

**BYLAWS  
of**

**CENTRAL CABARRUS HIGH SCHOOL ATHLETIC BOOSTER CLUB, INC.**

**ARTICLE I – Name and Purpose**

Section 1. **Name.** The name of the organization shall be Central Cabarrus High School Athletic Booster Club, Inc., hereinafter referred to as the “Club.”

Section 2. **Purpose.** The purpose of the Club is to promote the interest of the total athletic program at Central Cabarrus High School, hereinafter referred to as “CCHS”, by providing support through physical and financial assistance to the CCHS Athletic Department. This Athletic Department consists of student athletes, coaches, and the CCHS Administration. We shall: promote academic achievement in all students and athletes; promote the interests of CCHS through its athletic programs; create and uphold a feeling of fellowship and good sportsmanship in the CCHS community; receive contributions for said Athletic Department; make donations to said Athletic Department; obtain publicity for said Athletic Department; and otherwise promote and advance the CCHS Athletic Department in any way which will enhance the general operation of the department and CCHS. The Club, which is organized under the North Carolina Nonprofit Corporation Act, shall operate in a manner consistent with Chapter 55A of the General Statutes of North Carolina and Section 501(c)(3) of the Internal Revenue Code or successor provisions.

Section 3. **Offices.** The principal office of the Club shall be located at Central Cabarrus High School in Concord, NC.

**ARTICLE II – Membership**

Section 1. **Qualifications for Membership.** Membership shall be open to any adult person or business in the community who is interested in promoting the purpose of the Club. The Executive Board shall determine membership dues annually. The purpose of this fee is to defray the cost of any literature, basic operation expense, or mailings of the Club.

Section 2. **Voting Rights.** Except as otherwise provided in these bylaws, each member shall be entitled to one vote on each matter upon which members have voting rights. In addition to any voting rights set forth in these bylaws, the Executive Board may authorize members to vote on other matters. Except as otherwise determined by the Executive Board, votes of members shall be conducted by written ballot, which may be conducted electronically, and a plurality of votes cast shall be necessary for approval of any matter upon which members are asked to vote.

**ARTICLE III – Executive Board**

Section 1. **General Powers.** The property, business, and affairs of the Club shall be overseen by its Executive Board in accordance with these Bylaws. The Board is responsible for overall policy and direction of the Club and delegates responsibility for day-to-day operations to the President and shall be the final decision-making body of the Club. Specific powers of the Executive Board include but are not limited to:

- a. defining the mission, goals, and objectives of the Club, and assigning priorities among the goals and objectives when needed;
- b. selecting the Club's President and periodically reviewing his/her performance;
- c. reviewing and approving the Club's budget;
- d. raising the financial resources required to meet the Club's goals and objectives, as coordinated by the President, and establishing general fundraising policies;
- e. transacting business as is necessary between meetings of the Club;
- f. execution, through its officers and directors, of authorized Club policies. All major policies shall first be considered and shaped by the Standing Committees and the Executive Board;
- g. authorizing all expenditures, order annual audit of books and accounts, recommend a bank for the deposit of funds;
- h. holding special meetings, when called by the CCHS Principal, Club President, or written request of five members of the Club in good standing;
- i. overruling or modifying the action of any Officer of the Club;
- j. declaring any office vacant, upon two-thirds vote of the entire Executive Board;
- k. conducting a biennial review and evaluation of the Club's performance of the goals and objectives of highest priority;

Section 2. **Number of members.** The Executive Board shall consist of the following members: CCHS Principal or designated CCHS representative; Club Officers including President or Co-Presidents, Club Vice President or Co-Vice Presidents, Club Secretary, and Club Treasurer.

Section 3. **Voting.** All Executive Board members listed have ONE vote. In the case of co-officers, there is only ONE vote for the position.

Section 4. **Quorum.** At least three (3) executive board members shall constitute a quorum of the Club for the transaction of business.

Section 5. **Compensation.** No Executive Board member shall receive any compensation for his or her service in such capacity, except as otherwise provided in these bylaws.

## **ARTICLE IV – Officers and Directors**

Section 1. a. **Officers.** The officers of the Club shall be the President or Co-Presidents, hereinafter referred to as “President”, the Vice President or Co-Vice Presidents, hereinafter referred to as “Vice President”, the Secretary, and the Treasurer. Any two or more offices may be held by the same person, but no officer may act in more than one capacity where action of two or more officers is required.

Section 1.b. **Directors.** The directors of the Club shall be the Director or Co-Directors, hereinafter referred to as “Director,” of each standing committee, additional Directors as the Executive Board may authorize, and such subordinate officers as the Executive Board may appoint. Standing Committees are:

- Banquets
- Concessions
- Corporate Sponsorship/Fundraising
- Social Media/Publicity
- Spirit Wear/Apparel
- Viking Club

Section 2. **Election and Terms.** The officers and directors of this Club shall be elected annually at the May meeting. The President shall appoint a nominating committee of three at the March meeting each year whose purpose will be proposing the names of candidates for various Club officers and directors. The nominating committee may solicit new membership and new officer candidates from the CCHS feeder schools. The nominating committee shall report and recommend candidates at the May meeting. At this meeting, nominations may be made from the floor and election of all officers and directors shall be held immediately thereafter. All officers and directors shall be elected annually, shall take office at the beginning of the June meeting, and shall hold office for a period of one year.

