CHATHAM CHARTER'S ATHLETIC BOOSTER BYLAWS

Article I

Office of the Chatham Charter Athletic Booster Club

Section 1. Principal Office

- The principal office of the Chatham Charter Athletic Booster Club (Booster Club) shall be located in Chatham County, North Carolina at 2200 Hamp Stone Road, Siler City, North Carolina, or at such other place as the Executive Committee from time to time shall designate.

Section 2. Registered Office

- The registered office of the Booster Club required by law to be maintained in the State of North Carolina may be, but need not be, identical with the principal office.

Section 3. Other Offices

- The Booster Club may have offices at such other places, either within or without the State of North Carolina, as the Executive Committee may from time to time determine, or as the affairs of the Booster Club may require.

Section 4. Role of the Booster Club

- The role of the Booster Club shall be as set out in the Role of the Sports Boosters as attached to and incorporated into this document.

Article II

Members

Section 1. Membership

- The person signing the Articles of Incorporation shall be the first member of the corporation, until such time as that person resigns as a member. Thereafter, the eligibility and qualifications for membership and the manner of and admission into membership shall be prescribed by resolutions duly adopted by the Executive Committee. Such rules shall be attached to and made a part of these Bylaws unless they are incorporated herein.

Section 2. Membership and Dues

- Dues to become a member shall be $10.00/year, to be due and payable for the school year beginning July 1 and ending June 30. A general member is a member that has paid his or her dues and are in good standing.

- Only general members are allowed to participate in the business meetings of the Booster Club or to serve in any of its elected or appointed positions. Paid membership shall be processed when received, and if accepted, the member so submitting shall be eligible to vote at the meeting of the Booster Club.
- Each member has one vote but must be present at the meeting to exercise that vote.

Section 3. Sub-Chapters

- Each sub-chapter for a sport shall be represented at the Corporation meetings by the head coach and/or one voting representative Team Parent Volunteer (TPV), that Team Parent Volunteer to be appointed by the Head Coach. (The Executive Committee officers shall not act as the Team Parent Volunteer.)
- The Coach or the TPV shall present requests for funds to the membership at its meetings. All funds raised by a specific sub-chapter shall be held distinct and separate for that sport and may be disbursed (purchases, team meals, end of year celebrations) only after a written request as set out above. Requests will be approved/denied by the athletic director based on the value of the team fund.

Article III

Meetings of Members

Section 1. Place of Meetings

- All meetings shall be held at the principal office of the Booster Club or at such other place, either within or without the State of North Carolina, unless otherwise set by the Executive Committee. Meetings shall be held every month on the second Monday of the month at 6:00 p.m. at the designated location. Any change in the monthly meeting must be announced in advance.

Section 2. Agenda

- An agenda shall be developed and adhered to for each general meeting and Executive Committee meeting.
- A proposed agenda shall be emailed in the Sunday Messenger preceding the Monday meeting.

Section 3. Monthly Meetings

- The monthly meeting shall be held at 6:00 p.m. on the second Monday of each month beginning in August and ending in May; but if a legal holiday, then the meeting will be rescheduled.

Section 4. Substitute Monthly Meeting

- If the monthly meeting shall not be held on the day designated by these bylaws, a meeting so called shall be designated and treated for all purposes as the monthly meeting.

Section 5. Special Meetings

- Special meetings of the members may be called at any time by the President or Executive Committee.

Section 6. Notice of Meetings

- Notice stating the time and place of the meeting shall be located on the school website.

Section 7. Robert's Rules of Order

- Robert's Rules of Order shall be the authority on all questions of procedure not specifically otherwise addressed in these bylaws.

Section 8. Voting Lists

- A list of the members entitled to vote at such meetings shall be kept open at the time and place of the meeting and shall be subject to inspection by any member during the whole time of the meeting.

Section 9. Voting

- The members present at the membership meetings shall constitute a quorum. Motions shall be carried by a majority vote of the members present at a membership meeting.

Article IV

Executive Committee Election and Duties

Section 1. Membership

- The business and affairs of the Booster Club shall be managed by the Executive Committee, which shall act as the Board of Directors of the Booster Club.

