

# **TOWER GROVE CHRISTIAN SCHOOL**

## **ATHLETIC BOOSTER CLUB**

### **BY-LAWS**

These by-laws are a draft for the 2009-2010 years.

#### **ARTICLE I - NAME**

The name of this organization shall be the Tower Grove Christian School Athletic Booster Club, herein referred to as the "Club". Club motto: *Tigers roaring to praise His name, together as one.*

#### **ARTICLE II – PURPOSE**

The purpose of the Club is to promote the interest of the total athletic program at Tower Grove Christian School, herein referred to as “TGCS”, by providing support through spiritual, physical and financial assistance to the TGCS Athletic Department.

We believe that athletics are an important vehicle for the physical, emotional, social, academic, and spiritual growth of our student athletes as well as the student body. We will support TGCS in developing a quality athletic environment that always reflects a Christ-like attitude. The Club will assist TGCS in meeting identified Athletic Department needs, organizing fundraising efforts for Athletic Department programs, and promoting athletic events. The Club will serve as a resource for the Athletic Director, coaching staff, administration, and our student athletes. This implies a commitment of time, energy, and talent toward the development and maintenance of excellence not only in the Athletic program but also in the overall ministry of TGCS.

The overarching mission of the Club is to fulfill the calling given to us in Romans 12:4, 5:

*“For just as we have many members in one body and all the members do not have the same function, so we, who are many, are one body in Christ, and individually members one of another.”*

In addition, the Club shall receive contributions for the Athletic Department and then coordinate purchases of needed equipment and supplies with the Athletic Director. We shall obtain publicity for the Athletic Department; and otherwise promote and advance the TGCS athletic programs in any way that will enhance the general operations of the department and TGCS. Furthermore, no officer or member shall use this Club as a means of furthering any personal, political or other aspirations, nor shall the Club as a whole take part in any movement not in keeping with the real purpose of the Club or TGCS.

The Club is under the authority of TGCS Administration and Board of Directors. The Club revenues and expenses are reported within the TGCS Athletic Department budget center. Monthly meeting minutes are provided to the TGCS School Superintendent and

Athletic Director.

### **ARTICLE III - MEMBERSHIP AND DUES**

Membership shall be open to any adult person, high school age students (14-17), or business in the community who is interested in promoting the purpose of the Club. Membership is based on fiscal year (August 1 to July 31) of the Club. The Club admits and encourages students and parents of any race, color, national origin and ethnic origin to all the rights, privileges, programs, and activities available at TGCS. The purposes of the dues are to support and finance the TGCS athletic program. The Executive Committee shall determine membership dues annually. Club members who have paid their annual membership dues will have voting rights on all appropriate Club matters.

### **ARTICLE IV - OFFICERS**

The officers of this Club shall be the President, Vice President, Secretary and Treasurer. A vacancy in such office caused by death or disability, resignation or removal, may be filled by other Club members as appointed by the Executive Committee for the unexpired portion of the term. The President may also appoint another member of the Club to fill the unexpired term of the officer, subject to Executive Committee approval.

A Club Officer may be removed from office for cause (see examples below). Removal for cause shall require the affirmative vote of a majority of all Club Officers then in office, Athletic Director, and TGCS Superintendent. A Club Officer subject to removal for cause shall receive notice, via registered mail accompanied by notice of the time and place of the meeting at which the charges are to be considered, of the reasons for removal at least thirty days (30) days prior to the vote on removal. The Club Officer, subject to dismissal, shall be afforded an opportunity to show why he or she should not be removed. Removal for cause shall be without prejudice to the contract rights, if any, of the affected Club Officer.

Removal for cause may include, but are not limited to the following:

- Repeated, unexcused failures to attend monthly Club meetings and Executive Committee meetings
- Violation of Club Bylaws
- Mismanagement of Club finances
- Any violation of lawful rule, practice, or procedure adopted by the Club (i.e. Robert's Rules of Order) or other conduct deemed to be prejudicial to the best interest of the Club or TGCS.

### **ARTICLE V - ELECTIONS**

The Officers of this Club shall be elected at the May meeting. The President shall appoint

a nominating committee at the March meeting whose purpose will be proposing the names of candidates for the various club officers. The nominating committee shall report and recommend candidates at the April meeting. At the April meeting nominations may also be received from the floor. All officers shall be elected annually. The officers shall take office at the beginning of the June meeting, and shall hold office for a period of one (1) year.

