

# ***DECATUR BULLDOG ATHLETIC BOOSTER CLUB***

## **Bylaws**

### **General Statement**

The Decatur Bulldog Athletic Booster Club is a nonprofit organization of interested parents and supporters who voluntarily assist to advance interscholastic athletics and to promote gender equity and diversity in the athletic program as an integral part of the educational process at Decatur High School and Renfroe Middle School.

### ***Article I – Name, Purpose, Powers, Offices***

**Section 1** *Name* – The name of the Club is the Decatur Bulldogs Athletic Booster Club.

**Section 2** *Purpose* – The purpose of the Club is as follows:

- a) To engender, foster and promote the athletic program, school spirit, and community involvement related to Decatur High School and Renfroe Middle School;
- b) To assist and support the School Administration, faculty members and community coaches involved in the administration and conduct of the interscholastic athletic program;
- c) To raise funds for uniforms, equipment, and other aspects of the athletic programs as identified by the School Administration, Athletic Director, and Club members. No part of the funds raised shall inure to the benefit of the Club members.

**Section 3** *Powers* – In support of the stated purposes, but not in limitation thereof, the Club shall have the power:

- a) To solicit contributions including in-kind donations on behalf of the Decatur Bulldog Athletic Programs;
- b) To engage in activities that will assist or contribute to the furtherance of the Decatur Bulldog Athletic Programs;
- c) To cooperate with the Principals, Athletic Director, or other designated officials of Decatur High School and Renfroe Middle School in programs that further the welfare of the student body.

**Section 4** *Offices* – The club shall have and maintain an office and presence on the school premises. Such office may be within the Athletic Department with the Athletic Director as the Club representative on campus. Other arrangements as deemed appropriate by the Principals are also acceptable. Records pertinent to the Club activities shall be kept on file on the school campus.

## *Article II – Membership*

### **Section 1** *Eligibility*

- a) *Regular membership* in the Club shall be open to all parents and guardians of students at Decatur High School and Renfroe Middle School
- b) *Alumni membership* in the Club shall be open to all parents and guardians whose children have graduated from Decatur High School, or a former student who has graduated from Decatur High School. Alumni members may hold office or be members of the Board, provided that Alumni members make up no more than 20 percent of the Board. Alumni members may serve as members of Committees or task force groups authorized by the Club's Board of Directors;
- c) *Associate membership* in the Club shall be open to adults subscribing to the objectives of the Club. Associate members may not hold office or be members of the Club Board, but they may serve as members of Committees or task force groups authorized by the Club's Board of Directors;
- d) *Coaches and School Administrators* – Principals, certified coaches, and other school faculty and administrators as deemed appropriate are not required to pay dues or hold membership in the Club, but will be included in membership mailing lists and receive notification of meetings.
- e) *Students* – Students currently enrolled in Renfroe Middle School or Decatur High School shall be eligible for student membership in the Club.

**Section 2** *Members in Good Standing* – A member shall be deemed in good standing when annual dues are paid. Members in good standing are able to vote and hold office in the Club;

**Section 3** *Termination of Membership* – Membership in the Club may be terminated:

- a) For nonpayment of dues;
- b) Through resignation – any member may voluntarily resign from the Club;
- c) For cause – any member that engages in activities detrimental to the Club may be terminated as a member after an appropriate hearing, if requested, before the Board of Directors and an affirmative vote of not less than three-fourths of the members of the Board of Directors.

**Section 4** *Adherence to GHSA rules and regulations* – As a member of the Club it is recognized that:

- a) Decatur High School adheres to GHSA rules and regulations and is responsible for the conduct of any individual or organization affiliated with the Department of Athletics (e.g., The Decatur Bulldog Boosters). As a member of the Decatur Bulldogs Booster Club, you are designated as a representative of athletic interests and thus are responsible for adhering to GHSA regulations.
- b) According to GHSA Bylaw 1.73, by virtue of inclusion into these bylaws, Decatur High School has informed any individual or organization that

receives benefits or privileges relating to the athletics program that such benefits may be withheld if the individual or organization engages in conduct that is determined to be in violation of GHSA regulations.

Decatur High School values your interest and support of its athletic programs. Your support and assistance in the area of rules compliance is greatly needed. Failure to adhere to GHSA rules and regulations can affect your future involvement with the Department of Athletics and may result in severe ramifications for Decatur High School.

