

Constitution of the Wando High School All Sports Booster Club

Revised and Adopted 5/13/24

Constitution Article I: Name and Objectives

Section 1. The name of the organization shall be the Wando High School All Sports Booster Club, hereafter referred to as the Booster Club or WASBC. The organization has the approval of the Principal of the high school as well as the school board and the superintendent.

Section 2. The objectives of the Booster Club are:

- A. To establish and provide support to Wando High School sporting activities as deemed appropriate to foster school pride, athlete recognition, and fan support.
- B. To provide financial assistance whenever possible within the approved guidelines and budgetary constraints of the Booster Club. Further information regarding the subject can be found in the bylaws.
- C. To develop an organization with an active and involved membership that is concerned with the entire athletic program and all of its participants while respecting the autonomy of individual teams to achieve the inherent greatest benefit of fundraising for their specific team.
- D. To aid and assist the athletic program by organizing projects, fundraisers, concessions, and other special events that will promote and support WHS athletics.
- E. To promote projects to improve facilities and equipment necessary to promote excellence in WHS athletics.
- F. To promote school spirit by encouraging excellence, pride, good sportsmanship, and attendance at all sporting events amongst the student body, school staff, parents, alumni, and community members.
- G. To provide equitable support for all athletic teams at WHS, especially in relation to Title IX considerations.
- H. To ensure trust in the organization by providing financial transparency and oversight by the WHS administration.
- I. To promote and recognize academic excellence by WHS student-athletes through a scholarship program.
- J. Notwithstanding any other provisions of these articles, the purpose for which the association was organized is exclusively charitable and educational within the meaning of section 501(c)3 of the Internal Revenue Code of 1986 of the corresponding provision of any future United States Internal Revenue Law.

Constitution Article II: Membership

Section 1. Membership in the Booster Club is contingent and sanctioned by conditions as stated below.

- A. Any interested individual at least 18 years old can join the Booster Club by payment of the annual fee set forth each year by vote of the officers of the club. (Article I Section I)
- B. Membership to the organization can be terminated by a 75% vote of the membership attending a properly called meeting if an individual causes adverse publicity or social actions that dramatically conflict with the best interests of Wando High School or its athletes. The membership fee would not be refundable in the unlikely event of this incident.

Section 2. No person shall be barred from membership in the organization because of race, creed, sex, or national origin.

Constitution Article III. Officers and Elections

Section 1. The Officers of the organization shall consist of an Executive Board made up of President, President Emeritus, Vice-President, Secretary, Treasurer & Athletic Director. Other Officers shall consist of Director of Membership and Director of Events.

Section 2. All officers shall be elected by a quorum of the members of the Booster Club in attendance at the annual Election Meeting held during April of each year. The newly elected officers shall assume the duties of office on July 1. Election of the officers is permitted as outlined in the bylaws. (Section I Nominations and Elections)

Constitution Article IV: Meetings

Section 1. A regularly scheduled monthly meeting shall be held each month of the year. These meetings are for all members and are open to anyone interested in becoming a member.

Section 2. An annual meeting for the election of officers will be held in April of each year as part of the regular monthly meeting.

Section 3. Special meetings of the membership can be called by any member of the Executive Board for immediate business decisions. Items that require immediate action, before the next general meeting, could be requested by the Executive Board and approved via an online vote.

Section 4. The Executive Board may meet at any time for planning future agendas and/or other business purposes. The minutes of these meetings are to be read at the next General Meeting.

Section 5. The Booster Club Secretary shall distribute and post the minutes of the prior month's meeting to members before the next general meeting. Upon the President calling the meeting to order a motion to approve the minutes as provided will be requested, discussed, and ultimately approved.

Section 6. The Booster Club Treasurer shall provide and distribute during each monthly general meeting a financial summary report to include goals, budget, and actual financial position of the Booster Club.

Section 7. Roberts Rules of Order Revised shall be the parliamentary authority for this Booster Club on all questions not covered in the bylaws. **Section 8.** A Quorum shall be determined by the paid members in good standing in attendance at a properly called meeting.

Constitution Article V: Tax Exempt Status

Section 1. The Booster Club shall operate exclusively as a Wando High School Athletic support organization. No part of the net income of this organization shall be applied to the benefit of or be distributed to its elected officers, members, or other private persons. Reasonable compensation as approved by vote of the officers and/or membership may be paid to persons for appropriate business services rendered.

