

**BYLAWS OF  
THE CLARKSBURG HIGH SCHOOL  
ATHLETIC BOOSTERS CLUB**

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**ARTICLE I - NAME AND LOCATION**

Section 1. Name

The name of this organization is the "Clarksburg High School Athletic Boosters Club, Inc.", hereinafter referred to as the "Boosters".

Section 2. Location

The Executive Committee shall have full power and authority to select and change the principal office/meeting location of the Boosters from one location to another so long as said principal location remains within Montgomery County, Maryland.

There is an "Athletic Boosters" box in the main office at Clarksburg High School, hereinafter referred to as CHS, 22500 Wims Road, Clarksburg, Maryland 20871

**ARTICLE II - PURPOSE**

Section 1. Specific Purpose

The purpose of the Boosters is to encourage and sponsor interscholastic girls and boys athletic activities at CHS, and to provide such equipment, facilities, and training for such activities as may be deemed advisable by the Boosters and acceptable to the CHS Administration and the Montgomery County Board of Education.

Section 2. Special Purpose

A special purpose of the Boosters is to raise and disseminate funds in support of CHS interscholastic sports programs in a fashion deemed advisable by the Boosters and acceptable to the CHS Administration and the Montgomery County Board of Education.

Section 3. Non-profit Status

This organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

### **ARTICLE III - BASIC POLICIES**

The following are the basic policies of the Boosters:

- a. The Boosters shall be noncommercial, nonsectarian, and nonpartisan.
- b. The name of the association or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to the promotion of the purpose of the organization.
- c. The organization shall not enter into membership with other organizations except with the approval of the executive board, but may cooperate with other organizations and agencies concerned with the welfare of athletes and other students.
- d. The Boosters shall not--directly or indirectly--participate or intervene in any way in any political campaign on behalf of, or in opposition to, any candidate for public office.
- e. No part of the net earnings of the Boosters shall benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II.
- f. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for charitable or educational purposes and which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code. Preference shall be given to such organization(s) whose work specifically supports the activities of Clarksburg High School and its students.

### **ARTICLE IV - MEMBERSHIP AND DUES**

#### Section 1. Eligibility

Membership in the Boosters shall be open to parents, guardians, and family members of students; faculty, staff, and graduates of CHS; and any other individual or organization supporting the purposes of the Boosters. Membership shall be made available without regard to race, color, creed, sexual orientation, or national origin.

#### Section 2. Term of Membership

Membership shall be annual for a school year, (July 1 to June 30), shall become effective for a year or portion thereof upon payment of the annual membership fee, and shall remain effective until the following June 30.

#### Section 3. Honorary Membership

Honorary Membership shall be awarded at the discretion of the Executive Committee. Honorary members shall be entitled to all privileges of regular membership.

#### Section 4. Ex Officio Membership

The Principal or his designee, and the Athletic Director shall be ex officio members of the Athletic Booster Board without vote. They may choose to join as regular members and will then be entitled to all privileges of regular membership.

#### Section 5. Dues

Membership dues shall be \$25 for a family membership or other organizations and \$15 for a CHS staff membership. All members shall receive a membership card and decal. The dues are tax deductible.

Any change in membership dues must be approved by a majority vote of those members present and voting at a regular membership meeting.

### **ARTICLE V - OFFICERS AND THEIR ELECTION**

#### Section 1. Eligibility

The privilege of holding office shall be limited to members of the organization whose dues are paid. After the inaugural election of officers (2006), candidates must have been members of the organization for at least thirty (30) days previous to nomination.

#### Section 2. Officers

Officers of this organization shall be a president, one (1) or two (2) vice presidents, secretary, and treasurer. These officers shall be elected annually.

#### Section 3. Nomination and Election

- a. Nominations for office shall be made by a nominating committee which shall be appointed by the Board at least two months before the annual election meeting in May.
- b. The Nominating Committee shall be composed of three (3) members. The committee shall select its own chairman.
- c. No member shall serve on the nominating committee for more than two (2) consecutive years.
- d. The report of the nominating committee shall be submitted to the membership at least thirty (30) days prior to the annual election meeting. At the annual election meeting additional nominations may be made from the floor.

- e. Only those persons who are eligible and who have signified their consent to serve if elected shall be nominated for or elected to office.
- f. The officers shall be elected by a majority vote of those present at the annual election meeting.

#### Section 4. Term of Office

- a. Officers shall be elected to serve for a term of one (1) year, or until successors have been elected.
- b. Officers may be elected for a maximum of four (4) consecutive terms in one position.
- c. No person may hold more than one elected office.
- d. Terms shall commence on July 1 and end on June 30.
- e. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the board.

