

**Bylaws of the
Currituck Knights Athletic
Boosters, Inc.**

Article I – Name

The name of this Booster Club is the Currituck Knights Athletic Booster Club, hereinafter referred to as the 'Athletic Booster Club'.

Article II - Purpose

The purpose of the Athletic Booster Club is to support Currituck County High School Athletic Department by raising funds, distributing money and materials, soliciting memberships, offering activities for members, promoting participation in Athletics, encouraging attendance at Athletic events and assisting the Athletic Director. We value the development of the whole person; encouraging our Student Athletes to grow as they seek to use, to the best of their ability, their given talents in the classroom and on the athletic courts or fields.

Article III – Athletic Booster Club Membership Section

1. Membership Eligibility

- A) All Alumni of Currituck County High School (CCHS) are eligible for membership.
- B) Families of graduates and families of current CCHS students are eligible for membership.
- C) Current and former faculty and staff are eligible for membership.
- D) The Principal and Athletic Director of CCHS are to be considered honorary members of the Athletic Booster Club.

Section 2. General Membership

- A) All Families of athletes who participate in the sports program are eligible to be part of the General Membership.
- B) General Membership is obtained on an annual basis and is valid for one (1) year (August 1-July 31) by completing and returning a membership form to the Athletic Booster Club.

Article IV - The Athletic Booster Club Board

The Athletic Booster Club Board, hereinafter referred to as the 'Booster Board' shall function as the Voting Members of the Athletic Booster Club. The Booster Board shall work with the Athletic Director to determine how funds are to be distributed during each sports season.

Section 1. President

- A) The Athletic Booster Club President shall be nominated from among the sitting Booster Board. Under certain circumstances the Athletic Director may appoint the Athletic Booster Club President as well as other officers.
- B) The President shall be elected by majority vote using a ballot system unless Section 1A "certain circumstances" is needed.
- C) The President shall convene and conduct the Athletic Booster Club's general meetings and the monthly working meetings required of the Booster Board.
- D) The President along with the Athletic Director shall prepare and publish an agenda in advance of each meeting.
- E) The President shall neither make nor second any motion but he or she is entitled to vote, particularly in the event of a tie vote of the voting members present. The Athletic Director shall break all ties in the voting process.
- F) The President coordinates the work of the Booster Board and Committee Chairmen, and communicates with the CCHS Athletic Director to manage the Booster Club's business between meetings.
- G) The President shall serve as Chairman of the Executive Committee.

Section 2. Vice President

- A) The Vice President (VP) shall be nominated from among the sitting Booster Board.
- B) The VP shall be elected by a majority vote using a ballot system unless Section 1A “certain circumstances” is needed.
- C) In the absence of the President, the VP shall perform the duties of the President.

Section 3. Secretary

- A) The Secretary shall be elected from among the membership of the Athletic Booster Club. Under certain circumstances the Athletic Director may appoint the Athletic Booster Club Secretary as well as other officers.
- B) The Secretary shall be elected by majority vote using a ballot system unless Section 1A “certain circumstances” is needed.
- C) The Secretary shall keep a good and honest record of any meeting of the Athletic Booster Club, the Booster Board and the Executive Committee.
- D) This record (The Minutes) shall capture attendance, votes, decisions, the President’s Report, the Athletic Director’s report, the Treasurer’s report, committee reports, budget requests and any other noteworthy items.
- E) The Secretary shall submit The Minutes of such meetings to the Booster Board no later than two (2) weeks following each meeting and present The Minutes for approval each month.
- F) The Minutes of each meeting shall be maintained and held for a period of three (3) years and may be destroyed after such time upon the approval of the Executive Committee.
- G) The Secretary shall maintain a record of contact information (Roster) of and for Booster Board members
- H) The Secretary reports directly to the President and shall coordinate, with the President, e-mail notices to the Booster Board and Booster Club Members and prepare and distribute a sign in sheet for each meeting.
- I) The Secretary shall be the Chairman of the Nominating Committee.

Section 4. Treasurer

- A) The Treasurer shall be nominated from among the membership of the Athletic Booster Club. Under certain circumstances the Athletic Director may appoint the Athletic Booster Club Secretary as well as other officers.
- B) The Treasurer shall be elected by majority vote using the ballot system unless Section 1A "certain circumstances" is needed.
- C) The Treasurer shall maintain an accounting of all monies received and distributed by the Athletic Booster Club.
- D) The Treasurer receives and disburses funds in accordance with the Approved Budget and at the direction of the Booster Board. At no time will money be disbursed without the knowledge and approval of the Athletic Director. The Athletic Director will ensure that all County, State and Federal Guidelines are being followed.
- E) The Treasurer shall maintain all bank accounts associated with the Athletic Booster Club and submit a record of these accounts to the Athletic Booster Club officers on a monthly basis.
- F) The Treasurer reports on the financial status of the Athletic Booster Club at monthly meetings including account balances for the general fund, bank account balances and income and expenditures which have occurred since the Booster Board last adjourned.
- G) The Treasurer is accountable to the CCHS Athletic Department and must follow all policies and procedures accordingly.
- H) The Treasurer is the Chairman of the Athletic Booster Club Finance Committee.

