

CHELMSFORD HIGH SCHOOL
ALL SPORTS BOOSTER CLUB, INC.



BY-LAWS

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ARTICLE I - CLUB NAME AND INSIGNIA

SECTION I CLUB NAME

A. The name of the club shall be the CHELMSFORD HIGH SCHOOL ALL SPORTS BOOSTER CLUB, Inc.

SECTION II CLUB INSIGNIA

A. The Club insignia shall be a LION.

ARTICLE II - OBJECTIVES

SECTION I PURPOSE

A. The purpose of the Club is to stimulate the interests and enthusiasm of the people of Chelmsford in the interscholastic activities of Chelmsford High School, and thereby increase participation in athletics and give benefit to and recognition of the girls and boys who are in the athletic programs of said school.

SECTION II METHODS

A. The primary method of satisfying the purpose of the Club shall be through the acquisition and presentation of major awards for achievement in athletic activities under the supervision of the Athletic Director. This recognition shall be accomplished at suitable public gatherings. Other methods of satisfying the purpose of the Club shall be:

1. Through the donation of funds to acquire special items not available through the normal budgetary process of the Chelmsford Schools or other town organizations.
2. The sponsoring of means to increase public attendance at Chelmsford High School's athletic activities
3. Other appropriate activities.

SECTION III FUNDING

A. The Club may hold meetings, appoint committees, collect membership dues and sponsor appropriate activities to obtain funds to satisfy the objectives of the Club.

ARTICLE III - MEMBERSHIP

SECTION I MEMBERSHIP

A. Membership in the Club is open to the residents of Chelmsford and faculty of the Chelmsford Schools. There will be two types of members, Board Members and Members-at-Large.

SECTION II BOARD MEMBERS

A. Criteria for Board Membership requires a person to attend a minimum of three (3) Booster Club sponsored events in one Booster Club year (September through June), one (1) of which must be a monthly Booster Club meeting prior to the voting meeting. The member is responsible to communicate to the Secretary

his/her voluntary participation in an event. After meeting this requirement, these members shall be known as the Board Members, and entitled to attend any general, annual or Board Member meeting, receive mailings of notice and meeting minutes, have access to financial reports and to vote in accordance with these By-Laws.

- B. A record of such members shall be maintained by the Club Secretary.
- C. A Board Member of the previous year shall automatically continue as a Board Member in the next year, until it is impossible for that person to meet the meeting requirement for the new year. That person will then become a Member at Large.

SECTION III MEMBERS AT LARGE

- A. People who do not meet the Board Member requirements shall be known as a Member-at-Large. Members-at-Large are able to attend General and Annual Meetings, speak at meetings, have access to the meeting minutes and the Treasurer's report, and chair and volunteer for different functions.

SECTION IV EXCEPTIONS

- A. Criteria for membership can be exempted by a majority vote of the four Club Officers. In the event of a tie vote, the President's vote shall be deciding.
- B. Any person can be removed as a member of the All Sports Booster Club by a majority vote of the Board Members at any General Meeting. Reason for this procedure are (but not restricted to) interference with Club policy, general disruptiveness, or violations of any of the Club By-Laws.

ARTICLE IV - RESTRICTIONS

SECTION I

- A. Membership in the Club shall not entitle any member to interfere in any way with the planning, policy, or coaching of any organized athletic activity in the Chelmsford Schools.

SECTION II

- A. All major activities planned by the Club shall be coordinated with the Athletic Director so as not to interfere with any athletic program.

SECTION III

- A. No officer or board member shall have the authority to act or speak for the Club unless such act has been authorized by a majority of the officers.

ARTICLE V - ORGANIZATION

SECTION I GENERAL

A. There shall be Club Officers, Board Members, Members-at-Large, and Committees as required.

SECTION II OFFICERS

A. There shall be four (4) Officers of the Club, consisting of President, Vice-President, Treasurer, and Secretary.

SECTION III BOARD MEMBERS

A. Board Members shall consist of four (4) Officers of the Club, and any person meeting the membership criteria outlined in Article III - Membership.

