



## Clawson Athletic Booster Club

### By-laws

#### 1. Title: Name

- a. The name of this organization shall be the "Clawson Athletic Booster Club", hereafter referred to as the "CABC".

NOTE: The usage of the terms he, his, etc., as used in these by-laws, shall be construed to encompass her, hers, etc., with no discriminatory intent implied since all members shall be given the opportunity to serve on an equal basis.

#### 2. Purpose

- a. To give moral, physical and financial help to sports in the Clawson Public Schools.
- b. This organization, in the performance of the above stated purpose, shall not seek to direct or interfere with the instructional policies.

#### 3. Membership

- a. All persons interested in sports activities in the Clawson Public Schools are eligible for active membership.
  - i. Active membership: An active member shall be any person attending a minimum of three (3) meetings each school year.
    1. The privilege of holding office, making motions, debating and voting shall be limited to active members in good standing.
    2. All contracted coaches in the Clawson Public Schools.
    3. Any person who finished the previous year as an active member must attend one of the first three meetings of the following school year to remain active.
- b. Non-active members are encouraged to attend meetings.
  - i. May participate in all fundraisers and subcommittees.

#### 4. Meetings

- a. A regular meeting of the general membership of this organization shall be held at 7:00 p.m. on the first Monday of each month of the school year.
- b. The officers of the Executive Committee may call a Special meeting of the general membership by giving seven (7) days' notice to the active membership.
- c. Election of the Executive Committee by the general membership shall be at the May meeting.
  - i. Newly elected Executive Committee shall be installed at the June meeting.

- d. Annual meeting of the general membership shall be the June meeting, at which time all annual reports shall be received.
- e. Quorum of the Executive Committee, plus 1 member, shall constitute annual meeting of the general membership.
- f. Meeting of the Executive Committee shall be set by them in accordance with need.
- g. A quorum of the Executive Committee shall be a majority of filled Executive Committee positions.

**5. Officers of the Executive Committee — their election and duties**

- a. The officers of this organization shall be the President, Vice President, Secretary, Treasurer and Public Relations.
- b. Newly elected Executive Committee shall be installed at the June meeting.
  - i. The President shall preside at all meetings of the CABC, unless he delegates a member of the Executive Committee to preside for him. The President shall be a member ex-officio of all committees and shall perform all other duties usually pertaining to the office. The President must have 1 year of meeting experience to be elected to office.
  - ii. The Vice President shall act as aide to the President and shall perform the duties of the President in the absence of that officer.
  - iii. The Secretary shall keep a correct record of all meetings and have copies of minutes at next monthly meeting for approval, keep current member list updated for voting purposes of the CABC and of the Executive Committee and shall perform such duties as may be delegated to him. A Secretary may succeed himself an unlimited number of years.
  - iv. The Treasurer shall receive all monies of the CABC; shall keep accurate records of receipts and expenditures; shall pay out of local funds only as authorized by the organization. The Treasurer shall present a statement of account at every meeting of the organization and other times when requested by the Executive Committee. He shall make a full report at the annual meeting. An appointed committee of one or more shall examine the Treasurer's accounts annually. Treasurer will serve a two (2) year term and may succeed himself an unlimited number of years.
  - v. The Public Relations Officer shall be responsible for generating public awareness and promoting functions and events sponsored by the CABC.
  - vi. The Ex-officio Officer will have no official duties except to be an active voting member for a meeting as described in section 5.c.
- c. The current sitting Clawson High School Athletic Director can be designated as an Ex-officio Executive Officer of the Executive Committee under the following conditions.
  - i. A regular meeting lacks the required number of Executive Committee members to constitute a quorum and the addition of one will fulfill this requirement.

**6. Executive Committee**

- a. An officer must be an Active Member prior to being elected to the Executive Committee.

