

Circle Booster Club By-Laws

As approved on January 6th, 2014 and amended through June 14, 2017

Article I – Name

The name of the organization will be Circle Booster Club (“Club”)

Article II – Purpose

This Club will be organized exclusively for charitable, literary, and educational purposes as defined in Section 501(c)(3) of the Internal Revenue Code. (All necessary filings will be done as soon as possible.) The purposes of the Club include:

- To foster, expand, and perpetuate interest in all school–sponsored and extracurricular activities;
- Encourage the spirit of good sportsmanship and fellowship;
- Show student recognition;
- To create a bond between the school personnel, players, and parents to improve and support the extracurricular programs at Circle High School;
- Encourage community involvement;
- Raise funds to purchase tangible Items for organizations under the Club umbrella (“Organizations”). See Exhibit A for a current list of Organizations;
- Provide volunteers for educational and extracurricular activities that will contribute to the public education of the community;
- Engage in other charitable, civic, or educational activities that will contribute to the public education of the community;
- To provide assistance to Organizations, in whatever capacity that is practical, ethical, and within the capabilities of the Club; and
- Exercise other powers conferred by the laws of Kansas on nonprofit corporations.

This Club shall be self-governing, self-supporting, non-commercial, non-sectarian, non-profit and non-partisan, and shall seek neither to direct the administrative activities of the Circle High School/USD 375 nor to control its policies.

No part of the net earnings of the Club shall inure to the benefit of any director of the Club, officer of the Club, or any private individual; and no director, officer and/or private individual shall be entitled to share in the distribution of any of the corporate assets on the dissolution of the Club. No substantial part of the activities of the Club shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Club shall not participate in, or intervene in (including the publication of statements) any political campaign on behalf of any candidate for public office.

The Club shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code and Regulations as they now exist or as they may be amended.

Upon dissolution of the Club or winding up of its affairs, the assets of the Club shall be distributed exclusively to The Circle Foundation, a charitable organization which would then qualify under the provision of Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or as they may be amended.

The Club is organized pursuant to the Kansas Nonprofit Corporation Act and does not contemplate pecuniary gain or profit and its organized for nonprofit purposes which are consistent with provisions of the Section 501(c)(3) of the Internal Revenue Code and Regulations as they now exist or as they may be hereafter amended.

Article III – Membership

Section 1 – Membership

- Any individual or business who subscribes to the objectives and basic policies of the Club may become a member, without regard to race, color, creed, or national origin.
- The Club membership shall be reviewed and established annually by the Club's Board of Directors (Board).
- Each paid membership shall be entitled to one vote at General Meetings.

Section 2 – Qualification

Any person, eighteen (18) years or older, who is not a student at Circle High School and who has the desire to serve and promote the Organizations.

Section 3 – Membership Drive

An annual membership drive shall be conducted as early in the school year as possible, with additional members accepted at any time.

Section 4 – Dues

- Annual dues shall be assessed in such amounts as determined by a 2/3 majority of those board members who are present at the organizational meeting for the upcoming year.
- Dues shall be payable at the time of membership.
- An individual's membership dues allow membership in the Club for the fiscal year.

Article IV – Board of Directors

Section 1 – Qualifications

- The Board shall consist of the Club's Officers and the chairpersons of the Standing Committees.
- Any member in good standing (dues paid) is eligible to serve on the Board;
- No officer shall be married to another officer;
- No officer may be a sibling of another officer;
- No officer may be a coach and/or sponsor of an Organization;

Section 2 – Powers

The Board shall be the governing body of the Club and shall manage, control, and direct the affairs of the property of the Club.

Section 3 – Compensation

No Board member shall receive compensation for any service he or she may render to the Club. Board members may be reimbursed for actual expenses incurred in the performance of their duties.

Section 4 – Officers

There will be four elected officers: President, Vice President, Secretary, and Treasurer.

Section 5 – Term

Each officer will be elected for a term of two (2) years. Initial terms of officer's may vary in length, but will be reelected on a predetermined schedule. The following restrictions on length of service apply:

- No member may be elected to the same officer position (President, Vice President, Secretary, or Treasurer) for more than two consecutive terms;
- At the expiration of the term of office of any officer or member of the Board or special committee member, he/she shall turn over to his/her successor all money, property, papers, records, and books of the club that may be in his/her possession.

Section 6 – Nominations of Officers

- Officers will be nominated from the floor at the March meeting.
- No individual may be nominated for more than one office.
- No individual may self-nominate for an open office.

