

# T-WINGATE ANDREWS HIGH SCHOOL



## **RED RAIDERS ATHLETIC BOOSTER CLUB**



## **About the Red Raiders Athletic Booster Club...**

**The Red Raider Athletic Booster Club** is an organization dedicated to the well being of all student athletes in the Andrews High School district. Our purpose is to unify and strengthen public awareness, enthusiasm and support of the various athletic programs in our district. We strive to promote good sportsmanship, goodwill and provide assistance to our coaches and athletes.

We are a unique group of people with a pride and desire for excellence that cannot be matched. Andrews has a deep tradition of athletic excellence and a long history of accomplishments.

Andrews Boosters meets on the first Monday of each month at 6:30 pm in the media center. Our meetings are open to the general public and we encourage you to attend.



## **Join the Red Raiders Athletic Booster Club!**

The **Red Raiders Athletic Booster Club** is an umbrella organization that works to benefit ALL sports for ALL students and ALL teams, now and into the future. Your membership in the Booster Club is one of the best ways to show your support for athletics at Andrews High. Please consider becoming a member for the benefit of the entire team.

The annual membership is broken down in two tiers.

**\$30.00 per year (includes a Booster Club T-shirt and souvenirs)**

**\$10.00 per year (general member)**

If you wish to receive periodic updates regarding Booster Club activities, and athletic director updates, provide us with your e-mail address on the membership form. You can unsubscribe to this service at any time. The Booster Club uses your e-mail address strictly for Club purposes and it will not be shared with other organizations.

TO JOIN

**Ask a member of the membership committee or executive board for a form or go to the T. Wingate Andrews High School website and print a copy of the current **Booster Club Membership form** bring it to a general meeting, drop the form off at the school, give it to a member of the executive board or send it with your remittance made payable to: Red Raiders Athletic Booster Club**

Mail the membership form and check to:

T. Wingate Andrews High School  
Attn: Red Raiders Athletic Booster Club Membership  
1920 McGuinn Drive  
High Point, NC 27265

**Thank you for your support and welcome to the Red Raiders Athletic  
Booster Club!**

**BY-LAWS OF THE**  
**RED RAIDERS**  
**ATHLETIC BOOSTER CLUB**

**August 8, 2011**

**Approved**



## **BY-LAWS OF THE RED RAIDERS ATHLETIC BOOSTER CLUB**

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BY-LAWS OF THE RED RAIDERS ATHLETIC BOOSTER CLUB

## **ARTICLE I – Name, Purpose and Objectives**

**Section 1.01 Name.** The name of this organization shall be the Red Raiders Athletic Booster Club, commonly known as Andrews Booster Club, hereafter referred to as the “Club.”

**Section 1.02 Purpose.** The purpose of the Club is to promote athletics at T-WINGATE ANDREWS HIGH SCHOOL in an atmosphere that is consistent with the educational philosophy of the school community.

**Section 1.03 Objectives.** The objectives of the Club are as follows:

- (a) Develop an organization with an active and involved membership that is concerned with the total athletic program and all of its participants regardless of sex, race, socio-economic status or chosen sports activity.
- (b) Promote school spirit and sportsmanship and encourage attendance at all Andrews' athletic events.
- (c) Encourage and support the academic endeavors of Andrews's student athletes.
- (d) Provide supplementary financial support for the various athletic activities at Andrews.
- (e) Aid the staff in organizing and staging special athletic events and projects.
- (f) Aid and support the school staff in the areas of sports promotion, publicity, and program development.

## **ARTICLE II – Membership and Fees**

**Section 2.01 Membership.** There shall be two classes of memberships in the Club.

**Section 2.02 Membership Fee.** A membership fee, established by the Executive Board, shall accompany each application for membership and shall become the property of the Club.

**Section 2.03 Members Right to Privacy.** Any personal information gathered or requested by the Club is for the sole use of the Club and will not be made available to any other organization.

**Section 2.04 Membership Validation Dates.** Membership is valid for one fiscal year which will be from July 1 through June 30 of the next year.