Section 3. **Vacancies.** A vacancy in such office caused by death or disability, resignation or removal, may be filled by the other members of the Executive Board, Principal, Assistant Principal, Athletic Director, or any Member in good standing and recommended by the Executive Board for the unexpired portion of the term.

Section 4. **Duties of the President.** The President shall be the Chief Executive Officer of the Club. He or she shall preside at all meetings and shall be chairperson of the Club. He/she shall: issue the call for special board meetings; obtain the date, time, and place of all monthly and full membership meetings from the Executive Board, and have this information made available to all membership; appoint special committees as needed and set the term of their existence (not to exceed one year); and act as ex-officio member of ALL committees. He/she shall call for regular monthly committee reports and shall see that regular elections are held. He/she shall also serve as co-signer on expenditures by the Club along with the Treasurer. If for any reason the office of the President shall become vacant, the Vice President shall succeed in office. If any other office or director position becomes vacant the President shall appoint a member to fill the unexpired term. The President shall serve on the Executive Board as a voting member and assist all officers and directors in the orderly transition of the Club from year to year.

Section 5. **Duties of the Vice President.** The Vice President shall succeed the President in the event that the office becomes vacant or shall act in the place of the President in case of absence. The Vice President shall be responsible for MEMBERSHIP. The office shall solicit members and be responsible for chairing a committee for membership in the Club.

Section 6. **Duties of the Secretary.** The Secretary shall be under the supervision and direction of the President and Executive Board. He/she shall keep the general club records, including minutes of the Club and Board meetings, committee appointments, financial reports, committee reports, officers and directors list, and membership list showing their address and phone numbers.

Section 7. **Duties of the Treasurer.** The Treasurer shall receive all monies and deposit same in a bank recommended by the Executive Board and shall pay out monies only on the authority of the Executive Board. He/she shall have the authority to sign checks under \$500 without prior Executive Board approval with written approval from the President or the Vice President. ALL amounts over \$500 must first have the Executive Board approval and notification in writing to the Treasurer. The Treasurer shall prepare and submit written financial reports to the Executive Board monthly.

Section 8. **Duties of the Director of Banquets.** Shall serve as the chairperson(s) for the Banquets Committee and be responsible for recruiting volunteers to serve on the committee.

The committee shall be responsible for planning and organizing all banquets to be held during the year as determined by the Executive Board. This committee shall present its proposal along with budget requests to the Executive Board for approval for any banquet in addition to the one(s) determined by the Executive Board. The Director shall work with the Athletic Director and CCHS Principal to set dates for all banquets. All guest speakers must be approved by the CCHS Principal, CCHS Athletic Director, and the Executive Board. The committee shall be responsible for submitting monthly reports and financial information to the Executive Board.

Section 9. **Duties of the Director of Concessions.** Shall serve as the chairperson(s) for the Concessions Committee and be responsible for recruiting volunteers to serve on the committee and to manage and maintain concession stands at all approved functions. The committee shall be responsible to the Executive Board for profitability and furnishing monthly reports on inventories and monies to the Executive Board.

Section 10. **Duties of the Director of Corporate Sponsorship/Fundraising.** Shall serve as the chairperson(s) for the Corporate Sponsorship/Fundraising Committee and be responsible for recruiting volunteers to serve on the committee. The committee shall be responsible for all fundraising projects and coordinating the fundraising activities of the Club with other clubs involved in fundraising within CCHS and for presenting all fundraising activities to the Executive Board for prior approval. This committee shall prepare monthly reports for the Executive Board. The committee shall be responsible for preparing budgets to reflect the costs, expected duration in time, and the expected profits for each activity. These reports will be updated monthly to the Executive Board and a final financial report made upon completion of the project. The committee shall be responsible for recruiting business sponsorships in the form of goods and services, discounts, and/or cash donations.

Section 11. **Duties of the Director of Social Media/Publicity.** Shall serve as the chairperson(s) for the Social Media/Publicity Committee and be responsible for recruiting volunteers to serve on the committee. The Director shall be responsible for posting and updating all Social Media outlets for the Club meeting dates, times and upcoming activities relevant to the Club. The committee shall be responsible for planning, organizing, and distributing all newsletters, and information about the Club and its activities including meeting dates, times, and places. The committee shall be responsible for submitting monthly reports to the Executive Board.

