

Table of Contents

| | |
|--|---|
| <u>Article 1 - Organization</u> | 1 |
| Section 1.1 Booster Club Name..... | 1 |
| Section 1.2 School Name..... | 1 |
| Section 1.3 Street Address..... | 1 |
| Section 1.4 Mission Statement..... | 1 |
| Section 1.5 Objectives..... | 1 |
| <u>Article 2 - Purpose</u> | 2 |
| <u>Article 3 - Ownership</u> | 2 |
| Section 3.1 Eligibility..... | 2 |
| Section 3.2 Ownership Dues..... | 2 |
| Section 3.3 Termination of Ownership..... | 2 |
| <u>Article 4 - Duties of Officers</u> | 3 |
| Section 4.1 President..... | 3 |
| Section 4.2 Vice President..... | 3 |
| Section 4.3 Secretary..... | 3 |
| Section 4.4 Treasurer..... | 3 |
| <u>Article 5 - Officer Elections</u> | 3 |
| Section 5.1 Executive Officers..... | 3 |
| Section 5.2 Election of Officers..... | 3 |
| Section 5.3 Nominating Committee..... | 4 |
| Section 5.4 Term..... | 4 |

| | |
|---|---|
| Section 5.5 Eligibility..... | 4 |
| Section 5.6 Voting..... | 4 |
| Section 5.7 Installation of new officers..... | 4 |
| Section 5.8 Past President..... | 4 |
| <u>Article 6 - Executive Committee</u> | 5 |
| Section 6.1 Committee..... | 5 |
| Section 6.2 Meetings..... | 5 |
| Section 6.3 Athletic Director..... | 5 |
| Section 6.4 Duties..... | 5 |
| <u>Article 7 - Meetings</u> | 5 |
| Section 7.1 Annual Meeting..... | 5 |
| Section 7.2 Special Meetings..... | 5 |
| Section 7.3 Quorum..... | 6 |
| Section 7.4 Parliamentary Authority..... | 6 |
| <u>Article 8 - Standing and Special Committees</u> | 6 |
| Section 8.1 Purpose..... | 6 |
| Section 8.2 Duties..... | 6 |
| Section 8.3 Ex-officio Members..... | 6 |
| <u>Article 9 - Property Rights</u> | 6 |
| <u>Article 10 – Amendment</u> | 6 |
| <u>Article 11 – Relationship with Head of School and Athletic Department</u> | 7 |
| <u>Article 12 - Dissolution of the Organization</u> | 7 |

By-Laws of Metrolina Booster Club

ARTICLE 1 - ORGANIZATION

The Metrolina Christian Academy Booster Club serves and supports the athletic program by promoting school spirit and raising funds in a manner that builds for the Kingdom of Christ.

Section 1.1 Booster Club Name:

Metrolina Booster Club

Section 1.2 School Name:

Metrolina Christian Academy

Section 1.3 Street Address:

732 Indian Trail Fairview Road

Indian Trail, NC 28079

(704) 882-3375

Section 1.4 Mission Statement:

A God driven, parent led, student focused group to enhance the athletic programs of Metrolina Christian Academy.

Section 1.5 Objectives:

1. **Encouragement.** To encourage parental volunteer opportunities and develop committee leadership.
2. **Operations.** To provide assistance in game operations.
3. **Coordinate.** To assist Athletic Director with any special events and help coordinate seasonal athletic activities.
4. **Promotion.** To generate attendance of spirited fans.

We are a non-profit organization that operates under the auspices and non-profit umbrella of Metrolina Christian Academy. We depend on contributions and donations from parents and the community. Partnering with family members and local businesses is a key element in our desire to be a positive public relations agency to our community. We look to gather support that can enhance our efforts to equip our student athletes with the tools needed to build Christian character and a Christian worldview.

ARTICLE 2 - PURPOSE

The Booster Club exists for the purpose of broadening the involvement of students, student families, and the school through support for all male and female activities of the inter-school athletic programs. The Booster Club works to achieve this through active participation of as many parents as possible in Booster Club programs and in concentrated support for individual sports; working closely with the coaches, athletic director, and administration:

- To support, promote, and maintain a high standard of integrity and good sportsmanship in all athletic activities of the school.
- To enhance a Christian worldview of athletics.
- To foster and promote good will and fraternal spirit among the members.
- To promote and encourage better attendance to all sports activities by the parents, and friends of athletes, the students, and faculty of the school.
- To promote and encourage more young men and women to get involved in athletics, either as an active participant or as a volunteer assistant such as statistician, etc.
- To raise funds to assist all athletic programs through the school's athletic fund.
- To assist in holding down expenses to the athletic department by volunteer services.
- To provide people to serve in areas of parking, concession stand, chain gang, admission, tickets, gates, timers, judges, or any similar activity approved by the athletic department.

