

# **Hilton Head High School All Sports Booster Club Bylaws**

**Hilton Head High School, Hilton Head Island, South Carolina**

Adopted February 21, 2005

## **ARTICLE I DESCRIPTION**

### **Section 1. NAME:**

The name of this organization shall be the Hilton Head High School All Sports Booster Club and registered as Hilton Head Island All Sports Booster Club, Inc. (Hereafter referred to as the "Club").

### **Section 2. PURPOSE:**

The purpose of the Club shall be to:

- A) Provide financial support for athletic activities at Hilton Head High School.
- B) Provide and encourage physical fitness, education, good sportsmanship, character development and safety in high school athletics at Hilton Head High School.

### **Section 3. VISION:**

To create an environment that produces the best student athletes, teams, coaches and fans.

### **Section 4. MISSION:**

To support Hilton Head High School athletics by providing human, material and financial resources. The Hilton Head High School Principal will be apprised of all Club activities.

### **Section 5. GOALS:**

The goals of the booster club are threefold:

- A) Raise money for all school athletic teams.
- B) Promote participation at Hilton Head High School sporting events among students, parents, coaches, faculty and community.
- C) Boost spirit and enthusiasm for all athletic activities.

Supporting objectives are contained in the club's strategic plan. (See Appendix A, #9) These objectives are reviewed prior to the start of each school year and are subject to revision and reprioritization as required.

## **ARTICLE II. GENERAL MEMBERSHIP**

General membership shall be open to any and all persons interested in supporting the purpose, vision, mission and goals of the Club. Annual Membership dues will be determined by the Board of Directors annually and a written updated roster of members will be available at every meeting and posted on the Booster Club's website.

## **ARTICLE III. STRUCTURE**

### **Section 1. BOARD OF DIRECTORS:**

The Club shall be structured as follows:

- A) The Club shall be managed by a Board of Directors.
- B) The Board of Directors will be formed by a "Team" Representative from each team/club sport at Hilton Head High School.

- C) The Executive Board will be voted upon by the General Membership present at the annual meeting, and shall include:
- a. President
  - b. Vice President/President Elect
  - c. Treasurer
  - d. Recording Secretary
  - e. Corresponding Secretary
  - f. Past President
  - g. The Team Representative will be selected by the Coach for all JV and Varsity teams. Sports where there are both JV/Varsity will not be combined and remain two distinct teams, but a “team representative” may represent more than one team. However, it is the goal of the Club to involve as many people as possible, and multiple team representatives are not encouraged.

## **Section 2. GENERAL DUTIES OF THE BOARD OF DIRECTORS**

The general duties will include the following:

- A) Attend monthly and other meetings of the Club
- B) Transact necessary business in the intervals between Club meetings
- C) Approve expenditures within the limits of the budget
- D) Approve and support the plan and work of the standing committees
- E) Chair/Serve on standing committees or subcommittees as needed.

Meetings of the Board of Directors shall be open to the public.

## **Section 3. THE EXECUTIVE BOARD**

The executive board will be made up of the officers elected from the Board of Directors, and shall consist of the following: President (or Co-Presidents), Vice President, Treasurer, Recording Secretary, Corresponding Secretary and Past President.

- A) General Duties of the office and officers shall include the following:

### **President:**

- a. Prepare and post an agenda one week prior to the next scheduled meeting.
- b. Preside at all meetings of the Club and the Board of Directors.
- c. Be the principal officer of the Club and guide its functions.
- d. Serve as the liaison between the Club, School Board, Athletic director, Assistant Athletic Director, Principal and community organizations.
- e. Ability to sign checks in the event the treasurer is unavailable.

### **Vice President/President Elect:**

- a. Assist the President and act for him/her in his absence or by his direction.
- b. Perform such duties as the President may direct.
- c. Chair the Fundraising Committee.
- d. Assume the position of President his/her second year.

### **Recording Secretary:**

- a. Act as the custodian of the records of the Club, except for the accounts of the Treasurer.
- b. Keep records of all meetings of the Club and/or the Board of Directors and perform such other duties as the President may direct, including written, or emailed notice of meetings.
- c. Keep a yearly calendar of the Booster Club designated meetings as well as all other Booster Club events.
- d. In absence of the Secretary, the President shall designate a member of the Board of Directors to take the minutes of the meetings.

