

# Castle High School Athletic Booster Club Constitution and By-Laws

## CONSTITUTION OF

### CASTLE HIGH SCHOOL ATHLETIC BOOSTER CLUB

#### ARTICLE I: *NAME*

The name of this organization shall be the Castle High School Athletic Booster Club.

#### ARTICLE II: *PURPOSE AND FUNCTION*

It is the purpose of the Castle High School Athletic Booster Club to encourage and support the Castle High School athletic philosophy as well as all sport and support groups. The 19 IHSAA sports as well as cheerleading the Chargerettes, the athletic training staff and athletic facilities shall be the focus of this organization.

#### ARTICLE III: *MEMBERSHIP*

Membership shall be open to any person who subscribes to the purpose and function of the Castle High School Athletic Booster Club. Members do not have to have students currently enrolled at Castle High School to join.

#### ARTICLE IV: *BOARD OF DIRECTORS*

**Section I** The affairs of the club shall be managed by a five (5) member Board of Directors who shall comply with the Constitution and By-Laws of the Castle High School Athletic Booster Club. The Athletic Director shall represent the administration of Castle High School and shall serve as a member of the Board of Directors. A representative of the Castle High staff may serve as a member of the Board of Directors.

**Section II** No member of the Board of Directors shall serve more than four (4) consecutive years, including the fulfillment of an un-expired term of a previous board member.

#### ARTICLE V: *OFFICERS*

The officers of the club shall be adult members and shall consist of the President, a Vice-President, Secretary, Treasurer and Membership Chairman.

#### ARTICLE VI: *MEETINGS*

**Section I** Nine (9) regularly scheduled meetings shall be held annually. Meetings will be held the second Monday of **August, September, October, November, February, March, April and May.**

**Section II** Meetings other than the nine (9) yearly meetings, will be conducted upon call of the President.

#### ARTICLE VII: *AMENDMENTS*

These Articles of the Constitution may be amended at any meeting of the membership by a two-thirds (2/3) affirmative vote of the voting adult members present, provided due notice of the proposed amendment(s) has been given in writing to all members at least seven (7) days previous to the meeting.

**BY-LAWS OF THE  
CASTLE HIGH SCHOOL ATHLETIC BOOSTER CLUB**

**ARTICLE I: MEMBERSHIP**

**Section I: Qualifications**

- A. Membership is open to persons who subscribe to the purpose and function of the Castle High School Athletic Booster Club.
- B. Annual dues, club levels and privileges for membership shall be as follows:

<b>\$ 25.00</b>	<b>White Level</b>	<b>Basic Family Membership</b>
<b>\$ 50.00</b>	<b>Blue Level</b>	<b>Student 10 game pass</b>
<b>\$ 100.00</b>	<b>Gold Level</b>	<b>Student and Adult 10 game passes</b>
<b>\$ 250.00</b>	<b>Knight Level</b>	<b>Game Passes plus game sponsorship</b>
<b>\$ 500.00</b>	<b>Corporate Level</b>	<b>Game program page plus plaque &amp; reception</b>

**Section II: Representation**

Each adult member is entitled to one vote when personally in attendance at meetings of the club.

**ARTICLE II: BOARD OF DIRECTORS**

**Section I: Number and Term of Office**

The business and operation of the club shall be managed and controlled by a board of five (5) directors who shall be elected by a plurality vote of the members at the annual (May) meeting.

**Section II; Vacancies**

In case of any vacancy on the Board, a successor for the un-expired term shall be elected by the membership.

**Section III: Meetings**

Board of Director's meetings shall be held at a time and place called by the President.

**Section IV: Quorum**

A majority of the directors present at a scheduled meeting shall constitute a quorum.

**ARTICLE III: OFFICERS**

**Section I: Officers**

The officers shall be elected at annual (May) meeting. The Board, from their number, shall elect for the ensuing year, a President, Vice-President, Secretary, Treasurer and Membership Chairman.

**Section II: Vacancies**

In case of a vacancy of any office, The Board of Directors shall fill the vacancy.

### **Section III: Duties**

#### **A. The President:**

1. Shall preside at all meetings of the club and of the Board of Directors.
2. Shall personally represent the club or appoint a delegate as needed.
3. Shall appoint committees and committee chairpersons.
4. Shall effect compliance with the rules, regulations, and policies of the Warrick County School Board and the Castle High School Athletic Department.

#### **B: The Vice-President:**

1. Shall have such powers and perform such duties as delegated by the President.
2. In the absence or disability of the President, he/she shall perform the duties and exercise the powers on the President.

#### **C: The Secretary:**

1. Shall keep all minutes of all Board of Directors and membership meetings.
2. Shall keep such other records as directed by the Board of Directors.
3. Shall sign with the President, or with the Vice-President, all contracts.
4. Shall perform all the duties usually incident to the office of Secretary, subject to the control of the Board of Directors.

