**BYLAWS of**

**RUSSELLVILLE ATHLETIC BOOSTER CLUB INC.**

**Approved 10/2020**

**ARTICLE I - PURPOSE**

This organization shall be known as the Russellville Athletic Booster Club (RABC). The corporation’s purpose is to promote educations, sporting, and other related activities for the Cole R-1 Russellville School District. The RABC promotes and provides community support for Russellville sport programs by providing assistance in the purchasing of sports related equipment, promoting community involvement, fostering good sportsmanship with visiting athletes and schools, and building pride and spirit in our athletic programs.

Through various fundraising efforts, the RABC provides financial support for purposes of promoting athletic programs and activities within the school district for baseball, basketball, cheerleading, football, cross country, golf, softball, track, volleyball, and any other MSHSAA approved sport established by the school district.

**ARTICLE II - OFFICES**

1. The principle office of the corporation in the State of Missouri shall be located in Russellville, Missouri.

**ARTICLE III - DEFINITIONS**

1. Russellville Athletic Booster Club (RABC) will be composed of all current members.
2. Voting Members will be composed of Russellville Athletic Booster Club Officers and Russellville Athletic Booster Club Active Members.

**ARTICLE IV - MEMBERSHIP**

1. **RUSSELLVILLE ATHLETIC BOOSTER CLUB OFFICER**S **(Officers)** – Officers shall be composed of parents or legal guardians of children who are currently participating in a MSHSAA sanctioned sport funded by the Cole R-1 Russellville Athletic Department. The Officers are allowed to vote on all RABC decisions.
2. **RUSSELLVILLE ATHLETIC BOOSTER CLUB ACTIVE MEMBERS (Active Members)** – Active Member shall be composed of parents or legal guardians of children who are currently participating in a MSHSAA sanctioned sport funded by the Cole R-1 Russellville Athletic Department. In order to be eligible to be an Active Member, one is required to attend seventy-five percent of the RABC events including meetings, concession stands, and fundraisers. The Active Members are allowed to vote on all RABC decisions.
3. **RUSSELLVILLE ATHLETIC BOOSTER CLUB GENERAL MEMBERS (General Members)** – General Member shall be composed of residents of Cole R-1 School District or tuition paying citizens. General Members may attend all meetings, participate in the discussion, and make motions; however, General Members are not allowed to vote.
4. **SCHOOL ADMINISTRATORS** – School Administrators are encouraged to attend all RABC meetings. The school administration are allowed a total of two votes on all RACB decisions. The two votes may be used by the Athletic Director and one administrator, which include the Superintendent, High School Principal, Middle School Principal, or Assistant Principal.

**ARTICLE V – MEETINGS**

1. **PLACE OF MEETING** - All RACB meetings shall be held at such place and time as designated by the Officers.
2. **MEETING ATTENDANCE REQUIREMENTS** - At least three of the four Officers must be present to conduct an official meeting. The Officers must represent the entire athletic organization.
3. **ANNUAL MEETINGS** – The Officers shall set and announce the date of the annual membership meeting at least two weeks in advance. At the annual meeting, the Officers shall be elected to fill vacancies and transact such business as may properly be brought before the meeting. The school’s Athletic Director, in corporation with the coaches, shall submit a prioritized wish list, including three bids, to the Voting Members. The Voting Members will then prioritize purchases based on the current financial condition of the organization.
4. **REGULAR MONTHLY MEETINGS** - The Officers will schedule monthly meetings. The date for each meeting will be set at the prior monthly meeting but is subject to change if conflicts arise. Meetings will be posted on the schools calendar of events.
5. **SPECIAL MEETINGS** – Special meetings may be held for any purpose(s) and may be called by the Officers. Business transacted at special meetings shall be confined to the purpose(s) stated in the notice of such meeting.
6. **VOTING RIGHTS** – The Voting Members shall be entitled to one vote per Voting Member on all matters requiring a vote as specified by the law and these bylaws. A Voting Member must be present to vote and no proxy voting is allowed. The Voting Members present at the meetings will represent the entire athletic organization. All voting will be based on simple majority. General Members may participate in the discussion and make motions; however, General Members are not allowed to vote. The school administration are allowed a total of two votes on all RABC decisions. The two votes may be used by the Athletic Director and one administrator, which include the Superintendent, High School Principal, Middle School Principal or Assistant Principal.
7. **MEETING NOTICES** – Meeting dates shall be posted on the school’s calendar, the RABC website, distributed through the school’s text messaging and any other social media outlets as necessary.
8. **PRESIDING OFFICIALS** – The RABC Officer President or Vice-President shall preside over the annual, monthly or special meetings held by the RABC.
9. **AGENDA** – All meetings shall be conducted in the following agenda:
	1. Call to Order
	2. Secretary reading minutes of the prior meeting – as if corrects or additions are needed. Approval of minutes.
	3. Reports – Approval of Treasurer’s report. Athletic Director Report. Any additional reports such as the Superintendent report, Principal report or special committee report.
	4. Unfinished Business
	5. New Business
	6. Announcements
	7. Adjournment