- e. Email a draft of the minutes of the last meeting, a proposed agenda, and notification of the next upcoming meeting to the general membership no later than one week prior to the next scheduled.
- f. Post an emailed draft of the minutes no later than one week prior to the next scheduled meeting on the school's website.
- g. Provide and have available at all times a copy of all minutes, correspondence, etc to the President as a back-up system.
- h. Keep an up to date Board and membership roster that is available to all members of the Club.
- i. At the end of the secretary's term, all documents shall be turned over to the incoming Recording secretary.
- j. Record attendance at all general membership meetings.
- k. Act as the responsible party for making sure all teams have team representatives.

**Corresponding Secretary:**

- a. Conduct the official correspondence of the Club and maintain a file for all such correspondence.
- b. At the end of the secretary's term, all documents shall be turned over to the incoming corresponding secretary.
- c. Act as the responsible party for making sure all teams have a team representative (done jointly with Recording Secretary)
- d. Over see the maintenance of the club's website.

**Treasurer:**

- a. Act as a custodian of all funds.
- b. Keep books and accounts of receipts according to the procedures established by the Board of Directors (currently Quicken/Quickbooks). Keep expenditures of funds and render financial statements to include, but not limited, to, a list of the monthly transactions, a profit & loss statement as compared to the annual budget, balance reports, etc. Report expenditures and financial statements at each meeting. Give to Team Representatives their team's restricted funds account activity on a monthly basis.
- c. Deposit all money received in an account in the name of the Club.
- d. Prepare and sign all checks.
- e. File tax returns, reports and other information that is deemed necessary by local, state and federal laws.
- f. Obtain prior approval from the Board of Directors for all unbudgeted expenditures in excess of \$500.00. All other expenditures (those less than \$500.00) shall be reported for ratification after rendering at the next meeting.
- g. Chair Finance Committee to establish an annual budget to be approved by the Board of Directors at the April Meeting.
- h. Perform special functions/projects which are deemed necessary by the Board of Directors and officers.
- i. Prepare backup copies/disks of all accounting records to be kept by President.

**B) TERM OF OFFICE:**

The term of office for the Executive Officers shall be one year beginning in June, except for the Vice President, who will serve as President the second year. Consecutive terms are limited to two terms per office.

**C) VACANCIES:**

In the event of a vacancy of the President, the Vice President shall serve the remainder of the term as acting President and upon completion of the term shall assume the Presidency in normal order. In the event of a vacancy of the Vice President or the Vice President's decision not to seek the upcoming Presidency, then a candidate would be nominated from the current Board of Directors. In the event of a vacancy of the Treasurer, the duties of the Treasurer shall be assumed by the President or his/her appointee until a new appointment is approved by the Board of Directors. Vacancies occurring on the Executive Board will be appointed by the officers and approved by the Board of Directors at the next regular monthly meeting. A special meeting may be called for the purpose of electing that officer.

**D) RESIGNATION:**

A Director of the Board may resign by written notice to the Club. The resignation is effective upon receipt by the Club or a subsequent time as set forth in the notice of the resignation.

**E) DISQUALIFICATION:**

The Recording Secretary should notify the Executive Board when an officer or director has been absent for three consecutive meetings and no alternate has been in attendance, and this shall be grounds for disqualification. A majority vote of the Executive Board shall disqualify the officer or director.

**F) REMOVAL FROM OFFICE:**

Non-productive or counter-productive action shall constitute reason for removal from the board. A recommendation shall be made to the general membership and a majority vote shall be taken on such removal.

**ARTICLE IV: ELECTIONS:**

**Section 1. NOMINATIONS FOR OFFICERS :**

At the January meeting, a nominating committee will be formed with a minimum of one Executive Board member and two Directors, with the committee size not to exceed 5 members. At the February meeting, nominees will be presented by the Nominating Committee. The nominees should be members of the Club in good standing.

