

Updated 10/5/97

**BY-LAWS  
GRANDVILLE ATHLETIC BOOSTERS CLUB**

**ARTICLE I – NAME**

This organization shall be known as the Grandville Athletic Boosters Club. .

**ARTICLE II - AIMS AND OBJECTIVES**

To promote sports interest among the parents of athletes, students, faculty, businessmen, and the general citizenry of the area of Grandville High School to aid and abet the coaching staff in securing better equipment, medical services, adequate playing facilities and to stimulate interest in the general welfare of all those engaged in sports activities at Grandville High School.

**ARTICLE III MEMBERSHIP**

*Section 1* - Booster Club Members shall be all of those who desire to be closely affiliated with sports activities at Grandville High School. Booster Board Members shall be entitled (1) to voting privileges; (2) to hold offices; and (3) shall be responsible for the policies of the organization. Advisory Board Members shall be entitled (1) to voting privileges; and (2) shall be responsible for the policies of the organization.

**ARTICLE IV - DUES**

*Section 1* -- Yearly dues shall be set by the Board of Directors on an annual basis.

*Section 2* -- Dues shall be due and payable on January 1 of each year.

**ARTICLE V - BOARD of DIRECTORS**

*Section 1* -- The government of this organization shall be vested in a Board of twenty Directors. The Board of Directors shall consist of the officers of the club and sixteen active members in good standing.

*Section 2* -- The officers of this organization shall be a President, Vice President, Secretary and Treasurer.

*Section 2A* -- The officers shall be elected by the Board of Directors from their own membership.

*Section 2B* -- The officers shall be elected to a two-year term. President and Vice President will be elected in odd years. Secretary and Treasurer will be elected in even years

*Section 3* -- The Board of Directors term should be for two years, staggered to have no more than ten elected each year.

*Section 4* -- There should be no restriction on length of service of any officer.

*Section 5* - A nomination Committee shall be appointed by the President, not less than three weeks prior to the May meeting each year for selection of the members of the Board of directors. The Nomination Committee shall consist of three members of the Board of Directors. The report of the Nominating Committee shall consist of up to eighteen names to fill ten positions on the Board of Directors and shall be presented at the May election meeting each year. Qualifications for a director are: a resident of Grandville School District at the time of election; of good character and are required to conduct themselves in a manner that will bring honor to the Grandville High School Athletic Program.

*Section 6 - Voting Procedure --* Names presented by nomination committee shall be put on a ballot and voting members shall select up to ten names and place the ballot in envelopes to be counted by nomination committee after the meeting. Nominees will be notified by nomination committee within 48 hours. In a case of a tie, a run off ballot will be distributed to the voting members by the nomination committee.

*Section 7 -- Vacancies to the Board --* A committee shall be formed at the time of the vacancy and the replacement procedure shall follow section 6.

## **ARTICLE VI - MEETINGS**

*Section 1 --* After the election of officers, the Board shall determine the dates for the meetings of the Board of Directors and membership.

*Section 2 -* Board of Directors meetings shall be held once a month with no meeting in July.

*Section 3 -* Special meetings may be called at any time by request of the President Or three members of the Board of Directors.

## **ARTICLE VII - DUTIES OF THE DIRECTORS AND OFFICERS**

*Section 1 --* The Board of Directors shall be responsible for the execution through its officers and committees of the authorized policies and activities of the club. It shall authorize all expenditures, see that the proper books of accounts are kept by the Treasurer, cause audits to be made at such time and places as it may in its discretion deem fit and proper. At least once each fiscal year cause an audit statement to be prepared for submission to the Board of Directors. The Vice President shall be the head of the Auditing Committee. It shall designate the bank or banks in which the funds will be deposited. It shall designate what person, or persons, can sign checks; one of which shall be the Treasurer.

*Section 2 --* The President shall be the chief executive officer, shall preside at all club meetings, shall appoint all committees except as otherwise herein provided, and shall be ex-officio member of each committee. In collaboration with Treasurer, the President is hereby authorized to spend up to \$100 without prior approval of the board of Directors.

*Section 3 -* The Vice President, next in rank, shall perform all duties of the President in case of the latter's absence or disability. If for any reason, there shall be vacancy in the office of the President, the Vice President shall succeed in office. Vacancies in any other office shall be filled by the Board of Directors. The Vice President shall also serve as publicity officer and head of the Auditing Committee.

*Section 4 --* The Secretary shall keep minutes of regular and Board of Directors meetings; also any special meetings called. Notify members of all meetings.

*Section 5 --* The Treasurer shall keep an accurate record of all money received and disbursed by him, deposit all money in approved depositaries, pay all approved expenditures, make a report at each monthly meeting of all receipts and expenditures itemized in writing, keep all records open for inspection by officers of the club and present the records for audit at the request of the Auditing Committee at least once yearly.

*Section 6 --* The Treasurer shall be bonded by a surety company designated by the Board of Directors at the expense of the club.

*Section 7 --* It shall be the duty of all officers and directors to attend all meetings.

Officers or members of the Board of Directors shall be required to attend eight out of eleven scheduled meetings or this shall result in their termination from the board.

Vacancies, so created, will be filled by the Board of Directors. Absenteeism caused by illness, business activities, or disability should be reported to the Secretary, and at the discretion of the Board of Directors may be excused from the determination of Article VII, Section 7.

*Section 8* - A Nomination Committee shall be appointed by the President not less than three weeks prior to the date of the May meeting each year to select nominees for officers for the coming year. The election is to be held at the June meeting and the newly elected officers are to take office at the August meeting each year. Qualification for officers are one year membership in good standing on the Board of Directors.

#### **ARTICLE VIII - RULES AND AMENDMENTS**

*Section 1* -- Parliamentary procedure at all meetings of the club and it's Board of Directors shall be in accordance with Robert's Rules of Order,

*Section 2* -- These bylaws may be amended by an introduction of an amendment to the Board of Directors by any Board Member or Advisory Board Member. Amendment may be adopted by a two-thirds vote of the Board.

#### **ARTICLE IX - ADVISORY BOARD**

*Section 1* -- Members shall act as an advisor sitting in on board meetings, and be willing to accept calls asking for advice and opinion.

*Section 2* -- Advisory Board Members shall have been On the Booster Board for a minimum of four years.

- a. Request to serve on Advisory committee can come from any former Booster Board Member.
- b. No election
- c. Advisory Board Members will notify Athletic Booster Board when they are no longer interested in serving in that capacity
- d. Must be willing to have their name dropped if unable to perform function
- e. Will not vote or make motions at Board meetings
- f. Will not be asked of the board to sign up for any assignment
- g. May voluntarily sign up if more workers are needed