



**SOUTH GARNER HIGH SCHOOL
TITANS BOOSTER CLUB, INC.
BYLAWS
ATHLETIC**

Version 1.2
April 19, 2023

**SOUTH GARNER HIGH SCHOOL (SGHS)
TITANS BOOSTER CLUB, INC.**

**BYLAWS
ATHLETIC**

ARTICLE I – Name and Purpose

Section 1.01 – Name and Location

The name of this corporation shall be the “South Garner High School Booster Club”, hereafter known as Titans Booster Club, Inc. Titans Booster Club, Inc. is the official Athletic Booster Club of South Garner High School and is recognized as a 501(c)3 Non-Profit organization by the IRS.

Section 1.02 – Purpose

The purpose of the Titans Booster Club, Inc. is to boost opportunities to promote community involvement, develop school pride, and build traditions that positively support student athletic and academic excellence through aiding the SGHS Athletic Program at South Garner High School.

ARTICLE II – Membership

Section 2.01 – Qualification

Membership in the Titans Booster Club, Inc. is open to any person, firm, or corporation that supports the purposes of the organization.

Membership in the organization shall be available without regard to race, age, creed, national origin, gender, or physical capability.

The Principal, Assistant Principals, Athletic Director, and all active coaches are invited and encouraged to participate in the organization. Each of these members shall be a non-voting, advisory members of the organization.

Section 2.02 – Rights and Responsibilities

The members shall have the right and responsibility to attend meetings and events sponsored by the organization, serve on the committees, and be nominated and elected to office. Voting members shall have the right to vote for the officers, review and approve the annual budget, and approve amendments to these bylaws.

Section 2.03 – Quorum

Voting members in attendance and entitled to vote at such meeting shall constitute a quorum and only voting members shall have voting privileges.

Section 2.04 – Meetings

Regular meetings will be held the second Monday of the month (excluding July) at South Garner High School or at a time and place (i.e., library, virtual) determined by the Executive Board with at least a two (2) week notice.

Section 2.05 – Dues (Sport Passes and Membership)

There shall be membership dues for the organization as determined by the Executive Board. Dues may be adjusted upon agreement by the Executive Board.

A. Titans Sport Passes:

- Platinum Membership Four (4) Year - Entitles a family of up to 5 admissions to all regular season Titans' home sporting events for four (4) consecutive school years. Does not include Endowment Games, Special Tournaments, Playoffs, Regionals, or State Tournaments and is non-transferable.
- Gold (Current School Year) - Entitles a family of up to 5 immediate family members to enter all regular season Titans' home sporting events during the current school year. Does not include Endowment Games, Special Tournaments, Playoffs, Regionals, or State Tournaments.
- Individual (Current School Year) - Entitles any individual over the age of 18 to enter all regular season Titans' home sporting events during the current school year. Does not include Endowment Games, Special Tournaments, Playoffs, Regionals, or State Tournaments.
- Student and Senior Citizen (Current School Year) - Entitles a current SGHS student or an adult over age 55 to enter all regular season Titans' home sporting events during the current school year. Does not include Endowment Games, Special Tournaments, Playoffs, Regionals, or State Tournaments.

B. Membership Types:

- Booster (Current School Year) - Entitles members to attend Booster Club meetings and vote. Does not include admittance to any athletic events.
- Booster Community Volunteer (Current School Year) – Non-voting membership that entitles members to attend Booster Club meetings. Does not include admittance to any athletic events.

NOTE: Additional cards are available for purchase immediate family member of more than five (5).

- C. A yearly assessment will be conducted by the Executive Board to review potential adjustment of Sport Pass and Membership dues.

Section 2.06 – Member Representation

Any member representing any South Garner High School activity shall gain approval from the President and the School Administrator in charge of activities for any planned Titans Booster Club, Inc. event and be responsible for organizing and managing participation in that event.

Section 2.07 – Expense

Except as otherwise provided for by the Titans Booster Club, Inc., expenses incurred by the Executive Board and the members associated with the attendance at the meetings will be borne by the individuals and not reimbursed by the organization.

Section 2.08 – Types of Membership

There shall be two types of members in the Booster Club: Voting Members and Volunteer Members

A. Voting Members

A Voting Member is the parent, legal guardian or legal custodian of a student enrolled at SGHS, which parent, legal guardian or legal custodian has accepted membership in the Booster Club in writing.