**Section 2. BOARD ELECTIONS:**

The election of the Executive Board, which includes the Vice-President, Treasurer, Recording Secretary and Corresponding Secretary, will be in March.

**Section 3: TERM:**

Those elected will serve a one year term which will begin in June. The Vice President will serve as President the following term.

**Section 4. VOTING:**

Members must be present at the March election general meeting to cast their vote. Secret ballots will be up to the decision of the Board of Directors.

**Section 3. TEAM REPRESENTATIVES:**

One representative from each team will serve on the Board of Directors. The appointment of these representatives will be by the Head Coach of that team within the first week of establishing the team. The representative will be required to attend all Board of Director meetings, as well as general membership meetings for twelve months following their appointment. In the event that a coach does not designate a representative, the coach will thereby be the liaison until such time that the team liaison position is filled. These representatives may represent more than one team, and will be able to vote accordingly. Each Team Representative will name an alternate to be their representative in the event they cannot finish their term or they will be absent from any meeting(s). See Appendix E for Team Representative form for Coaches. The Recording and Corresponding Secretary will be responsible for ensuring that these positions are filled. See Appendix F, Team Representative Information Form.

**ARTICLE V: MEETINGS**

**Section 1. ELECTION GENERAL MEETING:**

The March monthly meeting will be designated as the Election Meeting. Written notice of the meeting will be given to the general membership.

**Section 2. BUDGET MEETING:**

The April monthly meeting will be designated as the Budget Meeting when the Board of Directors will present the annual budget. If there are any special assessments proposed by the Budget committee of the Board of Directors, these would be only approved by a majority vote by the general membership.

**Section 3. MONTHLY MEETING:**

Regular meetings will be held each month on a day to be established by the Board of Directors. Notice of the time, date and place of the regular meetings shall be posted one month prior to the meeting. The Board of Directors has the option of canceling or postponing a meeting, as long as notice is given in the same manner as regular meetings.

**Section 4. SPECIAL MEETINGS:**

The Executive Board has the option to call a special meeting (via in person, phone, email) for the purpose of any timely emergency that needs to be resolved. Results of this meeting must be ratified by the Board of Directors and the report of that meeting will be on the next general meeting's agenda.

**Section 5. VOTING:**

The Board of Directors (or their designated, written alternate), has voting privileges as long as they have a good attendance record defined as having attended the previous two general meetings. Passage of a motion requires a majority vote. The President votes only in case of a tie.

**Section 6. CONDUCT OF MEETINGS:**

All meetings will be conducted in accordance with Robert's Rules of Order. The Executive Board will be well versed with Robert's Rules of Order.

**Section 7: QUORUM:**

The club must have at least twelve members present to include at least two officers, with at least one being President or Vice President. This shall constitute a quorum for the transaction of business of any meeting.

**Section 8. PARTICIPATION:**

It will be expected that all members will be available to serve on at least one committee and actively participate in fundraising activities. Members should realize they represent the school in their capacity as boosters and that they support school athletics.

**Section 9. DISPERSEMENTS:**

See Appendix B & Appendix C.

**ARTICLE VI: STANDING COMMITTEES**

All Directors will be expected to chair/serve on at least one committee. All committees are expected to report on their committee's status and activity by emailing a monthly report to the President and Recording Secretary prior to each meeting. Reference Article X, #3 (1). The standing committees shall be established by the Board of Directors. See Appendix A for the list of standing committees.

**ARTICLE VII: FISCAL YEAR:**

The fiscal year for the Club shall be July 1 – June 30 each year.

**ARTICLE VIII: AMENDMENTS:**

These by-laws may be amended, repealed, or rewritten and approved by the Board of Directors, at an annual general membership meeting with an approval being a quorum that is 75% of the members present at the annual meeting (month of annual meeting to be determined by the Executive Board). Copies of all proposed changes to the by-laws will

be made available to the general membership at least one meeting prior to being voted upon. Standing Committee Report Form, Appendix G will be used.