Section 2. Qualifications and Term

- The Executive Committee shall be composed of all duly elected officers, and the Athletic Director. (The Past President shall be accessible as needed for six(6) months after their term ends.)

- Each member of the Executive Committee shall be in good standing as a Booster Club member.
- Each member of the Executive Committee shall serve a term of two and a half (2 ½) years or until his or her successor is elected and qualified.
- Exiting officers will attend the summer meetings and the August and September meetings to begin the school year but will be available until December to assist their replacement.
- Executive Committee membership term ending shall stagger with president/secretary (2026) expiring one year and vice president/treasurer/head of concessions (2027) expiring the next.
- The Executive Committee shall help in recruitment of future officers.

Section 3. Duties of Executive Committee

- The Executive Committee shall review every expenditure made by the Booster Club. It shall make recommendations to the Booster Club concerning expenditure.
- The Executive Committee may approve expenditures up to an amount of $1,000.00. Expenditures greater than this amount shall be approved by the membership.
- The Treasurer shall disburse funds only after approval of the expenditure.

Section 4. Election of Executive Committee

- Proposed Executive officers will be selected by a Nominating Committee to be appointed by the President during the March meeting of election years.
- The Nominating Committee will report to the membership during the April meeting of applicable years with recommendations for officers. There may also be nominations made from the floor at the meeting.
- Election of officers will occur at the May meeting. The candidate receiving the most votes for each office will be deemed elected.

Section 5. Voting on the Executive Committee

- Every member in good standing shall be entitled to one vote if present at the meeting.

Section 6. Removal of an Executive Committee Officer

- Any Executive Committee Officer elected may be removed by the Executive Committee at any time with or without cause, and a successor shall be elected by the members of the Booster Club at its next meeting to fill the unexpired term.

Section 7. Vacancies

- A vacancy occurring in the Executive Committee may be filled by a Booster Club member with a majority vote of the members.

Section 8. Compensation

- The Executive Committee shall serve without compensation but may, if approved by the membership, be reimbursed for reasonable expenses.

Article V

Executive Committee

Section 1. Identification

- The Executive Committee of the Booster Club shall consist of a President, a Vice-President, a Secretary, Treasurer, and Head of Concessions.
- The Athletic Director shall serve as ex officio members of the Executive Committee.

Section 2. President

- The President shall be the principal executive officer of the Booster Club and (subject to the control of the Executive Committee) shall supervise and control the management of the Booster Club in accordance with these bylaws.
- The President shall be Chairman of the Executive Committee, shall preside at all meetings of the Committee/Booster Club, and shall perform such other duties as may be directed.
- The President shall have the power to appoint all committees and shall serve as an ex-officio member of each committee.
- The President shall serve as the liaison between the school and the Booster Club.

Section 3. Vice-President

- The Vice-President shall, in the absence or disability of the President, perform the duties and exercise the powers of that office.
- In addition, the Vice-President shall perform such other duties and have such other powers as the Executive Committee shall prescribe.
- The Vice-President shall serve as chairperson of program committees.

Section 4. Secretary

- The Secretary shall keep accurate records of the acts and proceedings of all meetings of shareholders and Executive Committee.

- The Secretary shall give all notices required by law and by these bylaws.
- The Secretary shall have general charge of the Booster Club's books and records and of the Booster Club's seal, and he/she shall affix the Booster Club seal to any lawfully executed instrument requiring it.
- The Secretary shall create and distribute each meeting's agenda, produce and maintain an updated list of the Booster Club members.
- The Secretary shall keep a calendar of events, including the teams' fundraising dates, and work cooperatively with the school's event organizer.
- The Secretary shall assume the role of the Vice-President if that office is vacant.