Section 5. Team Representatives

- A) At any monthly booster meeting one (1) Team Representative for each male and each female sport supported by CCHS may attend.
- B) All members of the Athletic Booster Club are eligible to serve as a Team Representative provided their student athlete is a member of that team.
- C) The Team Representative shall be selected by general agreement between the Booster Club members and the coach/coaches of the particular team they are chosen to represent.
- D) The Team Representative's responsibilities include, but are not limited to:
 - 1) Supporting the fundraising efforts of the Athletic Booster Club
 - 2) Communicating the actions/needs of the team they represent.

- E) No Team Representative nor coach should contact an individual of the Executive Committee as defined in Article V /Section 1.
- F) All business and requests should be presented to the Executive Committee and it should be their decision and the Athletic Director's decision as to inform the The Athletic Booster Club Board if a vote is warranted.

Section 7. Standing Board Members

The President, Principal and the Athletic Director of Currituck County High School shall retain a permanent position on the Booster Board but shall not be considered voting members of the Athletic Booster Club unless a tie needs to be broken.

Article V – Executive Committee

Section 1. Members and Responsibility

- A) The members of the Executive Committee shall be the President, the Vice President, the Treasurer and the Secretary of the Athletic Booster Club.
- B) The Athletic Director of Currituck County High School shall be a member of the Executive Committee.
- C) The Executive Committee shall meet prior to the monthly working meetings of the Booster Board and prior to any general meeting of the Athletic Booster Club to approve the agenda and review committee reports.
- D) The Executive Committee is responsible for making sure that any vacancy on the Booster Board is addressed.
- E) The Executive Committee along with the Finance Committee shall prepare a working budget during the month of June each year.
- F) The Executive Committee shall attend initial membership meetings, Homecoming Night, Awards Night and Senior Nights as well as be available to work concessions as needed.

Article VI – Meetings

Section 1. Frequency of meetings

- A) Working meetings shall be held monthly for members of the Booster Board.
- B) Emergency Booster Board meetings may be called at the discretion of the Executive Committee.
- C) The Executive Committee shall meet monthly prior to Booster Board meetings.
- D) The Executive Committee along with the Finance Committee shall convene to prepare a working budget in the month of June each year.

Section 2. Order of Business and Voting

- A) An agenda shall be made available to all members prior to General Meetings.
- B) An agenda shall be made available to Booster Board members prior to monthly working meetings.
- C) The presence of half of the number of voting members of the Booster Board shall constitute a quorum. If circumstance continue to prevent a quorum from taking place, the Athletic Director can declare that a simple majority of those present can determine the vote at hand. Those present should include the Executive Committee.
- D) A quorum is necessary for any financial decisions to be made which are not already addressed in the approved budget unless circumstances are deemed as those in Article VI Section 2 (C)
- E) A quorum is necessary for any business which requires a vote of the Booster Board unless circumstances are deemed as those in Article VI Section 2 (C)
- F) In extreme cases, a vote requiring a quorum may be taken by electronic signature.
- G) The event of an extreme case is determined by the Athletic Director and the President of the Athletic Booster Club.

Article VII – Election Process Section 1.

Nominations

- A) A Nominating Committee shall be appointed by the Booster Board in June of each year to address any vacancies on the Booster Board.
- B) The Secretary of the Athletic Booster Club shall be the Chairman of the Nominating Committee.
- C) The Nominating Committee shall be comprised of the Committee Chairman and three (3) members sought from among the Team Representatives, and/or the At Large members.
- D) The members of the Athletic Booster Club shall be made aware of the nomination process and will have the opportunity to make nominations in accordance with the eligibility requirements described in Article IV of the Bylaws.
- E) In early May, a Slate of Candidates will be made available to the members of the Athletic Booster Club and nominations may be taken from the membership until May 15th.
- F) At the May meeting of the Booster Board a Ballot shall be made available to the voting members and, as long as a quorum is present, the President will present the Ballot to the Board for a vote.
- G) If there are no vacancies on the Booster Board, the members of the Athletic Booster Club shall receive a notice of the Booster Board members and their remaining terms.
- H) In the event that a Booster Board position becomes vacant during the school year, the Executive Committee will have the responsibility to fill that position in accordance with Article IV of the Bylaws.
- I) The Candidate will be presented to the Booster Board and shall be considered a member of the Booster Board following a majority vote by ballot in accordance with Article VI/ Section 2 (E).