## **ARTICLE III – Officers**

**Section 3.01 Officers.** The officers shall consist of the President, Vice-President, Secretary, and Treasurer. There shall also be elected at-large members whose responsibilities are described in Article IV, and one chairperson of each Standing Committee.

(a) Election. The officers and the at-large members shall be elected by a majority of the voting membership present at the final General Membership Meeting. All elected officers, at-large and standing committee chairs must be current members of the Club.

(b) Nominations. The President, with concurrence of the Executive Board, shall present a slate of nominees (who have agreed to serve) for positions of officers and at large members with reasonable notice prior to the Annual Business Meeting. Additional candidates may be nominated from the floor at the Annual Business Meeting.

(c) Terms of office. A term is one fiscal year, July 1 through June 30. An individual may not serve in the same elective capacity for more than two consecutive terms, with the exception of Treasurer, which is for no more than two consecutive terms. If no one runs for a particular office, the current individual may run for an additional term of one year or until the position is filled.

(d) **Vacancy. The President, with the approval of the Executive Board, shall appoint any officer vacancy,** other than the Presidency. A vacancy in the office of the President shall be filled by a majority vote of the Executive Board at their first meeting after the vacancy occurs.

(e) All officers need to fill out a volunteer form and be approved through the Guilford County School System.

(f) All officers will assist with the co-ordination and execution of all Club fundraisers and Club sponsored events.

### **Section 3.02 Duties of Officers.**

**(a) President.** The President shall:

- (1) Preside at all meetings;
- (2) Appoint standing committee chairpersons with the concurrence of the Executive Board;
- (3) Appoint and/or dissolve all other committees as required;
- (4) Serve as ex-officio member of all committees;



- (5) Serve as primary spokesperson for the Club, except as otherwise specified;
- (6) Direct goals and budget performance; and
- (7) Have an official signature card on file with the bank utilized to manage the funds of the Club and have electronic access to said accounts.

**(b) Vice President.** The Vice President shall perform all the duties of the President in his/her absence and shall be responsible for an annual review of the By-Laws, recommending revisions as deemed appropriate.

**(c) Secretary.** The Secretary shall:

- (1) Keep a record of all the proceedings of the General Membership Meetings of the Club;
- (2) All minutes shall be kept in a regular bound Secretary's Book;
- (3) A record of the decisions of the Executive Board shall be kept in a separate bound Secretary's Book;
- (4) Maintain a current calendar with all athletic sports and events that has been approved by the Athletic Director;
- (5) Maintain an email list and email periodic updates regarding Club activities;
- (6) Maintain and update all social networks associated with the Club;
- (7) Update the school website with Club activities and information; and
- (8) The records should be retained for seven years in a secure place determined by the executive committee.

**(d) Treasurer.** The Treasurer shall:

- (1) Maintain a complete set of books of account in accordance with generally accepted accounting principles and practices;
- (2) Make disbursements from the teams' encumbered funds and the general fund, and shall pay expenses approved by the Executive Board and shall secure proper vouchers thereof;
- (3) Report the amount of money available in the general fund and encumbered funds at each monthly General Membership Meeting. The monthly financial reports shall include an accurate representation of Club funds;
- (4) Have an official signature card on file with the bank utilized to manage the funds of the Club and have electronic access to said accounts; and

(5) The records should be retained for seven years in a secure place determined by the executive committee.

## **ARTICLE IV – Executive Board**

**Section 4.01** The Board shall be responsible to act on behalf of the Club in the management of the business affairs of the organization, except for matters decided by a vote in the General Membership Meetings.

The Executive Board shall consist of:

- (a) President
- (b) Vice-President
- (c) Secretary
- (d) Treasurer and Co-Treasurer
- (e) Elected At-large Members
- (f) Athletic Director of T-Wingate Andrews High School
- (g) One Chairperson of each Standing Committee as defined in Article V.
- (h) Past President

**Section 4.02** The Executive Board shall:

- (a) Approve the expenditure of all general funds up to \$500.00 per request. Any expenditure of general funds above \$500.00 shall require an advance approval vote by the Executive Board and then be presented at a General Membership Meeting for approval;
- (b) Approve the President's creation and dissolution of all necessary Committees and Chairpersons;
- (c) Set the time and date of General Membership Meetings and give members timely notification; and
- (d) Approve goals and budget targets annually.

