

# **BY-LAWS OF THE ORHS Wildcat Football Boosters Club**

## **I. NAME OF ORGANIZATION**

- a. The name of this association shall be the **WILDCAT FOOTBALL BOOSTERS CLUB**.

## **II. NATURE OF ORGANIZATION**

- a. The **WILDCAT FOOTBALL BOOSTERS CLUB** is an incorporated, non-profit Association under the Tennessee Nonprofit Corporation Act. A copy of the Charter is attached as Exhibit "A."
- b. In the event of the dissolution of the Association, its assets shall be distributed for one or more of the exempt purposes specified in Section 501(c) (3) of the Internal Revenue Code of 1954, as amended.
- c. The Association shall not, directly or indirectly, participate or intervene in any way, including the publishing or distribution of statements in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote its activities in any attempt to influence legislation.
- d. The name of the Association or the names of any members in their official capacities shall not be used in any connection with a commercial concern, with any partisan interest or for any purpose not appropriately related to promotion or the purposes of the Association.
- e. The organization is organized for charitable, religious, educational, or scientific purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code.
- f. No part of the net earnings of the organization shall inure to the benefits of, or be distributed to its Members, Trustees, Officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of these purposes.
- g. Notwithstanding any other provision of the Articles, the organization shall not carry on any other activities not permitted to be carried on:
  - A. By any organization exempt from Federal Income Tax under Section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future tax code;

or

- B. By any organization, contributions to which are deductible under Section 170(c) (3) of the Internal Revenue Code, or corresponding section of any future Federal tax code.

### III. PURPOSES AND ACTIVITIES

- a. The purposes of the **WILDCAT FOOTBALL BOOSTERS CLUB** are:
  - A. To support and enhance the football athletic program of Oak Ridge High School in cooperation with the school administration, football coaches and the Oak Ridge High School Parent Teacher Association (PTSA);and
  - B. To build goodwill for the school, to motivate and encourage a healthy, competitive spirit among the young men and women who participate in the football athletic program of Oak Ridge High School.
- b. Activities of the **WILDCAT FOOTBALL BOOSTERS CLUB** include, but are not limited to the following:
  - A. Selling tickets at Freshmen and Junior Varsity games and concessions at the athletic activities of Oak Ridge High School.
  - B. Assisting in the management and maintenance of facilities as needed for home football athletic contests;
  - C. Supporting and promoting activities to honor the athletes in the football program;
  - D. Providing support to the football athletic program at the Oak Ridge High School through dues, donations and fundraisers;
  - E. Providing financial support to the football athletic program at the Oak Ridge High School through dues, donations and fundraisers.

### IV. MEMBERSHIP AND DUES

- a. Membership in the **WILDCAT FOOTBALL BOOSTERS CLUB** shall be made available without regard to race, sex, color, religion, creed or national origin.
- b. Membership and participation in the **WILDCAT FOOTBALL BOOSTERS CLUB** is open to persons interested in the Oak Ridge Football Program.

- c. The Club's officers, or the Officers and the Executive Committee shall establish the amount of annual dues each year.
- d. Membership term shall run from August 1<sup>st</sup> to July 31<sup>st</sup> of the following year.
- e. "Members" of the **WILDCAT FOOTBALL BOOSTERS CLUB** as referred to through our By-Laws, are individuals who are in good standing (have membership dues paid in full). Only "members" may vote in elections and on issues before the Club.