SECTION IV MEMBERS-AT-LARGE

A. People not meeting the criteria for board members as outlined in Article III - Membership, shall be known as Members-at-Large.

ARTICLE VI - MEETINGS

SECTION I GENERAL MEETINGS

A. General Meetings shall be held once each month during the school year. Additional meetings may be called by the President or by a majority vote of the board members.

SECTION II BOARD MEETINGS

A. Board Meetings can be held on an as needed basis and will be called by either the President, or a majority vote of the board members. These meetings can be held in conjunction with General Meetings.

SECTION III ANNUAL MEETING

A. There shall be one annual meeting each year for the election of officers and changes to these By-Laws. This meeting can be held in conjunction with General Meetings.

SECTION IV COMMITTEE MEETINGS

A. Committee Meetings may be called as necessary by the Committee Chairman.

SECTION V SPECIAL MEETINGS

A. A Special Meeting is open to the general public and conducted to support, advertise, and boost some activity associated with Chelmsford High School's Athletic Program.

ARTICLE VII - CLUB YEAR AND ELECTION OF OFFICERS

SECTION I CLUB YEAR

- A. The Club year shall be from July first to June thirtieth.

SECTION II ELECTION OF OFFICERS

- A. Officers of the Club shall be elected at the Annual Meeting in May by a majority vote of the members present.
- B. In the event of a vacancy, the office shall be filled by a special election at the next General Meeting. A substitute shall be appointed by the President to serve until then.
- C. Each officer shall be elected for a two (2) year term and shall take office on July first following election. The terms of the officers shall be staggered to provide overlap of at least two (2) officers for continuity purposes.

SECTION III NOMINATIONS

- A. Any member of the Club shall have the privilege of making nominations for any elective position of the Club.

SECTION IV VOTING

- A. Any board member in attendance at a General Meeting shall be permitted to vote for nominated candidates.

SECTION V QUORUM

- A. At any Officers Meeting there must be three members present to constitute a quorum for transaction of business.
- B. At any board meeting there must be seven members present to constitute a quorum for transaction of business.
- C. At the General or Special Meetings a minimum of seven members shall constitute a quorum for transaction of business.
- D. At all of the above meetings a majority vote shall prevail.

ARTICLE VIII - DUTIES OF OFFICERS AND BOARD MEMBERS

SECTION I DUTIES OF THE PRESIDENT

- A. The duties of the president are to preside at all meetings established in these By-Laws; have the general supervision, direction and control of the business and affairs of the Club; represent or appoint a representative to speak for the Club at meetings with the Athletic Director or other School officials, clubs or committees;

assist and advise as necessary other board members and committees; enforce the rules of the Club; and have other duties and powers usually invested in the Office of the President.

SECTION II DUTIES OF THE VICE-PRESIDENT

- A. The duties of the Vice-President are to assist the President, and in the event the President is unavailable or unable to preside, shall have all the powers and responsibilities of the President. The Vice-President shall have other duties as may be prescribed by the officers and/or board members.

SECTION III DUTIES OF THE TREASURER

- A. The duties of the Treasurer are to collect all receipts and make deposits in the Club accounts; pay all expenditures by check in accordance with the limitations set forth in ARTICLE XII - FINANCIAL PROCEDURES; and keep and maintain accurate and complete accounts of all income and expenditures.
- B. The Treasurer, the President, or the Vice President of the Club shall have the authority to sign and endorse all checks.
- C. Any financial records of the Club shall be made available to any board member for inspection within five (5) days of such a demand.
- D. The Treasurer shall prepare and make available a written Financial Report at the End of each month.

SECTION IV DUTIES OF THE SECRETARY

- A. The duties of the Secretary are to record, maintain, and furnish to the officers the minutes of all meetings of the board members, officers, General, Annual, Board and Special Meetings; give board members notice of these meetings; carry on the correspondence of the Club; maintain Club records; have the By-Laws of the Club at all meetings where Club business is being transacted; and perform any other administrative duties as assigned by the President of the board.
- B. Any records of the Club shall be made available to any board member for inspection upon request for the same.

