

## **BY LAWS**

On this day March 13, 2024

### **ARTICLE I**

The Name of this Association/Organization shall be, **THE AMANDA CLEARCREEK ATHLETIC BOOSTERS.**

### **ARTICLE II**

**SECTION 1:** It shall be the purpose and aim of this club to aid the school of Amanda Clearcreek in providing facilities, equipment and other athletic needs for the encouragement and advancement of athletics in the Amanda Clearcreek Schools.

**SECTION 2:** It is to be understood that the Organization and Administration of the school Athletic Program will be handled by the *Administrative Body of the school* and will not be interfered with by this club.

**SECTION 3:** Criticism of the Schools Athletic Program, including the coach is not and will not be a function of this Association/Organization.

**SECTION 4:** The Amanda Clearcreek School Administrations are independent of the Amanda Clearcreek Athletic Boosters. The Athletic Boosters operate autonomously with their own committee chairs responsible for the auditing of financial records, alongside a hired tax accountant. The school administrations shall have no legal, financial, or operational ties to this nonprofit organization.

**SECTION 5:** The financial records of the Athletic Boosters, including yearly financials and monthly treasurer reports, are transparent and available for review by the community and school administration. These records can be accessed online at any time. Additionally, any requested treasure reports from the treasurer will be fulfilled within a 14-day turnaround.

### **ARTICLE III**

**SECTION 1:** Any citizen in the community, 18 years of age or older or High School Graduate, interested in the purposes for which this Association/Organization is formed, is eligible for membership.

**SECTION 2:** No individual member of the Association/Organization shall have any power or authority to incur any debt in the name of this Association/Organization, nor shall any member, by virtue of his/her membership herein, assume any liability, or be obligated to the payment of any sum or sums of money except the annual dues for membership. No member or officer shall appropriate or assign any property of this Association/Organization for use either public or private except with prior approval by the majority vote of the board members.

### **ARTICLE IV**

**SECTION 1:** Funds for Amanda Clearcreek Schools Athletic Program of this Association/Organization shall be disbursed by requisition from the head coach or athletic director.

**SECTION 2:** Funds other than those included in Article IV, Section 1 shall be disbursed by the Treasurer upon requisition from the Secretary, President, Vice President, or Committee Chair, as stated in Article IV, Section 4.

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**SECTION 3:** Any real property purchased by this Association/Organization for the Schools Athletic Program shall be used by Organized Sports from the 7<sup>th</sup> thru the 12<sup>th</sup> grades.

**SECTION 4:** All funds paid out, up to and including \$1.00 must have the majority approval of the Board of Trustees, unless a committee approved budget is being used for a committee approved purchase.

**SECTION 5:** Any bills incurred during the course of a profit making project, which has had prior approval by vote of the Association/Organization, shall be paid by the Treasurer as they become due.

**SECTION 6:** The Association/Organization is organized not for profit and no member shall have any legal or equitable ownership in any of its funds or property, and upon dissolution of this Association/Organization any fund or property remaining after payment of all debts, shall be turned over to the Amanda Clearcreek High School to be used for Athletic Programs.

### ARTICLE V

**SECTION 1:** The management and administration the affairs of the Association/Organization shall be by a Board of Trustees consisting of ten members as follows: President, Vice President, Secretary, Treasurer, three (3) trustees, and three (3) auxiliary members shall be elected at the annual meeting to be held in *May* of each year. The officers elect shall assume the duties of their office *immediately* following their election and shall hold office for one (1) year unless subsequently elected again. There will be a minimum of two (2) names for each office placed on the ballot.