ARTICLE 3 - OWNERSHIP

Section 3.1 Eligibility:

Parents and friends of all past or present student athletes and such other sports interested and acceptable persons who desire ownership shall be eligible for ownership in the club.

Section 3.2 Ownership Dues:

Dues shall be payable at the beginning of each school year and are non-refundable. Dues will be reviewed annually by the Executive Committee and may be increased or decreased as deemed necessary. Any changes to the ownership dues will be presented to the general ownership at the Annual Meeting and will become effective at the beginning of the next school year. Ownership dues will not be prorated.

Section 3.3 - Termination of Ownership:

Ownership in the Club may be terminated:

- (1) For non-payment of dues.
- (2) Through resignation – any owner may voluntarily resign from the Club.
- (3) For Cause – any owner that engages in activities detrimental to the Club and or Metrolina Christian Academy or the Athletic Department to include unsportsmanship behavior at sporting events home or away may be terminated as an owner.

Article 4 – DUTIES OF OFFICERS

Section 4.1 – President:

The President shall preside over all general and special meetings and at all meetings of the Executive Committee, setting the agenda for such meetings. The President shall in general supervise the goals established by the Booster Club and approved by the Athletic Director for the year. The President shall have regular meetings with the school Athletic Director to review the progress of the goals, determine any needs that may arise outside of a general or Executive Committee meeting, and develop an activities calendar to be presented to the Executive Committee for approval. The President and the Athletic Director shall call special meetings as deemed necessary.

Section 4.2 – Vice President:

The Vice President shall assist the President and act as President in the event of his/her absence. If the President has to resign their position, the Vice President shall assume his/her duties for the balance of his/her term unless a replacement is voted on by the Executive Committee.

Section 4.3 – Secretary:

The Secretary shall keep the minutes of the Booster Club, and shall see that all notices are duly given in accordance with the provisions of these guidelines. This person shall in general perform all duties incident to the Office of Secretary, including that of recording the minutes of all Booster Club meetings and distributing copies to the Executive Committee, Athletic Director, and owners within the Booster Club.

Section 4.4 – Treasurer:

The Treasurer shall have charge of the Booster Club donations, contributions, and financial records within a designated Metrolina Christian Academy account. This person shall provide a written financial report monthly to the Executive Committee at their regular meeting. The Treasurer shall perform all other duties incident to the Office of Treasurer.

ARTICLE 5 - OFFICER ELECTIONS

Section 5.1 – Executive Officers:

The executive officers shall consist of the elected officers: President, Vice President, Secretary, and Treasurer.

Section 5.2 - Election of Officers:

Election of officers shall take place at the annual meeting to be held the last Monday in April of each year. The slate of officers should be presented to the owners of the Booster Club at least 30 days in advance of the annual meeting. The proposed nominations may be accepted by the Nominating Committee in their sole consideration or the Nominating Committee may generate nominations itself.

The committee may nominate more than one proposed officer for each position. The full slate or slates as nominated by the Nominating Committee must be accepted by the Executive Committee and be presented and voted upon during the annual meeting.

Section 5.3 - Nominating Committee:

The nominating committee shall consist of five members; two shall be elected by the Executive Committee; two shall be elected from the general ownership; and one shall be the Athletic Director of the School.

Section 5.4 - Term:

Officers shall serve for one year and not for more than two years, consecutively.

Section 5.5 - Eligibility:

Only owners in good standing shall hold office or vote in elections, unless this provision is waived by the Executive Committee. All officers must fill out and sign a Committee Information form.

Section 5.6 - Voting:

Voting shall be by voice vote (Yea or Nay) or by a secret ballot if more than one person is nominated for a position. If a secret ballot is needed, then the votes will be counted and reported by the end of the Annual Meeting in April.

In the event of a secret ballot vote, ballots will be passed out to the owners in attendance (one vote per household), collected, counted, then the results of the final count will be presented to the President so the results can be presented to the club by the end of the meeting. Whoever wins the majority of votes cast shall be deemed the winner of that election or position. In the event there is no nominee for any particular office, then the Executive Committee shall appoint an eligible owner to serve in that office and hold that office until the next regular election, or in the alternative, the Executive Committee may determine to hold another election for that particular office.