**ARTICLE VI - DUTIES AND RESPONSIBILITIES OF EXECUTIVE COMMITTEE MEMBERS**

**PRESIDENT**

The President shall be the chief executive officer of the Club. The President shall preside at all meetings and shall be the chairperson of the Club. This position shall issue the call for special board meetings, obtain the date, time, and place of all monthly meetings from the Executive Committee and have this information made available to all membership. The President shall also appoint special committees as needed and set the term of their existence (not to exceed one year), and act as an ex officio member of ALL committees. The President shall call for regular monthly committee reports and shall see that regular elections are held. This position will also act as a liaison between the Club and other committees at the school.

The President shall serve on the Executive Committee as a voting member. The outgoing President is encouraged to facilitate new Club officers in an orderly transition from year to year.

If any other office becomes vacant the President shall appoint a member to fill the unexpired term subject Executive Committee approval.

If for any reason the office of President shall become vacant the Vice President shall succeed in office.

**VICE PRESIDENT**

The Vice President shall succeed the President in the event that the office becomes vacant or shall act in place of the President in case of absence.

The Vice President(s) shall serve on the Executive Committee as a voting member(s).

**TREASURER**

The Club Treasurer will handle the finances of the Club. This role has a reporting responsibility to the TGCS Business Manager. The Treasurer shall serve as the co-signer on Club expenditures along with the Athletic Director.

The Treasurer shall provide Club financial reports for monthly Club meetings and

Executive Committee meetings. Income and expenditure reports should be included in the monthly Club meeting minutes. The Treasurer, in coordination with the TGCS Business Manager, will conduct an annual audit and report findings.

All financial accounting and expenditure practices shall conform to those established under the TGCS Administration and Business Manager policies. Two cosigners are required for all disbursements. Cosigners must include one (1) Club and one (1) TGCS representative from the following: Club Officer, Athletic Director, TGCS Business Manager.

The Treasurer shall serve on the Executive Committee as a voting member.

### SECRETARY

The Secretary will be responsible for taking the minutes at regular and executive meetings of the Club. This position is responsible for supplying a copy of previous meeting minutes at all regular and Executive Committee meetings.

The Secretary shall serve on the Executive Committee as a voting member.

### ATHLETIC DIRECTOR

The Athletic Director will work with the Club; the Executive Committee and its committees to insure all proper school procedures are followed. This position will serve, along with the Executive Committee, to promote what is in the best interest of the Athletic Department and the school. The Athletic Director is responsible for supplying the Club with a list of needs for the Athletic Department and determining the priority of such needs. This position will work with Treasurer (Club and TGCS) to handle the finances incurred by the Athletic Department. The Athletic Director will provide schedules for all teams. In addition, this position will work with the appropriate committee concerning quarterly sports awards banquets.

The Athletic Director shall serve on the Executive Committee as a voting member.

## **ARTICLE VII - DUTIES AND RESPONSIBILITIES OF COMMITTEES**

### GENERAL DUTIES AND RESPONSIBILITIES FOR ALL COMMITTEES

- 1) Prepare annual revenue goals and expense budgets. This should be supported by a detailed list of planned committee activities, events, and expenditures.
- 2) Submit monthly revenue and expense reports to the Treasurer.
- 3) Recruit Club members to become proactive participants on your committee.
- 4) Provide monthly committee activity reports at the Club Meeting.
- 5) Provide support to other Club committees and TGCS operations as appropriate.
- 6) Coordinate events and activities with other Club committees and TGCS officials as appropriate.

- 7) Help promote Club membership and TGCS school activity participation.
- 8) Standing committee chairperson role is for a 1 year term. Position will automatically renew unless unwilling to serve another term. If unwilling to serve, a written notification must be provided to the Executive Committee at least 1 month in advance.

### AWARDS BANQUET

This committee is responsible for the sports awards banquets and special events at games. The committee shall work with the Athletic Director on date and time of the event. This committee is responsible for providing invitations to all student athletes involved in current season and responsible for providing appropriate refreshments.

### SPIRIT WEAR / GEAR

This committee is responsible for ordering TGCS approved clothing, spirit wear and other apparel items. Coordinate the purchasing and sales of spirit wear (ex: t-shirts, sweatshirts, etc.) throughout the school year. Coordinate and help promote “Spirit Days” with TGCS Administration. Provide spirit items for sale at athletic and other Club events. Establish pricing, procurement, and revenue collection policies and practices. Pricing levels need to be set in accordance with Executive Committee approved cost plus profitability objectives. Provide for secure inventory storage. Submit quarterly inventory records validated against sales disbursements to the Treasurer (Club and TGCS).