**SECTION 2:** The duties and responsibilities of the elective officers shall be:

1. The President shall be the chief officer of this Association/Organization and shall preside at its meetings. He/She shall be the official spokesman of this Association/Organization in matters of public policy. He/She shall appoint all committees, shall be an Ex-Officio member of all committees and the Board of Trustees and shall perform all other duties usual to such office. The President shall oversee all special events/fundraising projects of this Association/Organization. He/She shall be a part of the planning, organizing, recruiting members at large to serve on special event/fundraising project committees and all other matters pertaining to an event.
2. The Vice-President shall, in the absence of the President, or upon his/her direction, perform all of the duties of the president and shall act as presiding officer and chairman of the committee responsible for the financial betterment of the Association/Organization. The Vice President shall be chairman/coordinator of all special events fundraising projects of this Association/Organization, unless another member at large is selected to serve as chairman of an event project.
3. The Secretary shall keep a record of the proceedings of the meeting of the Association/Organization. Shall issue vouchers for payment of bills to the Treasurer for payment upon approval of the Association/Organization or Trustees as the situation requires. The Secretary shall work with the Vice
4. President in filing any permits and reviewing any contracts necessary for all special events or fundraising projects before presenting them to the Board of Trustees. He/She shall submit all public notices for meetings, make arrangements for announcements for the "all call" system with the school, and secure a meeting room for Association/Organization meetings.

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4. Executive Committee consisting of President, Vice President, Secretary, and Treasurer. Shall be responsible for the integrity and discipline of the Association/Organization, so that the community will not be embarrassed by any actions or functions of this Association/Organization. Any disciplinary action for the Association/Organization will be majority voted on by the Executive Committee. The Executive Committee will be responsible for maintaining and enforcing the Association/Organization's Code Of Conduct.
  
5. The Treasurer shall receive and deposit all monies received by the Association/Organization. Shall keep an accurate account of the same; pay them out as vouched by the secretary with the consent of the Association/Organization or Trustee. The Treasurer shall keep an accurate account and pay requested bills for all special events/fundraising projects of this Association/Organization. He/She shall give an income/expense report at the next monthly meeting of any events/projects held for the Association/Organization.
  
6. The Trustees shall act as a Board of Governors concerning the action of the officers and the body of the Association/Organization as a whole. Shall be responsible for the auditing of the Secretary's and Treasurer's books. Trustees shall oversee all activities associated with the Association/Organization's committees appointed by the President.
  
7. Committees will submit quarterly requests for budgets. All Committee purchases must be voted on and agreed upon by all committee members. If a committee can't agree on a purchase, or process, the vote must come to the board for majority approval. Any Committee practices up to and including purchasing can be overrode by majority board voting. Committee chairs and members will be voted Association/Organization members and will be appointed in the June meeting after elections by the President.

**SECTION 3:** Any officer missing two consecutive meetings or excessive absenteeism shall be under review by the Board of Trustees and may have to relinquish such office. One of the trustees would then be voted to replace such an office until said position is filled.

### ARTICLE VI

Notice of the Annual meeting and any special meeting of the Amanda Clearcreek Athletic Booster shall be given by public notice. General attendance shall constitute a quorum for the transaction of any business. Five (5) members of the Board of Trustees shall constitute a quorum for the transaction of business at a Board of Trustees Meeting.

### ARTICLE VII

This Constitution may be altered or Amended at any meeting of the Members by a Majority Vote; provided that the proposed amendment shall be read at one meeting and voted at the next meeting.

### ARTICLE VIII

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**SECTION 1:** Any request for purchases from the Amanda Clearcreek Athletics' must be submitted in writing and presented and approved by all members electronically or in person. Such a request may be voted on at the Booster meeting, as long as estimates are submitted. At any time the Boosters can request additional quotes for like products.

### **ARTICLE IX:**

**SECTION 1:** The AC Athletic Coaches "Baby" Boosters account will be managed with the same level of oversight and governance as the main Athletic Booster account. This includes the same procedures for auditing, financial reporting, and transparency as outlined in ARTICLE II, SECTIONS 4 and 5. The "Baby" Boosters account will be subject to the same financial accountability standards and will be included in the yearly financial audits. 09/2024

**Yearly Review and Approval** -May 2024