These are referred to as Voting Members. A such Voting Member shall continue to be a Voting Member of the Booster Club until such time as the earliest of the following occurs:

- i. Such Voting Member resigns in accordance with these bylaws;
- ii. The Voting Member's student ceases to be enrolled at SGHS, graduates or otherwise ceases to be enrolled in the school; or
- iii. The Voting Member is otherwise removed from membership in accordance with these bylaws.

Except as otherwise specified herein, Voting Members shall have full voting rights on all issues that properly come before the membership of the Booster Club for a vote.

For the purposes of this Article, enrollment means that a student has completed and submitted the necessary documentation to participate and be enrolled in the athletic program.

B. Volunteer Members

Any individual interested in promoting the welfare of the athletic program may volunteer to assist the Booster Club. Such a person must have a recommendation from a current Booster Club Voting Member, the Athletic Director, a team coach, or the principal of SGHS. After such recommendation is received by the Booster Club, the person may become a Volunteer Member upon tendering their written consent to such membership to the Booster Club. Volunteer Members shall have no voting rights in the Booster Club and shall only have limited contact with students, nor shall they be eligible to serve on the Board of Directors or as an Officer. The membership of a Volunteer Member shall continue until such member resigns from the Booster Club or is otherwise removed from membership in accordance with these bylaws. A volunteer member may only serve on committees assigned by the Board President or Vice President.

Section 2.09 – Member, Officer, Expulsion (Removal/Suspension)

Following formal disciplinary proceedings conducted by the Executive Board, a voting member or volunteer member, after being given a right to be heard by the Executive Board may be removed from the membership, or suspended from attending meetings, by a two-thirds (2/3) vote of the members (with voting authority) for reasons of misconduct or inappropriate actions. In lieu of suspension, voting members can have their voting privileges suspended for a set period of time as determined by the Board. Inappropriate actions include but are not limited to:

- i. Repeated belligerent and rude behavior around any students of SGHS while working at athletics program events or otherwise;
- ii. Repeated interruptions at any Booster Club meeting;
- iii. Misuse or illegal use of alcohol or the illegal use of any controlled substances while in the presence of students, or while working at or during an athletic event or function.
- iv. Failure to return funds raised or remaining products as agreed.

For the purposes of this section, two or more occurrences shall be deemed to be “repeated” occurrences.

The Executive Board shall only consider first-hand information when ascertaining if allegations brought forward warrant the removal or suspension of a member.

Should the Executive Board vote to take any disciplinary action against a member, the Board shall notify the affected member in writing as to their action and the member's right to appeal their decision.

Section 2.10 – Appeal Process

Upon written notification of disciplinary action by the Board, the aggrieved member may notify the President in writing of their desire to appeal the decision of the Board. Pending the determination of the appeal, the aggrieved party shall be reinstated to their status held prior to the disciplinary action. Within five (5) days of receipt of the request, the Board shall appoint a three-member panel to review the action taken. The panel shall only review and consider the first-hand information used to initiate the disciplinary action and will use it to determine if the original allegations brought forth support the removal or suspension of the aggrieved party. Within ten (10) days of appointment, the panel shall provide their decision to the President regarding reinstatement. Their decision shall be binding. The President shall communicate the decision of the panel to the affected member in writing within three (3) days of the decision.

ARTICLE III – Executive Board

Section 3.01 – Membership

The Executive Board shall consist of no less than five members and no more than thirteen including:

- A. President, Vice-President, Secretary, Treasurer, Parliamentarian
- B. (7) Standing committee chairpersons (Concessions, Budget, Fundraising & Sponsorships, Social Media, Marketing/Advertising, Membership, Volunteers)

Elected officers (President, Vice-President, Secretary, Treasurer, Parliamentarian) must be the legal guardian or parents of a student enrolled at South Garner High School. If at any time the affiliated, qualifying students are no longer enrolled at SGHS or its athletic affiliates the Executive Board member shall be notified in writing and replaced within ten days of the board being notified. A replacement may be made via a special vote.

Section 3.02 – Authority

The affairs, activities, and operation of the organization shall be managed by the Executive Board. The Executive Board shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these bylaws. It may create Standing and Special Committees, approve the plans and work of standing and special committees, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the organization.

Section 3.03 – Meetings

The Executive Board shall meet monthly to prepare for general membership meetings and to conduct the affairs of the organization.

The President shall establish a minimum of four (4) general membership meeting dates per school year including the quarterly membership meeting which shall occur in May to elect board members for the forthcoming year. The President may occasionally change the meeting date due to holidays or other athletic events with a minimum of day seven-day notice to the membership.

