

GRAHAM BOOSTER CLUB CONSTITUTION AND BY LAWS

Article 1 Name

- 1.1 Henceforth this organization shall be known as the ‘GRAHAM BOOSTER CLUB.’

Article 2 Purpose

- 2.1 The purpose of the GRAHAM BOOSTER CLUB shall be to promote and support the athletic programs of the Graham Local School District.
- 2.2 The support provided will be variable depending on the will of the membership.
- 2.3 The GRAHAM BOOSTER CLUB shall not enter into a project or purchase equipment to be used by the Graham School system without the consent of one of the three following school officials:
1) Superintendent 2) Principal 3) Athletic Director
- 2.4 If at some future time the GRAHAM BOOSTER CLUB should disband, after liabilities of the club are resolved, any monies or assets remaining will be distributed to another organization also established for the betterment of the Graham Local School District, which is exempt under section 501 (c) (3) of the code.

Article 3 Membership

- 3.1 Any person 18 years and older and not a student who is interested in the betterment of the Graham Local School District Athletics shall be a member in the GRAHAM BOOSTER CLUB.
- 3.2 Voting privileges are extended to the officers and committee members in good standings. Attending meetings at least half the year.

Article 4 Officers

- 4.1 The officers of the GRAHAM BOOSTER CLUB shall consist of the following: The officers of this organization are President, Vice President, Secretary, and Treasurer. The term of office for the Treasurer shall be two years; the term for the other officers shall be one year. An officer may only hold the same office for one consecutive terms.
- 4.2 The President shall preside at all meetings of the organization, ensure meetings are conducted in an orderly and respectful manner, monitor.

organization fund-raising activities, oversee scheduled projects, and execute all other duties pertaining to the office. The President will assure organization funds are used within the framework of the purpose of the organization, and that funds will not be considered public money. The President is also responsible to see that the organization spends collected funds on student activities, and that the organization complies with State Board of Education and Graham Local Board of Education guidelines for school-related group activities.

- 4.3 The Vice President shall assist the President in the discharge of all duties, be ex officio member of all committees, preside in the absence of the President and perform all duties of that office.
- 4.4 The Secretary shall record all minutes of the regular meetings, make a monthly statement of the previous meetings minutes, be responsible for written correspondence not relating to finances, and perform all other duties as may be required by the office.
- 4.5 The Treasurer shall receive and hold all monies, pay all bills approved by the organization, sign all checks, keep an accurate record of all receipts and expenditures, and present a financial statement monthly. The Treasurer's records shall be audited once a year upon request.
- 4.6 The officers shall be elected annually at a meeting held sometime in the month of May to take office September 1, with a simple majority of those present at the May meeting required for election.
- 4.7 Any elected office may be removed by two-thirds (2/3) vote of the organization members present at a regularly scheduled meeting. Such removal shall be without prejudice, and only for just cause whenever the best interest of the organizations will be served.
- 4.8 When an officer vacancy occurs, other than the President, the unexpired term shall be filled at the next general meeting by nomination from the floor. A vacancy in the office of President will be filled by the Vice President, then the vacant Vice President office filled by nomination from the floor.

Article 5 Executive Committee

- 5.1 The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, and Chairperson of each standing Committee. The Athletic Director shall serve in an advisory capacity. In case of the absence of the athletic director the high school principal and/or assistant principal and/or superintendent will fill in an advisory role.

- 5.2 Restrictions: The executive committee may spend up to \$500 total on any project request without membership approval, but any single request for expenditure in excess of \$500 (other than normal projects and/or operating expenditures) shall require approval of the Executive Committee. All requests for expenditure will be in writing and will be reviewed by the committee. The committee will record all written requests and the disposition of each.

Article 6 Quorum

- 6.1 A quorum shall be 50% of the Executive Committee.

Article 7 Committees

- 7.1 The Fair Committee shall be presided over by a Chairman and consist of a committee member from each sport. The Chairman is responsible for working with the Champaign County Fair Board, ordering of all Pepsi, getting the workers for the week of the Champaign County Fair, and overseeing all operations during the week of the aforementioned Fair.
- 7.2 The Nominations Committee shall be presided over by a Chairman and consist of as many committee members as the Chairman feels needed. The Chairman is responsible for collecting names for interested parties who wish to hold an office in the Graham Booster Club or preside as Chairman for any of the aforementioned committees. Names must be ready for elections at the Booster meeting to be held in May.
- 7.3 Special Events committees will be elected as needed; with their composition and duration determined by the organization.
- 7.4 Audit Committee shall conduct yearly audit of the booster clubs' financial activities. Audit performed by someone/group of 2-3 who are independent from day-to day financial activities.

Article 8 Meetings

- 8.1 The GRAHAM BOOSTER CLUB shall have meetings on the fourth Monday of each month in the Graham High School Media Center at 6:30pm unless another school activity or a holiday takes precedence. Notice of all meetings must be published with a minimum of 72 hours' notice to members and supporters.
- 8.2 Robert's Rules of Order shall govern the proceedings of all meetings, except where the same conflicts with by-laws, in which case the by-laws shall take precedence.
- 8.3 Routine business shall be legally conducted by a majority vote of the members present at the regular meeting.

Article 9 Auditing

- 9.1 An independent auditing firm shall audit the Treasurer's books at the end of each year.
- 9.2 Any additional audit must be requested by a two-thirds (2/3) vote of the members present at a regularly scheduled meeting.
- 9.3 Audit Committee shall conduct yearly audit of the booster clubs' financial activities. Audit performed by someone/group of 2-3 who are independent from day-to day financial activities.

Article 10 Amendments

- 10.1 These by-laws may be amended by a two-thirds (2/3) vote of the members present at any regular meeting. The amendments must have been presented in writing at the preceding regular meeting of the organization.
- 10.2 These By-Laws are in effect as of the date of the last signature below.
- 10.3 These By-Laws shall be renewed annually and signed by the current Superintendent and Graham Booster Club President.
- 10.4 All checks over \$500 shall be signed by two (2) officers. Two officers' signatures cannot be from the same family. Two officers are the President and the Treasurer. The President and the treasurer will have access to all banking accounts belonging to the Graham Boosters Club.
- 10.5 No single organization member shall manage collected monies (Cash or Checks.) At least two organization members, not from the same family, shall collect, check, and balance all collected funds.
- 10.6 The Corporate book should be brought to monthly meetings and kept in secure location. The corporate book should include, articles of incorporation, bylaws, EIN, banking documents, meeting minutes, all official documents (tax returns, annual audits, mission statement, membership form).

APPROVED

Chad Lensman
Superintendent
Graham Local Schools
Date: _____

Jason Maurice
President
Graham Booster Club
Date: _____