## **V. OFFICERS: THEIR DUTIES AND ELECTION**

- a. The Officers and this Association shall be President, Vice-President, Secretary and Treasurer.
- b. The President shall preside at all meetings of the Association and of the Executive Committee; perform other such duties as may be prescribed in the By-Laws or assigned by the Association or the Executive Committee; coordinate the work of the Officers and committees of this Association in order that its purposes and activities shall be promoted; and serve, by virtue of election as President of the Association, as President of the **WILDCAT FOOTBALL BOOSTERS CLUB** of Oak Ridge High School.
- c. The Vice-President shall act as aide to the President and shall perform the duties of the President in the absence of inability of that officer to act.
- d. The Secretary shall record the minutes of all meetings of the Association and the Executive Committee; shall maintain a current copy of the By-Laws; shall maintain a list of current Members; and shall perform other such duties as may be assigned by the President, the Association, or the Executive Committee.
- e. The Treasurer shall have custody of all funds of the Association; shall keep a full accurate account of the receipts and expenditures; shall make disbursements as authorized by the President, the Executive Committee, or the Association. The Treasurer shall be responsible for the maintenance of such books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the Association which shall, at all times, be open to inspection by an authorized representative of the **WILDCAT FOOTBALL BOOSTERS CLUB**.
- f. The Officers will be elected at a meeting (typically February) following the annual dinner banquet to honor athletes who participate in the football, program. A simple majority of the Members present and voting are needed for election of each office. Members voting for Officers must be in good standing with the **WILDCAT FOOTBALL BOOSTERS CLUB** two months prior to the regularly scheduled meeting in which Officers are elected.
- g. Officers shall assume their official duties immediately following the election and shall serve for a term of one year or until their successors are elected.

- h. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority of Members present and voting at the next regular meeting following the announcement of a vacancy at a regular meeting.
- i. Officers are to be elected from the body of "Members", see Section IV, of the **WILDCAT FOOTBALL BOOSTERS CLUB**. Membership dues for all Club Officers are to be paid by commencement of the first football games for the year the office is being held.
- j. Officers are subject to final approval and acceptance by the head football coach.

## **VI. FISCAL YEAR AND BUDGET**

- a. The fiscal year of this association shall run from February to February, in conjunction with Section V, letter g.
- b. The Association shall approve an annual budget prepared by the Officers, or the Officers and the Executive Committee on or before the second Tuesday of April of each year.
- c. The Treasurer shall present regular budget reports during the year. The Treasurer shall make further and additional reports as requested by the President or the Executive Committee.
- d. Expenditures in addition to, or in excess of, the approved budget must be approved by the Office, or the Officers and the Executive Committee and authorized by the Association by a majority vote of members present at a regular meeting provided funds are available.
- e. Monies generated for the Oak Ridge High School Football team as a result of fundraisers, etc., shall be placed in **the WILDCAT FOOTBALL BOOSTERS CLUB** account for access by the Treasurer and President, provided those officers are not related. If related, the Treasurer to be on account with (in the following order):
  - A. President
  - B. Vice-President, unless related
  - C. Secretary, unless related
  - D. A member of the Executive Committee, not related to Treasurer and as decided by majority vote of Officers and Executive Committee.
  - E. Funds requested from those monies, within the approved budget, may be released at their request. For monies over and above the approved budget, see Section VI, letter d. The Treasurer shall ensure funds from this account are monitored.

## **VII. DISBURSEMENT OF FUNDS**

- a. Purchases made with the Booster Club funds shall be made through the use of a Purchase Order (P.O.) System. Purchase Orders are to be issued for approved budget items and approved expenditures per letter D., of Section VI.
- b. Purchase Order approval requires these steps:
  - A. A request for a P.O. shall be made through the **WILDCAT FOOTBALL BOOSTERS CLUB** President or Treasurer.
  - B. The President or Treasurer shall obtain secondary approval from at least one of the Booster Club Officers in the following order:
    - 1. The President or Treasurer (Officer that did not give the initial approval);
    - 2. The Vice-President;
    - 3. The Secretary;
    - 4. An Executive Committee Member.
  - C. Once approval has been granted, a P.O. number shall be issued to the requestor and the purchase can be made. Only items listed on the P.O. can be purchased with the **WILDCAT FOOTBALL BOOSTERS CLUB** funds.
  - D. The **WILDCAT FOOTBALL BOOSTERS CLUB** assumes no liability for purchases made outside the P.O. system as specified above. Items purchased without a P.O. are the responsibility of the purchaser and may or may not be reimbursed. Requests for reimbursement shall be brought to the attention of the Officers, or Officers and the Executive Committee to determine if reimbursement is appropriate. Their decision shall be brought to the **WILDCAT FOOTBALL BOOSTERS CLUB** Membership for a vote at the next regularly scheduled Club meeting.
  - E. The issuing Officer shall inform the requestor of these rules prior to issuing a Purchase Order.