### ***Article III – Meetings***

- Section 1** *Annual Meeting* – An annual meeting of members shall be held during the month of May each year, on such a day and at such a place and hour as determined by the Board of Directors for the purpose of electing officers. It is recommended that the regular meeting for the month of May be held as the Annual Meeting.
- Section 2** *Regular Board Meetings* – Regular Board meetings will be held each month on a date, place and hour as determined by the Board of Directors. All voting and ex officio members of the Board will attend board meetings. Items to be added to the agenda may be submitted by School Administrators or faculty or the membership-at-large in writing to the Club Chair or Chair-Elect no less than one (1) business day in advance of the scheduled meeting. Non-Board members who wish to address the Board in person may be invited to attend regular Board meetings by invitation by the Chair of the Board.
- Section 3** *Membership Meetings* – All members in good standing will be invited to attend Club meetings no less than once each quarter. Summary reports of each Committee will be presented at these quarterly meetings. Members present may bring issues not on the agenda to the floor for discussion during New Business.
- Section 4** *Sports Council Meetings* – The Sports Council shall meet quarterly: prior to the start of Fall, Winter, and Spring seasons and once during the Summer prior to establishment of the Club budget.
- Section 5** *Special Meetings* – Special meetings to discuss specific issues may be called by the Chair, the Principals, the Athletic Director, or by a vote of not less than 40 percent of the members in good standing.
- Section 6** *Place of Meetings* – The Board of Directors may designate any place, either within the school building or without, as the place of meetings for the regular Board meetings. Quarterly meetings with the membership-at-large, the Annual Meeting, and the Sports Council meeting should be held on the school campus of Decatur High School or Renfro Middle School, or a public place accessible and convenient to the entire membership.

**Section 7** *Notice of Meetings* – A written notice stating the place, date and time of the meeting will be sent to each Board Member not less than seven (7) days prior to the meeting. A notice stating the date of the regular Board meetings will be publicized to the membership-at-large, with the procedure for submitting items for the agenda, not less than seven (7) days prior to the meeting. Meetings of the general membership, including the Annual Meeting, require written notice to the entire membership in good standing at least 15 days in advance of the meeting.

#### ***Article IV – Board of Directors***

**Section 1** *Election* – The affairs of the Club shall be managed by the Board of Directors, which shall consist of no less than nine (9) members in good standing, plus the immediate past Chair who shall serve *ex officio*, plus the Athletic Director. The exact number of elected Directors and their areas of responsibility will be determined by the Board of Directors at least thirty (30) days before the Annual Meeting. A new Board of Directors shall be elected each year in May for a term of office for one year. The June Board meeting will be attended by both the old and new Board members, and serve as a transition meeting. The new Board of Directors will begin its term of office on July 1<sup>st</sup> and preside over the July meeting.

**Section 2** *Composition of the Board* – As much as possible, the Board of Directors shall be made up of regular and alumni members representing the sports comprising the Decatur Bulldog Athletic Program. Alumni members may represent no more than 20 percent of the Board each year. While it is not necessary that a separate parent represent each sport with a position on the Board, it is desirable that each sport be represented by at least a parent serving on a Committee of the Club. Full representation by all sports will also be achieved through the Sports Council.

**Section 3** *Officers of the Board* – Members of the Board will be comprised of the Chair of the Board, Chair-Elect, Athletic Director, Chairs of the Club Committees, and Directors-at-Large, with the Immediate Past Chair serving *ex officio*. The same person may not hold two offices at the same time.

**Section 4** *Nominations* – The Nominating Committee shall consist of the Chair-Elect of the Board, the Athletic Director, three (3) Directors, and two (2) members-at-large, one representing Decatur High School and one representing Renfroe Middle School. The Nominating Committee shall nominate a slate of candidates to fill the positions of Chair-Elect of the Board, each Committee Chair, and the Directors-at-Large positions. The names of the prospective nominees shall be presented to the Board of Directors and the general membership at least thirty (30) days prior to the Annual Meeting, or no later than the April Board meeting. Candidates may nominate themselves to any member of the Board or the Nominating Committee. Additional nominations may be made from the floor at the Annual Meeting. In the event there are more nominees than vacancies on the Board of Directors, election shall be by written ballot. Ballots will allow for write-in candidates and/or nominations made

from the floor during the Annual Meeting. A simple majority is required to win the election.

**Section 5** *Qualifications* – To be eligible as a Candidate for office on the Board, an individual must be a regular or alumni member of the Club in good standing.

**Section 6** *Vacancies* – In the event a vacancy on the Board occurs as a result of death, resignation, disability, or termination for cause of a Director, such vacancy shall be filled by the Board of Directors, who shall elect a Director to serve during the interim period prior to the next Annual Meeting. In the event a vacancy occurs as a result of creation of a new Committee requiring a Chair, such vacancy shall be filled by vote of the Board of Directors at any meeting, and the Committee Chair will serve in that capacity during the remainder of the Board term. Such a position will be added to the usual slate of offices with an individual nominated for election at the next Annual Meeting.

**Section 7** *Quorum* – No less than one-half of the elected Board of Directors will constitute a quorum for the transaction of business at any meeting of the Board. If a quorum is not present, any lesser number may adjourn the meeting without further notice.

**Section 8** *Action by Directors* – The act of a majority of the Directors present at a meeting at which a quorum is present, shall be the act of the Board of Directors, except where otherwise provided by law of these Bylaws.

**Section 9** *Compensation* – No member of the Board of Directors nor members-at-large who serve on Committees shall receive compensation for their services to the Club.

