

**BYLAWS of  
RUSSELLVILLE ATHLETIC BOOSTER CLUB INC.  
Approved 09/2017**

**ARTICLE I – PURPOSE**

This organization shall be known as the Russellville Athletic Booster Club. The corporation's purpose is to promote educational, sporting and other related activities for the Russellville Cole R-1 School District. The Russellville Athletic Booster Club promotes and provides community support for Russellville sport programs by providing assistance in the purchasing of sports related equipment, promoting community involvement, fostering good sportsmanship with visiting athletes and schools, and building pride and spirit in our athletic programs.

Through various fundraising efforts, the booster club provides financial support for purposes of promoting athletic programs and activities within the school district for baseball, basketball, cheerleading, cross country, golf, softball, track and volleyball or any other MSHSAA approved sport established by the school district.

**ARTICLE II – OFFICES**

1. The principle office of the corporation in the State of Missouri shall be located in Russellville, Missouri.

**ARTICLE III – MEMBERSHIP**

1. **INDIAN BOOSTER MEMBER** – The Indian Booster members shall be composed of dues-paying parents or legal guardians of children who are currently participating in a MSHSAA sanctioned sport funded by the Russellville Cole R-1 Athletic Department. The Indian Booster members are allowed to vote on all Booster Club decisions. Any general member who fits these criteria may ask to join as an Indian Booster member.
2. If the child of the Indian Booster member graduates during their term they may serve out the remaining time of said term until the annual meeting is held in August. At that time, they are no longer eligible to serve as an Indian Booster member.
3. **GENERAL MEMBER** – General members are dues-paying members who may attend all meetings but are not allowed to vote.
4. **SCHOOL ADMINISTRATORS** – School administrators are encouraged to attend all booster club meetings. The school administration is allowed a total of two votes on all Booster Club decisions. The two votes may be used by the athletic director and one administrator, which include Superintendent, High School Principal, Middle School Principal or Asst. Principal.

**ARTICLE IV – DUES**

1. The cost of annual Indian Booster and General membership dues will be set at the August meeting each year.
2. The membership dues will be effective for the school year - Aug. 1 through July 31.

3. Membership as an Indian Booster entitles the member to one vote at the Russellville Athletic Booster Club meeting.

## **ARTICLE V – MEETINGS**

1. **PLACE OF MEETING** All membership meetings shall be held at such place and time as designated by the Board of Officers.

2. **MEETING ATTENDANCE REQUIREMENTS** - At least two of the four officers must be present to conduct an official meeting. The Indian Booster members must represent the entire athletic organization.

3. **ANNUAL MEETINGS** – The current Board of Officers shall set the annual membership meeting and announced at least two weeks in advance. At the annual meeting, Board of Officers shall be elected to fill vacancies and transact such business as may properly be brought before the meeting. The school's athletic director, in cooperation with the coaches, shall submit a prioritized wish list, including three bids, to the Board of Officers. The Booster Club will then prioritize purchases based on the current financial condition of the organization.

4. **REGULAR MONTHLY MEETINGS** – The Board of Officers may schedule monthly meetings, as necessary, at the previous month's meeting and shall be posted on the school's calendar of events.

5. **SPECIAL MEETINGS** -- Special membership meetings may be held for any purpose or purposes and may be called by the Board of Officers, or at the request of 10 percent of the members. Business transacted at special meetings shall be confined to the purposes stated in the notice of such meeting.

5. **VOTING RIGHTS** - The Indian Booster members shall be entitled to one vote on all matters requiring a vote of the members as specified by law and these bylaws, with one vote per member. The Indian Booster members present at the meetings will represent the entire athletic organization. All voting will be based on simple majorities. General members may participate in the discussion and make motions; however, general members are not allowed to vote on all matters requiring a vote of the members as specified by law and these bylaws. The school administration is allowed a total of two votes on all Booster Club decisions. The two votes may be used by the athletic director and one administrator, which include Superintendent, High School Principal, Middle School Principal or Asst. Principal.

6. **CONSENT OF MEMBERS IN LIEU OF MEETING** Any action required to be taken at a membership meeting may be taken without a meeting if the consent in writing, setting forth the action so taken, shall be signed by all officers. The Secretary shall file such consents with the minutes of the membership meetings. Any financial purchases approved by the officers are limited to a \$1,000 maximum. Purchases extending this amount will be discussed and voted during a booster club meeting.

7. **MEETING NOTICES** – The Secretary for the Board of Officers shall coordinate the posting of the meeting notices with the School District. Meeting dates shall be posted on the school's calendar, the Russellville Athletic Booster Club website, distributed through the school's text messaging and any other social media outlets as necessary.



8. **PRESIDING OFFICIALS** The Board of Officers' President or Vice-President shall preside over the annual, monthly or special meetings held by the Russellville Athletic Booster Club.

9. **AGENDA** The President shall conduct all regular monthly meetings in the following agenda:

- a. Call to Order.
- b. Secretary Reading of the Minutes – ask if corrections or additions are needed. Approval of the minutes.
- c. Reports - Treasurer report for informational only. Approval of Treasurer's report. Superintendent report; Principal report; Athletic Director report; special committees report.
- d. Unfinished Business.
- e. New Business.
- f. Announcements.
- g. Adjournment.

## **ARTICLE VI – OFFICERS AND COMMITTEES**

1. The officers of the corporation shall include president, vice president, secretary and treasurer, each of whom shall be elected by the Indian Booster members. Such other officers and assistant officers as may be deemed necessary may be elected or appointed by the officers.