Section 2. The organization shall engage only in those activities permitted by institutions governed by the Internal Revenue Code, or the corresponding provisions of any future United States Internal Revenue Law or South Carolina state law as it pertains to normal tax-exempt clubs and social/business organizations.

Section 3. Notwithstanding any of the provisions of these articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income Tax under section 501(c)3 of the corresponding provision of any future United States Internal Revenue Law.

Constitution Article VI: Finances and Assets

Section 1. All expenditures must be within annually approved budgets except as noted in the bylaws. (Article III Budgets and Finances) The treasurer shall hold the balance sheet and annual budget.

Section 2. A list of physical assets that are the property of the Booster Club, with value over \$100 per item should be kept, listing serial #'s or other identifying markings. The assets should not be listed with any value on the Balance Sheet.

Section 3. Upon dissolution of the Booster Club, the Executive Board shall distribute any remaining funds or other such assets to the Wando High School Athletic Department for appropriate usage as deemed appropriate and suggested by said committee. If the Wando High School Athletic Department does not exist at the time of dissolution of this associate, assets shall be distributed for one or more express purposes with the meaning of section 501©3 of the Internal Revenue Code or corresponding section of any future Federal Tax Code or shall be distributed to the Federal Government, or the state or local government for a public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the

County in which the principal office of the Booster Club is then located, exclusively for such purposes or to such organization or organizations as said court shall determine.

Constitution Article VII: Amendments

Section 1. The Constitution may be amended, when necessary, by the President and/or Executive Board by first appointing a committee of 3-5 members headed by the Vice President for review and recommendations.

Section 2. The committee reports back to the Executive Board for their approval and recommendations.

Section 3. After approval by the Executive Board, there must be a reading of the proposed amendments to the Constitution or the Bylaws at two consecutive meetings. The first meeting report is informational, while the second reading will then be followed by a vote of the members present at a properly called meeting.

Section 4. Members shall be notified of the first reading and second reading via any practical media; email, website, news articles, posters, letters, or social media.

Section 5. There must be a 2/3 majority vote of those members present at the second meeting to adopt and ratify Constitutional Amendments or Bylaw revisions. These procedures shall constitute a quorum.

By-Laws

Bylaws Article I: Membership

Section 1. Membership Fees

The membership fee in the Booster Club shall be set by the Executive Board annually. This fee shall be payable or renewable at the beginning of each new school year starting in July and expiring on the last day of June. New members can be solicited at any time during that school year. A membership drive shall be made throughout each school year.

Section 2. Members Duties, Responsibilities, and Rights

A. Duties and Responsibilities

1. Assist in promoting and participating in Booster Club activities.
2. Members, as individuals, are not authorized to make commitments or expenditures on behalf of the Booster Club.
3. Members shall not transfer any rights of membership to any non-Booster Club members.

B. Rights

1. Members have the right to be recognized at Booster Club meetings to make motions voted on by the general membership.
2. Members have the right to vote on all motions.
3. Members have the right to carry out Executive Board-approved activities per the constraints set forth by the Constitution and the Bylaws of the Booster Club that are in the best interests of supporting the Wando High School Athletic Teams and with the concurrent agreement of the Athletic Department.

Section 3. Special Consideration

Special consideration may be given to financially burdened families at the discretion of the President and/or the Executive Board.

Bylaws Article II: Elective Officers

Section 1. Nominations and Elections

Nominations of the elective officers (Article III, Section 1) shall be as follows:

- A. Only current or previous officers can be elected to serve as President when possible.
- B. A nominating committee appointed by the Executive Board, chaired by the Vice President, and to include no less than 2 Booster Club Members who will present the names of possible candidates for elected office positions.
- C. A form created by the nominating committee shall be used to secure nominees for each open position.
- D. The nominating committee will ensure that all prospective candidates are aware of the responsibilities of the office for which the candidate is nominated.
- E. The nominating committee shall also present candidates for all open elective offices.
- F. The names of at least two (2) candidates shall be submitted to each open office or board seat when possible. There is no maximum to the number of candidates that can be submitted for an elected position.
- G. The names of all nominated candidates for open board seats shall be presented at the April general meeting at which time the elections will be held. Nominations from the floor by the Booster Club Members shall also be accepted at this time.
- H. The election shall be administered by the nominating committee and the vote shall be by secret ballot. The nominees who receive the highest number of votes shall be declared elected. In the event of a tie, a revote of that office position, by the Executive Board and by secret ballot, will take place at the same meeting.
- I. After the installation of the new officers, the ballots may be destroyed pending recording by the outgoing secretary and with the approval of those members in attendance via a motion carried successfully by a voice vote.
- J. The results of the elections are final and the newly elected officers will take office responsibilities as of July 1.