Section 5. Treasurer

- The Treasurer shall have custody of all funds and securities belonging to the Booster Club and shall receive, deposit, or disburse the same under the direction of the Executive Committee.
- The Treasurer shall keep full and accurate accounts of the finances of the Booster Club in books especially provided for that purpose; and he/she shall cause a true statement of its assets and liabilities as of the close of each fiscal year and of the results of its operations and of changes in surplus for such fiscal year, all in reasonable detail.
- The Treasurer shall make reports to the members and the Executive Committee at each meeting.
- The Treasurer shall, in general, perform all duties incident to his/her office and such other duties as may be assigned to him/her from time to time by the President or by the Executive Committee.

Section 6. Head of Concessions

- The Head of Concessions shall be responsible for coordinating all aspects of concessions for the athletic year.
- The Head of Concessions shall attend all Chatham Charter Athletic Booster monthly meetings.
- The Head of Concessions shall stock supplies and food as needed.
- The Head of Concessions shall order and organize volunteer signups.
- The Head of Concessions shall maintain a clean and sanitized work environment following all safety and health regulations.
- The Head of Concessions shall manage menu and price items to ensure a profit.
- The Head of Concessions shall coordinate every opening and closing, using the established procedures.

- The Head of Concessions shall operate a cash register, process payments, and make accurate change.
- The Head of Concessions shall count drawer at the end of the shift and get money ready for deposit.
- The Head of Concessions shall know how to operate square operating system.
- The Head of Concessions shall maintain a notebook with all instructions of equipment use.
- The Head of Concessions shall organize deep cleaning of concession stand at the end of the athletic year.
- The Head of Concessions shall work closely with chatham charter athletic booster's treasurer.

Article VI

Meetings of the Executive Committee

Section 1. Annual Meetings

- The Executive Committee, and the Athletic Director shall meet prior to July 1 to establish the budget, financial obligations, committees, etc. for the upcoming school year.
- The Executive Committee shall meet with all coaches prior to the start of the school year and/or when hired.

Section 2. Special Meetings

- Special meetings of the Executive Committee may be called by or at the request of any member thereof.

Section 3. Notice of Meetings

- Meetings of the Executive Committee may be held without notice.
- The person or persons calling a special meeting of the Executive Committee shall notify all members as is possible about the meeting.

Section 4. Quorum

- A majority of the Executive Committee shall constitute a quorum for the transaction of business at any meeting of the Executive Committee.
- The vote of a majority of the Executive Committee shall be required to adopt a resolution.

Article VII

Contracts, Loans, and Deposits

Section 1. Contracts

- The Executive Committee may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument on behalf of the Booster Club, and such authority may be general or confined to specific instances.

Section 2. Loans

- No loans shall be contracted on behalf of the Booster Club and no evidence of indebtedness shall be issued in its name unless authorized by the membership. Such authority may be general or confined to specific instances.

Section 3. Checks and Drafts

- All checks, drafts, or other orders for the payment of money issued in the name of the Booster Club shall be signed by such officers or agent(s) of the Booster Club and in such manner as shall from time to time be determined by these bylaws or by the Executive Committee.

Section 4. Deposits

- All funds of the Booster Club, not otherwise employed, shall be deposited from time to time to the credit of the Booster Club in such depository or depositories as the Executive Committee shall direct.

Article VIII

Certificates for Membership

Section 1. Certificates for Membership

- Certificates representing Membership in the Booster Club may be issued, in such form as the Executive Committee shall determine, to every member in good standing. These certificates shall be signed by the President and by the Secretary. They shall be consecutively numbered or otherwise identified; and the name and of the persons to whom they are issued, with the number of shares and date of issue, shall be entered on the stock transfer books of the Booster Club.

Article IX

General Provisions

CHATHAM CHARTER'S ATHLETIC BOOSTER
BYLAWS

Section 1. Seal

- The corporate seal of the Booster Club shall be in such form as shall be approved from time to time by the Executive Committee.

Section 2. Waiver of Notice

- Whenever any notice is required to be given to any member a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be equivalent to the giving of such notice.

Section 3. Fiscal Year

- The fiscal year of the Booster Club shall be July 1 to June 30.

Section 4. Amendments

- All bylaws of the Booster Club shall be subject to alteration or repeal, and new bylaws may be made, by a two-thirds vote of the members at the time entitled to vote in the election of officers.