

Marion City Schools Athletic Boosters
By-laws & Operating Guidelines
Revised & Accepted May 9, 2013

Name of Organization: Marion City Schools Athletic Boosters. The Athletic Boosters is a non-political, non-profit, and non-sectarian group. The group is an IRS designated 501C (3) tax-exempt organization able to accept tax-deductible contributions.

Purpose: The purpose of the Marion City Schools Athletic Boosters is to work with the athletic administrator of Harding High School to assist them in addressing the needs of the athletic programs which may include, but is not limited to, equipment, uniforms, and facilities.

Organization Structure: A Board of Directors elected by the membership shall have the responsibility for administering and governing the affairs of the MCS Athletic Boosters. The Board of Directors will be the decision making body of this group.

- **Elected Board of Director Positions:** The Board of Directors shall consist of four (4) officers elected by the general membership- President, Vice-President, Secretary, and Treasurer.
- **Committee Chairperson(s):** The boosters will have three (3) standing committees- Fundraising, Concessions, and Facilities. At the first meeting of each committee, a chairperson will be voted on by the committee members. Once approved by the committee, they will serve as a voting member of the Board of Directors for one year.
- **Non-Elected Board of Director Positions:** The Harding HS Athletic Director will be the only district administrator permitted to serve on the Board of Directors.
- **People Eligible to Run for the Board of Directors:** Active Harding HS head coaches and MCS Board of Education members are **NOT** permitted to hold a position on the Board of Directors. Other school employees and assistant coaches are permitted to hold positions. Assistant coaches must abstain from voting on items that are related to their specific sport. **MUST** be an active member of the MCS Booster Club for 6 months and have 20 hours of service in the MCS Booster Club prior to running for a board position.
- **Primary Responsibilities of the Board of Directors:**
 1. **President:** Shall preside over all meetings of the Athletic Boosters. The President shall communicate with the other Board of Directors prior to each meeting to determine agenda items and points of emphasis to review at any upcoming meeting.
 2. **Vice President:** Shall exercise all of the functions of the president in the absence of the president. In the absence of the Secretary , the Vice-President will record the minutes of

the meeting. If both the President and Secretary are absent from the same meeting, the Vice-President will delegate the minute-taking to a volunteer.

3. Secretary: Shall be responsible for preparing and maintaining minutes of all meetings. A copy of the minutes will be presented to all of the Board of Directors at each meeting. The minutes will also be posted on-line for the general membership to access.
 4. Treasurer: Shall be responsible for the administration and safekeeping of the funds of the Athletic Boosters. These funds shall be deposited in a banking account in the name of the MCS Athletic Boosters. The Treasurer shall present copies of the financial reports to all of the Board of Directors at each monthly meeting, and make them available to any other members in attendance, or whoever requests them. Additionally another member of the Board of Directors shall receive, at their place of residence, a monthly bank statement provided and sent from the organization's bank.
 5. Treasurer Elect: Non-voting member will shadow the Treasurer for 1 year and then assume office the following year.
 6. Committee Chairperson: Committee Chairperson will organize and lead small groups of the membership to coordinate specific events. These individuals will be responsible for meeting with their committees as needed and report to the booster club at each regularly scheduled meeting.
 7. Harding Athletic Director: The athletic director will serve as the liaison between the booster club and the school district. The athletic director will be in charge of communicating the needs of the athletic programs to the boosters for their consideration. In the absence of the President and Vice-President at a meeting, the Athletic Director will preside over the booster meeting.
- Decision Making: The Board of Directors will be the decision making body of this group. A simple majority of the Board of Directors must be present, and in person, to constitute a quorum. A quorum is needed for a motion to be voted on by the Board of Directors. In the event that a quorum does not exist among the Board of Directors, or a vote among the Directors results in a tie, then a motion may still be approved or rejected by the majority of the booster club membership in attendance at the meeting.
 - Length of Terms and Elections: The elected Board of Directors terms shall be two (2) years in length (one year being defined as Spring election to Spring election). Elections for the Board of Directors will take place in the Spring of each year. To ensure the continuity of the board, elections will be made on a rotational basis of two officers per election cycle, the President and Treasurer and then the Vice-President, Secretary, and Treasurer Elect. The following is a timetable of events for the transition of the Board of Directors:

April- Nominations for officers will be collected and submitted. The candidate must be present to accept the nomination. Committees will also be asked to start the process of selecting new chairperson at this time.

