



## **Wesleyan Trojan Club By-Laws**

### **Article I NAME**

The legal name of the organization shall be the Wesleyan Christian Academy Trojan Club, an unincorporated, non-profit organization of Wesleyan Education Center, hereinafter referred to as the Trojan Club and WTC in this document. The club shall remain in existence under these Bylaws.

### **Article II PURPOSE**

The WTC is organized to promote the welfare of the student athletes and the athletic programs at Wesleyan Christian Academy (WCA), by:

- A. Promoting school spirit.
- B. Supporting the athletes and the activities sponsored by the WCA Athletic Department.
- C. Encouraging the development of Christian character through athletics.

### **Article III POLICIES**

The WTC shall cooperate with WCA for the maintenance and improvement of the school's athletic program. The WTC shall not interfere with the administration of the school and shall not seek to control its policies. The Wesleyan Education Center Board of Directors has final decision on all policies of the Wesleyan Trojan Club.

### **Article IV MEMBERSHIP**

Section 1 Membership/Participation in the WTC will be voluntary. Participation in a sport by a student does not require membership by the family in the WTC nor does family membership require their student's participation in a sport.

Section 2 Active membership to the WTC shall be open to any person, 18 years of age and older, who has paid annual dues and is willing to uphold the purposes and Bylaws of this club.

Section 3 Membership will expire at the end of the fiscal year in which the membership was paid. The fiscal year ends May 31.

Section 4 The WTC shall conduct an annual enrollment of members, but may admit individuals to membership at any time with no provision for pro-rate payments. Membership dues are non-refundable.

Section 5 Each member of the WTC shall pay annual dues as determined by the WTC Board of Directors.

Section 6 No member shall be considered in good standing if dues are not paid in full.

Section 7 Membership in this organization shall be made available without regard to race, color, creed, physical ability, or national origin.

Section 8 The Officers of the WTC may bestow an Honorary Membership upon a deserving individual who has exhibited dedication and meritorious service to, and on behalf of the WTC. Any member may recommend someone for Honorary Membership to the Officers of the WTC through a written proposal. This proposal will be presented at a regular business meeting for a vote of approval. The proposal shall pass upon a majority vote of the Board Members present. Honorary Memberships will be reviewed and automatically renewed on an annual basis by the Officers of the WTC unless extenuating circumstances suggest that the Honorary Membership status should be revoked.

A. An Honorary Member may:

1. Have the privilege of the floor at meetings of the WTC
2. Participate in all Social Functions of the WTC
3. Serve on, or Chair a Standing or Special Committee

B. An Honorary Member may not vote.

Section 9 A family membership in the WTC entitles all members of the household to the privileges and benefits of membership, as listed in these articles.

## **Article V THE WTC ORGANIZATIONAL STRUCTURE**

Section 1 The Trojan Club shall consist of the following:

A governing administrative organization known as the Trojan Club Board.

Members of the school administration known as Advisors

General individuals known as Trojan Club Members.

Section 2 The Trojan Club Board shall consist of elected officers, voting Committee

Chairpersons, non-voting Advisors, and appointed, non-voting Chairpersons with proxy power (i.e. co-chairpersons).

Section 3 The Officers of the WTC are voting members of the Board of Directors and shall include the following:

President

Vice-President

Treasurer

Secretary

Section 4 The Chairpersons of the standing committees as defined in Article 8, Section 1, shall have voting privileges on the Board. The Chairpersons may appoint a Co-Chairperson or Assistant that may attend Board meetings. These individuals may have a proxy vote in the Chairperson's absence. Chairperson of Ad Hoc committees do not have voting privileges.

Section 5 The Advisors shall consist of the following non-voting members:

High School Principal or designee

Athletic Director or designee

School Chaplain

WEC Administrator

Section 6 Qualifications:

The Officers and Board members must be members in good standing of the WTC.

The office of Vice-President is a one year term, followed by serving the next year as President.

The offices of Secretary and Treasurer shall be eligible to serve no more than two (2) consecutive, two year terms in the same office.

The Board of Directors may declare vacant the office of a Director if he/she fails to attend any three consecutive unexcused regular meetings of the Board of Directors in any 12 consecutive months, or for any other proper cause.

Officers shall be installed at the Regular Meeting in May. The incumbents shall work with the newly appointed Officers throughout the following term on an as needed basis to ensure a smooth and efficient transfer of duties.

A permanent vacancy, occurring in any office, except that of President, shall be filled for the unexpired term by a person elected by a majority vote (51%) of the Board of Directors. In case a vacancy occurs in the office of President, the Vice-President shall fill that office, then in turn, that office filled by this policy.

The Immediate Past President shall remain as a voting member of the Board of Directors and may serve as Chairperson of the Nominating Committee.

## **Article VI DUTIES OF OFFICERS**

Section 1 The President shall:

Preside at all meetings of the General Membership and the Board of Directors meetings.

Serve as ex-officio member of all committees except for the Nominating Committee.

Appoint special committees.

Be the official voice and spokesperson for the organization, and shall have powers of supervision and management over the affairs of the organization as are not otherwise specified, but under the advice and consent of the Board of Directors.

Sign and execute all contracts, agreements or other obligations in the name of the WTC as authorized by a majority (51%) vote of the Board.

Perform such other duties as may be provided for by these Bylaws, or by the direction of the Board.

Section 2 The Vice-President shall:

Act as an aide to the President.

Perform the duties of the President in the President's absence or inability to serve.

Perform such other duties as may be provided for by these Bylaws, or as directed by the President or by the direction of the Board.

Section 3 The Secretary shall:

Record the Minutes of Regular, Special, and Annual meetings.