**ARTICLE IX: DISSOLUTION:**

The Booster Club is registered in accordance with the provisions of the SC Solicitation of Charitable Funds Act, governed by the State of South Carolina, and the Internal Revenue Service as a 501(C)(3) nonprofit organization. Dissolution of the Club will be in accordance with these provisions.

**ARTICLE X: MISCELLANEOUS PROVISIONS:**

1. Execution of contracts: The President and Treasurer shall be jointly authorized to sign all legal and financial agreements, contracts or statements as authorized by the general membership. Except as authorized by these by-laws, no officer or member shall have the power to bind the organization to any contracts or engagements or to pledge its credit or to render it liable for any purposes or any amount.
2. Ownership of equipment/assets: The title to any property, equipment or apparatus hereafter acquired shall be owned by the Club, unless it is decided by the Club to donate it to the Beaufort County School District.
3. Order of Business: At meetings of the Club, the following shall be the order of business unless otherwise ordered:
  - A. Call to Order
  - B. Establish a quorum (Article V, section 7)
  - C. Review and approve previous month's minutes
  - D. Principal's Report
  - E. Athletic Director's Report
  - F. Coach's Report
  - G. President's Report
  - H. Treasurer's Report
  - I. Committee Reports (to include all committees)
  - J. Unfinished Business
  - K. Calendar Update
  - L. New Business
  - M. Other/Open Floor
  - N. Adjournment

**APPENDIX A:**

**Standing Committees**

Each Committee will have a brief description of its goals, procedures and general functions. The chairperson(s) or their representative will be present at each monthly meeting with a status report using Appendix H. Committees should be formed from a diverse group of Team Representatives from all teams.

1. Membership (Chaired by Recording Secretary)
2. Concessions
3. Merchandise
4. Seahawk Open Golf Tournament
5. Nominating Committee
6. Fall, Winter, Spring Banquets
7. Publicity
8. Fundraising (Chaired by Vice President)
9. By-Laws & Strategic Planning
10. Spirit
11. Funds Allocation/Finance/Budget (Chaired by the Treasurer and having an odd number of members, and with a minimum of 5)

## Hilton Head High School All Sports Booster Club

### Request for Unrestricted Funds

**1. THIS PORTION TO BE COMPLETED BY THE COACH/TEAM REPRESENTATIVE**

Date: \_\_\_\_\_ Date Funds needed by: \_\_\_\_\_

Co-Curricular Activity requesting funds: \_\_\_\_\_

Name of Coach/Leader of Activity: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Item being requested (please describe, durable, number, for students or for coaches, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of students to benefit from this request: \_\_\_\_\_

**2. THIS PORTION TO BE COMPLETED BY THE DIRECTOR OF ATHLETICS**

Please rank this request for the Booster Club:

Excellent/Need to Fund (Circle)	1	2	Okay/Fund as able 3	4	Nice but not necessary 5	NO 6
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Athletic Director Signature: \_\_\_\_\_

**3. THIS PORTION TO BE COMPLETED BY BOOSTER CLUB:**

Date request received: \_\_\_\_\_

Prior history of Funding from Booster Club:

\_\_\_\_\_

\_\_\_\_\_

Does request meet Guidelines for funding?

\_\_\_\_\_

Contingencies Prior to Funding:

\_\_\_\_\_

\_\_\_\_\_

Amount Funded: \_\_\_\_\_ Check No: \_\_\_\_\_ Date Sent: \_\_\_\_\_

Athletic Director Notified by: \_\_\_\_\_ Date: \_\_\_\_\_

Coach and Team Representative Notified by: \_\_\_\_\_ Date: \_\_\_\_\_

Board of Directors Informed of Decision notified by: \_\_\_\_\_ Date: \_\_\_\_\_

## **Hilton Head High School All Sports Booster Club** **Policy for Allocation of Funds**

**I. Purpose and Philosophy:**

- a. The primary purpose of the Club is to provide support to those students participating in athletic activities at Hilton Head High School.
- b. We believe all students, parents, and community benefit from participation in athletic activities and that it is critical to the success of HHH school.
- c. Distribution and the use of funds will be determined by a majority vote of the Allocation Committee.
- d. It is the purpose of the Club to supplement funding of extra needs of co-curricular athletic activities, not to replace appropriate funding in the BCSD budget.
- e. We believe that members of all co-curricular activities need to assist in fund raising events during the school year.
- f. The club does not intend to support activities or provide funds without the knowledge of the administration of Hilton Head High School.