SECTION V DUTIES OF THE BOARD MEMBERS

- A. The board members shall manage the affairs of the Club; determine its policies; consider and pass upon the grievances of any member or group of members pertaining to Club activities; and suspend any member or members for infraction of these By-Laws.
- B. The board members may remove from office any officer or board member that it judges is not performing the duties of the office as provided for in the By-Laws,

or whose conduct is detrimental to the welfare of the Club. Such removal shall require a two-thirds vote of the board, meeting in executive session.

ARTICLE IX - CHANGING THE BY-LAWS

SECTION I

- A. Suspension, alterations, and amendments to these By-Laws shall be voted on only at Annual Meeting announced at least one week in advance of the date of the meeting.
- B. A majority vote of the board members present shall be necessary to suspend, alter or amend any provision of the By-Laws of this club.

ARTICLE X - ORDER OF BUSINESS

SECTION I Call to order.

SECTION II Reading of the minutes of the last meeting and of any intervening special meetings and action taken thereon.

SECTION III Report of the Treasurer.

SECTION IV Report of the Committees.

SECTION V Reading of bills, notices, and communications.

SECTION VI Unfinished Business.

SECTION VII New Business.

SECTION VIII Addresses for the Good and Welfare of the Club.

SECTION IX Adjournment

ARTICLE XI - RULES OF ORDER

SECTION I

A. Any member wishing to speak shall address the President.

SECTION II

A. If two or more members claim the floor, the President shall decide between them.

SECTION III

- A. Any dispute as to rules of order shall be determined by the President or acting Chairman.

SECTION IV

In the absence of the President or Vice-President, the remaining officers or board members present may select one of their bodies to preside, and they shall also select one of their bodies to keep the minutes of the meeting in the absence of the Secretary.

ARTICLE XII - FINANCIAL PROCEDURES

SECTION I FISCAL YEAR

- A. The fiscal year of the Club shall be from July first to June thirtieth.

SECTION II LIMITATIONS OF AUTHORITY OF OFFICERS AND BOARD MEMBERS

- A. No officer or board member shall have authority to make commitments for the Club unless authorized by a majority vote of the officers. In an emergency, a majority of the officers may authorize expenditures not to exceed one hundred fifty dollars.

- B. The board members shall not authorize the expenditure of funds beyond those budgeted against anticipated receipts.

- C. Unless otherwise provided for, no board or committee member may commit any funds of the Club without the approval of the majority of officers.

- D. The finances of the Club are to be restricted to the Officers of the Club and board members only. All finances are to be held in very strict confidence.

SECTION III AUDITS

- A. The financial records of the Club shall be audited at the end of each fiscal year by two persons selected by the Officers of the Club.

- B. Additional audits may be requested by the board whenever the Treasurer is replaced, or at any other time the board deems it advisable.

SECTION IV DEMISE OF THE CLUB

- A. It is the intent of these By-Laws that if this Club should be dissolved, the balance of the funds shall be spent for the benefit of the Chelmsford High School Athletic Program, or given to the High School Principal and the Athletic Director specifically for that purpose.

ARTICLE XIII - BONDS

SECTION I

- A. The board members may require that any Officer of the Club be bonded to Guaranty the faithful and honest performance of his or her duties. The President and Treasurer shall be bonded in the amount acceptable to the board members. These bonds shall be paid for from the Club treasury.

ARTICLE XIV - SCHOLARSHIPS

SECTION I

- A. Fifteen (15) scholarships in the amount of \$500.00 each shall be awarded at the end of each school year to seniors who have been awarded letters for participation in varsity sports. Each scholarship awarded shall be of a one-time non-recurring nature. The intent being that the scholarship is to assist the award in their initial year of post-secondary education only. Funds may be solicited or donated for additional scholarships, as appropriate. All scholarships shall be awarded on a competitive basis to deserving student-athletes based upon sports participation, academics and achievements.
- B. Scholarship money will be kept in the general fund. These funds will not be used for any other purpose, other than scholarships. Use of these funds in any way, other than described herein, will require a majority vote at the Annual Meeting in May. Please see Article IX, Sections I and II – Changing the By-Laws.