## **VIII. COMMITTEES**

- a. There shall be one standing committee- The Executive Committee.
- b. The Executive Committee will be composed of the elected Officers and two Members of the Association selected by the President. The two Members selected by the President shall serve only during the term of the President by whom they are selected.
- c. The Executive Committee shall meet at least once every calendar quarter prior to the regular meetings of the Association. The duties of the Executive Committee are to:
  - A. Transact necessary business between Association meetings and as may be referred to it;

- B. Create special committees and select committee chairs to be approved by simple majority vote of the members at a regular meeting;
  - C. Report at regular meetings of the Association;
  - D. Approve expenditures within the limits of the approved budget or authority granted by the Association.
- d. A quorum of three (3) Officers and/or Executive Committee Members is required for the transaction of business at Executive Committee Meetings.
  - e. Committee chairs will select committee members once elected.
  - f. Committee chair terms will follow the election cycle of the Officers, and must be re-elected every year.

## **IX. MEETINGS**

- a. The **WILDCAT FOOTBALL BOOSTERS CLUB** will meet a minimum of ten times per year, typically monthly, throughout the calendar year. Specific meeting times and dates will be chosen by the Executive Committee and presented to the Members. Meeting dates, times and place will be communicated through Booster Club meeting minutes, email or use of a phone. If the regular meeting time or place must be changed, every effort will be made to contact Members to notify of changes as soon as changes are made. Additional meetings of the membership-at-large may be called as needed
- b. A quorum of five (5) Members is required for the transaction of business at a meeting of the Association.
- c. All meetings shall be open to the public, media or other interested persons.
- d. The revised Roberts Rules of Order shall govern procedure at regular meetings of the Association.

## **X. GRIEVANCE POLICY**

- a. In the unforeseen and very unfortunate circumstances in which a member conducts themselves in such a manner that is detrimental to the basic principles of the **WILDCAT FOOTBALL BOOSTERS CLUB**, the ORHS Football Program and/or PTSA (see Section III, Purposes and Activities); a complaint shall be submitted in writing, by the complaining individual/individuals.
- b. The Member in question will be given the opportunity to discuss with the Members present at a regularly scheduled meeting, their questioned actions. The individual/individuals will be

invited by USPS, Certified Mail to attend the meeting where the specific questionable actions will be discussed. At the conclusion of the discussion, a vote will be conducted regarding the continuation or discontinuation of the membership of the individual/individuals in question.

- c. The outcome regarding continuation or discontinuation of membership of the individual/individuals in question will be decided by a 2/3 majority vote of Members present in a closed ballot.
  - A. Continuation: Without prejudice- The matter will be considered resolved. With prejudice- The matter will be considered resolved pending no further occurrence of conduct that is not conducive to the foundation of the **WILDCAT FOOTBALL BOOSTERS CLUB** by the individual/individuals.
  - B. Discontinuation: The membership monies will be refunded in full. Membership of the individual/individuals will be notified by USPS, Certified Mail regarding the outcome of the discussion/vote.
- d. In the circumstance that the complained individual/individuals are not present at the meeting, discussion and vote will take place in their absentia. The individual/individuals will be notified by USPS, Certified Mail regarding the outcome of discussion/vote.
- e. The complaint, copy of the letters sent, minutes of the meeting, and outcome of the vote will become part of the **WILDCAT FOOTBALL BOOSTERS CLUB** records.

## **XI. AMENDMENTS**

- a. These By-Laws may be amended at any regular meeting of the Association by a majority vote of the Members present and voting provided that notice of the proposed amendment shall have been given at the immediate preceding regular meeting.

## **XII. BY-LAWS REVIEW**

- a. The Officers and the Executive Committee shall review these By-Laws to ensure all portions are current at the beginning of each fiscal year.

**These By-Laws to be presented at the WILDCAT FOOTBALL BOOSTERS CLUB meeting on July 18th, 2017..**