Section 2. Tenure

- A) All elected and appointed members of the Booster Board are to serve one (1) term in the same position beginning on August 1st and ending on July 31st each year.
- B) With the approval of the Athletic Director, Booster Board members may serve an additional term (consecutively) without the need for a vote.
- C) A Booster Board member may serve additional terms on the Booster Board in

another capacity or in non-consecutive years in accordance with Article IV.

Article VIII – Committees

Section 1. Membership Committee

- A) The Vice President shall be the Chairman of the Membership Committee.
- B) All members of the Athletic Booster Club shall have the opportunity to volunteer for committee membership at the General Meeting and throughout the school year.
- C) The Membership Committee shall be responsible for evaluating Membership Levels and presenting plans for membership growth to the Booster Board in the spring of each year.
- D) The Membership Committee shall present the Membership Form to the Booster Board for approval in the spring each year.
- E) The Membership Committee shall be responsible for Season Passes and promotion.
- F) The Membership Committee shall be responsible for the development and distribution of the Membership Packets.
- G) The Membership Chairman will maintain a policies and procedures manual which will outline the structure of the Membership program.

Section 3. Finance committee

- A) The Treasurer is the Chairman of the Finance Committee.
- B) The Assistant to the Treasurer should be chosen from among the Membership of the Athletic Booster Club and should be mutually agreed upon by the Finance Committee.
- C) The Finance committee must meet one (1) time per Fiscal quarter: Q1 (June-August), Q2 (September-November), Q3 (December-February), Q4 (March-May)
- D) The Finance Committee must adhere to Article IV / Section 5 of the Athletic Booster Club Bylaws.

Section 4. Nominating Committee

- A) The Secretary of the Athletic Booster Club shall be the Chairman of the

Nominating Committee.

- B) The Nominating Committee must adhere to Article VII / Section 1 of the Athletic Booster Club Bylaws.

Section 5. Volunteer Committee

A) The President and Vice President shall be the Chairmen of the Volunteer Committee.

- B) The Volunteer Committee must adhere to Article VII / Section 1 of the Athletic Booster Club Bylaws.

C) This committee shall assist in the painting of fields, maintaining the fields, manning the concession stand and developing all other fundraising ideas.

D) The Concession Stand is the greatest form of fundraising for the Athletic Booster Club.

- 1) All events involving the use of a concession stand will run through the Athletic Booster Club unless decided by the Booster Board with the Athletic Director's approval.
- 2) The equipment and supplies within the concession stands are the property of the Athletic Booster Club until which time the Athletic Booster Club is dissolved.
- 3) Once the Athletic Booster Club is dissolved then any and all items would become property of the Currituck County High School Athletic Department.

Article IX – Bylaws Review Procedures Section

1. Amendments

- A) Amendments may be made to the Currituck Knights Athletic Boosters, Inc. Bylaws under the direction of the Executive Committee as needed.
- B) Amendments must be presented to the Booster Board for consideration one (1) month prior to a vote.
- C) Amendments to the Bylaws require a vote by show of hands in accordance with Section 2 / E of Article VI.
- D) It will be the responsibility of the Secretary to make such adjustments to document and to distribute the full and newly revised Bylaws to the Booster Board.
- E) It will be the responsibility of the President of the Athletic Booster Club to make

such Amendments known to the members of the Athletic Booster Club.

Section 2. Bylaws Review

- A) A Bylaws Review will be made every three years.
- B) The Executive committee will assign three (3) members of the Booster Board under the direction of the President to review and evaluate the effectiveness of the Athletic Booster Club Bylaws.
- C) The Bylaws Review Committee shall make necessary changes and present them to the Booster Board one (1) month prior to a vote.
- D) The Booster Board shall determine if the suggested revisions are pertinent and helpful in furthering the cause of the Athletic Booster Club.
- E) The Revised Bylaws may be brought for a vote in accordance with Section 2 / E of Article VI and shall be adopted when a majority vote by ballot determines it to be so.
- F) It will be the responsibility of the President to make the newly revised Bylaws known to the members of the Athletic Booster Club.

Article X. Dissolving of The Athletic Booster Club

Section 1.

- A. At any time the Athletic Director, Principal, and/or member of the Board of Education can dissolve the Athletic Booster Club.
- B. At such time, all equipment purchased with funding of The Athletic Booster Club shall be deemed the property of the Currituck Athletic Department.
- C. Any remaining funds will be immediately distributed into the Currituck Athletic Department once all invoices have been paid.
- D. Only those invoices that were agreed upon by the Executive Committee and/or the Athletic Director prior to the determination that the Athletic Booster Club would be dissolved will be paid.