- b. Nominations of officers shall be submitted 1 month prior to the annual meeting of the CABC. The consent of each candidate must be obtained before his name is placed in nomination.
- c. A vacancy occurring in an office of the Executive Committee shall be filled by a vote of the active members of the CABC at the next general meeting, due to notice of such an election having been given.
- d. The duties of the Executive Committee shall be:
  - i. To transact necessary business in the interval between CABC meetings and such other business as may be referred to it by the CABC.
  - ii. To approve the plans of work of the standing committees.
  - iii. To present a report at the general meeting of the CABC.

## 7. Standing Committees

- a. Such standing committees shall be created by the Executive Committee and may be required to promote the objects and interest of the organization.
- b. The chairman of all standing committees shall present plans of work to the Executive Committee, and no committee work shall be undertaken without the approval of the Executive Committee.

## 8. Amendments

- a. **Proposal of Amendment:** An Amendment to these by-laws may be proposed at any general meeting of the CABC if thereafter supported by a majority vote of the active members present and voting at such meeting, with or without notification.
- b. **Review of Proposed Amendment by the Executive Committee:** All proposed amendments shall be referred to the Executive Committee, which shall be responsible for determining that the proposed amendments do not conflict with the CABC charter and/or other provisions of the by-laws.
- c. **Adoption of Proposed Amendment:** After the Executive Committee has reviewed the proposed amendment, and upon favorable vote of at least a majority of the active members present at the general meeting, such proposed amendment shall be adopted.

## 9. Dissolution

- a. If the CABC dissolves for any reason, all outstanding bills will be paid from the existing funds of the treasury. All remaining monies will be turned over to the Clawson Public School Board Athletic Fund for distribution.

## 10. Finance

- a. **Checks, drafts, etc.:** All checks, debit card, drafts or other orders for the payment of monies, notes or other evidence of indebtedness issued in the name of the CABC shall be signed by a minimum of one (1) officer. All transactions approved on a monthly basis by two (2) active CABC members.
- b. **Deposits:** All funds of the CABC shall be deposited from time to time to the credit of the CABC in PNC account as the CABC may select, and in the absence of such selection then such depositories as the Executive Committee may deem proper.
- c. **Gifts:** Any CABC member may accept, on behalf of the CABC, any unconditional contribution, gifts, bequest, or devise for the general purpose or for any special

purpose of the CABC. Conditional gifts, devises, bequests, before final acceptance shall be approved by the Executive Committee. All accepted gifts, devises, bequests, not otherwise prohibited by special terms and conditions, shall be the property of the CABC and used or distributed as determined by the CABC.

- d. **Special Expenditures:** Upon a majority vote of active members present at the general meeting, the CABC may award funds or needed equipment, etc. to aide sports programs in the Clawson Public Schools.
- e. Funds used to purchase equipment, athletic wear, etc., will remain the property of the CABC.

#### 11. Miscellaneous

- a. **Fiscal Year:** The CABC fiscal year shall be from July 1<sup>st</sup> through June 30<sup>th</sup>.
- b. **Contracts:** Two (2) signatures of duly authorized officers of the Executive Committee will be required to enter into contract agreements, with the approval of the CABC.
- c. **Parliament Procedure:** The rules contained in Robert's Rules of Order Revised shall govern meetings of the CABC in all cases to which they are not inconsistent with these by-laws, unless waived by a majority vote of the assembled applicable body.
- d. **Effects of Provision of Law:** Each of the provisions of these by-laws shall be subject to and controlled by any specific provisions of law that relate to their subject matter and shall also be subject to any exceptions or more specific provisions dealing with the subject matter, appearing elsewhere in these by-laws, as amended from time to time.
- e. The CABC shall be non-profit in nature. No officer or member shall receive compensation for services and no profit shall insure to benefit any officer or member.

These by-laws were ratified by the members of the CABC, at the meeting held on April 30, 2023.

Britany Campbell  
President, CABC

Jim Pfaff  
Vice-President, CABC

Nicole White  
Treasurer, CABC

Tracie Jones  
Secretary, CABC

Cathy Crottie  
Public Relations, CABC