**ARTICLE VI – ELECTIONS, TERMS, AND COMMITTEES**

1. **OFFICERS** - The Officers of the corporation shall include president, vice president, secretary, and treasurer, each of whom shall be elected by the Voting Members. Such other officers and assistant officers as may be deemed necessary may be elected or appointed by the voting members. The Officers will be responsible for all keys to the concession stands, gates, and storage room and closet.
2. **ELECTIONS AND TERMS OF OFFICERS** – Officers of the corporation shall be elected by the Voting Members and shall continue to hold office for two-year terms, even year votes will elect: President and Treasurer and odd year votes will elect Vice President and Secretary, these elected officers shall maintain a two-year term or until such time as his/her resignation, death, removal by Voting Members, or no longer have a child in a MSHSAA sanctioned sport funded by the Cole R-1 Russellville Athletic Department. The Voting Members shall have the right to elect officers as vacancies occur.
3. **ELECTIONS OF ACTIVE MEMBERS** - Active Member shall be elected by the Voting Members and shall continue to hold office for a one-year term or until such time as he/she fails to meet the Active Member requirement of attending seventy-five percent of RABC events, his/her resignation, death, removal by Voting Members, or no longer have a child in a MSHSAA sanctioned sport funded by the Cole R-1 Russellville Athletic Department. The Voting Members shall have the right to elect Active Members as vacancies occur.
4. **REMOVAL** – Any Voting Member may be removed by simple majority of the remaining Voting Members whenever, in their judgement, the best interest of the corporation would be served thereby, such removal shall be without prejudice to the contract rights, if any, of the person so removed. A written removal motion will be drafted specifying the reason for removal and will be presented to all Voting Members. A Special Meeting will be held to address the motion and to give the Voting Member an opportunity to defend the motion.
5. **PRESIDENT** – The president shall be the principal executive officer of the corporation and, subject to the control of the Officers, shall in general supervise and control all of the business and affairs of the corporation. He/she shall, when present, preside at the RABC Meetings. He/she may sign with any other Officer of the corporation thereunto authorized by the Officers, any deeds, mortgages, bonds, contracts, or other instruments which the Officers have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Officers or by these bylaws to some other officer or agent of the corporation, or shall be required by law to be otherwise signed or executed; and in general shall perform all duties incident of the office of president an such other duties may be prescribed by the Officers from time to time.
6. **VICE-PRESIDENT –** In the absence of the president or event of his/her death, inability or refusal to act, the vice president shall perform the duties of the president, and when so acting, shall have all the powers of and subject to all the restrictions upon the president. The vice president shall perform such other duties as from time to time may be assigned to his/her by the president or by the Officers.
7. **SECRETARY –** The secretary shall keep the RABC meeting minutes, see that all notices are duly given in accordance with the provisions of these bylaws or as required, be custodian of the corporate records and of the seal of the corporation, and in general performance all duties incident to the office of secretary and such other duties as from time to time may be assigned to him/her by the president or the Officers.
8. **TREASURER –** If required by the Officers, the treasurer shall give a bond for the faithful discharge of his/her duties in such sum and with such surety or sureties as the Officers shall determine. He/she shall have charge and custody of and be responsible for all funds and securities of the corporation; receive and give receipt of moneys due and payable to the corporation from any source whatsoever, and deposits all such monies. In the name of the corporation in such banks, trust companies, or other depositories as shall be selected in accordance with these bylaws and in general perform all of the duties incident to the office of treasurer and such other duties as from time to time may be assigned to him/her or the president or the Officers.
9. **ACTIVE MEMBERS -** Active Members are required to attend seventy-five percent of the RABC events and must be well versed and up to date on all RABC topics. The Active Members shall perform such duties as from time to time may be assigned to his/her by the Officers.
10. **SPECIAL COMMITTEES –** Voting members, by resolution, may designate from among its members various ad hoc committees to serve as specific function. People who are not Officers or Voting Members may also be invited to serve on such committee as created and shall serve at the pleasure of the RABC.