Section 7 – Election of Officers

- Open office positions shall be elected by ballot at the general business meeting in May on a predetermined schedule as follows:
 - President shall be up for election in odd years starting 2015;
 - Vice President shall be up for reelection in even years starting 2016;
 - Secretary shall be up for reelection in odd years starting 2015;
 - Treasurer shall be up for reelection in even years starting 2016.
- Officers shall be elected by plurality.
- If there is only one nominee for an office, election for that office shall be done by voice vote.
- Only voting results will be announced and posted. Any party wishing to review the actual voting results may do so by making an appointment with the appropriate person/persons.

Section 8 – Vacancies

- The Board shall have the authority to fill vacancies occurring in its own membership between May meetings, but is not required to fill such vacancies unless they cause its membership to fall below seven (7) Board members.
- The Board shall have the authority to fill vacancies of officers, but a vacancy in the office of the President may be filled only by the Vice-President.
- The filling of such vacancies shall last until the next scheduled election for that office.

Section 9 – Removal

Any officer or Board member may be removed from office for failing to perform the duties of his/her office. This provision shall be permissive, not mandatory, and any motion to remove an officer or Board member shall be voted on by the remaining Board members.

Article V – Duties of Officers

Section 1 – President

- Shall call meeting of the incoming officers within thirty (30) days after the election approving standing committee chairpersons and such other business as is necessary.
- The President shall preside at all meetings of the club and at all meetings of the Board.
- Appoint all committee chairpersons and transact such other business as may apply to the office.
- Prepare an agenda prior to the meeting date.
- Call the meeting to order.
- Vote to break ties.
- Set date for the next meeting.
- Regularly meet with designated Circle District and/or Circle High School Administrator/Activities Director regarding Club activities.

Section 2 – Vice President

- Counsel with the President and assist in duties of the Board as needed.
- Perform all duties of the President in the event of their absence.
- Perform administrative functions delegated by the President.
- Help all Board members carry out their duties as needed.

Section 3 – Secretary

- Keep a correct record of the proceedings of all meetings of the Club and of the Board and perform such other duties as may be assigned by the Board.
- Report on any recommendations made by the Board.
- Maintain the records of the minutes, approved bylaws and any standing committee rules, current membership, and committee listing.
- Maintain records of attendance of each member.
- Conduct and report on all correspondence on behalf of the Club.

Section 4 – Treasurer

- Issue a receipt for all monies received and deposit said amounts on a regular basis.
- Present a current financial report to the Board and the general membership within thirty (30) days of the previous month end.
- File current financial reports with the district representative/high school administrator monthly.
- Maintain an accurate and detailed account of all monies received and disbursed.
- Reconcile all bank statements received and resolve any discrepancies with the bank immediately.
- File sales tax reports as required (monthly, quarterly, or annually).
- File annual IRS Form 990 in a timely manner.
- Submit records to audit committee appointed by the Club upon request or at the end of the year.

Section 5 – High School Administrator/Activities Director

- Will be the Administrator through which activities of the Club will be approved.
- Will be sent minutes of all Club meetings.
- Represent the coaches/sponsors and athletes/participants in the Organizations.
- Serve as the liaison between the Booster Club and the Administration.

Article VI – Standing Committees

Section 1 – Definition

Standing Committees are those required to function throughout the year.

Section 2 – Creation

- The Board may create such standing committees as it deems necessary to promote the purposes and to carry on the work of the Club.
- Each committee shall contain as many volunteer members as needed to do an adequate job but should contain at least three (3) members.

Section 3 – Appointment of Chairperson

The chairperson of each standing committee shall be appointment by the president, subject to approval by the Board. Once approved, the Chairperson may choose members of the committee or use those individuals who may sign up at enrollment.

Section 4 – Term of Chairperson

The term of each Chairperson will be one (1) year or until a qualified successor is appointed.

Section 5 – Duties of Chairperson

The chairperson of each standing committee shall:

- Present a Plan of Work to the Board for approval. No committee work shall be undertaken without approval from the Board.
- Prepare a year-end report including procedures and suggestions.
- Deliver to their successor or the President all official materials within fifteen (15) days following the date at which their successors assume their duties.

Section 6 – Standing Committees

The standing committees shall be:

- Community Committee: Membership, Community Communication, and Fundraising
- Technology Committee: Website, Facebook, Twitter, Electronic Payment, and any other electronic media development and maintenance
- Events Committee: Steak Feed, Dinner Theater, 5K Run, Social Events, and any other events under the Club's supervision
- Spirit Committee: Merchandise and Awards (team/individual)

Section 7 – Special Committees

Shall be appointed as needed by the President with the approval of the Board.

Section 8 – Board of Directors

Shall supervise and coordinate the activities of the standing and special committees.

