



BYLAWS OF THE DAMASCUS HIGH SCHOOL ATHLETIC BOOSTERS CLUB

ARTICLE I - NAME AND LOCATION

Section 1. Name

The name of this organization is the “Damascus High School Athletic Boosters Club, Inc.”, hereinafter referred to as the “Boosters”.

Section 2. Location

The Executive Committee shall have full power and authority to select and change the principal office/meeting location of the Boosters from one location to another so long as said principal location remains within Montgomery County, Maryland. There is an “Athletic Boosters” box in the main office at Damascus High School, hereinafter referred to as DHS, 25921 Ridge Road, Damascus, MD 20872. The mailing address for the DHS Athletic Boosters is P.O. Box 5, Damascus, MD 20872.

ARTICLE II – PURPOSE

Section 1. Specific Purpose

The purpose of the Boosters is to encourage and sponsor interscholastic girls and boys athletic activities at DHS, and to provide such equipment, facilities, and training for such activities as may be deemed advisable by the Boosters and acceptable to the DHS Administration and the Montgomery County Board of Education.

Section 2. Special Purpose

A special purpose of the Boosters is to raise and disseminate funds in support of DHS interscholastic sports programs in a fashion deemed advisable by the Boosters and acceptable to the DHS Administration and the Montgomery County Board of Education.

Section 3. Non-profit Status

This organization is organized exclusively for charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code

ARTICLE III - BASIC POLICIES

The following are the basic policies of the Boosters:

- a. The Boosters shall be noncommercial, nonsectarian and nonpartisan.
- b. The name of the association or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to the promotion of the purpose of the organization.
- c. The organization shall not enter into membership with other organizations except with the approval of the executive board, but may cooperate with other organizations and agencies concerned with the welfare of athletes and other students.
- d. The Boosters shall not--directly or indirectly--participate or intervene in any way in any political campaign on behalf of, or in opposition to, any candidate for public office.
- e. No part of the net earnings of the Boosters shall benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II.
- f. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to Damascus High School.

ARTICLE IV - MEMBERSHIP AND DUES

Section 1. Eligibility

Membership in the Boosters shall be open to parents, guardians, and family members of students; faculty, staff, and graduates of DHS; and any other individual or organization supporting the purposes of the Boosters. Membership shall be made available without regard to race, color, creed, sexual orientation, or national origin.

Section 2. Term of Membership

Membership shall be annual for a school year, (July 1 to June 30), shall become effective for a year or portion thereof upon payment of the annual membership fee, and shall remain effective until the following June 30.

Section 3. Honorary Membership

Honorary Membership shall be awarded at the discretion of the Executive Committee. Honorary members shall be entitled to all privileges of regular membership.

Section 4. Ex Officio Membership

The Principal or his/her designee, and the Athletic Director shall be ex officio members of the Athletic Booster Board without vote. They may choose to join as regular members and will then be entitled to all privileges of regular membership.

Section 5. Dues

General Membership dues shall be \$35.00 annually. We will also have a limited number of Patron Memberships for which the dues will be \$395. Faculty and staff membership dues will be \$20.00 annually. The dues are tax deductible. Any change in membership dues must be approved by a majority vote of those members present and voting at a regular membership meeting.

ARTICLE V - OFFICERS AND THEIR ELECTION

Section 1. Eligibility

The privilege of holding office shall be limited to members of the organization whose dues are paid. Dues for all Board members must be paid by the end of September. Candidates must have been members of the organization for at least thirty (30) days previous to nomination.

Section 2. Officers

The Executive Committee is defined as the President, Vice President, Treasurer, Secretary, and the Information Officer. Officers of this organization shall be a President, a Vice President, Secretary, Treasurer, Information Officer, and up to five (5) Directors at Large. The addition of additional at Large seats can be added at the discretion of the Executive Board with a majority vote. These officers shall be elected annually.

Section 3. Nomination and Election

a. Nominations for office shall be made by a nominating committee which shall be appointed by the Board at least two months before the annual election meeting in June.

b. The Nominating Committee shall be composed of three (3) members. The committee shall select its own chairman.

- c. No member shall serve on the nominating committee for more than four (4) consecutive years.
- d. The report of the nominating committee shall be submitted to the membership at least thirty (30) days prior to the annual election meeting. At the annual election meeting additional nominations may be made from the floor.
- e. Only those persons who are eligible and who have signified their consent to serve if elected shall be nominated for or elected to office.
- f. The officers shall be elected by a majority vote of those present at the annual election meeting.

Section 4. Term of Office

- a. Officers shall be elected to serve for a term of one (1) year, or until successors have been elected.
- b. Officers may be elected for a maximum of four (4) consecutive terms in one position.
- c. No person may hold more than one elected office.
- d. Terms shall commence on July 1 and end on June 30.
- e. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the board.