**Section 4.03** If action on behalf of the Club is necessary before it is reasonable to convene the General Membership Meeting, the President shall take such action based on the majority vote of the Executive Board, comprised of the five officers, the at large members, one chairperson of each Standing Committee, and the Athletic Director. A report of the action taken shall be made at the next General Membership Meeting.

## **ARTICLE V – Standing Committees**

**Section 5.01 Standing Committees.** Standing Committees are those required to function throughout the year. Chairpersons shall be appointed by the President, subject to the approval of the Executive Board. Standing Committees and their primary functions follow. Note: No individual has the authority to use or remove any funds from any Club checking or saving account for investment purposes or otherwise, unless directed and approved by the Executive Board majority.

### **Section 5.02 Membership Committee.**

The Membership Committee shall:

- (a) Maintain a complete and current list of all members, and collect dues; and
- (b) Conduct ongoing efforts to recruit new members.

**Section 5.03 Concessions Committee.** The Concessions Committee shall be responsible for the management of all concessions using the indoor, outdoor or off-site facilities. Any off-site concession Chairperson will report directly to the Concessions Committee. Each seasonal concession payout report shall be produced for distribution by the Treasurer and simultaneously be shared with the Club's General Membership.

The Concessions Committee shall:

- (a) Recruit and schedule parent volunteers (representing the various sports teams) to manage the concession for specific events;
- (b) Record the labor-hours incurred for each event, allocated to the specific sports teams represented;
- (c) Record the concession expenses and revenues for each event;
- (d) Acquire all provisions required for the concession stands;
- (e) Recommend to the Executive Board the allocation of profits to the encumbered funds of each sports team in accordance with the participation of volunteer help; and
- (f) Set aside, each sports season, the concessions and host team payout amounts into a Club general fund account for future concession maintenance or equipment purchases. This amount shall be incorporated into the Club monthly general financials and shown as a separate line item.

**Section 5.04 Spirit Shop.** The Spirit Shop Committee shall coordinate the promotion of school spirit through the sale of apparel and memorabilia, bearing the Andrews logo, at a nominal price.

The Spirit Shop Committee shall:

- (a) Manage the inventory of the Shop to meet the changing needs of the student body;

(b) Record an accurate and timely account of revenues and expenses of the Shop and coordinate its financial operation with the Club Treasurer; and

(c) Report the ongoing operational and financial status of the Shop's operation to the Club's Executive Board on a periodic basis.

**Section 5.05** Standing Committee Chairpersons shall recruit as many members as necessary to accomplish the responsibility of the Committee. The Chairperson shall also keep a historical file of the year's proceedings, financial records, vendor contacts, etc., for turnover to his/her successor. At the end of each fiscal year, these committee records should be turned over to the Committee Chairperson successor.

## **ARTICLE VI – Team Representatives**

**Section 6.01** Each team shall have a team representative present at each General Membership Meeting.

**Section 6.02** Team Representatives shall disseminate information from the General Membership Meeting to the team coach, athletes, and parents.

**Section 6.03** Team Representatives shall review the monthly financial report issued by the Treasurer, paying particular attention to the encumbered fund(s) for which he/she is a Team Representative. Any points requiring clarification should be raised as soon as possible or within a reasonable time frame with the Executive Board and/or the Team Coach/Parents.

**Section 6.04** Teams are responsible to contribute to projects and fundraising activities as called upon.

**Section 6.05** For voting purposes, on matters for which it is appropriate to ensure equal representation for each team sport, the following rules apply:

(a) Only the team representative, alternate or team coach may vote.

(b) Team representatives can represent no more than one team and have no more than two votes.

(c) No proxy votes will be accepted.

## **ARTICLE VII – Meetings**

**Section 7.01 Annual Business Meeting.** The Annual Business Meeting of the Club shall be held at the May General Membership Meeting unless otherwise specified by the Executive Board. Any change to the Annual Business meeting date, time or location shall be announced a minimum of two weeks in advance of the proposed change.

