

# NAVAJO ATHLETIC BOOSTER CLUB BYLAWS

## ARTICLE I - NAME

The name of this organization shall be the Navajo Athletic Booster Club.

## ARTICLE II - PURPOSE

The Navajo Athletic Booster Club is a not-for-profit association. The purpose of the club is to provide assistance and enlist community support, encourage and advance the athletics programs through financial and team support.

## ARTICLE III – ATHLETIC REPRESENTATION

The clubs Executive Board and the Fund Raising Chairperson will stay in regular contact with all coaches and sponsors to determine needs or equipment requirements. They will then report these needs to the general membership. All activities, events and club members are under the jurisdiction of the Superintendent of Navajo School. Booster club membership must recognize this authority and work within a framework prescribed by the school administration.

## ARTICLE IV – OFFICERS

Section 1: The officers of the club shall be a President, a Vice-President, a Secretary, a Treasurer and a Historian/Reporter.

Section 2:

- A. The President shall preside at all meetings of the organization and the Executive board; shall appoint all special committees; shall be a member ex-officio of all committees except the nomination committee and shall perform all duties usually pertaining to the office; maintain open communications and be the spokesman for the organization with the principal and all coaches, keeping them informed of all booster club activities.
- B. The Vice-President shall act as an aide to the President, performing all duties of that office in the absence of the President; shall be responsible for the purchase of food and beverages for the baseball concession and elementary track meets along with summer basketball camps, when offered, and basketball scrimmages; seek approval from the President on all decisions pertaining to this office.
- C. The Secretary shall record the minutes of all meetings of the organization; have a copy of the bylaws; maintain a membership list; and perform other duties as assigned by the President; seek approval from the President on all decisions pertaining to this office; give a report to the President prior to each monthly meeting.
- D. The Treasurer shall have custody of all the funds of the organization; keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks for one year; shall be responsible for collecting all monies due the organization; depositing monies in an authorized bank account and disbursing funds from the organization as approved by the membership; shall present a financial report to the general membership at monthly meetings; will prepare a budget to be presented to the membership at the August or organizational meeting each year; will sign with the President or Vice-president all checks or contracts in the name of the club; and shall submit all financial records for audit to the auditing committee as needed; shall seek

approval from the President on all decisions pertaining to this office; give a report to the President prior to each monthly meeting.

- E. *The Reporter/Historian* will be responsible for keeping up-to-date information on the history of the association; keeping an accurate and current record book (scrapbook) of the organization's activities; be available as necessary to promote the general welfare of the association; shall seek approval from the President on all decisions pertaining to this office; and give a report to the President prior to each monthly meeting.

Section 3: Officers will be elected from those nominated by the nominating committee or nominated from the floor during the April meeting. Those candidates elected will begin their duties on June 1.

Section 4: Each position shall be open for election on an annual basis.

Section 5: No member shall hold more than one office at a time.

Section 6: Officers will be active, dues paying members of the club, 18 years of age or older.

### **ARTICLE V – MEETINGS**

Section 1: An organizational meeting shall be held in August and regular meetings will be held monthly from September through May at a time and place determined by the club officers to be most convenient and expedient.

Section 2: Special meetings can be called by the President, Executive Board, or upon the written request of 5 members of the club. The purpose of the meeting shall be in the call. Five days notice shall be given to all members prior to the meeting, except in the case of an emergency and then at least 3 days notice shall be given, if possible.

Section 3: An emergency shall be defined as any purpose of event that will take place and must be decided upon and/or voted upon before the next scheduled Booster Club meeting.

Section 4: In the event that any member cannot attend a regularly scheduled meeting their vote can be submitted by proxy in writing, by fax, e-mail, or regular mail to the President or Secretary. Telephone votes will not be accepted unless otherwise stated.

Section 5: In voting situations a qualified quorum will be accomplished if voting members are present at any regularly scheduled meeting or any meeting called as described in Section 2 above. However, in the event that there are fewer than 9 voting members in attendance at any regularly scheduled meeting the Executive Board (President, Vice-President, Secretary, Treasurer and Fund-Raising Chairperson) shall constitute a quorum or if any 3 members of the Executive Board are present along with any club members to also include any qualifying proxy votes received these will constitute a quorum regardless of the number of persons present.

### **ARTICLE VI – MEMBERSHIPS**

Section 1: Memberships are for one school year. A membership drive will be conducted annually. Memberships must be paid by December 31<sup>st</sup> of the current school year with the exception of newly arrived families to the district. Parents of senior athletes whose child plans to apply for a Booster Club scholarship must become a paid voting member by December 31<sup>st</sup> of the child's senior year at Navajo School.

Section 2: Membership (one vote) will be \$10 per person.

Section 3: Business Membership (no vote)

Bronze.....	\$50.00
Silver.....	\$75.00
Gold.....	\$100.00
Platinum.....	\$200.00

Section 4: Active members will be defined as a paid member 18 years or older that participates in three (3) separate club activities within the last six months of the previous school year or the upcoming school year.

#### **ARTICLE VII – SPONSORED EVENTS**

Section 1: The club shall sponsor events in which to raise funds.

Section 2: Funds are to be expended for the support of the athletic programs and recognition of the athletes. The primary goals for the funds raised will be to reimburse senior athletes for their letter jackets, to provide up to 4 scholarships of a specified amount, to hold an Athletic Banquet where senior athletes, managers, and coaches' meals will be paid for by the club, and to assist other athletic programs in the district.

#### **ARTICLE VII – COMMITTEES**

Section 1: An auditing committee of three members shall be appointed by the President at the March meeting. The Auditing committee, if possible, should include a previously elected treasurer and a previously elected officer and one member appointed by the President. It shall be the duty of this committee to audit the Treasurer's accounts and to make their report to the general membership at the August meeting. No single member aside from the President shall have unsupervised possession of the Treasurer's records for any amount of time.

Section 2: The Fund-Raising committee shall be recruited by the Fund-Raising Chairperson and shall constitute 3 paid active members of the Athletic Booster Club and will assist the Fund-Raising Chairperson with his/her duties.

Section 3: The nomination committee shall consist of 3 members elected by the club at the March meeting. It shall be the duty of this committee to nominate candidates for the offices to be voted on at the April meeting.

Section 4: Other committees, standing or special, shall be selected by the general membership at scheduled meetings, as the club from time to time deem necessary to carry on the work of the club. The President shall be an ex-officio member of all committees except the Nominating Committee.

#### **ARTICLE IX – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of the Robert's Rules of Order shall govern the club in all cases to which they are applicable and in which they are not inconsistent with the bylaws and any special rules of order the club may adopt.

## **ARTICLE X – AMENDMENTS**

These bylaws can be amended at any regularly scheduled meeting of the club by a two-thirds vote of the voting members present and eligible proxy votes provided that the amendment change has been submitted in writing at the previous regular meeting.

Submitted by the Executive Board, August 17 2003.

Adopted by the General Membership on September 21, 2003

Revised August 17, 2008

Submitted by the Executive Board, August 17, 2008

Adopted by the General Membership on September 17, 2008