### **ARTICLE VI -- DUTIES OF OFFICERS**

#### Section 1. President

The president shall:

- a. Preside at all meetings of the Boosters, the Boosters Board, and Executive Committee.
- b. Be a member ex officio of all committees with the exception of the nominating committee.
- c. Appoint all committee chairmen subject to the ratification of the Board.
- d. Coordinate the work of officers and committees in order that the purposes of the organization may be promoted.

#### Section 2. Vice President(s)

The vice president(s) shall:

- a. Act as aide(s) to the president and shall perform the duties of the president in the absence or inability of that officer to act.
- b. Have such other powers and perform such other duties as from time to time may be prescribed by the President or by the board.

#### Section 3. Secretary

The secretary shall:

- a. Keep an accurate record of the proceedings of all meeting of the Membership, Booster Board, and Executive Committee.
- b. Record all expenditures in the minutes.
- c. Prepare and disseminate minutes of the meetings to appropriate administrative staff, Athletic Director and Board Members.
- d. Shall keep a current copy of the Bylaws and the Standing Rules.
- e. Be responsible for the preparation and counting of any necessary ballots.
- f. Shall send correspondence deemed necessary by the President and the Board.
- g. Perform such other duties as may be delegated to the secretary.

#### Section 4. Treasurer

The treasurer shall:

- a. Receive monies of the Boosters, keeping an accurate record thereof, and shall deposit them in the name of the CHS Athletic Boosters in a bank or banks approved by the Board.
- b. Pay all bills as authorized by the Booster Board or the organization.
- c. Keep an accurate record of receipts and disbursements which is a permanent record of the Boosters. All other financial records must be retained for seven years, including the current year.
- d. Present a statement of account at every meeting of the Board and general membership meeting, and when otherwise requested by the Board.
- e. Make an annual financial report in September to the membership which includes gross receipts and disbursements for the year.
- f. File such annual reports with the Internal Revenue Service, the State of Maryland, and local agencies as required by law.
- g. Prepare an annual budget to be presented, during the first quarter of the fiscal year, at the first general membership meeting of the fiscal year.

## Section 5. Failure to Attend Meetings

When an Officer or Committee Chairperson fails to attend three (3) consecutive meetings without adequate excuse or when an officer fails to perform the prescribed duties of the office, the Board may declare the office vacant.

## Section 6. Expiration of Term or Resignation

Each Officer or Committee Chairperson, upon expiration of his or her term of office or in case of resignation, shall turn over to the president without delay, all records, books and other materials pertaining to the office or chairmanship, and shall return to the treasurer, without delay, all funds belonging to the Boosters.

# **ARTICLE VII - BOOSTER MEETINGS**

## Section 1. Meetings

Booster meetings shall be scheduled on a monthly basis during the school year (to be decided by the Board) unless otherwise ordered by the Board.

## Section 2. Annual Election Meeting

The annual election meeting shall be held in May in conjunction with the regular meeting of that month.

## Section 3. Special Membership Meetings

Special Meetings may be called at any time, for any reason, in any of the following ways:

- a. By the Booster president
- b. By a request to the president of at least (3) Booster Board Members.
- c. By a written petition signed by at least fifteen (15) general members of the Boosters. Such petition shall be presented to the president who shall call such meeting within one week after notification of members.

## Section 4. Participation

The privilege of making motions, debating and voting shall be limited to members of the Boosters who are present and whose dues are paid.

## Section 5. Quorum for General Meetings

A quorum for general membership meetings shall consist of at least three (3) officers and at least six members in total. The officers may be counted as part of the six.

## Section 6. Voting

At general membership meetings, all members of the Boosters, who are 18 years or age or older, may vote by voice or written ballot as directed by the presiding officer. The membership may, by majority vote, request a written ballot vote on any item. Proxy and absentee voting are expressly prohibited.

## **ARTICLE VIII -- BOOSTER BOARD OF DIRECTORS**

### Section 1. Composition

The Booster Board of Directors shall consist of the duly elected officers and the committee chairpersons. The CHS Principal or his designee, the Athletic Director shall be non-voting ex officio members of the Board and are welcome at all regular Booster meetings.

### Section 2. Duties

The Booster Board:

- a. Shall transact necessary business between meetings of the organization and shall transact such other business as may be referred to it by the general membership.
- b. May authorize the payment of organization bills within the limits of the budget adopted by the organization. Such action shall be ratified at the next organization meeting and must be recorded in the minutes.
- c. May authorize the payment of other non-budgeted organization bills between meetings of the organization. Ratification of payment of these bills must occur at the next organization meeting and must be recorded in the minutes.
- d. Shall create such committees as are deemed necessary to carry out the work of the organization.
- e. Shall fill all vacancies in office, including that of president.
- f. Shall receive a financial report from the treasurer at each meeting.