Section 5.7 – Installation of new officers:

Installation of officers shall be at the end of the annual meeting, at which time the new officers shall take over their duties in all matters affecting the next subsequent school year. Their term will officially start at the conclusion of the annual meeting with their first meeting to be held the first Monday in May. At the conclusion of the annual meeting the retiring Executive Committee shall hold a joint session with the newly elected officers to transfer all documents, notes, papers, and files pertaining to the previous year Executive Committee meetings.

Section 5.8 Past President:

The past President shall remain on the Executive Committee for one year immediately following their active term. This is a non-voting position.

ARTICLE 6 - EXECUTIVE COMMITTEE

Section 6.1 Committee:

The Executive Committee shall consist of the elected officers: President, Vice President, Secretary, Treasurer, and no more than five at large owners appointed by the Executive Committee from the general ownership and the immediate past President who shall have a non-voting seat on the committee.

Section 6.2 Meetings:

Regular meetings of the Executive Committee shall be held on the first Monday of the month at 7:00 p.m. in the conference room of the administrative offices at Metrolina Christian Academy. A majority (50% plus 1) of the Executive Committee owners shall constitute a quorum. Special meetings of the Executive Committee may be called by the President and the Athletic Director.

Section 6.3 Athletic Director:

The Athletic Director shall automatically be considered an ex-officio member of the Executive Committee.

Section 6.4 Duties:

The duties of the Executive Committee shall be but not limited to:

- The day-to-day operation and activities of the Booster club.
- To create standing committees.
- To approve the plans of work of the standing committees.
- To set the agenda for the Annual Meeting
- To prepare and submit to the club a financial report for the fiscal year.

ARTICLE 7 – MEETINGS

Section 7.1 Annual Meeting:

The annual meeting shall be the last Monday of April of each school year at which time a financial report will be submitted. If the date for the annual meeting must be changed the Executive Committee must notify the general ownership no later than two weeks of said date.

Section 7.2 Special Meetings:

Special meetings may be called by the President (with the approval of the Athletic Director) with a 5 day notice having been given.

Section 7.3 Quorum:

A quorum shall consist of not less than a majority of the Executive Committee and not less than twenty-five percent (25%) of current owners of the general ownership. It is noted however, that at times, due to other commitments of the owners, it may not be reasonable to obtain a quorum. Under a quorum event any actions shall be subject to review by a full quorum within sixty days of such action having been taken, at which time the full quorum may reverse the action. If a quorum cannot be reached within the sixty days then such action shall become official and so carried.

Section 7.4 Parliamentary Authority:

All meetings shall be conducted according to standard parliamentary procedures using Roberts Rules Of Order Newly Revised Edition. These shall govern the Clubs procedures in all cases to which they are applicable and in which they are not inconsistent with these By-laws.

ARTICLE 8 - STANDING AND SPECIAL COMMITTEES

Section 8.1 Purpose:

The Executive Committee may create such standing committees as it may deem necessary to promote the objectives and to carry on the work of the Club. The term of each chairman shall be one year or until the election and qualification of his/her successor. The power to form special committees and appoint their owners rests with the Club and the Executive Committee.

Section 8.2 Duties:

The chairman of each standing committee shall present a plan of work to the Executive Committee for approval. No committee work shall be undertaken without the consent of the Executive Committee and Athletic Director.

Section 8.3 Ex-Officio Owners:

The Executive Committee shall appoint a member of the Executive Committee to be an ex-officio representative of all committees except the Nominating Committee.

ARTICLE 9 - PROPERTY RIGHTS

Ownership in this Club shall not title or vest any of the owners with any property rights or rights having monetary value of any kind whatsoever, including, but not limited to, property rights or monetary rights in the school or in the club.

ARTICLE 10 - AMENDMENT

All By-laws and Amendments need to have the Head of School and the Athletic Directors approval before being submitted to the owners. The By-laws may be amended by a two-thirds vote of the owners present at any regularly called meeting. Such amendments may be recommended by the Head of

School, Athletic Director, or Executive Committee, and shall be presented in writing and read at the regular meeting prior to the time of voting.

ARTICLE 11 - RELATIONSHIP WITH HEAD OF SCHOOL AND ATHLETIC DEPARTMENT

The Booster Club shall operate in full support of the Head of School, athletic director, and coaches. At no time should the Booster Club make recommendations or become directly involved in the day to day operation of the school athletic program. The Booster Club serves only to support the school athletic program and has no influence on policy established by the school administration.

ARTICLE 12 - DISSOLUTION OF THE ORGANIZATION

If, for any reason, this organization is dissolved by a majority vote of its ownership, any funds and property of the organization remaining after payment of all Booster Club debts and expenses, the Athletic Director shall dispose of all the assets of the club exclusively for the needs of Metrolina Christian Academy.