**II. Guidelines for allocation of funds by the Club:**

- a. Impact the most students possible?
- b. Are for durable, reusable goods equipment?
- c. Are items being used by and for students?
- d. We will consider other special circumstances brought forward by Director of Athletics or the Assistant Director or the Principal or by individual coaches or team representatives.

**III. Procedures for requesting and approving funds:**

- a. The Team Representative or Coach completes the top portion of the Request for Funds form, which outlines purpose and amount of request.
- b. The Team Representative or Coach submits the request form to the Athletic Director.
- c. The Athletic Director will review the request and make a recommendation to the Funds Allocation Committee by filling out the Athletic Director portion of the Request for Funds form. All requests must be submitted to the Club and signed by the Athletic Director.
- d. The form is then given to the Funds Allocation Chair by the Athletic Director.
- e. The Funds Allocation Committee will review the request and present all requests at the next Board of Directors meeting.
- f. The Funds Allocation Committee will then notify the Coach of Team Representative as well as the Athletic Director of the Booster Club's decision.
- g. The Booster Club will issue a check to the vendor of to the school for the approved amount.

**APPENDIX D:**

Date: \_\_\_\_\_

**Coach's Team Representative Form**

Each Head Coach of a team at Hilton Head High School will appoint one team representative that will be on the Board of Directors for the Hilton Head High School All Sports Booster Club. The chosen representative would be one person (or their alternate) and they would be required to attend the club's monthly meetings and be an active member of the Booster Club. A person can represent more than one team at any time; however, this is not encouraged.

Within 1 week after you have selected your team's players, please hand in this form to the HHH All Sports Booster Club mailbox at Hilton Head High School.

Head Coach: \_\_\_\_\_

Coach's Email and Phone Number: \_\_\_\_\_

Team: \_\_\_\_\_

Team Representative: \_\_\_\_\_

Team Rep. Email and Phone Number: \_\_\_\_\_

Alternate Team Representative: \_\_\_\_\_

Alternate's Email and Phone Number: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

For HHH BOOSTER CLUB USE:

Date Received and by whom: \_\_\_\_\_

Has Team Representative been contacted by: \_\_\_\_\_

First meeting of Team Representative Tenure: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_



**APPENDIX F:**

**Team Representative Information Form**

(to be given to all coaches with the Team Representative Form Appendix D)

Dear Coach:

To make the most of your time and season's ultimate success, the Booster Club requests that you choose a team representative to not only assist you in communicating with the Booster Club, but also to serve as a liaison between you and your players' parents, and assist with many other responsibilities during your season.

An appointment to the Hilton Head High School All Sports Booster Club as a team representative requires a person to:

1. Serve as a member of the Board of Directors with the HHHS All Sports Booster Club.
2. Attend the Booster Club's monthly meetings.
3. Participate in fundraising, committee work and Booster Club activities.
4. Support his/her team's coaches with any requests that would require Booster Club assistance.
5. Keep the team apprised of any upcoming Booster Club functions.
6. Act as a liaison to the Booster Club for the coach for any special budgetary requests that cannot be covered by the HHHS Athletic Budget.
7. Encourage other parents to attend Booster Club meetings, become members of the Booster Club and participate in committee work. We need to have our membership grow.
8. Collect necessary information from you regarding all team players, managers, and coaches and give to the Club's Recording Secretary and Membership Chair.

**APPENDIX G:**

**Committee Report Form for Monthly Meetings**

Date: \_\_\_\_\_

Chairperson: \_\_\_\_\_

Last Committee Meeting Date: \_\_\_\_\_

Status Report of the Committee:

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Changes in Members of the Committee: \_\_\_\_\_

Next Committee Meeting: \_\_\_\_\_

Other: \_\_\_\_\_

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Please provide a copy of the completed monthly report form to the recording secretary.