Section 3.04 – Quorum

A quorum of the Executive Board for the conduct of business shall consist of at least three (3) officers in attendance.

Section 3.05 – Action Without a Meeting

Any action required or permitted to be taken at a meeting of the Executive Board (including amendment of these bylaws) or of any committee may be taken without a meeting if all the members of the Board or committee consent in writing to taking the action without a meeting and to approving the specific action. Such consents shall have the same force and effect as a unanimous vote of the Board or of the committee as the case may be.

Section 3.06 – Participation in Meeting by Video or Audio Conference Call

Members of the Board may participate in a meeting through use of conference telephone or similar communications equipment, so long as members participating in such meeting can hear one another.

Section 3.07 – Reimbursement

Executive Board members shall serve without compensation with the exception that expenses incurred in the furtherance of the organization's business are allowed to be reimbursed with documentation in accordance with the organization's financial policies and prior approval.

Section 3.08 – Special Meetings

Special meetings may be called by the President, School Administration, any three (3) Executive Board members, five general members, or school administrator submitting a written request to the Secretary. Members will be given at least seven (7) days notice prior to the special meeting being held.

Section 3.09 – Annual Meeting

The membership meeting to be held in August annually will be designated as the organization's annual meeting. The annual budget will be presented to the membership during this meeting and any projects.

Section 3.10 – Meetings

The Executive Board should meet monthly to prepare for general membership meetings and to conduct the affairs of the organization, or as necessary as called for by the President.

- A. Scheduling - Regular meetings are to be held on a night that is deemed appropriate by the Executive Board and special meetings as deemed necessary by the President or Executive Board.
- B. Notification - Meeting agenda and notice must be emailed or published on the website, or all members called at least 10 days before the meeting during the season, and 21 days during the off season. This allows members to check the website regularly for updates and add items to the agenda.
- C. Access - All meetings are open to the public, 501(c)(3) requirement.
- D. Special Meetings - The President shall call a special meeting upon written request of five (5) members. NO business can be transacted except that for which the special meeting was called.
- E. Record Keeping - Minutes of meetings will be kept in Secretary's records and published on the website (if available).
- F. Order of Business - Roberts Rules of Order revised shall be parliamentarian's authority. The order of business shall be as follows:
 - i. Call to Order
 - ii. Agenda
 - iii. Reading of minutes
 - iv. Report of Treasurer
 - v. Report of Committee(s)
 - vi. Standing
 - vii. Special
 - viii. Unfinished business
 - ix. New Business
 - x. Announcements
 - xi. Adjournment

Section 3.11 – Attendance

With exception of prior notification to the President or Secretary, Board members, including officers, shall attend Board and Booster Club meetings. Failure to attend a minimum of seventy percent (70%) of regularly scheduled meetings or missing more than two (2) consecutive meetings shall be grounds for removal.

ARTICLE IV – Officers and Their Elections

Section 4.01 – Officers

The officers of this organization shall include one President, one Vice President, a Secretary, a Treasurer, and a Parliamentarian.

Section 4.02- Election

A nominating committee composed of the current President and at least one additional officer shall begin seeking nominees in March of the year in which the candidates will be elected and develop a slate of candidates. The candidates shall be announced to the membership as soon as possible. Additional nominees may be solicited from the floor on the day of the election. Only those who have consented to serve shall be eligible for nomination, either by the committee or from the floor. Only persons who are active members of the organization shall be eligible to run for an office. Officers shall be elected at the May meeting of the organization by the members present. Officers shall assume their official duties on the last day of the current school year following their election. In the event the school year should end abruptly before the election occurs, the election shall be held during the first general meeting of the following school year.

Section 4.03 – Term

Officers shall serve for a term of one (1) year, from July 1- June 30. Each officer shall hold office for a period of one (1) year. Officers may not serve in the same position for more than three (3) consecutive terms.

Section 4.04 – Vacancies

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board.

Section 4.05 – Assumption of Office

Officers shall assume their official duties effective beginning May 15th, and no later than June 1st. Previous officers shall work in an advisory capacity (until the release of school for summer break) so as to assist the newly elected candidate in the transition of duties.

Section 4.06 – Volunteer Requirements

- A. Background Checks will be conducted in the same manner that normal Wake County Public School System Checks are done.
- B. All volunteers MUST be approved through WCPSS.
- C. Excludes Wake County Public School System Employees.

