

Canton High School Athletic Booster Club By-Laws

Article I: Name

The name of this organization shall be the Canton High School Athletic Booster Club. The organization will be a not-for-profit corporation under the laws of the State of Massachusetts. It will have a 501(c)(3) tax-exempt status from the Internal Revenue Code and is subject to those regulations.

Article II: Mission Statement

The mission of this organization shall be:

- to unite the parents, students, faculty, alumni, and community in the common interest of supporting and encouraging participation in interscholastic sports programs, recognizing the integral role athletics play in the education and development of our students;
- to promote the mental, physical, emotional, and social benefits of interscholastic athletic competition at Canton High School (referred to as CHS for the remainder of this document);
- to instill a sense of school pride and school spirit in all of our athletes and the community at large
- to provide financial support to CHS athletic programs; and
- to recognize and reward student athletes for participation in our athletic programs.

Article III: Membership

Membership shall be open to all supporters of CHS athletics.

- Membership shall run for the 12 month period beginning July 1st and ending June 30th of the following year.
- Dues shall be established and collected annually by the Board, and shall cover the period from July 1st to June 30th of the following year.
- Dues cannot be pro-rated for less than a year's membership.
- Active members shall have all privileges of membership as provided in the By-Laws of this organization.
- Each member in good standing shall be entitled to one vote at all General Membership meetings.
- Visitors are welcome to all General Membership meetings, but may not exercise the right to vote.

Article IV: Organization/Officers

There shall be a Board of Directors for this organization (referred to as the Board for the remainder of this document), all of whom must be members in good standing.

- The Executive Board shall consist of five Elected Officers. These officers shall consist of the following:
 - 1) President;
 - 2) 1st Vice President;
 - 3) 2nd Vice President;
 - 4) Secretary; and
 - 5) Treasurer.
 - Officers will be nominated and elected by the General Membership.
 - The Board shall also include a Membership Chairperson, a Coach Representative, and up to three other members at large who are appointed by the President and approved by a majority of the Elected Officers.
 - The Canton High School Athletic Director will serve as an advisor to the Board.
- The term of service for the Board will be one year. All positions are open at the end of each fiscal year. Existing Officers may be re-elected annually.

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Article V: Meetings

All general membership meetings shall be open to the public. All Board meetings are open to the membership.

- Meeting minutes and treasurer's report shall be available to all members.
- Board meetings will be held at on a monthly or bi-monthly basis, as determined by the Board.
- Special meetings of the general membership may be called at the discretion of the Board. At least a five day notice shall be given.
- At least 50% of the Board must be in attendance in order to have a voting quorum.

Article VI: Spending Guidelines

The Fiscal Year shall be July 1st to June 30th of the following year. Budgets shall be established by May 31st for the upcoming year.

- Receipts for all spending/payments shall be required.
- All spending shall be limited to funds available.
- The Board shall establish short and long range plans for spending based upon the needs of the sports teams, in conjunction with the Athletic Director.
- Spending guidelines shall be as follows:
 - 1) Board of Directors
 - up to \$25,000 with a majority vote of the Board.
 - up to \$100,000 with a two thirds majority vote of the BoardHowever, this limit may be exceeded for funds that the Executive Board unanimously votes to transfer to the Town of Canton, to be used by the Canton School Committee to directly reduce the user fees for Canton High School athletic programs.
 - 2) Treasurer
 - up to \$2,000 to pay for operating, or fundraising expenses
 - up to \$3,500 with approval by the President or Executive Board to pay for operating, fundraising, or CHS athletic program expenses.
 - 3) All other spending must have approval of the general membership by a 2/3 majority vote of the members.
- No part of net earnings of the organization shall inure to the benefit of, or be distributable to, its members or officers. The organization shall be authorized and empowered to make payments and distributions in furtherance of the purposes set forth in our mission statement.
- The treasurer shall deposit all funds of the organization in a bank or banks, or other depository of investment vehicle deemed adequate to meet the needs of the organization.
- All bills shall be paid only by checks signed by at least either the President or the Treasurer of the organization, with amounts greater than \$3,500 subject to the approval of the majority of Board or general membership.
- A thorough review of all the organization's financial transactions by a certified public accountant, or other qualified person, shall be made once each year. A full audit of the financial transactions will be performed for any year that revenues exceeds \$250,000.