E-mail Minutes of meetings within five (5) days.

Create and distribute printed copies of the Minutes of the previous meeting for approval.

Maintain a current copy of the Bylaws.

Perform such other duties as may be provided for by these Bylaws, or as directed by the President or by the direction of the Board.

Notify all Board members and all other members of meeting announcements via mail, email, web site or newsletter.

Maintain an accurate membership list, as provided by the Membership Chairperson.

Read and answer all correspondence of the WTC and have custody of the same. The content of the correspondence shall be the responsibility of the President and Board.

Keep records of all Minutes, incoming correspondence, copies of all outgoing correspondence, flyers, brochures or publications and the calendar of events.

Maintain accurate information on all Board of Directors and distribute addresses, phone numbers and email addresses as directed by the Board.

Section 4 The Treasurer shall:

Act as custodian of all funds entrusted to, or under the jurisdiction of the WTC and shall ensure any and all funds are deposited within five (5) business days of receipt at a banking institution approved by the Board of Directors to the account of the Wesleyan Trojan Club.

Maintain a full account of the funds.

Deposit funds only into the WTC account and never into a personal account or a school account.

Disburse funds as authorized by the Board of Directors in accordance with the budget adopted by the WTC and in accordance with these Bylaws.

Disburse funds by check in the payment of expenses incurred by the WTC for regular and routine club expenses. No expenses shall be incurred in the name of the WTC except as authorized by the Board within the approved budget.

Pay all bills by check-never by cash.

Provide a written financial statement to the WTC Board at each meeting.

Work with the standing Committee Chairpersons to develop a proposed budget of expenditures for the next year.

Prepare a budget and ensure expenses are kept within the approved budget guidelines.

The Treasurer shall present the budget to the WTC Board of Directors for final approval.

Present an annual report of the financial condition of the WTC to the WTC Board at the Annual Meeting in April.

Have the accounts examined annually at the end of the school year by an independent person who is approved by the Board.

Report the findings of the annual examination to the Board no later than August 15 for distribution at the first Regular Meeting of the school year.

Open books to inspection upon written request of a member in good standing of the WTC.

Perform such other duties as may be provided by these Bylaws, as directed by the President or direction of the WTC Board.

## **Article VII MEETINGS**

### Section 1 Regular Meetings of the Board of Directors

Regular meetings of the Board of Directors shall be held monthly at such a time and place as the Board of Directors may determine. Minutes of the Board meetings will be recorded by the Secretary and presented at the next Regular or Special meeting of the Board of Directors. Each of these meetings will require the attendance of either the HS Principal or Athletic Director

(Article V allows for designee) Regular Meetings are open to all WTC members in good standing .

### Section 2 Special Meetings

Special meetings may be called by any member of the Board of Directors should the need arise. This includes special meetings of either the Board of Directors or the Members. Minutes of Special meetings of the Board or Members will be recorded by the Secretary and presented at the next Regular or Special meeting of the Members or the Board of Directors.

### Section 3 Annual Meetings

The Annual meeting shall be the regularly scheduled meeting of the Members in the month of April, at which time elections will be held. These meetings will require the attendance of either the HS Principal or Athletic Director

(Article V allows for designee)

### Section 4 Quorum

With respect to any meeting of the Board of Directors, a quorum shall exist when a majority of the Board of Directors is present to conduct the business at a Regular or Special meeting of the Board of Directors. With respect to any meeting of the Members, a quorum shall exist when ten members of the total Membership, including a majority of the Board of Directors, is present to conduct the business at a Regular or Special meeting of the Members of the WTC.

### Section 5 Voting at Regular Meetings

The privilege of making motions, debating and voting shall be limited to members of the WTC who have paid their dues for the current membership year and are 18 years or older.

#### **Article VIII COMMITTEES**

Section 1 The following committees shall be standing committees. The Chairpersons of these committees shall be voting Directors of the WTC Board.

Spiritual Emphasis

School Spirit

Special Events

Membership

Concessions

Team Parent Coordinator

Merchandise Sales

Media and Promotions

Section 2 Ad Hoc committees may be set up to perform various projects as directed by the President and with approval of the Board.

#### **Article IX FINANCES**

Section 1 All funds collected on behalf of, or in the name of the WTC will be transacted through the Treasurer.

Section 2 All disbursements made on behalf of, or in the name of the WTC, will be transacted through the Treasurer. All disbursements will be made by check and will require the signature of the Treasurer. Receipts must be presented to the Treasurer for payment of expenditures.

Section 3 Expenditures above a specified amount, (determined by the WTC Board of Directors at the beginning of each year) have to be approved by a majority of the WTC Board of Directors before the purchase is made. Expenditures below the specified amount may be transacted by the President and Treasurer, with approval to be made at the next WTC Board meeting.

Section 4 An annual review of the financial records shall be performed no later than August 15.

#### **Article X PARLIAMENTARY AUTHORITY**



The WTC will adopt and use the Robert's Rules of Order Newly Revised when conducting business.

#### **Article XI AMENDMENT OF BYLAWS**

Section 1 Any amendment to the Bylaws shall be submitted in writing and must be approved by the majority of the WTC Board and the WEC Board prior to sending it to the General Membership for action.

Section 2 These Bylaws may be amended by a 2/3 vote of the quorum of a Regular Meeting only after notice of the vote and a statement of the recommended change to the Bylaws has been publicized to the WTC Membership for a minimum of two (2) weeks.

#### **Article XII DISSOLUTION**

Upon dissolution or disbandment of the WTC, any and all unallocated funds shall be turned over to the school for use in the athletic programs.