### Section 3. Quorum

A majority of Board members (or 50% when there is an even number of Board members) shall constitute a quorum for Board meetings. A majority of Board or general members present who vote on any particular issue will suffice to pass that issue.

### Section 4. Special Action

For situations requiring Booster Board action that occur where there is not time to constitute a quorum at a meeting, the Board may be polled by the President on an issue. In this instance, a majority of the Board membership must vote affirmatively for the action to be declared passed. A Board Member not voting is counted as not voting affirmatively, whether by abstention or by being unavailable for contact at the time of polling.

## Section 5. Year End Reports

At the end of each term of office and/or upon completion of a specific responsibility, each Booster officer or committee chairman is responsible for submitting a comprehensive written report of the activity for which he or she was responsible. This is to become a part of the permanent record of the Boosters to aid subsequent persons in each responsibility area.

## Section 6. Permanent Records of the Boosters

The president shall be responsible for maintaining the permanent records of the Boosters during his or her term of office, and for passing it on to the next President. The Treasurer shall be responsible for maintaining all financial records of the Boosters during his or her term of office and for passing it on to the next Treasurer.

# **ARTICLE IX -- EXECUTIVE COMMITTEE**

## Section 1. Composition

The Executive Committee consists of the elected officers of the Booster Board: the president, vice president(s), secretary, and treasurer.

## Section 2. Meetings

The Executive Committee shall meet when called by the president. The president must call a special meeting upon the written request of three (3) members. Meetings must be held within one week of receipt of a written request. All Executive Committee Members must be notified of special meetings as soon as possible. The Executive Committee shall make recommendations to the Booster Board.

# **ARTICLE X -- COMMITTEES**

## Section 1. Required Committees

The Board shall create such Committees necessary to carry on the work of the Boosters. The quorum for a committee meeting shall be a majority of its members.

## Section 2. Chairmen

The chairmen of committees shall be appointed by the president subject to the ratification of the Board. The Chairmen shall be considered to be members of the Booster Board.

## Section 3. Term of Office

The term of office for a chairman shall be one year or until successors have been appointed.

## Section 4. Plan of Work

The chairmen shall consult with the president or designated elected officer concerning plans of work. No work shall be undertaken without such consultation.

#### Section 5. Reports

Reports shall be compiled annually by all chairmen and filed with the president.

### **ARTICLE XI -- FUNDS**

Funds required for the purposes of the Boosters shall be raised by annual dues, donations, and such other fund-raising activities as the Boosters may undertake from time to time. The Board will establish methods of designation and distribution of said funds taking into account the stated preferences of donors, the requests of the Athletic Director, and the Administration.

### **ARTICLE XII -- STANDING RULES**

Specific Standing Rules designating operational details of the Boosters shall be maintained separately from these Bylaws and shall govern certain policies and procedures of the Boosters. They shall in no case be in conflict with these Bylaws, and these Bylaws shall always take precedence over such Standing Rules.

The Standing Rules may be changed by a majority vote at any Board or General Membership meeting, providing the required quorum is present. Such changes will take effect immediately. The Standing Rules will be updated and maintained by the Booster Secretary who is responsible for recording and dating each official modification of Booster policy and procedure.

### **ARTICLE XIII -- BYLAWS**

#### Section 1. Articles of Organization

The articles of organization of the Boosters comprise these Bylaws, as from time to time amended.

#### Section 2. Revision and Amendment

These Bylaws may be amended by a majority vote of those present and voting at a General Membership Meeting. Proposed amendments must first be approved by the Board, whose members shall receive them at least one month prior to the meeting at which they will be voted upon. The membership shall receive notification at the previous meeting that Bylaws revisions and/or amendments are to be voted upon at a General Membership meeting.

#### Section 3. Review

These Bylaws shall be reviewed at least every other year by a committee appointed by the president.

**ARTICLE XIV -- FISCAL YEAR AND IRS NUMBER**

Section 1. Fiscal Year

The fiscal year of the Boosters shall begin July 1 and end June 30.

Section 2. IRS Number

The Internal Revenue Service Employer Identification number for the Boosters is 20-5154801.

**ARTICLE XV -- PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order shall govern this organization in all cases in which they are applicable and in which they are not in conflict with these Bylaws.

**ADOPTED BY THE ATHLETIC BOOSTERS: 7/12/06**