Section 2. Terms of Office Endearment

- A. All elected officers must become members of the Booster Club for the new school year.
- B. Membership dues are to be paid by July 15 of the elected school year.
- C. Each elected officer position is 1 calendar school year.
- D. No one person may hold the same elected office position for more than a total of three (3) consecutive calendar school years.

Section 3. Vacancies

- A. If a vacancy occurs in the Presidency the Vice President shall assume the duties of the office. If unable to act in that capacity the Secretary shall assume the duties.
- B. Vacancies of any office except President between elections shall be appointed by the President with confirmation by a majority vote of the membership present at the next general meeting. That appointee will serve out the remainder of the calendar year until the next general election.

Section 4. General Duties, Responsibilities, and Limitations of Officers

President

- Shall preside at all general membership meetings
- Shall appoint and advise any committee heads to perform necessary functions
- Appoints Committee Members to applicable activities
- Shall act as a representative of the organization to outside persons or other organized bodies whenever required (i.e. WHS Athletic Director and coaches, Principal, District staff, etc.)
- Is empowered to authorize expenditures up to an amount of \$100 outside of the approved budget without a membership vote
- Shall work closely with the treasurer to write checks as well as deposit money and keep a current accounting of monies in each team budget account and each team fundraiser account
- Will appoint a nominating committee that will present the names of possible candidates for Executive Board positions
- Any officer with a year of experience on the board may run for President the following year provided the guidelines in Section 2 Terms of Endearment are met. It is not assumed that the position of Vice President would automatically become President.

Vice President

- Shall assist the President in all duties with a focus on special projects requested by the President
- Shall preside during the absence of the President
- Shall lead the Nominating Committee
- Shall guide the Membership Committee
- Shall assist with directing communication to the board and members

- Shall create sponsorship packets to be distributed to previous and new potential sponsors, to include banners, scoreboards, indoor score table, and other sponsor opportunities

Director of Membership

- Shall be responsible for organizing and coordinating the ongoing membership drive
- Shall be responsible for creating a proposed membership form and pricing to be voted on by the Booster Club elected officers
- Shall coordinate with the Athletic Director and Executive Board on membership levels and incentives offered (i.e. tickets, merchandise, parking passes, etc. and the costs associated
- Shall help produce the Membership Flyers and Coordinate the posting on the website, distribution to coaches and team representatives via all necessary means (i.e. email, team meetings, events of competition, etc)
- Shall retain the record of membership applications and the official membership list
- Shall work with the Secretary to ensure member contact information is updated so that the Secretary can make proper member notifications

Director of Events

- Shall form a committee, if necessary, to oversee and organize an event for each sport cycle (i.e. Fall, Winter, Spring) to be approved by the membership
- Shall work with the President & Treasurer to present a budget to be approved by the membership for each approved event

Secretary

- Shall be responsible for the administration, compliance, and application of parliamentary procedures as they apply to the Constitution and Bylaws of the Booster Club
- Shall plan, direct, and assist the President as needed in oral and written communication with the Wando High School officials and coaches
- Shall take meeting minutes for all Booster Club meetings. If unable to attend a meeting, make appropriate arrangements for another officer to take meeting minutes
- Shall provide Meeting Minutes for the officers within 14 days of the meeting, as well as ensure timely distribution to the membership as stated in Article IV: Meetings Section 5.
- Shall make minutes available to the general membership
- Shall work with the nominating committee to ensure an official record of the annual board election

Treasurer

- Shall supervise all aspects of the Booster Club finances per Article III of the Bylaws
- Work closely with all Head Coaches so that every expenditure is substantiated by a request from the Athletic Director, a written receipt, a bill, and/or a request for payment properly approved by the Athletic Director