ARTICLE VI -- DUTIES OF OFFICERS

Section 1. President

The President shall:

- a. Preside at all meetings of the Boosters, the Boosters Board, and Executive Committee.
- b. Be a member ex officio of all committees with the exception of the nominating committee.
- c. Appoint all committee chairmen subject to the ratification of the Board.
- d. Coordinate the work of officers and committees in order that the purposes of the organization may be promoted.
- e. Shall serve as the main point of contact to receive and distribute as necessary emails from the Principal and/or Athletic Director.
- f. Present recommendations for Booster expenditures in coordination with AD for Board vote.
- g. Sponsorship sales, main contact for all sponsors, and coordinator of all logistics regarding sponsorship fulfillment.
- h. Main contact with PTSA President.
- i. Represent Boosters interests at all school appropriate functions (e.g., NLI Event, Back to School Night, Meet the Coaches Night, Awards Night, Freshmen orientation, etc.)
- j. In coordination with the Treasurer, develop a yearly budget and track P&L performance.

Section 2. Vice President(s)

The Vice President(s) shall:

- a. Act as an aide to the president and shall perform the duties of the President in the absence or inability of that officer to act.
- b. Have such other powers and perform such other duties as from time to time may be prescribed by the President or by the Board.

Section 3. Secretary

The Secretary shall:

- a. Keep an accurate record of the proceedings of all meetings of the Membership, Booster Board, and Executive Committee.
- b. Record all expenditures in the minutes.
- c. Prepare and disseminate minutes of the meetings to the Principal (or designee), Athletic Director and Board Members.
- d. Shall keep a current copy of the Bylaws and the Standing Rules.
- e. Be responsible for presiding over elections and the preparation and counting of any necessary ballots.
- f. Shall send correspondence deemed necessary by the President and the Board.
- g. Perform such other duties as may be delegated to the Secretary.

Section 4. Treasurer

The Treasurer shall:

- a. Receive monies of the Boosters, keeping an accurate record thereof, and shall deposit them in the name of the DHS Athletic Boosters in a bank or banks approved by the Board.
- b. Pay all bills as authorized by the Booster Board or the organization.
- c. Keep an accurate record of receipts and disbursements which is a permanent record of the Boosters. All other financial records must be retained for seven years, including the current year.
- d. Present a statement of account at every meeting of the Board and general membership meeting, and when otherwise requested by the Board.
- e. File such annual reports with the Internal Revenue Service, the State of Maryland, and local agencies as required by law.
- f. Prepare an annual budget to be presented, during the first quarter of the fiscal year, at the first general membership meeting of the fiscal year.

Section 5. Information Officer

- a. Monitors and maintains information for the Booster website and social media.
- b. Provides the Booster Club President with information as necessary.
- c. Maintains Booster database (if database platform is in place)
- d. Sends mass emails to members (if mass email program is in place)
- e. Assists with specific activities/events sponsored by the Booster Club.

Section 6. Director at Large

- a. Attends monthly meetings.
- b. Assists with specific/activities/events sponsored by the Booster Club.
- c. Serves as chairperson to at least one committee, if needed.

Section 7. Failure to Attend Meetings

When an Officer or Committee Chairperson fails to attend three (3) consecutive meetings without adequate excuse or when an officer fails to perform the prescribed duties of the office, the Board may declare the office vacant.

Section 8. Expiration of Term or Resignation

Each Officer or Committee Chairperson, upon expiration of his or her term of office or in case of resignation, shall turn over to the president without delay, all records, books and other materials pertaining to the office or chairmanship, and shall return to the treasurer, without delay, all funds belonging to the Boosters.

ARTICLE VII - BOOSTER MEETINGS

Section 1. Meetings

Booster meetings shall be scheduled monthly during the school year (to be decided by the Board) unless otherwise ordered by the Board.

Section 2. Annual Election Meeting

The annual election meeting shall be held in June in conjunction with the regular meeting of that month.

Section 3. Special Membership Meetings

Special Meetings may be called at any time, for any reason, in any of the following ways:

- a. By the Booster president
- b. By a request to the president of at least (3) Booster Board Members.
- c. By a written petition signed by at least fifteen (15) general members of the Boosters. Such a petition shall be presented to the president who shall call such a meeting within one week after notification of members.

Section 4. Participation

The privilege of making motions, debating and voting shall be limited to members of the Boosters who are present and whose dues are paid.

Section 5. Quorum for General Meetings

A quorum for general membership meetings shall consist of at least three (3) officers and at least six members in total. The officers may be counted as part of the six.

Section 6. Voting

At general membership meetings, all members of the Boosters, who are 18 years or older, may vote by voice or written ballot as directed by the presiding officer. The membership may, by majority vote, request a written ballot vote on any item. Proxy and absentee voting are expressly prohibited.