Article VII – Membership Dues

Section 1 – Annual Dues

Club levels and privileges for membership shall be as follows:

- | | |
|---------------------|------------------|
| • \$25 – \$49 | White Level |
| • \$50 - \$99 | Blue Level |
| • \$100 - \$249 | Gold Level |
| • \$250 - \$499 | T-Bird Level |
| • \$500 - \$999 | All League Level |
| • \$1,000 - \$2,499 | All State Level |
| • \$2,500 - \$4,999 | TBD |
| • \$5,000 and above | TBD |

Benefits and privileges will be determined yearly by the Board for each level. The Board also has the right to set a modified fee structure for certain groups such as District staff members.

Membership will be recorded and any benefits will be payable after July 1st of the respective membership year.

Article VIII – Meetings

Section 1 – Meetings

The Board shall set the time and place for all Board and general membership meetings. These general membership meeting dates shall be published in the membership brochure and listed in the school calendar.

Section 2 – Notice

Notice of any special meetings of the Board shall be given at least five (5) days previously thereto by oral or written notice delivered personally or sent by mail, or email to each Board member. Any Board member may waive notice of any meetings, and the attendance of a Board member at any meeting shall constitute a waiver of notice of such meeting.

Section 3 – Quorum

Not less than four (4) Board members shall constitute a quorum to conduct the business of the club outside of regular meetings. If less than a quorum of the Board is present at said meeting, a majority of the Board present may adjourn the meeting from time to time without further notice.

Section 4 – Proxy

No voting by proxy will be allowed.

Section 5 – Meeting Procedure

Roberts Rules of Order shall govern all meetings.

Article IX – Finances

Section 1 – Fiscal Year

The fiscal year shall be from July 1st through June 30th.

Section 2 – Monies

All monies secured by any committee in the Club or any individual on behalf of the Club shall be turned over to the Treasurer for deposit in a timely manner in an account approved by the Board.

Section 3 – Operating Funds

Operating funds shall be maintained in a general fund and an accounting of such funds shall be presented at all meetings.

Section 4 – Distribution of Funds

- All checks drawn on the account shall be signed by the Treasurer of the club and the President or Vice-President.
- All budgeted items do not need to be voted on for approval.
- The Executive Committee shall have the authority to authorize expenditures up to five hundred dollars (\$500) each month that were not approved at the last regular membership meeting from the Club’s funds when it is not feasible to call a special meeting. This shall be done by a majority vote of the Board and can be done by phone, mail, or email. A report of these expenditures shall be given at the next regular meeting.
- The Board shall have the authority to authorize expenditures for merchandise up to one thousand dollars (\$1,000) each month that were not approved at the last regular membership meeting from the Club’s funds when it is not feasible to call a special meeting. This shall be done by majority vote of the Board and can be done by phone, mail, or email. A report of these expenditures shall be given at the next regular meeting.

Article X – Distribution of Funds to Organizations

The Club shall make a semi-annual segregation of funds for distribution to Organizations.

- Total amounts approved for distribution by the general membership shall be segregated twice per year: once for the Fall semester and once for the Spring semester. The funds will be segregated and communicated to Administration in September and January, respectively, or as soon as practical for each semester.
- The funds may only be used for tangible items which will impact more than one year of students. For example, training equipment for an Organization would likely be acceptable while meals or clothing which would be kept by the students after the season would not.
- The CHS Principal and Vice-Principal (“Administration”) shall determine the distribution of segregated funds each semester, subject to the above requirement..
- Administration shall notify the Treasurer of each Administration-approved request and the Treasurer shall effect the transfer of funds as appropriate.
- The Treasurer shall maintain a list of the paid requests each semester and present such to the Board and the general membership at the next scheduled meetings.
- A representative of each Organization receiving Club funds shall provide a verbal presentation, outlining the use of the funds at the next Club general meeting.
- Any unused funds at the end of a semester shall remain segregated and utilized first during the next semester.
- If, at any time, the Club determines that funds are not being used appropriately, the Board shall discuss the matter with Administration to correct it. If an acceptable resolution cannot be attained, the Club may choose to withhold future disbursement of funds until such time an acceptable process may be instituted.

Article XI – Amendments

These bylaws may be amended at any meeting of the Club by the affirmative vote of two-thirds (2/3) of the members present, provided that any proposed change(s) shall be presented for discussion and debate at the previous Board meeting and again at the general Club meeting.

President

Date

Vice President

Date

Secretary

Date

Exhibit A

Organizations

Art Club
Baseball
Basketball (Boys & Girls)
B.E.S.T.
Bowling
Cheerleading
Circle Middle School
Circle Vision
Cross Country (Boys & Girls)
Dance Team
FCCLA
Football
Forensics
Golf (Boys & Girls)
Instrumental Music (All)
National Honor Society
SADD
Scholar's Bowl
Science Club
Skills USA Kansas
Soccer (Boys & Girls)
Softball
Spanish Club
Student Council
Tennis (Boys & Girls)
Theatre Arts
Track (Boys & Girls)
True Blue Yearbook
Vocal Music (All)
Volleyball
Wrestling