



CHEROKEE  
HIGH  
SCHOOL

## BOOSTER CLUB BY-LAWS

Principal: Todd Miller

Athletic Director: Jeremy Adams

These by-laws were amended on July 29, 2015, in collaboration with the Cherokee High School administration and head coaches. Any changes to these by-laws must be submitted to the athletic director for approval.

# **Cherokee High School Athletics By-Laws**

## **I. Objective**

Cherokee High School Booster Clubs were created to support the players and coaches of every athletic team at Cherokee High School. The Head Coach will assume the responsibility of making sure that his/her program stay within the guidelines outlined in the Cherokee County Athletic Handbook.

## **II. Membership**

Section 1        Any person who is interested in the objectives of the organization shall be eligible for membership.

Section 2        Booster Club general membership dues shall be determined annually by the Executive Committee. Dues may vary from sport to sport depending on program needs and cost of operation. In the event of a hardship, the Executive Committee has the right to waive any and all Booster Club dues.

## **III. Officers and Duties**

Section 1        Each booster club must consist of at least a president, vice-president, secretary, and treasurer. Any exception to this must be submitted in writing to the Athletic Director for approval.

The position of President and Treasurer will be selected by the head coach.

The Vice-President and Secretary will be elected by members of the booster club.

If a sport wishes to add positions to the Booster Club, such as concession director or fundraising director, written approval must be received from the Athletic Director.

All positions will be annually for a term of one year.

- Section 2 The Executive Committee shall consist of the Head Coach, President, Vice President, Treasurer and Secretary. All other positions of the organization will not be recognized as the “Executive Committee.”
- Section 3 Booster club members, provided consent of the nominees has been secured, shall make nominations of the officers from the floor. Only members of the Booster Club are permitted to nominate or accept any position on the Booster Club.
- Section 4 Booster club members shall vote for the following positions; vice-president, and secretary. The head coach(es) will solely be responsible for appointing the position of president and treasurer. If no one will assume the responsibility of the position of president then the head coach will preside as the President of the organization.
- Section 5 Elections should be held at either the first booster meeting of the year or the final booster club meeting of the preceding year.
- Section 6 A quorum (3/4ths) of the Executive Committee shall have the authority to transact business between meetings.
- Section 7 The Head Coach has the right at any time to replace a member of the Executive Committee, including the president, he/she feels is detrimental to the success of the program with the agreement of the Principal and Athletic Director.

#### **IV. Duties of Officers**

- Section 1 The President shall preside at all meetings of the organization and the Executive Committee, appoint special committees, report on any matters that may be of importance to the organization and serve as a member of all committees.
- Section 2 The Vice-President(s) shall act as an aid to the President and shall perform duties of the President in their absence.
- Section 3 The Treasurer shall receive all funds of the organization, keep accurate record of receipt and expenditures, and make disbursements in accordance with the approved budget as authorized by the organization.

The Treasurer shall submit a proposed fundraiser schedule and an itemized accounting of financial activity at the beginning and end of each season to the Head Coach, Principal, and Athletic Director.

The Treasurer shall report on the financial status of the organization when requested at meetings of the general membership by a member of the Executive Committee.

The Treasurer will also submit the following documents each year to the Head Coach, Principal, and Athletic Director: (1) a proposed annual budget for the year, (2) submit monthly bank statements and (3) a final annual financial report.

Section 4 The Secretary shall record, report, and maintain minutes of all meetings of the general membership and provide copies to all members of the Executive Committee. The Secretary shall perform other related duties as delegated.

## **V. Meetings & Communication**

Section 1 Meetings shall be conducted at Cherokee High School unless otherwise notified.

Section 2 The organization will hold monthly meetings during the period the activity is in season or as deemed necessary by the organization or the executive committee.

Section 3 Email communications to the booster club executive committee and booster club members will include the Principal and Athletic Director.

Section 4 Meetings are open to all, but only dues-paying members are entitled to vote.

## **VI. Amendments**

Section 1 The constitution and by-laws may be amended at any regular meeting of the organization by a majority vote of members present, provided the proposed amendment was submitted in writing at a previous regular meeting.

The head coach(es) have the final say in any changes of the constitution or by-laws. Any change in the by-laws must have final approval by the Principal and Athletic Director.

## By-Laws

- I. Special committees may be appointed for specific purposes at any time and may be discharged upon completion of the objective.
- II. No activity, program or policy of this booster organization shall be employed to influence or control the athletic coaches or extracurricular sponsors for the Cherokee High School activities.
- III. Any request for monies from the organization must first be cleared with the head coaches.
- IV. The booster organization must adhere to the following Cherokee County Board of Education guidelines as outlines in the Athletic Handbook.
  1. Booster club exists only to support the school and its program.
  2. The core year's budget should be developed by the head coach, reviewed by the executive committee then passed by a majority vote, at either the last regular meeting the preceding year or the first regular meeting of the current year.
  3. Any non-budgeted/ misc. expenses under \$200.00 can be purchased with the approval of the treasurer and one more member of the executive committee.
  4. Any expenses over \$200.00 must be approved by the executive committee.
  5. All fundraisers and projects to be conducted by the booster club must have prior written approval of the principal or designee.
  6. All gifts or donations given to the booster club become property of Cherokee High School.
  7. The Principal and Athletic Director shall receive a copy of the year's financial report after completion of the season/banquet.
  8. The Principal can invite the Office of Financial Management to review the financial status of a booster club when necessary.
- V. The head coach is ultimately responsible for the booster club of his sport.