All motions made will be decided by a simple majority vote of all members present as outlined herein.

The Board reserves the right to “veto” any majority vote if the majority of the Board feels the action is not in the best interest of the Boosters in general.

In such a case that the Board vetoes a majority vote on a motion, the membership may request for a new vote to override the Board veto. In such a case, a vote of at least $\frac{3}{4}$ in favor of the motion must be made to override the Board veto of the motion. The Board also reserves the right to revise the motion of the vetoed vote, explain its reasoning to the membership, and put forth a new, modified motion on the issue for a new, simple majority vote.

ARTICLE VIII -- BOOSTER BOARD OF DIRECTORS

Section 1. Composition

The Booster Board of Directors shall consist of the duly elected officers and the non-voting ex officio members of the Board and are welcome at all regular Booster meetings.

Section 2. Duties

The Booster Board:

- a. Shall transact necessary business between meetings of the organization and shall transact such other business as may be referred to it by the general membership.
- b. May authorize the payment of organization bills within the limits of the budget adopted by the organization. Such action shall be ratified at the next organization meeting and must be recorded in the minutes.
- c. May authorize the payment of other non-budgeted organization bills between meetings of the organization. Ratification of payment of these bills must occur at the next organization meeting and must be recorded in the minutes.
- d. Shall create such committees as are deemed necessary to carry out the work of the organization.
- e. Shall fill all vacancies in office, including that of president.
- f. Shall receive a financial report from the treasurer at each meeting.

Section 3. Quorum for Board-Only Meetings

A majority of Board members (or 50% when there is an even number of Board members) shall constitute a quorum for Board meetings. A majority of Board or general members present who vote on any particular issue will suffice to pass that issue.

Section 4. Special Action

For situations requiring Booster Board action that occur where there is not time to constitute a quorum at a meeting, the Board may be polled by the President on an issue. In this instance, a majority of the Board membership must vote affirmatively for the action to be declared passed. A Board Member not voting is counted as not voting affirmatively, whether by abstention or by being unavailable for contact at the time of polling.

Section 5. Year End Reports

At the end of each term of office and/or upon completion of a specific responsibility, each Booster officer or committee chairman is responsible for submitting a written report of the activity for which he or she was responsible. This is to become a part of the permanent record of the Boosters to aid subsequent persons in each responsibility area.

Section 6. Permanent Records of the Boosters

The president shall be responsible for maintaining the permanent records of the Boosters during his or her term of office, and for passing it on to the next President. The Treasurer shall be responsible for maintaining all financial records of the Boosters during his or her term of office and for passing it on to the next Treasurer.

ARTICLE IX – COMMITTEES

Section 1. Committees

The Board shall create such Committees necessary to carry on the work of the Boosters. The quorum for a committee meeting shall be a majority of its members.

Section 2. Committee Chairman

The chairman of committees shall be appointed by the President subject to the ratification of the Board. The Chairmen shall be considered to be members of the Booster Board.

Section 3. Term of Office

The term of office for a chairman shall be one year or until successors have been appointed.

Section 4. Plan of Work

The chairmen shall consult with the President or designated elected officer concerning plans of work. No work shall be undertaken without such consultation.

Section 5. Reports

Reports shall be compiled annually by all chairmen and filed with the President.

ARTICLE X – FUNDS

Funds required for the purposes of the Boosters shall be raised by annual dues, donations, and such other fund-raising activities as the Boosters may undertake from time to time. The Board will establish methods of designation and distribution of said funds taking into account the stated preferences of donors, the requests of the Principal (or designee) and/or the Athletic Director.

ARTICLE XI – BYLAWS

Section 1. Articles of Organization

The articles of organization of the Boosters comprise these Bylaws, as from time to time amended.

Section 2. Revision and Amendment

These Bylaws may be amended by a majority vote of those present and voting at a General Membership Meeting. Proposed amendments must first be approved by the Board, whose members shall receive them at least one month prior to the meeting at which they will be voted upon. The membership shall receive notification at the previous meeting that Bylaws revisions and/or amendments are to be voted upon at a General Membership meeting.

Section 3. Review

These Bylaws shall be reviewed at least every other year by a committee appointed by the President.

ARTICLE XII -- FISCAL YEAR AND IRS NUMBER

Section 1. Fiscal Year

The fiscal year of the Boosters shall begin July 1 and end June 30.

Section 2. IRS Number

The Internal Revenue Service Employer Identification number for the Boosters is EIN Number 46-3750365.

ARTICLE XIII -- PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern this organization in all cases in which they are applicable and in which they are not in conflict with these Bylaws.

ADOPTED BY THE ATHLETIC BOOSTERS: May 20, 2024