ARTICLE V – Duties of Officers

Section 5.01 – President

The President shall preside over all meetings of the club, the Executive Board and shall have general supervision of the affairs of the organization and shall have the following duties:

- A. Presides at all regularly scheduled meetings and special meetings;
- B. Sets the agenda for all Booster Club and Board meetings.
- C. Serves as the Chairperson of the Board of Directors.
- D. Serves as a non-voting, ex-officio member of all committees, except the nominating committee.
- E. Ensures the efficient operation of the Booster Club through the committee structure and generally promote the welfare and advancement of the SGHS Athletics Program and Booster Club.
- F. Acts as the Booster Club representative for all coordinating activities that require the Booster Club's participation.
- G. Except as otherwise provided in these bylaws, and in consideration of the recommendations offered by prior committee chairpersons; appoints the standing committee chairpersons by May 15th each year, if possible, and the chairpersons of any special committees as noted or as he/she deems necessary from time to time.
- H. Appoints the Parliamentarian.

Section 5.02 – Vice President

The Vice-President will:

- A. Aide the president with all duties pertaining to the office.
- B. Serve as non-voting, ex-officio member of the Sponsorship Committee
- C. Works in conjunction with the President to establish general fund-raising events
- D. In absence or disability of the President, the Vice-President shall perform the duties of the President and assumes the office of the President for the unexpired term if said office becomes vacant.

Section 5.03 – Secretary

The Secretary will:

- A. Attend all regular and special called Booster Club meetings and keep an accurate and permanent record (written meeting minutes) of any actions taken at meetings of the Booster Club and report same at next regular meeting or when called on to do so by the President.
- B. Ensure that copies of the approved minutes are maintained at a place designated and announced to the membership by the President and that copies

- are provided to the membership. (Including electronic storage, uploading to e-groups, and via emails.)
- C. Ensure that copies of the approved treasurer's report and annual budget are maintained in a secure location and that copies are timely provided to the membership. (Includes electronic storage, uploading to e-groups, and via emails.)
 - D. Ensure that approved, signed and executed contracts entered into by the Booster Club are maintained in a secure location.
 - E. Record attendance of Board members at all scheduled Board and member meetings
 - F. Serve as non-voting, ex-officio member of the Membership committee and maintain an up-to-date roster and contact information of voting members and volunteer members of the Booster Club as provided by the Booster Club members.
 - G. Ensure that all meeting notices, letters, and thank-you notes are sent out in a timely manner as instructed by the President.

Section 5.04 – Treasurer

The Treasurer shall be bonded at limits equivalent to the Booster Club's annual budget and:

- A. Act as custodian of the club's funds which are to be kept on deposit with an insured bank or credit union. The bank name shall be kept on file with the bylaw's administrative information.
- B. Receive all monies collected from any fundraising activities or events together with a receipt and expenditure report from the responsible committee Chairperson, or Athletic Director, and shall timely deposit those funds to the appropriate account.
- C. Document monies received and require similar receipts for monies transferred to others.
- D. Document and prepares deposit tickets for monies collected from team and general fundraising events and shall timely deposit those funds to the appropriate account.
- E. Submit a complete financial report at regular meetings to keep the Board of Directors informed as to the accounting and balances of budgeted items on a monthly basis or as otherwise requested by the President.
- F. Serve as an ex officio non-voting member of the budget committee and assist in establishment of an annual budget at the start of the new year.
- G. Keep accurate records on the organization fundraising and purchases.
- H. Books will be of audit quality to pass an annual audit by the audit committee, the school district or IRS authority.
 - i. All accounts should be reconciled monthly.
 - ii. Annually, the treasurer shall complete and file: Required annual report with NC Secretary of State; Federal AND State IRS tax reporting Form 990, or 990EZ; Required annual Corporate Report to the NC Secretary of State.
 - iii. Upon the request of the Principal, Principal Designee, or Athletic Director of the Wake County Public Schools, "provide a full and complete accounting of

all moneys raised, as well as a full and complete accounting of all moneys expended and provide an annual financial report to the Principal no later than July 25 for the year ended June 30. In addition, if requested to do so, the Booster Club shall also provide audited financial records concerning its activities.”