**Section 7.02 General Membership Meetings.** General Membership Meetings shall be held monthly unless otherwise specified by the Executive Board and reasonable notice is provided to the General Membership. Meetings shall be open to all interested persons.

**Section 7.03 Executive Board Meetings.** Executive Board Meetings shall be held monthly unless otherwise specified by the Executive Board. A summary of the decisions reached and Executive Board members present at each meeting should be distributed to all Executive Board members and Team Representatives within a reasonable timeframe following the meeting and before the next General Meeting.

**Section 7.04 General Meeting Voting.** All members who have paid a membership fee for the current year may vote, except on matters for which it is appropriate to ensure equal representation for each sport team. In these cases, only Team Representatives for each sport may vote.

**Section 7.05 Quorum.** A quorum for the transaction of business at the Annual Business Meeting and at General Membership Meetings shall be five percent (5%) of the families with a current annual paid membership. A quorum for Executive Board Meetings shall be two-thirds (2/3) of the Board members. In all voting instances, majority rules for those present.

**Section 7.06 Robert's Rules of Order.** Robert's Rules of Order, the latest edition, shall be recognized as the authority governing the meetings of the Club, its Executive Board, and its Committees.

## **ARTICLE VIII – Finances**

**Section 8.01** Funds raised by and/or allocated to specific sports teams, although deposited in the Club's account, shall be separately tracked as "encumbered funds" for each sports team. Expenditures from these encumbered funds do not require Executive Board approval but may be expended on behalf of these teams at the discretion of the team's Head Coach and/or duly authorized member. No team or committee should submit a payment request which exceeds the amount of funds available, at the time of the request in the team or the committee encumbered funds account. The Executive Board may decline a request for funds if the team balance is inadequate to cover the expenses.

**Section 8.02** Funds raised by the Club that have a specific advertised purpose, shall be deposited (and separately tracked) in the Club's general fund to ensure that it is disbursed for the advertised purpose and to safeguard the integrity of the Club and the School. No vote is required by the general membership unless the advertised purpose has been altered or changed since the project's inception. Funds raised by an organization outside of the Club, but whose funds are directed to the Club for financial record keeping, also require the same Club procedures for disbursement.

**Section 8.03** Funds raised by any of the Club fundraising programs can only be directed to an approved sport or team. All requests to direct money elsewhere must have prior approval of the Executive Board.

**Section 8.04** Any interest generated by the investment of the Club's general funds and/or encumbered funds, in an approved financial institution, will be deposited into the Club's general fund.

**Section 8.05** Any Team making use of the Club Tax ID number for purchases made with funds from a Team bank account which is separate from the official Club Team encumbered funds, shall provide financial reports, including bank statements as appropriate, at the request of the President for review.

## **ARTICLE IX – Amendment of These By-laws**

**Section 9.01** Amendments to the By-laws are to be submitted in writing at a regular Executive Board Meeting prior to the Annual Business Meeting. Notice of the amendments shall be publicized by direct mail or e-mail to the membership at least two weeks prior to the Annual Business Meeting.

**Section 9.02** Amendments may be adopted at the Annual Business Meeting by a 2/3 majority of those Club members voting, a quorum being present.

## **ARTICLE X – Dissolution of Club**

**Section 10.01** Dissolution of the Club entity. Should the Andrews Booster Club cease to operate as a legal entity, all of the Club assets and cash will be distributed equally to all active athletic teams and clubs having an encumbered fund with the Club. Distribution to the teams will be calculated in the following manner; the total sum of the Club's ending cash balance, including assets converted to cash, divided by the total of all Andrews athletes participating in the previous three sport seasons as determined by ending varsity, junior varsity and freshman rosters prior to the Club's dissolution. **Example:** \$50,000 available divided by 750 athletes participating in the three prior sports seasons equals \$66.66 dollars given to each team based upon their athlete roster totals. Once distributed, the funds can be used at the discretion of the team's Head Coach and/or duly authorized designate. Encumbered fund balances for teams or clubs no longer active at Andrews will be added to the general fund balance prior to the final distribution in the manner described above.