2. **ELECTION AND TERM OFFICE** The officers of the corporation shall be elected by the Indian Booster members and shall continue to hold office for two-year terms, even year votes will elect: President and Treasurer and odd year votes will elect vice-president and Secretary, these elected officers shall maintain a two year term or until such time as his/her resignation, death, or removal by the board of directors. The Indian Booster members shall have the right to elect officers as vacancies occur. The Board of Officers shall nominate candidates for vacant officer positions and submit the candidates to the Indian Booster members for approval.

3. **REMOVAL** Any officer may be removed by the remaining officers or the Indian Booster members whenever in their judgment the best interests of the corporation would be served thereby, such removal shall be without prejudice to the contract rights, if any, of the person so removed.

4. **PRESIDENT** The president shall be the principal executive officer of the corporation and, subject to the control of the directors, shall in general supervise and control all of the business and affairs of the corporation. He/she shall, when present, preside at all meetings of the directors. He/she may sign, with the secretary or any other proper officer of the corporation thereunto authorized by the directors, any deeds, mortgages, bonds, contracts, or other instruments which the directors have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the directors or by these bylaws to some other officer or agent of the corporation, or shall be required by law to be otherwise signed or executed; and in general shall perform all duties incident of the office of president and such other duties as may be prescribed by the directors from time to time.

5. **VICE-PRESIDENT** In the absence of the president or in event of her death, inability or refusal to act, the vice-president shall perform the duties of the president, and when so acting, shall have all the powers of and subject to all the restrictions upon the president. The vice-president shall perform such other duties as from time to time may be assigned to him by the president or by the directors.

6. **SECRETARY** The secretary shall keep the minutes of the directors' meetings in one or more books provided for that purpose, see that all notices are duly given in accordance with the provisions of these bylaws or as required, be custodian of the corporate records and of the seal of the corporation, and in general perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to him/her by the president or by the directors.

7. **TREASURER** If required by the directors, the treasurer shall give a bond for the faithful discharge of his/her duties in such sum and with such surety or sureties as the directors shall determine. He/she shall have charge and custody of and be responsible for all funds and securities of the corporation; receive and give receipts for moneys due and payable to the corporation from any source whatsoever, and deposits all such monies. In the name of the corporation in such banks, trust companies or other depositories as shall be selected in accordance with these bylaws and in general perform all of the duties incident to the office of treasurer and such other duties as from time to time may be assigned to him or the president or by the directors.

8. **SPECIAL COMMITTEES** The board, by resolution, may designate from among its members various ad hoc committees to serve a specific function. People who are not members of the board of directors may also be invited to serve on such committee as created and shall serve at the pleasure of the board.

## **ARTICLE VII – GUIDELINES AND PURCHASES**

1. **PATCHES** The Athletic Director will consolidate patches when possible. The Booster Club will continue to purchase patches in recognition of the athlete's accomplishments. All-state patches will remain as individual patches. Athletes or their parents may purchase additional individual patches. Athletes or parents must notify the athletic director if they wish to make additional purchases.

2. **UNIFORMS:** The Booster Club's will pay 50% of school uniform costs, splitting the total cost with the School

3. **CAMPS** The Booster Club does not provide financial support for individual and team camps. It is up to the individual athlete or the team through a fundraiser to pay for the cost of summer camps.

4. **PURCHASES** If the Booster Club is paying for the entire purchase, then the Booster Club will process the payment. If the School District and the Booster Club are sharing the cost of the purchase then the school will make the payment to the vendor and the Booster Club will reimburse the school the agreed payment.

5. **INDIAN ASSISTANCE FUND:** The Booster Club will assist in athlete in the purchase of needed items to participate in an athletic activity. Athlete and Parent



must submit a formal request to the booster club for a request for equipment/warm-up items if unaffordable for the family for the athlete to be able to participate in athletic competition. Arrangement can be made for extra work detail in order to support the booster club in earning funds to be able to maintain the assistance program, based on available funds.

## **ARTICLE VIII – REVISIONS AND CHANGES**

**1. MEMBERS APPROVAL RIGHTS** The Indian Booster members reserve the right and authority to approve the following actions, if previously approved by the Board of the Officers, and no such action shall be valid or authorized unless approved by the Indian Booster members:

- a. adoption, amendment or restatement of the Articles of Incorporation of the Corporation;
- b. adoption, amendment or restatement of the Bylaws of the Corporation;
- c. issuance of debt, except, capital and operating leases of equipment which are executed in the ordinary course of business and are consistent with approved annual operating budgets;
- d. change in the Corporation's name;
- e. sale, lease, mortgage, disposition, transfer or encumbrance of all or substantially all of the real property or assets of the Corporation;
- f. merger, consolidation, corporate reorganization, or affiliation of the Corporation with any other entity;
- g. dissolution or liquidation of the Corporation;

## **ARTICLE IX- CONTRACTS, LOANS, CHECKS AND DEPOSITS**

**1. CONTRACTS** The officers may enter into a contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances.

**2. LOANS** No loans shall be contracted on behalf of the corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the officers. Such authority may be general or confined to specific instances.

**3. CHECKS, DRAFTS, ETC.** All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent or agents of the corporation and in such manner shall from time to time be determined by resolution of the directors.

**4. DEPOSITS** All funds of the corporation not otherwise employed shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the directors.