Section 5.05 – Parliamentarian

- A. The Parliamentarian is to advise the presiding officer on parliamentary law and matters of procedure when requested. The Parliamentarian should be thoroughly familiar with bylaws and any standing rules of the Titan Booster Club.
- B. Perform the duties and responsibilities as chairperson or member for one or more committees within the Titan Booster Club.
- C. Keep a current copy of the By-laws, and ensure that all rules, policies, and/or guidelines are implemented, and abided by, without wavering from the original intent of its inception.
- D. In partnership with any chairperson’s assignment(s), provide support with any fundraising activities, and/or events, and those efforts required to facilitate.
- E. Prepare a set of operating procedures, pertaining to this specific office. The operating procedures will be passed on to the newly elected Parliamentarian after the adjourned final meeting in May.

Section 5.06 – Special Duty Circumstances

Special Duty Circumstances. If any duly elected officer is unable to perform his/her duties of office for an extended period of time or misses more than two successive regularly scheduled meetings without justified cause, the Booster Club, by a majority decision of those assembled, shall elect to proceed by one of the following options (Board determined):

- A. Have the President appoint someone to fulfill the duties of the officer in question, or;
- B. The officer at the level below the officer in question shall take officers those officers” place until the next election; i.e.: if the President is unable to fulfill his duties, the VP shall step up, etc., or;
- C. Nominations may be taken from the floor and a replacement officer shall be elected by a majority vote of those present and shall take over the responsibilities of that office until the next scheduled election.
- D. The President of the Booster Club shall notify the replaced officer of the Booster Club’s decision, by word or in writing before the next regularly scheduled meeting.

ARTICLE VI – Finances

Section 6.01 – Budget

The Executive Board shall prepare and present to the membership at the first regular meeting of the membership after the officers have been elected or as soon thereafter as practicable, a budget of anticipated revenue and expenses for the year. This budget shall be used to guide the activities of the organization during the year, including serving as approval for anticipated expenditures. Any substantial deviation from the budget must be approved in advance by the membership.

- A. Budget is developed in the fall after the current season, and finalized after board elections, so it can be presented in the spring for the following year.
- B. Coach develops and priorities “wish list” and it is approved by school administration in coordination with the Athletic Director (for Title IX considerations).
- C. Booster club determines level of fundraising to support the club activities, the “wish list”, but follows limitations from Athletic Director input (Title IX), in developing a budget for the subsequent year.
- D. The budget is presented at a general booster club meeting for comments and voted on at that meeting if there are no comments or amendments. Money in the approved budget does not have to be re-voted on before spending. Additional money not in budget needs to be approved by booster club vote.

Section 6.02 – Obligations

The Executive Board may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization.

No solicitation of funds or requests for donations shall be conducted by a Booster Club without approval of school Principal.

Section 6.03 – Checks

All checks, drafts, or other orders for the payment of money on behalf of the organization shall be signed by the Treasurer or by any other person as authorized in writing by the Executive Board, ALL CHECKS must have the signature of at least two officers, such as the Treasurer and the President.

Section 6.04 – Banking

The Treasurer shall ensure that all funds of the organization are timely deposited to the credit of the organization in such banks or other depositories as determined by the Executive Board. All deposits and disbursements shall be documented by a receipt, an invoice, or other written documentation. Sequentially numbered receipts shall be provided, with a copy kept, whenever cash is turned over or collected. All deposits and/or disbursements shall be made as soon as practicable upon receipt of the funds, normally

daily, immediately after received, and counted. If debit or credit cards are established in the name of the organization, a policy approved by the Executive Board shall be developed and used that includes a list of the authorized users, daily/monthly/annual spending limits, and review and oversight provisions. No personal charging on the card by the authorized users shall be allowed.

Section 6.05 – Financial Controls

The organization shall adopt appropriate financial controls to ensure the integrity of its funds. Specifically, without limitation, the organization shall maintain separation of financial controls so that, minimally:

All expenses must be approved by the membership by way of approval of an annual budget, or amendments thereto, or be approved by separate resolution of the Executive Board;

- A. ALL Checks and Debits must be endorsed by at least two officers authorized by resolution of the Executive Board, and checks of the Organization shall include above the signature line a notice to this requirement;
- B. An officer or other person without check signing authority designated by the Executive Board shall review and reconcile all bank statements on a monthly basis; and,
- C. A committee of at least two (2) persons without check signing authority shall annually audit all corporate finances, or hire and supervise an outside accountant or auditing firm to conduct a review of corporate financial records.