- Provide a clear and concise monthly financial summary report to be read at each General Meeting to include but not limited to any variance (positive or negative) to the approved budget
- Shall file taxes within the appropriate government organizations
- Shall provide a bi-weekly Executive financial report to the Executive Board, to include the financial summary, bank account balances, credit card balances, accounting software balances, uncleared transaction report, Y-T-D transaction report, current income statement, and balance sheet
- Shall file the proper paperwork to ensure that the Booster Club continues to be a nonprofit organization and is in compliance with the laws of South Carolina and the United States Treasury
- Shall file the proper paperwork to ensure that the Booster Club's Raffle registration is kept current if the Executive Board deems it necessary for the year
- Shall initiate a fiscal financial budget to be approved by the Executive Board and then be presented for approval by the membership in the May general meeting
- Shall ensure all money is handled according to School District guidelines and policy
- Provide monthly bank statements and report to the athletic director and school principal

Bylaws Article III: Team Representatives

Section 1. Qualifications.

- A. Each Team Representative will be appointed by the head coach of a team to serve as the representative to the WASBC specific to that team.
- B. A Team Representative must be a WASBC member in good standing.
- C. A Team Representative can only represent one team.
- D. There are no term limits for Team Representatives.

Section 2. Duties.

- A. Shall disseminate info from the general membership meeting to the team coach, parents, and athletes.
- B. Must attend all WASBC general membership meetings, or designate a replacement in the event of absence.
- C. Ensure that individuals providing volunteer services such as concessions or fundraising for their specific teams do so in compliance with guidelines, rules, and regulations of the WASBC.
- D. Develop a framework of responsibility to ensure that adequate parent and volunteer staffing is present for concessions, merchandise sales, fundraising, or other needed activity at the specific team's athletic events if applicable.
- E. Organize parents and volunteers of the specific team for fundraising.
- F. Communicate with the specific team's coach regarding team meals.
- G. Serve as a contact person for the specific team to the WASBC Executive Board.
- H. Have a willingness to serve on WASBC committees if needed.
- I. May call regular meetings of the parents and supporters of the specific team. Coaches may be present at these meetings.

Bylaws Article IV: Budgets and Finances

Section 1. All proposed budgets must be approved for content by the Executive Board prior to submission to the Membership for final voting approval. In the event total expenses must exceed the approved budget it must be revised to obtain additional funds by presentation of an addendum which must be approved by both the Executive Board and the Membership.

Section 2. After the Executive Board's approval (prior to the May general meeting) the proposed budget for the coming year shall be presented at the May meeting each year, and voted on for final approval. There must be a 2/3 majority vote of those members present, for the budget to be adopted for the coming school year.

Section 3. The budget should consist of breakdowns between income and expenses. Expenses directly associated with athletic teams should be broken down between Team Grants and Special Projects, if either or both are to be funded in the coming year.

- A. **Team Grant:** The Booster Club has the authority to award each athletic team a Team Grant. A Team Grant can only be used by the team/coach for expenditures associated with tournament entry fees, team equipment, team uniforms, or team apparel. Any unused funds from a Team Grant will not carry over to the following school year.
- B. **Special Projects:** All requests from the WHS coaching staff for the Booster Club to fund for a Special Project must be in writing using the approved Booster Club form. It must then be approved by the Athletic Director for consideration by the Booster Club.
- C. The Athletic Director shall present at the April meeting, a proposed budget to the membership of Special Projects the WHS coaching staff would like the Booster Club to support for the coming year. These requests shall not be edited by the Athletic Director, however, they shall be designated as approved or disapproved by the Athletic Director and listed in priority order.
- D. Each Booster Club Director shall present a proposed budget at the April meeting to the Executive Board.
- E. During the April meeting the Booster Club shall make recommendations of Team Grants and Special Projects to fund for the upcoming school year.

Section 4. Checks and Expenditures.

- A. The Executive Board shall adopt an expenditures policy to be reviewed each year outlining the guidelines for requests for funding and/or reimbursement and payment of the WASBC's expenses.
- B. The expenditures policy may require pre-approval of the Athletic Director and/or WASBC President of requests exceeding a certain dollar amount and delineation of those having check signing authority.
- C. Only the WASBC Treasurer, upon approval of the Executive Board, shall be authorized to disburse funds.

- D. Neither the Treasurer nor any of the other Officers or designees to sign checks shall be related.
- E. The signing of blank checks is prohibited.
- F. All expenditures shall be consistent with the expenditures policy and based on actual fund availability.
- G. All expenditures shall be consistent with the purposes and objectives of the WASBC.

Section 5. Contracts and Other Financial Agreements. All contracts and other financial agreements require the prior approval of the Executive Board and must be signed by the President.