#### **D: The Treasurer:**

1. Shall keep the financial records of the club, collect dues, and authorize payment on approval of the Board. All funds are to be kept at Castle High School.
2. Shall perform all the duties usually incident to the office of the Treasurer, subject to the control of the Board of Directors.

#### **E. The Membership Chairman**

1. Shall keep all membership records and update all rolls on a monthly basis.
2. Shall keep a database of past and present members for club use.
3. Shall advise the club on membership commitments from the 20 sports.
4. Shall organize yearly membership mailings to past, current and potential members.

### **ARTICLE IV: FINANCE**

The funds are to be deposited in a bank approved by the Board of Directors and may be withdrawn on the signature of the Castle High School Athletic Booster Club Treasurer and Castle High School Treasurer.

### **ARTICLE V: FISCAL YEAR**

The fiscal year of the Booster Club shall begin August first and end July thirty-first.

**ARTICLE VI: *BASIC POLICIES OF OPERATION***

The following section defines policy for the Castle High School Athletic Booster Club.

- A. The club shall be non-political and non-sectarian.
- B: The name of the organization or the names of the members in their official capacities shall not be used in connection with a commercial concern or with any partisan interests.
- C: The organization shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office. Political candidates may pay for advertisements in the Booster Club athletic program..
- D: Persons representing the organization shall make no commitments that bind the organization, unless authorized by the Board of Directors.
- E: In the event of the dissolution of the club, its assets shall be distributed to the Castle High School Athletic Department and in accordance with current Internal Revenue Codes.
- F. The Booster Club shall have the following standing committees:
  - 1. Booster Club Membership
  - 2. Booster Club Gala
  - 3. Booster Club Fund-Raising
  - 4. Booster Club Sports Program
  - 5. Booster Club PublicityAny additional committees can be create upon a 2/3 vote at any monthly meeting.

**ARTICLE VII: *AMENDMENTS***

These By-Laws may be amended at a meeting of the membership by a 2/3 affirmative vote of the adult members present and voting, provided due notice of the proposed amendment(s) has been given in writing to all members at least seven (7) days previous.

**ARTICLE VIII: *PARLIAMENTARY AUTHORITY***

Robert's Rules of Order shall be the authority on all questions of procedure not specifically stated in the Constitution and By-Laws.

**ARTICLE IX: *FINANCES***

- A: The funds of this association shall be used to further the purpose expressed in Article II of this Constitution. Only the Castle High School Treasurer, upon the approval of the Board of Directors, shall be authorized to disburse funds.
- B: The President of the association shall have the authority to authorize expenditures up to one hundred dollars (\$100.00) each month when it is not feasible to call a special meeting of the Board of Directors. A report of expenditures shall be given at the next meeting.
- C: This association is organized as a non-profit organization per section 501(c)(3) of the Internal Revenue Code and no member shall have any legal or equitable ownership in any of its funds or property. In the event of the dissolution of this association, any funds or property remaining shall be turned over to Castle High School.

- D: All funds collected by the officers or members of the Board of Directors shall be deposited in an account approved by the Board and Castle High School.
- E: The Treasurer of the association shall authorize payment by check of all debts of the association within seven (7) days after receipt or on approval by the Board of Directors.
- F: All projects that require financial obligation of the club as proposed by coaches will be presented to the Board of Directors on the approved forms. This will be done at monthly meetings in order for the Board of Directors to plan their budget. The budget shall normally be voted on at the May meeting, but may be changed by a vote of the Board.
- G: Total expenditures cannot exceed approved budgeted amounts without approval of the Board of Directors. No expenditure can exceed **\$ 600.00**. Items are to be those approved by the Castle High School Athletic Booster Club, listed on the itemized request for funds form and submitted to the Athletic Booster Club Board. Unused funds cannot be applied to other items without the approval of the Board of Directors. The **\$600** expenditure ceiling may be adjusted yearly upon a 2/3 vote of those in attendance at the May meeting.
- H. A bi-annual audit by the State Board of Accounts shall be required. The treasurer will be required to submit a detailed report at the end of each year.

**ARTICLE X: AMENDMENTS**

- A: This Constitution may be amended at any Annual Meeting of the association in May by the affirmative vote of two-thirds (2/3) of the members present, provided that any proposed change shall be presented for discussion and debate no later than the April meeting and that it be listed on the agenda for the Annual Meeting each May.

Revision approved and effective **June 1, 2005.**

PRESIDENT \_\_\_\_\_ Date \_\_\_\_\_

VICE PRESIDENT \_\_\_\_\_ Date \_\_\_\_\_

SECRETARY \_\_\_\_\_ Date \_\_\_\_\_

TREASURER \_\_\_\_\_ Date \_\_\_\_\_