Section 6.06- Financial Report

The Treasurer shall present a financial report at each membership meeting of the organization and prepare a final report at the close of the year in accordance with the organization's financial policies. The Executive Board shall have the report and the accounts examined annually. If the organization grosses less than \$100,000 per year, the financial practices and accounts may be reviewed by an internal audit committee. The audit committee shall consist of two or more Board or voting members of the organization who are not involved in the routine handling of the organization's finances, including not having signature authority on bank accounts or approval authority over disbursements. If the organization grosses over \$100,000 in receipts, an external professional, such as a certified public accountant (CPA), shall be hired by the audit committee to perform a financial review or compilation. A full audit shall be conducted by an external CPA when annual gross receipts equal or exceed \$250,000.

Section 6.07 – Fiscal Year

The fiscal year of the organization shall be from July 1 to June 30 but may be changed by resolution of the Executive Board.

Section 6.08 – Financial Record Retention

All records of the organization shall be maintained and destroyed in accordance with the law, and standard record retention guidelines. Financial records shall be maintained as follows:

RECORD	HOW TO STORE	PERIOD OF TIME
Year-end Treasurer's financial report/statement, annual Internal Financial Review Reports, IRS Form 990s	Store in the corporate record book, binder, and/or cloud-based software.	At least seven (7) years Consider keeping them permanently.
Bank statements, canceled checks, check registers, invoices, receipts, cash tally sheets, investment statements, and related documents	Compile and file records on a yearly basis. Store in a binder or cloud-based software.	Seven (7) Years Store with financial records. Destroy after seven years.
Treasurer's reports (monthly)	Compile and file records on yearly basis. Store in a binder or cloud-based software.	Three (3) Years Store w/ financial records. Destroy after three years.

Section 6.09 – Budget

The President and the Budget Committee shall solicit input from each sanctioned activity regarding requests for the Titans Booster Club, Inc. support in the coming year. All active requests must be submitted to the Budget Committee for payment/reimbursement by September 1st of the next school year. Receipts not received by this date will need to undergo re-application. The Budget Committee shall draw up a preliminary budget for the coming year based on this input and other known circumstances and factors and present it to the membership for approval during the November meeting. Any member representing any activity may ask the Budget Committee chair to present special requests to the Budget Committee of the Titans Booster Club, Inc. for any unforeseen needs during the year. The Budget Committee may approve such requests by majority vote.

Section 6.10- Dissolution and Alternate Dissolution – **Needed from IRS documentation, Katrice will provide.**

Section 6.11 – Special Executive Responsibility

All Executive Board Members are prohibited from giving anything that is considered “valuable” consideration to athletes that is not offered on the same basis to the entire student body on the same basis that is given or offered to an athlete. This includes food, lodging or transportation directly to a student. The booster club must donate the funds to the school for any of these items. The booster club is allowed to provide a pre-season meal and a post-season meal. Any other meals must be paid for by the school of the parents on an equal basis.

- A. Valuable consideration is defined as tangible or intangible property or service including anything that is wearable, useable, or saleable. Saleable food items or trinkets given to athletes by students, cheerleaders, drill team members, little/big sisters, school boosters, parents of other students, teachers, or other violates this rule. Small good bags that contain candy, cookies, or other items that have no intrinsic value are allowed.
- B. A gathering of athletes at parent’s or patron’s homes requires each athlete to contribute equally to any food or refreshment.

ARTICLE VII – Conflict of Interest

Section 7.01 – Existence of Conflict Disclosure

Directors, officers, employees, and contractors of the Organization should refrain from any actions or activities that impair, or appear to impair, their objectivity in the performance of their duties on behalf of the Organization. A conflict of interest may exist when the direct, personal, financial, or other interest(s) of any director, officer, staff member, or contractor competes or appears to compete with the interests of the Organization. If any such conflict of interest arises the interested person shall call it to the attention of the Board of Directors for resolution. If the conflict relates to a matter requiring board action, such person shall not vote on the matter. When there is a doubt as to whether any conflict of interest exists, the matter shall be resolved by a vote of the Board of Directors, excluding the person who is the subject of the possible conflict.

Section 7.02 – Nonparticipation in Vote

The person having a conflict shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room in which the Board is meeting. However, the person may be permitted to provide the Board with any and all relevant information.

Section 7.03 – Minutes of Meeting

However, the person may be permitted to receive minutes of the meeting and the minutes of the Board Meeting shall reflect that the conflict was disclosed, and the interested

person was not present during the final discussion or vote and did not vote on the matter with any and all relevant information.

