

ARKANSAS BAPTIST ATHLETIC BOOSTER CLUB
BY-LAWS

The Arkansas Baptist School Athletic Booster Club, hence forward referred to as the “Athletic Booster Club,” was formed in 1995. The purpose of the Club shall be to promote and support, in a manner consistent with the Christian principles that are the foundation of our school, all athletes and athletic programs of ABSS through active member participation. The Club shall operate under policies and procedures approved by the Arkansas Baptist School System Board of Directors. The Club shall be a non-profit organization established for charitable, religious and educational purposes that qualify it for exemption under the Arkansas Baptist School System’s 501©(3) of the IRS Code of 1954, as amended and the Arkansas Nonprofit Corporation Act of 1993.

ARTICLE I
MEMBERSHIP

SECTION 1: Membership in the Club shall be open to any parent, alumni, and/or friend of Arkansas Baptist School System.

SECTION 2: Memberships shall be for one year term beginning at the start of each school year. Membership shall entitle the member or members to voting privileges based upon the type of membership purchased. Membership shall be obtained by payment of the appropriate membership fee. Membership packets will be determined by the Membership Committee at the beginning of each year in order to accommodate our Faculty/Parents/Students. Single Memberships get one vote and Family Memberships get two votes.

SECTION 3: All full-time coaches and the High School Principal shall be de facto members and will not be required to purchase a membership. They will be entitled to one vote. Their spouse may purchase any type of membership they choose. Part-time coaches may purchase any type of membership they choose.

SECTION 4: Each member must be present at the meeting in order to vote.

ARTICLE II
OFFICERS

SECTION 1: The officers of the Club shall be President, Vice-President of Fall Sports, Vice-President of Winter Sports, Vice-President of Spring Sports, Secretary and Treasurer.

SECTION 2: In order to run for any office, a person must have paid for at least the Single membership.

SECTION 3: Officers shall be elected by the membership present at a regularly scheduled meeting in May. Their term shall begin at the conclusion of said meeting and they shall remain in office for two (2) years.

During odd numbered years, the elections will be for the three VP positions (Fall, Winter and Spring) and in even numbered years the elections will be for President, Secretary and Treasurer.

For 2011 election only, the President, Secretary and Treasurer will be elected to a one year term to establish the offset. These one year terms will not count against term limits for these positions, nor preclude anyone who has filled these 3 positions in the past from serving this one year term.

SECTION 4: A member shall not hold the same office for more than one (1) term, but may be elected to another office, if they wish to run.

SECTION 5: Any of the above named officers shall be subject to removal from office by the Executive Committee upon showing of just cause and upon a two-thirds vote of the membership present at a regularly scheduled meeting.

ARTICLE III DUTIES OF OFFICERS

SECTION 1: The President shall be the Chief Executive Officer of the Club and shall exercise and perform all the powers and duties usual and incidental to the office. The President shall preside at Executive Committee meetings and all special and regularly scheduled meetings of the Club. In the event of a vacancy in any office, the President shall appoint an interim officer, with the approval of the Executive Committee, until the Nominating Committee can bring a list of names before the Club, for a vote at the next regularly scheduled meeting.

SECTION 2: The Vice-President of each season will coordinate and assign a chair for a seasonal standing committee. The Vice-President of the current season shall act as President and perform all duties of the President during the President's absence. Should the position of President become vacant, a special election will be held to elect one of the three (3) Vice-Presidents to serve out the term of the office.

SECTION 3: The Secretary shall be custodian of the records and shall take and transcribe the minutes of all meetings. A hardcopy of the minutes shall be placed in the High School office. The Secretary shall keep the official list of members by name, address, phone number and email address when available. The

Secretary shall send, or designate to be sent, all communications, reports and announcements to the membership.

SECTION 4: The Treasurer shall receive all monies, keep an accurate record of all receipts and expenditures and shall present a statement of the account at each regularly scheduled Club meeting. The Treasurer shall present to the ABSS Business Manager a complete balance sheet by the 15th of each month for the previous month. The Treasurer shall comply with the ABSS Booster Club Treasurer's Operating Procedures. All monies collected by The Athletic Booster Club should be deposited into the bank account within two banking days after the close of each day when the money was initially received. The Treasurer shall keep a bank reconciliation that reconciles the bank statement to the bank account on the balance sheet.

ARTICLE IV COMMITTEES

Standing committees are those required to function throughout the year. This may include, but not be limited to the Executive Committee, the Membership Committee, the Concessions Committee, the Merchandise Committee, the Finance committee and the Seasonal VP Committees. Standing committees and their primary functions will be defined at the time of appointment. The Chairperson of all standing committees shall present the committee's recommendations or plans of work to the Executive Committee and no project or work of the Club shall be undertaken without the approval of the Executive Committee. 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 activities, for turnover to his/her successor.

SECTION 1: **Nominating Committee** – At least sixty (60) days before the regularly scheduled May meeting, the President, with the concurrence of the Executive Committee, shall appoint a Nominating Committee of at least three (3) members. The Nominating Committee shall present a slate of nominees (who have agreed to serve) for positions of officers. Additional candidates shall be nominated from the floor at the regularly scheduled May meeting. Installation of the new officers shall take place at the conclusion of that same meeting.

SECTION 2: **Executive Committee** – The Executive Committee shall consist of the officers of the Club and the Athletic Director. The Executive Committee shall:

(a) Approve the expenditure of all funds up to \$1000 not included in the annual budget. Any expenditure above \$1000 shall be presented at a regularly scheduled meeting for approval by membership.