May: Voting for the next year's group of officers will take place. Nominations will be accepted up until voting time, and the candidate must be present to accept the nomination. Committee chairs will be appointed at this time.

June: Last meeting run by out-going officers. At this meeting all records, check books, and other booster documents should be turned over to the new officers.

July: This will be used as an organizational meeting for the newly elected Board of Directors to plan for upcoming events throughout the year. A master calendar should be developed at this meeting for the year that would include fundraiser dates, monthly meetings, and other important dates. In addition, a set of goals or intentions for the year should be developed to be distributed at the first monthly of the new school year in August.

- **Resignations, Vacancies, and Excessive Absences:** In the event that one of the elected Board of Directors resigns or a position remains vacant after an election, the remaining Board of Directors will publicize the opening. If more than one person demonstrates interest in an open position, an additional election will be held at the next regularly scheduled meeting.

If there are not two or more individuals seeking the same position the Board of Directors can simply appoint an individual. The appointed individual must be present at the meeting to verbally accept the position. Any person appointed or voted on at a special election during the course of the year, will need to resubmit their name as a candidate in the Spring for the annual elections.

If any elected officer on the Board of Directors fails to attend 2 consecutive meetings – more than 4 for the year- the individual maybe removed from the Board of Directors..

- **Standing Committees:** The boosters will have (3) standing committees to assist with the overall operations of the group. Each committee will elect a chairperson. The chairperson of each will be a voting member of the Board of Directors. The standing committee meetings shall be held at the discretion of the committee chairperson in order to effectively and efficiently conduct business of the respective committee. Minutes will be kept at those meetings and submitted to the Board of Directors at the next scheduled general membership meeting. The (3) standing committees will be:

Fundraising, Marketing, & Public Relations Committee: This group shall focus on raising funds for the Marion City Schools Athletic Boosters through fundraising activities and events within the community. The committee will be in charge of organizing any group fundraisers. This group shall also be responsible for coordinating the solicitation of donations from community organizations both commercial and private.

Concessions Committee: This group shall be responsible for the operations of the concessions at MCS sporting events. The committee will work with the Athletic Director of Harding to determine which events will be covered. The group will develop a scheduling system to obtain workers for the events.

Facilities Committee: This group shall be responsible for working with the district administrators to understand the prioritized order of facility improvements in the district. The group will also assist the district in developing plan to obtain materials, labor, equipment, etc that could help off-set the cost of projects. This group will then work to develop a formula for the booster organization to determine how much money needs to be set aside monthly, quarterly, annually, etc to assist with the project until completion.

- **Membership:** An individual wishing to join the boosters must be a minimum of 18 years old. The individual must also be either a resident of the district, an alumni, the parent of a current/past MCS student, or a past/present employee of the MCS. Parents of current MCS student athletes are automatically considered members of the organization with no membership fee required. Other individuals will be required to pay a minimum membership fee of \$5.00.
- **Meetings:** The MCS Athletic Boosters shall meet on the second Tuesday of each month at 6:30pm for all interested administration, community organizations, faculty, and parents. Prior notice shall be given in the event there is a change in date of the general membership meeting. Special meetings of the organization can be called when needed by the Board of Directors. Special general memberships meetings must state the purpose of the meeting when publicized.
- **Internal Audits:** Three members of the Board of Directors and the Athletic Director will do an internal audit in April.
- **Dissolution or Non-Recognition of the MCS Boosters:** In the event that the MCS Athletic Boosters dissolves or no longer is recognized as an approved entity by the Marion City School Board of Education, the corporation assets shall be distributed for one or more exempt purposes within the meaning of Section 501c(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purpose. Any such assets not disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.
- **Amendments to the By-Laws:** Once the bylaws are passed by a simple majority of the paid membership in attendance at a general membership meeting, any amendments must first be approved by the Board of Directors. Once approved by the Board of Directors, the general paid membership in attendance at a meeting must pass the amendments by a majority vote.