Section 7.04 – Annual Review

A copy of this conflict-of-interest statement shall be furnished to each director or officer, employee and/or contractor who is presently serving the Organization, or who hereafter becomes associated with the Organization. This policy shall be reviewed annually for information and guidance of directors and officers, staff members and contractors, and new officers and directors, staff members and contractors shall be advised of the policy upon undertaking the duties of their offices.

ARTICLE VIII – Indemnification

Every member of the Executive Board, officer or employee of the Organization may be indemnified by the Organization against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Board, officer or employee in connection with any threatened, pending, or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been a member of the Board, officer, or employee of the Organization, or any settlement thereof unless adjudged therein to be liable for negligence or misconduct in the performance of her/his duties. Provided, however, that in the event of a settlement the indemnification herein shall apply only when the Board approves such settlement and reimbursement as being in the best interest of the Organization. The foregoing right of indemnification shall be in addition and not exclusive of all other rights which such member of the Board, officer or employee is entitled.

ARTICLE IX – Amendments

Section 9.01 – Amended

These bylaws may be amended at any regular or special meeting of the membership by a majority vote of the members present, provided that at least thirty (30) days notice of the proposed amendments has been made to the membership, or alternatively, the membership waives the required notice.

Section 9.02 – Bylaw Review

These Bylaws shall be reviewed every other year by the Bylaws Committee which shall consist of at least three (3) members appointed by the President.

Section 9.03 – Posting

The Bylaws will be open to view at any time and will remain posted on the Titans Booster Club, Inc. website <https://www.sghsathleticboosters.com/> .

ARTICLE X – Voting

Section 10.01 – Member Voting

One vote is conferred upon each paid member of the Titans Booster Club, Inc. at any meeting of the members.

A secret ballot may be used when voting on business rather than voice when requested by any member.

Section 10.02 – Officer Voting

One vote is conferred upon each officer during the meeting of the officers. One vote is conferred for members of the same household.

Section 10.03 – Member Voting

One vote is conferred upon each appointed committee member during each meeting of a committee. One vote is conferred for members of the same household.

Section 10.04 – Voting Presence

Voting must be done in person and not by proxy. Exclude voting by digital application.

ARTICLE XI – Assets and Business Affairs

Section 11.01 – Loans

No loans shall be made by the organization to its officers or members. No loans shall be contracted on behalf of the Titans Booster Club, Inc. and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.

Section 11.02 – Contracts

The Executive Officers may authorize any officer(s) or agent(s) to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Titans Booster Club. Such authority may be general or confined to specific instances.

Section 11.03 – Liability Insurance

The Titans Booster Club, Inc. shall maintain liability insurance that covers all officers, members, and volunteers and a surety bond that covers all officers.

Section 11.04 - Accounting Firm

A yearly agreed-upon audit shall be conducted by an independent accounting firm at the directive of the President and approved by the officers.

ARTICLE XII – Standing and Special Committees

Section 12.01 - Identification and Purpose of Standing Committees

Each standing committee chair is appointed by the President. Standing committee chairs, nor members, are required to be voting members of the Titan Booster Club, Inc. Athletic, however, they must be a member.

The name and purpose of each standing committee is as follows:

- A. Corporate Donations/Fund Raising – Identifies and tracks potential corporate and business donations and sponsors. Coordinates with the booster club president and AD to identify potential fundraising activities for all sports. Coordinates with the president and AD regarding the timing and coordination of each sport's annual fundraising event. Coordinates with other SGHS groups regarding fundraising activities to avoid over-saturation.
 - a. Concessions – This committee ensures that all concession booths are stocked in a timely manner, that a list of parents is maintained and contacted to staff the concession booths at each athletic event where concessions are operational and it ensures that post-event clean-up of the booth is completed and sanitary conditions of the booths are maintained following games.
 - b. Communications - Ensures information is timely communicated to the public and membership consistent with its operations manual. Ensures webmaster and publicity functions are operational.
 - i. Guidelines for Online Media Services - In regards to The Titans Booster Club, Inc.'s online media services including: Twitter, Facebook, Titan Athletics Booster Club website and emails, newspapers, any other social media, and any media source not listed here, appropriate information will include the following:
 - i. Athletic Events
 - ii. Booster Club Meetings and Events
 - iii. Game Scores
 - iv. Student Athlete Statistics
 - v. Game Schedules
 - vi. Photographs concerning Athletes and Athletic Events

- vii. Reporting of personnel issues is strictly prohibited unless approved by the school administration.
- viii. Any information outside of these guidelines must be approved by the Executive Board prior to posting.
- f. Membership - Works with the President and VP to encourage parents of student-athletes to become active members in the Titans Athletic Booster Club.
- g. Historian - The Historian shall maintain a record of all activities and public recognition of the athletics program's accomplishments through the collection and retention of photographs, newspaper articles, hall of fame events, etc. As deemed by the President, historical records shall be maintained in such a manner that they may be easily retrieved.

