

## **By-Laws of Leigh Sports Boosters Club**

### **1. ARTICLE I – NAME**

- 1.1. This organization shall be known as the Leigh Sports Boosters Club (the “Club”)

### **2. ARTICLE II – PURPOSE**

- 2.1. To promote school spirit among students, parents, faculty, coaches, and the community.
- 2.2. To encourage participation in the Club to aid and assist in the development and enhancement of all athletic teams at Leigh High School (“LHS”).
- 2.3. To acquire by purchase, gift, devise, bequest, exchange, promotion, and other fund raising activities, such funds and other personal property as may be necessary and useful in improving LHS athletic programs and facilities.
- 2.4. All of the above to be done in cooperation with the School Administration.

### **3. ARTICLE III – MEMBERSHIP**

- 3.1. Membership in the Leigh Sports Boosters Club shall be open to any adult who genuinely is interested in our purpose.
- 3.2. The privilege of holding office, making motions and voting shall be restricted to members of the organization. Members need to have attended a minimum of one meeting during the current school year prior to having voting privileges. If it is the first meeting of the school year, a current member will have voting privileges for this meeting, if they attended a minimum of one meeting the prior school year
- 3.3. A sports representative will be appointed by the coach of each team. The sports Rep will act as a liaison between Leigh Sports Boosters Club and the coach. This sports Rep should attend the Leigh Sports Boosters Club meetings during their sports season. If he or she cannot attend a meeting, a substitute should attend in his or her place.

### **4. ARTICLE IV – GOVERNING BOARD**

- 4.1. The officers of this organization shall be: President(s), Vice-President(s), Secretary(s), and Treasurer(s).
- 4.2. All officers of this organization shall be elected annually by the general membership. Elections shall be held in the spring and the term of office shall be July 1- June 30.
- 4.3. The Governing Board shall consist of the elected officers.

- 4.4. Advisors to the Board, without voting rights, shall be the school Principal and the Athletic Director(s), coaches, or their designated representatives.
- 4.5. Any club member may make a nomination for the next slate of candidates for election to office.
- 4.6. All elected officers shall serve for at least one year and may not hold the same office for more than two consecutive years unless voted on and approved by the membership.

**5. ARTICLE V – FINANCE**

- 5.1. The fiscal year runs from July 1 to June 30.
- 5.2. Budget
  - 5.2.1. The proposed annual budget will be presented and voted on at the first meeting of the school year. A two-thirds majority is required to approve the budget.
  - 5.2.2. Budget amendments may be approved at any meeting with a two-thirds majority vote.
- 5.3. Funding Requests
  - 5.3.1. Any team requesting funds is strongly encouraged to fundraise in the current school year prior to requesting funds from Sports Boosters. Team uniforms are excluded from this requirement.
  - 5.3.2. All funding requests for specific and non-specific sports are required in writing. Requests should be submitted to the Treasurer at least two days prior to a meeting for review and approval at the meeting. Funding request forms are available on the Leigh Sports Boosters website.
  - 5.3.3. It is preferred that a member of the coaching staff present the funding request and respond to membership questions in person at a monthly meeting. If the coaching staff is unavailable, the Athletic Director may present on their behalf.
  - 5.3.4. Funding will be provided based upon priority and as voted upon by a two-thirds majority by the members present at the regularly scheduled monthly meetings.
- 5.4. Cash Receipts
  - 5.4.1. A Deposit Form must accompany all deposits. Current forms shall be made available on the Leigh Sports Boosters website.
  - 5.4.2. All cash collected by any committee or fundraising chair must be counted by at least two members and each must sign the Deposit Form.

5.4.3. The committee or fundraising chair shall make arrangements prior to the event to provide the funds to the Treasurer for deposit immediately following the event. If that is not possible, the funds must be held in a secure location until they can be given to the Treasurer. The committee or fundraising chair should retain a copy of the completed Deposit Form.

5.5. Disbursements

5.5.1. All requests for payment/reimbursement must be made using a Check Request Form. Current forms shall be available on the Leigh Sports Boosters website. Requests must be substantiated by adequate original documentation such as an invoice or a purchase order and proof of delivery.

5.5.2. Disbursements shall be paid only using bank checks signed by two of the four following officers - President, Vice President, Treasurer, and Secretary.

5.5.3. Checks that are payable to an officer shall not carry the signature of that officer.

5.5.4. The Treasurer has the authority to distribute funds in excess of an approved expenditure to a maximum of 10% of the budgeted item or \$100, whichever is less. Overages, in excess of this amount, must be presented for approval at a general meeting.

5.5.5. The incoming Governing Board is committed to unpaid authorized expenditures incurred by the outgoing Governing Board.

5.6. Taxes

5.6.1. In preparation for the tax filing deadline of November 15th each year, the Treasurer should engage the tax accountant at the beginning of August.

5.6.2. If an Officer's signature is required on a reporting tax document, either the President or Treasurer may sign on behalf of the organization.

5.7. Role of Auditor

5.7.1. A review of the financial records, including the monthly bank statements and reconciliations, shall be performed at least semi-annually by the Auditor.

5.7.2. The auditor shall report the findings of the audit to the membership at a monthly meeting.

5.8. Upon liquidation, dissolution, or abandonment of this organization, any property or funds shall be turned over to the Leigh Athletics Department.

**6. ARTICLE VI – OFFICERS AND DUTIES**

- 6.1. President – The President(s) shall preside at all meetings; shall appoint, with the approval of the Governing Board, all committee chairpersons and committee members to fill any vacancy; and shall have general supervision and direction of the affairs of the organization; shall end all notices of the meetings as may be required. This office may be shared by more than one person.
- 6.2. Vice-President – The Vice-President(s) shall assist the President in all matters concerning the organization and shall assume all duties of the President in her/his absence.
- 6.3. Secretary – The Secretary(s) shall keep the papers and written records of the organization, shall keep current and accurate minutes of the activities, and shall perform such other duties as are incident to the office.
- 6.4. Treasurer – The Treasurer(s) shall receive all income and deposit it in a bank approved by the Governing Board; shall disburse the funds as the Governing Board may determine and direct; shall keep accurate records of these activities and shall present a statement of record at each meeting or any other time the Governing Board directs; shall propose and submit an annual budget for the club; shall make available the books to the auditor for audit.
- 6.5. All officers shall maintain a written record of the activities of their position for the purpose of helping transition new Club officers into their individual responsibilities

**7. ARTICLE VII – MEETINGS**

- 7.1. General Club meetings will typically be held once a month throughout the school year or as otherwise scheduled and approved.
- 7.2. Emergency meetings may be called at any time by the President(s) or any other officer.
- 7.3. Quorum shall constitute a majority of the membership of the Governing Board and attending members for the transaction of any business of the organization.

**8. ARTICLE VIII – RATIFICATION AND AMENDMENTS**

- 8.1. These By-Laws may be ratified, repealed, or amended by the Governing Board and members of the Leigh Sports Boosters Club according to the Robert’s Rules of Order, Revised.

**9. ARTICLE IX – STANDING RULES**

- 9.1. This organization is formed exclusively for charitable and benevolent purposes and not for profit, and no part of its earnings shall directly benefit any member.

**10. ARTICLE X – PROCEDURE**

- 10.1. The order of business shall be conducted according to basic parliamentary law as set forth in Robert's Rules of Order, Revised.
- 10.2. All business of this organization shall be governed by these By-Laws.

**Acceptance of above By-Laws for Leigh  
Sports Boosters Club**

**Booster Officer Signatures**

**Date: June 2021**

President(s):

---

Vice President(s):

---

Treasurer(s):

---

Secretary(s):

---