(b) Appoint additional standing committees as may be required to promote the spirit and purpose of the Club.

(c) Approve the President's creation and dissolution of all necessary Committees and Chairpersons.

(d) Approve the Vice Presidents' selection of a Chairperson for their Seasonal Standing Committee and approve the President's appointment of all other standing committee chairpersons.

(e) Act on behalf of the Club, if action is required before the next regularly scheduled meeting or before it is reasonable to call a special meeting. The President shall take such action based on the majority vote of the Executive Committee. A report of the action taken shall be made at the next regularly scheduled meeting.

SECTION 3: Membership Committee – The Membership Committee shall maintain a complete and current list of all members, collect dues, and conduct an ongoing effort to recruit new members.

SECTION 4: Concessions Committee – The Concessions Committee shall be responsible for the management of concessions. The Concessions Committee shall:

(a) Recruit and schedule parent volunteers (representing the various sports teams) to manage the concession for specific events.

(b) Record the concession expenses and revenues for each event.

(c) Acquire all provisions required for the concession stands.

SECTION 5: Merchandise Committee – The Merchandise Committee shall be responsible for coordinating the promotion of school spirit through the purchase and sale, at a nominal price, of apparel and memorabilia bearing the Arkansas Baptist Eagles logo. The Merchandise Committee shall:

(a) Set the hours of operation for sale of the merchandise at the games.

(b) Recruit the volunteer help required to sell the merchandise.

(c) Manage the inventory of the merchandise to meet the changing needs of the student body.

(d) Record an accurate and timely account of revenues and expenses of the sales and coordinate financial operations with the Club Treasurer.

SECTION 6: Finance Committee – The Finance Committee shall consist of the three (3) Vice Presidents, the Treasurer and the Athletic Director. The committee shall

operate under the financial guidelines set forth by the Arkansas Baptist School System. The Finance Committee shall:

- (a) Develop and submit a preliminary budget at the regularly scheduled March meeting of each year for approval by the membership of the Club.
- (b) Submit the final budget for approval at the regularly scheduled September meeting.
- (c) Annually, receive requests for purchases from the coaches. These requests will be reviewed and prioritized by the committee for approval by the membership.
- (d) Review all requests for Club expenditures.

SECTION 7: Seasonal VP Standing Committees – Each Seasonal Standing Committee shall report to the Vice President of that season. The Vice President shall assign a chairperson to recruit and coordinate volunteers for that committee from each team during that season (i.e. football, basketball, baseball, soccer, softball, etc.). The Chairperson and committee members shall be required to attend at least one Club meeting during the season in which they are serving, acting as liaison for the coaches, team members and parents.

ARTICLE V MEETINGS

SECTION 1: Regularly scheduled or special meetings of the Club shall be announced through Edline, via email or by notice through the U.S. mail. Notification of special meetings shall be made at least five (5) days in advance.

SECTION 2: The order of regular meetings shall be:

- A. Call to order and prayer
- B. Reading of the minutes
- C. Treasurer's Report
- D. Standing Committee reports
- E. Old Business
- F. New Business
- G. Other
- H. Adjournment

ARTICLE VI

QUORUM

All votes of the Club shall require a quorum to be present. Seven or more paying members, not including officers, shall constitute a quorum. Unless otherwise stated in the By-laws, all votes shall be approved with a simple majority.

ARTICLE VII AMENDMENTS

Proposed amendments to the By-laws are to be submitted in writing to the Executive Committee. The proposal shall be rewritten in current by-law format and submitted to membership for approval. Proposed amendments to the By-laws shall be publicized to membership by email or Edline at least two (2) weeks prior to the next regularly scheduled meeting. Changes to the By-laws require a two-thirds vote of the membership present. Approved changes shall be submitted to the School Board for final approval prior to adoption.

ARTICLE VIII DISSOLUTION

In the event it becomes necessary to dissolve the Arkansas Baptist Athletic Booster Club, its assets shall be turned over to Arkansas Baptist School System to be used to supplement the programs of Arkansas Baptist School System, as it's duly elected School Board deems proper.

ABSS ATHLETIC BOOSTER CLUB TREASURER OPERATING PROCEDURES

1. The ABSS Athletic Booster Club checking account shall be maintained at the same bank as the operating account of ABSS. The ABSS Business manager will be listed on the account and have on-line access.
2. The authorized signors on the ABSS Athletic Booster Club checking account will be the President and the Treasurer. The payee of any check must never be the signor of the check.
3. All Checks for deposit into the ABSS Athletic Booster Club checking account shall be given to the Treasurer to insure proper documentation prior to deposit. Checks must be deposited in a timely manner.
4. Request for reimbursement and invoice payment will only be accepted from ABSS Athletic Booster Club Board Members. All requests must have a receipt or invoice attached and should be submitted to the Treasurer within sixty (60) days after the date of the purchase.
5. Check request for reimbursement or purchase in excess of \$100 and all check requests from ABSS administration must be approved by the Booster Club Executive Committee.
6. The ABSS Athletic Treasurer shall keep an accurate and up to date record of all deposits and disbursements and shall prepare a financial report monthly.
7. All checks written in the amounts of \$500 or more shall have two signatures.

8. In order to comply with IRS regulations, all individuals and unincorporated businesses must be paid for their services by check. Prior to payment, the following information must be collected by the ABSS Athletic Booster Club Treasurer and submitted to the Business Manager: Name, Address and Social Security Number.