Section 12. **Duties of the Director of Spirit Wear/Apparel.** Shall serve as the chairperson(s) of the Spirit Wear/Apparel Committee and be responsible for recruiting volunteers to serve on the committee. The Director shall: be responsible for all activities related to apparel and spirit wear; work with the committee and apparel suppliers to design and approve all designs and quantities of spirit wear; order all spirit wear based on need and inventory; be present or have a responsible adult representative present at all functions where spirit wear/apparel will be sold, including but not limited to all Open House events such as curriculum nights, freshman orientation, etc., home football games, select home soccer games, select home basketball games, etc.

Section 13. **Duties of the Director of Viking Club.** Shall serve as the chairperson(s) for the Viking Club Committee and be responsible for duties that are designated for the Viking Club for varsity football. These duties include: meals/finger foods for all home varsity football games, including setup and cleanup before and after games; work with Director of Corporate

Sponsorship/Fundraising to ensure that all eligible corporate sponsors and donors receive their Viking Club credentials and season tickets.

Section 14. **Duties of other Officers or Directors.** The duties and terms of office of any other Officer or Director appointed pursuant to Section 1 of this Article shall be specified by the Executive Board or the President if so authorized by the Executive Board.

Section 15. **Compensation.** No Officer or Director may receive any compensation, except as reimbursement for actual disbursements expended on behalf of or in service to the Club and according to policies authorized by the Executive Board.

Section 16. **Meetings.** The Executive Board shall meet monthly at a time and place designated by the Executive Board. Special Executive Board meetings may be called at the discretion of the Principal or President. Any member of the Club is free to attend the meetings of the Executive Board and is free to speak on any issue. Time may be allotted by the President in the interest of fairness and for the orderly process of conducting business. Only members of the Executive Board may vote in monthly meetings.

1. The Club shall determine regular meetings of this Club annually. The Executive Board 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 meetings, the President shall appoint a nominating committee consisting of three members, who shall present, at the next meeting, a slate of nominees for the various positions for the following year. Other names may be presented from the floor.
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 made on the call of the Principal, President, or by remainder of the Executive Board.
5. In the absence of express rules adopted by the Club, Robert's Rules of Order shall be given in parliamentary questions.

## **ARTICLE V – Miscellaneous Provisions**

Section 1. **Books and Records.** The Club shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of the Club, Executive Board, or special committees having and exercising any authority of the Club. All books and records of the Club may be inspected by any Club member or their agent or attorney for proper purpose at reasonable time.

Section 2. **Distribution of Funds.** The Club shall distribute, at the end of the fiscal year or as deemed reasonable by the Executive Board, all funds raised less expenses incurred to the CCHS Athletic Program. The Executive Board shall vote on the recommendations of each Standing Committee, the CCHS Athletic Director, and CCHS Principal, authorize the Treasurer to disperse funds accordingly. The Club will maintain only sufficient funds from year to year as deemed necessary for reasonable start up operation costs for the upcoming fiscal year, or for capital expenditures and improvements deemed necessary to the successful operation of the Club, by the vote of the Executive Board.

Section 3. **Indemnification.** Every person who is or shall have been an Executive Board member of the Club and his or her personal representatives shall be indemnified by the Club against all costs and expenses reasonably incurred by or imposed upon him or her in connection with or resulting from any action, suit, or proceeding to which he or she may be made a party by reason of his or her being or having been an Executive Board member of the Club, except in relation to such matters as to which he or she shall finally be adjudicated in such action, suit or proceeding to have acted in bad faith and to have been liable by reason of willful misconduct in the performance of his or her duty as such Officer or Director. "Costs and expenses" shall include, but without limiting the generality thereof, attorney's fees, damages, and reasonable amounts paid in settlement.

Section 4. **Fiscal Year.** The fiscal year of the Club shall be the first day of June of each year and shall end on the thirty first day of May of the next year

Section 5. **Amendments.** The Bylaws may be altered, amended, or repealed and new Bylaws adopted upon the vote of two-thirds of the members of the Executive Board present and voting at a duly constituted meeting, provided that notice of such proposed action, including the content thereof, be included in the call for the meeting or submitted at a previous regular meeting..

Section 6. **Prohibited Activities.** No Officer, Director, 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.

This is a non-profit, non-stock membership organization. No part of the Club's assets or net earnings shall inure to the benefit of or be distributable to its members, directors, officers, or other private persons either during the Club's existence or upon its dissolution except as reasonable compensation for services rendered and to make payments or distributions made in connection with carrying out its non-profit purposes.

Section 7. **Dissolution and Distribution of Assets.** In the event the Club is dissolved, either voluntarily or involuntarily, or the Club ceases to exist for any reason, the Executive Board shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the Club to Central Cabarrus High School to be used exclusively for CCHS Athletic Department in accordance with all Cabarrus County Schools financial policies and procedures.

These bylaws were approved at a meeting of the Executive Board of Central Cabarrus High School Athletic Booster Club, Inc. on October 7, 2019.