### SIGNS

Establish and maintain TGCS approved sign policy. Establish sign designs and formats to be used for posting in and around athletic facilities. Establish sign price rates and review annually with Executive Committee. Work with other committees (i.e. advertising, corporate sponsor, alumni, etc.) to solicit sign sales. Maintain fence and surrounding area to allow sign visibility. Coordinate all grounds clearing and maintenance with TGCS Grounds Director.

### MEDIA RELATIONS

Build a community awareness and support for the organization’s goals and programs. Write, edit, and distribute Club publications. Work with other members of the Club and TGCS to ensure adequate media coverage for appropriate athletic activities. Develop media relationships and contacts. Write press releases. Club President and TGCS Administration must approve all information regarding TGCS released to the public.

### MEMBERSHIP

Maintain Club membership database with name, address, phone numbers, and email addresses. Keep accurate membership records. Promote membership, collect

membership dues, record membership and distribute membership cards. Work with Executive Committee to set membership rates and levels. Coordinate membership benefits with other committees as appropriate (i.e. concessions, advertising, signs, spirit wear, etc.).

### **ARTICLE VIII - EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the Athletic Director, President, Vice-President, Treasurer and Secretary. The Executive Committee is the final decision making body of the Club. The Executive Committee shall have the power to transact business as is necessary between meetings of the Club. The Executive Committee shall be responsible for the execution of Club policies. All major problems shall be first considered and shaped by the standing committee(s) and subsequently submitted to the Executive Committee. The Executive Committee may, for good cause, declare any office vacant, upon two-thirds vote of the entire board. Other Executive Committee responsibilities include:

- authorize expenditures;
- conduct special meetings, when called by the President, or by written request of five (5) members of the Club in good standing; and
- have the power to overrule or modify the action of any officer of the Club.

All Board members as listed have one (1) vote.

### **ARTICLE IX - MEETINGS**

The Executive Committee shall meet monthly at a time and place designated by the President. Special Executive Committee meetings may be called at the discretion of the President. Special meetings require that all Executive Committee members must be given (48) hours notice prior to meeting taking place. Additional Club meeting policies:

1. Meeting schedules shall be determined by the Club annually. The Executive Committee will meet prior to the regular meeting.
2. *The meeting during the month of May shall be termed the annual meeting. This meeting shall serve as the time for the annual election of officers.*
3. *Two months prior to the annual meeting, the President shall appoint a nominating committee who shall present, at the next meeting, a slate of nominees for the various positions for the ensuing year. Other names may be presented from the floor.*
  - Numbers 2 and 3 are not in effect until April of 2011. The Executive Committee will serve until then so there is no Nominating Committee needed until March of 2011.
4. The date or time of a meeting may be modified if a conflict is found. Such a decision shall be made at the previous month's meeting. Special meetings shall be held on the call of the President, or by the Executive Committee.
5. In the absence of express rules adopted by the Club, Roberts's Rules of Order

shall be given in parliamentary questions.

**ARTICLE X - QUORUM**

With the exception of Executive Committee meetings, at least seven members in good standing shall constitute a quorum of the Club for transaction of business and/or elections.

**ARTICLE XI - BOOKS AND RECORDS**

The Club, with the support of the TGCS Treasurer, shall keep correct and complete books and records of accounts. The Secretary shall keep minutes of the proceedings of the Club and Executive Committee meetings. All books and records of the Club may be inspected by any Club member.

**ARTICLE XII - FISCAL YEAR**

The fiscal year of the Club shall be August 1 to July 31.

**ARTICLE XIII - AMENDMENTS**

These by-laws may be amended from time to time as may be deemed necessary to accomplish the purpose of the Club by the affirmative vote of a majority of those present at any duly called meeting of the Club provided that notice of the proposed amendment was submitted at a previous regular meeting.

This document is a complete and accurate description of the Club.

This document has been adopted as a declaration of our purpose on \_\_\_\_\_ by the voting Club membership present at our monthly meetings as well as the following officers of the Club:

\_\_\_\_\_  
Dan McPherson, Athletic Director      Date

\_\_\_\_\_  
Michael Gregory, Administrator      Date

\_\_\_\_\_  
Steve Kauffeld, President      Date

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Karen Brown, Vice-President      Date

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Susan Fiala, Treasurer      Date

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Carla Stuckenschneider, Secretary      Date