the disbursements.
  - B. Co-Treasurer #2 shall:
    - 1. Accept the responsibility of the collection of all monies.
    - 2. Make all deposits.
    - 3. This treasurer's name must not be on the signature card at the financial establishment.

### Section 6

The term of office for all officers and members of the Board of Directors shall be one fiscal year.

**Article III**  
ELECTIONS

Section 1

Officers shall be elected at the May meeting of the organization for a term of one year. The newly elected officers and directors will assume their office at the beginning of the fiscal year.

Section 2

Vacancies among the officers and directors shall be filled with interim appointments by the Board of Directors.

Section 3

Officers shall be nominated and elected in the following manner:

- A. A slate of Officers shall be presented to the Board and Membership at the April meeting. Nominations shall then be accepted from the floor.
- B. Election of Officers shall be by ballot (if necessary) at the May meeting.

Section 4

Co-Treasurers may be elected for two consecutive terms only.

**Article IV**  
QUORUM

*Section 1*

*One-fourth of the total membership or 7 members, whichever is smaller, shall constitute a quorum of any meeting of the Warrensburg-Latham Booster Club.*

Section 2

The majority of the votes cast shall be decisive with the exception of making amendments to the by-laws which requires a 2/3 majority.

**Article V**  
MEMBERSHIP

Section 1

Membership in the organization is open to any parent/guardian of a Warrensburg-Latham athlete interested in the purposes of the organization as set forth in Article 1 of the by-laws.

Section 2

Membership shall consist of those parents/guardians of children which participate in Warrensburg-Latham athletic programs.

Section 3

Any member in good standing, having attended 2 meetings, shall have the privilege of one vote.

Section 4

All athletic directors and coaches will be considered in good standing and have the privilege of one vote.

#### Section 5

Monetary contributions from Members to the organization are encouraged, but not mandatory. Contributors are not entitled to greater voting privileges.

### **Article VI** MEETINGS

#### Section 1

Regular meetings shall be held on schedule, time and place to be determined by the Board of Directors.

#### Section 2

The annual meeting of the organization shall be held in May of each year at a time and place designated by the Board of Directors. Notice thereof shall be given the members at least one week prior to the annual meeting.

#### Section 3

Special meetings of the Board of Directors may be called at any time by order of the President, or by request of four members of the Board of Directors upon giving all members of the Board one day notice.

#### Section 4

Special meetings of the membership may be called at any time by order of the President, or by request of four members of the Board of Directors upon giving the membership one week notice.

### **Article VII** DISBURSEMENTS OF MONIES

#### Section 1

*The President, pursuant to Article III, Section 2E may authorize disbursements of monies not to exceed \$200.00.*

#### Section 2

Major disbursements of money (excluding normal expenses for the concession stands and pre-paid cardinal gear) shall be made by the Treasurer only after a majority of the membership present approves said disbursement at the regular monthly meeting. *In the event of a revision to an approved expenditure, or an emergency, a majority of the Board of Directors may approve the disbursement with a full report made to the membership at the next regular monthly meeting.*

#### Section 3

All requests for financial help shall lay on the books for 30 days (or until the next regular monthly meeting). In the event of an emergency, the waiting period may be waived.

**Article VIII**  
ORDER OF BUSINESS

Section 1

The business meetings shall be conducted under the following procedure sequence:

- A. Call to order
- B. Approval of minutes of last regular meeting and any special meetings
- C. Report of Officers
- D. Old Business
- E. New Business
- F. Adjournment

**Article IX**  
CONFLICT OF INTEREST

Section 1

It shall not be deemed a conflict of interest if contracts are entered into between this organization and member or officers of this organization.

Section 2

Officers, members, or members of the Board of Directors who are the parent or guardian of a Warrensburg-Latham athlete may be members of the Board of Education of Unit District #11 or faculty members of the Unit District #11.

*Section 3*

*It shall be deemed a conflict of interest to enter into a contract between this organization and members of the Board of Education of Unit District #11.*

**Article X**  
AMENDMENT OF BY-LAWS

Section 1

These by-laws may be amended or replaced by a 2/3 vote of the members present at any regular meeting.

Section 2

Changes in the by-laws are subject to a 30 day waiting period or until the next regular monthly meeting.

**Article XI**  
GOVERNING RULE

Section 1

Robert's Rules of Order shall exist as the governing rule of all meetings.

