

ATHLETIC BOOSTER CLUB – By-laws

A Non-Profit Organization

Organized 2003

ARTICLE I - NAME

The organization shall be known as the Russellville Athletic Booster Club (RABC).

ARTICLE II - PURPOSE

- A. To provide additional financial support on the basis of needs for school Athletes and Programs.
- B. To encourage and help to maintain existing Athletic Programs.
- C. To aide in the development of new Athletic Programming when appropriate.
- D. To support the Sportsmanship Code of our Conference, Missouri Conference and the Code of Conduct of the Russellville Cole R-1 Area School District.
- E. Promote Community involvement for out Student Athletes and Athletic Programs.

ARTICLE III - ATTENDANCE

- A. Attendance will be open to parents, legal guardians and coaches of students participating in Russellville School District Athletic Programs.
- B. Attendance is open to any other interested adult.
- C. Attendance of meetings by coaches is welcomed and encouraged.

ARTICLE IV - MEETINGS

- A. Meetings shall be held monthly on the first Sunday of the month or as otherwise designated (meetings are not held in January or July).
- B. Meetings will be held in the Russellville High School Cafeteria whenever possible. Alternate sites may be utilized if necessary or appropriate.
- C. The Booster Club Secretary shall publicize special meetings called by the club President.
- D. Officers and approved attendees present at the meetings of the Russellville Athletic Booster Club shall be entitled to vote on club matters. An approved attendee is defined as someone who has been present at a minimum of two previous meetings in the prior twelve month period, and any adult with a student athlete within Russellville Cole R-1 Junior High and High School.

ARTICLE V - OFFICERS

- A. Officers: The officers will be elected by the approved attendees and shall include a President, Vice President, Secretary, Treasurer and Chairperson. Only parents and legal guardians of Russellville Cole R-1 Junior High and High School.
- B. Vacancies: In the event that an officer cannot perform or choose not to perform their duties for their entire term, the remaining officers may appoint a replacement. The person(s) appointed shall hold office until the end of the term.
- C. Duties of Officers:
 - a. President - The President shall perform the following duties:
 - i. Preside at all Booster Club meetings

1. In the event the President is unable to attend the Vice President must step in to proceed with the scheduled meeting.
 2. In the event Vice President is unable to conduct the meeting in the absence of the president, the meeting shall be rescheduled.
 - ii. Call special meetings as needed
 - iii. Prepare the agenda for meetings
 - iv. Form Committees if necessary. (Ex. Food ordering, concession stands, fund raising, apparel)
 - v. Assist with any finances with the Treasurer.
 - b. Vice President - The Vice President, in the absence of the President, shall perform the duties of that office and shall discharge other duties as may be required.
 - c. Secretary - The Secretary shall perform the following duties:
 - i. Keep attendance records
 - ii. Handle correspondence as necessary
 - iii. Publish meeting notices
 - iv. Take minutes at meetings, and post no later than 48 hrs after the meeting.
 - d. Treasurer - The Treasurer shall perform the following duties:
 - i. Collect and record funds
 - ii. Issue receipts and checks for necessary payments as voted on
 - iii. Give a report of accounts at each club meeting
 - iv. Maintain yearly Corporation Requirements
 - v. Handle appropriate licensing, as required
- D. Term: from June 1st to May 31st
- a. President and Treasurer will hold a 2 year term
 - b. Vice President, Secretary and Chairperson will hold a 1 year term
- E. Election: Officers shall be nominated at the April meeting and elections held at the May meeting. New officers shall assume their duties at the following meeting in June.

ARTICLE VI - COMMITTEES

- A. Committees can be formed as determined necessary by the board.

ARTICLE VII - FUNDS

- A. Expenditures
- a. All requests for monies from the Booster Club will be presented in person at a regular meeting. The request must include the following:
 - b. Request Forms must be completed with:
 - i. A completed **Russellville Athletic Booster Club Official Request Form for Assistance**, detailing the specific of the request. This must be completed and submitted by September 1st of each calendar year. The board will enforce the September deadline so that our yearly budget can be maintained and balanced.
 - ii. If any of the Athletic Teams advance in the finals. We will accept requests throughout the year.
 - iii. A minimum of 2 estimates of cost
 - iv. A listing of rationale

- v. The board will decide at the meeting the request is presented if the booster club is able to vote the same night or more information is needed. If more information is needed the will table the request until the following meeting.

B. Fundraising/Events

- a. All monies made through fundraising will be deposited the same day or the next bank business day.
 - i. Two people will need to count money before event and after event. The deposit slip will also complete at the end of the event.
 - ii. May be dropped off in nightly deposit.
- b. Withdrawing monies from the bank for a fundraising events. The check must be made out to the person withdrawing the start-up money. In the memo of the check specifying the event needing startup money. A petty cash form needs to be filled out and signed by 2 people.

ARTICLE VIII - AMENDMENTS

- A. Power to Amend: The motion to amend the club's bylaws may be brought by an officer of the board.
- B. Vote: Voting on a motion to amend the bylaws will be held at the next regularly scheduled meeting after the amendment was brought before the club. A majority vote of the attendees present prevails.

ARTICLE VIII – DISSOLUTION

- A. In the event of dissolution of RABC whether voluntary or otherwise, the assets of the Booster Club shall be applied as follows:
 - First, payment or provision for all debts and liabilities of the Russellville Athletic Booster Club respecting its property will be satisfied.
 - Second, any remaining assets shall be donated to the Athletic Fund of the Russellville Athletic Booster Club.