Section 6. Teams.

- A. Funds raised by and/or allocated to specific sports teams, although deposited in the WASBC account, shall be tracked as “team funds” for each sports team and will be earmarked to their individual teams as such.
- B. Expenditures from the team funds do not require Executive Board approval but may be expended on behalf of the team at the discretion of the coach with the approval of the athletic director.

Section 7. Advertised Funds.

- A. Funds raised by the WASBC that have a specific advertised purpose such as a capital project, shall be deposited and separately tracked in the WASBC account to ensure that it is disbursed for the advertised project.
- B. No vote is required by the general membership unless the advertised purpose of the project has been altered or changed since the project’s inception.

Section 8. Budget.

- A. After receiving requests and recommendations through discussions with coaches and Team Representatives, the Athletic Director will bring a proposed budget for the upcoming fiscal year for all sports teams to the June Executive Board Meeting.
- B. It is the Athletic Director’s responsibility to recognize, represent, and communicate all Title IX considerations in the proposed budget.
- C. The President may appoint a Budget Committee to further evaluate the proposed budget and make recommendations to the Executive Board.
- D. After any necessary adjustments to the proposed Athletic Director’s budget and considerations for any upcoming WASBC events including capital projects, the Executive Board shall approve the annual WASBC budget at the July Executive Board meeting.
- E. The WASBC budget shall be presented and approved at the next scheduled general membership meeting.

Section 9. Financial Review When Office Vacated. In the event any Officer with financial responsibility, including but not limited to any Officer with check signing authorization, leaves office before the end of his/her term and/or before the end of the fiscal year, the Financial

Review Committee shall conduct a review of the Wando All Sports Booster Club's financial records within thirty days of such vacation.

Section 10. The Booster Club's financial records must be audited once per year by an independent accounting agency. The results of the audit must be shared at the next general meeting; follow the issuance of the audit report by the independent accounting agency.

Section 11. A financial statement should be made available to the Wando High School Athletic Director and/or Principal upon request.

Section 12. Any variations in the amount of the total annual budget from one year to the next should be examined by the Executive Board.

Bylaws Article V: Grievances and Appeals

Section 1. Grievances shall be filed in writing and submitted to the Secretary who shall promptly notify the Executive Board to place it in the following months docket if it remains unresolved with the individual prior to that time. The President shall appoint a Grievance Board to act as the judicial board in resolving the grievance issue. The Grievance Board shall consist of five (5) people; one (1) School Administrator, one (1) Executive Board member, three (3) General Members. It should then render its decision at the Executive Board Meeting. Note: The grievance decision does not require a vote of the general membership and should not be open for public debate unless the grievance submitter has followed the steps outlined in the following two (2) sections.

Section 2. An Appeal of the Grievance Board decision on a grievance may be made if it is felt that the decision was unjust. However, this individual(s) must appeal in writing within seven (7) days after the decision of the Executive Board. It must also carry the petitioned signatures of at least 25% of the membership. The Executive Board will be requested to meet at the earliest possible time to render a final decision on the matter.

Section 3. In view of the possible sensitivity of a particular grievance's content, dissemination of such information will be left to the discretion of the Grievance Board. All grievances and appeal meetings will be closed unless otherwise specified by the Grievance Board conducting said grievance or appeal meeting.

Bylaws Article VI: Assets

Section 1. Equipment

No sale of Booster Club equipment will be made by anyone without the approval of the Executive Board.

Section 2. Supplies

Any supplies or other articles purchased by the Booster Club shall be used for the express purpose of the Booster Club and shall remain the property of the Booster Club.

Section 3. Purchases

All purchases in excess of the Approved Budget must be approved and voted on by the Membership.

Bylaws Article VII: Amending Bylaws

Section 1. Amendment Procedures

An amendment(s) to the Bylaws may be proposed in writing by any member. Such a proposal shall be submitted to the Vice President for preliminary review. It will then be sent to an appointed Bylaw Committee for study, refinement and recommendation. If the proposed amendment meets these requirements there must be a reading or posting of the proposed amendment(s) at two (2) consecutive meetings. The first reading is informational, while the second reading will be followed by a vote of the members present at the meeting. Members shall be notified via any practical and available media. There must be a 2/3 majority vote of those members present at the meeting to adopt or ratify changes made to the Constitution or Bylaws.