Section 12.02 – Duties Common to All Standing Committees

Each committee chair shall attend Board meetings during the quarter preceding and following any event where their committee is involved. Each committee chair shall work with the President, and Vice President to ensure that financial controls, budgeting and funding is available for their respective committee requirements. The President and VP shall keep the Treasurer informed as to expenditure needs for booster club events. Committee chairs are responsible for ensuring that information about their events is forthcoming in a timely manner to the appropriate committee for timely dissemination. All standing committees utilize the President as their primary point of contact.

Each standing committee is responsible for maintaining and updating an operations manual containing its committee responsibilities and operational processes. Each year the manual shall be passed on to the incoming chairperson.

Committees involved in fundraising activities shall maintain and provide pre- and post-event financial details of the event. Upon request of the budget committee, each committee chair shall provide information to the budget committee as it relates to the committee's budgetary needs for the upcoming Fiscal year.

Section 12.03 – Special Committees

In addition to those appointed from time to time the Special Committees of the Booster Club are:

A. Nominating Committee

In January of each year the Board of Directors shall appoint a Nominating Committee. It shall be responsible for nominating at least one nominee per office to the membership. The committee shall have 5, 7 or 9 members as determined by the Executive Board. Its members shall be comprised of representatives.

Booster Club Voting members as follows:

- i. One Voting Member for each whose “qualifying student” is enrolled in the SGHS sports program.
- ii. A parent representative of a student that was enrolled in a Fall, Winter, and Spring sport in the current athletic program during the respective season. (If a season is represented through the selection in (i) above, the committee only needs to add a member from the missing season.) Prior to the April membership meeting, the nominating committee shall notify the President that a slate of officers is ready to be presented to the membership at the April meeting. The committee shall then present its list of nominees to the members in attendance at the April membership meeting.
- iii. Nominations from the floor shall be accepted for those agreeing to serve as Voting and Volunteer Members at a quarterly meeting scheduled prior to the April membership meeting. The names of all nominees shall then be submitted to the membership, in writing, prior to the April meeting.
- iv. This committee shall be disbanded after the election is held and reconvened only to secure nominations for an empty Booster Club office or a vacated board member position during the school year.

B. Bylaws Committee

Members of the bylaws committee are appointed by the President with input from the nominating committee. The Parliamentarian is an ad hoc member.

C. Budget Committee

No later than January of each year the President shall provide a list of his/her budget committee appointees to the Board. Prior to their meeting, the Chairperson shall request that the Athletic Director provide a list of desired items and projected budgetary needs for all participating team sports to the chair for the upcoming school year.

The committee shall have a Voting Member representative from a Fall, Winter, and Spring sport. The Treasurer shall serve as ex officio member and the Vice-President is an ad hoc member. The committee shall use information provided by the athletic director, the treasurer, and past experience to prepare a budget for the upcoming fiscal year and shall submit it to the Board of Directors no later than their scheduled meeting prior to April 30th.

The fiscal year of the Booster Club shall be July 1 to June 30 inclusive. All budgets shall be developed based on the Fiscal year.

D. Committee Meetings:

- i. Regular Meetings. Each committee chairperson may set a time and place for regular committee meetings each fiscal year. As soon as is practicable after such time and place for regular meetings has been set, the time and place of such regular meetings shall be communicated in writing to all committee members once. No further notice of the regular meeting shall be required unless the place for such

meeting is changed, in which case the committee members shall be notified, in writing, of the new location.

- ii. Special Meetings. Special meetings of each committee may be called at any time, upon at least three (3) days prior notice of the time and place for the special meeting to each committee member, by the chairperson of the committee, or by thirty (30%) percent of the committee members.
- iii. Minutes. The chairperson of each committee shall appoint a committee member to record minutes of each committee meeting where any motions are made and accepted or defeated or business is conducted. A copy of such minutes shall be provided to the president. The minutes shall also be made available to the next chairperson of the committee.