Article VII: Acquisitions

The organization may receive and accept donations by way of a gift, bequest, or devise from any person, firm, trust or corporation, to be held, administered, and disposed of in accordance with the provisions of these articles of the organization, but no gift, bequest or devise shall be received and accepted if it is conditioned or limited in such a manner that it would jeopardize the purposes of the organization and the federal income tax exemption pursuant to section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

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Article VIII: Duties of Officers

The Board is responsible for the operation and management of the organization. The duties of the Officers are described as such:

1. The President shall:

- Be the official representative of the CHS Athletic Boosters Club;
- preside at all regular, special, and Board meetings;
- be an ex-officio member of all committees;
- appoint special committees; and
- keep members informed of all matters pertaining to the affairs of the club.

2. The 1st Vice President shall:

- Preside over meetings in the absence of the President, and perform all duties as such.

3. The 2nd Vice-President shall:

- Serve as the Chairperson of Fundraising.

4. The Secretary shall:

- Write and keep minutes of all regular, special and Board meetings;
- present and/or make available all such minutes at the regular monthly meetings;
- have full charge of all correspondence of the organization and of filings correspondence for future reference;
- keep a roster of all active members; and
- issue notification of all upcoming regular, special, and Board meetings.

5. The Treasurer shall:

- Be the custodian of all funds of the organization;
- supervise and accurately record all receipts and disbursements of funds;
- report to the membership on all receipts, disbursements, and financial statements of the organization at each regular meeting;
- be responsible for coordinating preparation of state and federal filing forms;
- be responsible for coordinating all information for tax purposes; and
- assist in the preparation of annual budgets.

Any Board Member may, by written instrument, signed and acknowledged by the Executive Board, resign his/her office.

The Board Members shall serve in their positions without compensation, except for reimbursement of expenses incurred on behalf of the organization.

Article IX: Removal of Board Members:

Upon reasonable written notice, any Board member may be removed from office for cause by a two thirds or greater majority vote of the Board, subject to approval by a majority of the membership attending its next regularly scheduled meeting. Any such accused Board member shall not vote on the issue of his/her removal from office, although he/she shall be afforded an opportunity to be heard concerning the issue, both before the Board and the membership, and to be confronted by his/her accuser with evidence of wrongdoing.

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Article X: Liability of Directors, Officers, and Members

1. No Board member shall be required to furnish bond or surety, or shall be liable or responsible for acts of omission or errors of the Board, or of any predecessors or counsel selected with reasonable care.
2. No Board member shall be personally liable to the organization or its members for monetary damages for breach of fiduciary duty as an officer or director, notwithstanding any provision of law imposing such liability: provided, however, that this provision shall not eliminate the liability of Board member, to the extent that such liability is imposed by applicable law, (i) for any breach of the Board member's duty of loyalty to the organization or its members (ii) for acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law, or (iii) for any transaction from which the Board member derived an improper personal benefit. No amendment to or repeal of this provision shall apply to or have any effect on the liability or alleged liability of any Board member for or with respect to any acts or omissions of such Board member occurring prior to such amendment or repeal.
3. Neither the Board, nor any member, shall have power to bind the members or the individual Board members or Officers of the organization, personally. All persons or corporations extending credit to, contracting with, or having claims against the organization, shall look only to the funds and property of the organization for the payment of any debt, damage, judgment, or decree, or of any money that may otherwise become due and payable to them from the organization, so that neither the members nor the Board, present or future, shall be personally liable therefore.
4. No Board member, or member, shall be personally liable to the organization or its members or guests in any maintenance or recreational activity. These activities consist of maintaining the landscaped common land areas; block parties; softball games; neighborhood yard sales; fundraising events; or the like. Board members, and members, make no claims as to the expertise of any of the members or their family members in such matters. Therefore, the organization bears no liability for any incident, accident or injury that may occur during or as the result of maintenance, recreational, or fundraising activity sponsored by or organized by the organization.

Article XI: Dissolution of the Organization

In the event that the CHS Athletic Boosters Club should dissolve, all existing monies, after the payment of all outstanding bills, shall be distributed for one or more exempt purposes with the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

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These are the by-laws of the Canton High School Athletic Booster Club, as put forth herein, were ratified and accepted by the Board of Directors on the _____ day of _____, 20____.

President

Secretary

This document is a complete and accurate copy of the By-laws of Canton High School Athletic Booster Club.

President

Secretary

The Canton High School Athletic Booster Club does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, or disability.