**ARTICLE VII – GUIDELINES AND PURCHASES**

1. **LETTERS, PATCHES, BARS AND PINS** - The Athletic Director will consolidate letters, patches, bars and pins when possible. The RABC will continue to purchase these in recognition of the athlete’s accomplishments. All-state patches will remain as individual patches. Athletes or their parents may purchase additional individual patches by contacting the Athletic Director.
2. **UNIFORMS** – The RABC will pay 50% of the school uniform costs, splitting the total cost with the school.
3. **CAMPS** - The RABC does not provide financial support for individuals and team camps. It is up to the individual athlete or the team through as fundraiser to pay for the cost of summer camps.
4. **PURCHASE PROCESSES** – If the RABC pays for the entire purchase, then the RABC will process the payment. If the school district and the RABC are sharing the cost of the purchase then the school will make the payment to the vendor and the RABC will reimburse the school the agreed payment.
5. **PURCHASES** – Any financial purchase over $1,500 must be approved by simple majority of the Voting Members during a RABC meeting.
6. **INDIAN ASSISTANCE FUND** – The RABC will assist and athlete in the purchase of necessary items to participate in an athletic activity. A request for assistance must be submitted to the Athletic Director. The Athletic Director will bring the anonymous request to the RABC President.

**ARTICLE VIII – REVISIONS AND CHANGES**

1. **VOTING MEMBER APPROVAL RIGHTS –** Voting Members reserve the right and authority to approve the following actions, if previously approved by the Voting Members, and no such action shall be valid or authorized unless approved by the Voting Members:
	1. Adoption, amendment or restatement of the Articles of Incorporation of the Corporation;
	2. Adoption, amendment or restatement of the Bylaws of the Corporation;
	3. Issuance of debt, except, capital and operating leases of equipment which are executed in the ordinary course of business and are consistent with approved annual operating budgets;
	4. Change the Corporation’s name;
	5. Sale, lease, mortgage, disposition, transfer or encumbrance of all or substantially all of the real property or assets of the Corporation; merger, consolidation, corporate reorganization, or affiliation of the Corporation with any other entity;
	6. Dissolution or liquidation of the Corporation

**ARTICLE IX – CONTRACTS, LOANS, CHECKS AND DEPOSITS**

1. **CONTRACTS –** The Officers may enter into a contract or execute and deliver any instrument in the name of or on behalf of the Corporation, and such authority may be general or confined to specific instances.
2. **LOANS –** No loans shall be contracted on behalf of the corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the officers. Such authority may be general or confined to specific instances.
3. **CHECKS, DRAFTS, ETC.** All checks, drafts or other orders for payment of money, notes or other evidence of indebtedness issued in the name of the corporation, shall be signed an Officer(s).
	1. **CONCESSION DEPOSITS –** Concession deposits will be made within 24 hours following the event.
	2. **NIGHT DEPOSITS –** For safety of the Officers, all night deposit drops require two people. If there are not two people, Officers shall take the funds to be deposited the following day.