

# **The Constitution of the Central Crossing Athletic Booster Club**

## **Article I. Name**

This organization (herinafter referred to as 'CCAB') shall be called the Central Crossing Athletic Booster Club.

## **Article II. Purpose**

CCAB is organized exclusively for charitable, (and/or religious, educational, scientific\*) purpose within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

No part of the net earnings of CCAB shall inure to the benefit of, or be distributable to its members, trustees, officer or to pay other private persons, except that CCAB 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 herein.

No substantial part of the activities of CCAB shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and CCAB shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Notwithstanding any other provision of these articles, CCAB shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by any organization, contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

## **Article III. Dissolution**

Upon dissolution of CCAB, assets remaining after paying or making provisions for the payment of all the lawful debts and

liabilities of CCAB shall be distributed to the Central Crossing High School Athletic Department.

#### **Article IV. Membership/Membership Fees**

Section 1. Membership in CCAB shall be open to any interested person including but not limited to students, parents and extended family members, faculty members and administrators of Central Crossing High School, or business persons in the Central Crossing High School Community. Each member is entitled to one vote and all rights, privileges and responsibilities that go with that vote.

Section 2. All members must pay an annual membership fee to the Club Treasurer.

Section 3. The annual membership fee shall be \$5.00, unless otherwise amended by CCAB. All membership fees shall go directly into the scholarship fund.

Section 4. Only members who are current on their membership fee payment shall be classified as "active" members and therefore have the right to vote on any issue at the monthly general meetings.

Section 5. Any member joining CCAB for the first time shall not have the right to vote on any issue until they have attended their second monthly general meeting, (as described in Article II, Section D. of CCAB by-laws).

#### **Article V. Officers/Executive Board**

Section 1. The officers of CCAB shall consist of the President, Vice President, Secretary, Treasurer, and a Central Crossing High School Employee (as appointed by the Athletic Director), which will constitute the "Executive Board".

Section 2. The Executive Board shall be responsible for:

1. Preparing the agenda for monthly meetings.
2. Obtaining members to serve on committees.
3. Seeing that progress reports from active committees are

presented at monthly meetings.

4. Acting on behalf of the membership and in the best interest of the students, in the event that a decision needs to be made between regular monthly meetings.

5. The Executive Board shall have general supervision of the policies established by CCAB.

6. Prepares the annual budget.

7. Reviews and accepts the audited financial statements and/or tax reports.

Section 3. No student, coach, faculty member or administrator of Central Crossing High School shall serve as an officer of CCAB, with the exception of the school employee as appointed by the Athletic Director, (described in Section 1 of the Article).

Section 4. The officers of the Executive Board shall be bonded each year.

Section 5. The duties of each officer shall be described in the CCAB by-laws, Article I.

#### **Article VI. Officer Election/Impeachment**

Section 1. Election of officers shall be conducted yearly and take place one month prior to the end of the fiscal year, with the exception of school employee as appointed by the Athletic Director. The new officers will serve a term of 1 year with no consecutive term limit.

Section 2. The election process for officers is described in the CCAB by-laws, Article IV.

Section 3. In the event that an officer is judged to be deficient in his/her duties, (as decided by a unanimous agreement of the other CCAB officers), he/she may be removed by a two-thirds majority vote of CCAB "active" and "present" membership at any monthly general meeting. The Principal of Central Crossing High School shall oversee the impeachment process to ensure a fair and speedy trial.

*Amended on March 12, 2008*

Teresa Black - President  
Maggie Buechner - Vice President  
Sonja Miller - Secretary  
Tina Philips - Treasurer

## **CENTRAL CROSSING ATHLETIC BOOSTER CLUB (CCAB) BY-LAWS**

### **Article I. Duties of Officers**

#### Section 1. President

- A. Shall preside at all meetings of CCAB
- B. Shall select committee chairpersons as needed.
- C. Shall coordinate the work of the officers and committees of CCAB in order to promote the purpose of CCAB.
- D. Is an ex-officio member of all committees.
- E. Shall inform newly elected President of the prior year's priorities and goals.
- F. Shall have the authority to sign checks.

#### Section 2. Vice President

- A. Shall perform the duties of the President in the absence or inability of the President to serve.
- B. Shall maintain liability insurance for CCAB.
- C. Shall oversee internal controls.

#### Section 3. Secretary

- A. Shall attend and take minutes of all business of all monthly general meetings and all Executive Board meetings.
- B. Shall keep a record of attendance at meetings and include it in the monthly minutes.
- C. Shall keep an up-to-date mailing list.
- D. Shall be responsible, along with the President for any correspondence.
- E. Shall make copies of the minutes for distribution at monthly meetings.

F. Shall obtain information from the President and Athletic Director for inclusion in school newsletter. G. Shall maintain a current copy of the by-laws.

#### Section 4. Treasurer

A. Shall collect all funds and deposit into designated account at designated bank.

B. Shall make disbursements as authorized by the President, Executive Board, or CCAB in accordance with the budget approved by the organization CCAB.

C. The Treasurer shall deposit all funds within two (2) working days of the event in the school safe or bank.

D. All checks will require signature of the President or Treasurer only.

E. Shall keep a full and accurate account of receipts and expenditures.

F. Shall prepare and/or distribute an itemized financial statement at the CCAB monthly general meeting or at other requested times by the Executive Board.

### **Article II. Meetings**

Section 1. The regular meetings of the organization, (CCAB) shall be the third Wednesday of each calendar month, unless changed by the Executive Board due to conflicts, i.e. holidays, vacations, etc.

Section 2. Members present at a regular meeting shall constitute a quorum, with two (2) officers of CCAB present.

Section 3. The privilege of holding office, introducing a motion, debating and voting shall be limited to members of CCAB whose current membership dues are paid.

Section 4. Members must have attended one (1) prior meeting to be eligible to vote on CCAB business.

Section 5. A special meeting may be requested by contacting any member of the Executive Board. A special meeting must have the approval of the Executive Board.

Section 6. Executive Board meetings will be held regularly.

Section 7. Any changes to the annual budget must be proposed at a regular meeting and voted on by the members at the next monthly meeting.

### **Article III. Committees**

Section 1. There shall be such committees as the Executive Board so determines.

A. Fund Raising: One Chairperson for all committees and one Chairperson for each sub-committee.

B. Communications and Marketing: Disseminates information about special events or other news items to membership and team coach/liaison. Coordinates the preparation and sale of publications, products and services as appropriate.

C. Membership: This committee shall conduct an annual enrollment campaign each year, as well as provide a membership list to the Secretary.

D. Concessions: This committee shall work with the membership boosters to effectively run the concessions for sporting and other special events.

E. Scholarship: Shall operate within the guidelines of the "Central Crossing High School Booster Scholarship".

F. By-laws: This committee will be appointed by the President as required.

### **Article IV. Election of Officers**

Section 1. Nominations may be made from the floor during the May meeting.

Section 2. The officers are elected by oral vote or written ballot.

Section 3. Newly elected officers will be installed at the end of the May meeting.

Section 4. In the event an officer cannot fulfill a term of office, the Executive Board shall appoint a replacement to complete the term.

### **Article V. Order**

Robert's Rules of Order shall govern CCAB.

### **Article VI. Amendments**

The constitution and By-laws shall be reviewed on an annual basis. Procedure for amending the Constitution or establishing by-laws shall be as follows:

A. A copy of the proposed changes must be introduced at a regular meeting.

B. At the next regular meeting there must be a two-thirds affirmative majority vote to be adopted.

*\*Constitution and By-laws established and approved: May 15, 2002. Amendments approved March 12, 2008.*

### **Amendment**

Cash handling and reimbursement procedures;

Section 1. The responsible party at each event should sign for all cash.

Section 2. At the end of the event, all cash should be counted, itemized and totaled on the accounting sheet.

Section 3. All event money and dated accounting sheets must be in the school safe or to the Booster Club Treasurer within 48 hours of the event.

Section 4. There shall be no cash taken from cash boxes to be used for any purchases, payments or any other reason unless it has the approval and documentation of the Athletic Booster President or Treasurer.

Section 5. All purchases and receipts must be kept separate from personal purchases.

Section 6. All requests for checks, purchases or receipt reimbursements must be itemized on the reimbursement form.

Section 7. Receipt reimbursements must be turned in to the Treasurer within 14 days. Any receipt older than 14 days will be subject to Board approval.

*Amended and adopted: January 7, 2004*

## **Amendment**

### **Guidelines for Fundraising**

Section 1. Team fundraisers that will use CCAB's tax-exempt number or organization name require prior approval by the CCAB Executive Board.

Section 2. CCAB must follow appropriate accounting practices in maintaining and disbursing funds. All revenue and expenses for team fundraisers are to be processed by the CCAB Treasurer.

Section 3. Where advertisements are solicited for programs or other publications, the use of advertisers who are solely associated with the sale of alcoholic beverages and tobacco products is not permitted.

*Amended and adopted March 12, 2008*

## **Amendment**

**All coaches or designee (the designees can be a parent or athlete) must attend 2/3 of all Booster meetings as well as participate in concessions and or other duties. This is required in order to receive funds from the Boosters.**

**Amended and Adopted February 17, 2010**