#### ***Article V – Officers: Duties and Responsibilities***

**Section 1** *Chair of the Board* – The Chair of the Board of Directors shall be a parent or guardian of a student at Decatur High School or Renfroe Middle School, and a member of the Club in good standing. The Chair of the Board shall preside at the regular Board meetings, membership meetings, and the Annual Meeting. The Chair will serve as chief executive officer of the Club, and shall in general supervise and control all the business and affairs of the Club. The Chair will set the agenda for each meeting of the Club, receive the reports from each Committee Chair, and report for Committee Chairs *in absentia*. The Chair of the Board may sign, along with the Finance Chair, Athletic Director, School Administrator, or any other proper officer of school official, any contracts, leases, or other instruments which the School Counsel and Board of Directors have authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board or by these Bylaws. The Chair will execute all duties incident to the office and such other duties as may be prescribed as necessary by the Board of Directors. Following completion of term as Chair, the Chair will serve one term as *ex-officio* member of the board as Immediate Past Chair. The Chair of the Board shall be nominated and elected the first year following approval of the new Bylaws of the Club. In subsequent years, the

Chair-Elect shall automatically fill the position of Chair the year following service as Chair-Elect.

**Section 2** *Chair-Elect of the Board* – In the absence of the Chair, or in the event of his/her inability or refusal to act, the Chair-Elect shall perform the duties of the Chair of the Board, and when so acting, shall have all the powers of the Chair and be subject to the same restrictions. During Board and membership meetings, the Chair-Elect shall serve as Scribe and take and publish minutes for each meeting. The Chair-Elect shall assist the Chair in setting the agenda for each meeting. The Chair-Elect will execute other duties as shall be assigned to him/her by the Chair or Board of Directors. The Chair-Elect shall be nominated and elected at the Annual Meeting. Following completion of term as Chair-Elect, the Chair-Elect will assume the position as Chair of the Board for the next year's term for the Board of Directors.

**Section 3** *Chair, Finance and Budget Committee* – The Chair of the Finance and Budget Committee shall function as Club Treasurer and shall be in charge of all Club funds and financial records. The Finance and Budget Chair shall collect all members' dues, shall have established proper accounting procedures for the handling of the Club funds, and shall be responsible for the keeping of the funds in such banks, trust companies, and/or investments as are directed and approved by the Board of Directors. In collaboration with the School Administration, Athletic Director, Board of Directors and Sports Council, the Finance and Budget Chair shall develop the annual budget prior to the beginning of the academic year and shall present such budget to the Board for discussion and approval. He/she shall report the financial condition of the Club at all meetings of the Board of Directors, at meetings with the membership-at-large, when requested by the School Administration or Athletic Director, and at other times when requested by the Chair of the Board. At the end of the term of office, the Finance and Budget Chair shall deliver over to the new Finance and Budget Chair all books, monies, records of accounts, and other property related to the finances of the Club, or in the absence of a successor, to the new Chair of the Board.

**Section 4** *Chair, Membership Committee* – The Chair of the Membership Committee shall be responsible for educating the parents, students, and prospective students at Decatur High School and Renfroe Middle School, and the surrounding community, about the purpose and activities of the Decatur Bulldog Athletic Booster Club. The goal of the Membership Chair and committee is to expand and inform the membership of the Club. The Membership Chair will oversee generation of contact methods to ensure rapid communication with both the membership-at-large as well as with specific segments of the membership. The Membership Chair shall collaborate with the Finance and Budget Chair to communicate with members and prospective members regarding dues, and with the Public Relations Chair regarding publicizing activities of the Club and achievements of the Athletic programs to members-at-large and the surrounding community.

**Section 5** *Chair, Fundraising Committee* – The Chair of the Fundraising Committee shall be responsible for identifying fundraising events in order to support the approved budget of the Club, for coordinating approved fundraising events proposed by sport-specific subcommittees of the Decatur Bulldog Athletic Booster Club, and for recruiting Club members to assist with fundraising activities, in conjunction with the Membership and Public Relations Chairs.

**Section 6** *Chair, Public Relations Committee* – The Public Relations Committee Chair (otherwise known as the Communications Chair) shall be responsible for publicizing activities of the Club, as well as accomplishments by teams and individual athletes of the interscholastic sports programs of Decatur High School and Renfroe Middle School. This publicity will be directed both internally to students, faculty, and administrators of these schools, as well as externally to Club members, parents of students, and the surrounding community, utilizing school-based meetings, public forums, internal communications tools, and the media. The Public Relations Committee Chair, in conjunction with the Athletic Director and members of the PR Committee, will generate, maintain, and publicize a master calendar of athletic events using methods that allow such information to be accessible to the membership, administration, parents, students, and the community.

**Section 7** *Chair, Concessions Committee* – The Concessions Committee Chair shall be responsible for coordinating the concessions stands for each of the home games played by Decatur Bulldog teams where concession facilities are available. The Chair will oversee the recruitment of Club members and other parents to staff the concessions stands, the procurement of goods or services necessary to run the facilities, and compliance with established health and safety standards related to concession facilities and procedures.

**Section 8** *Directors-at-Large, Renfroe Representative* – The Director-at-Large, Renfroe Representative, will be a parent/guardian with a student currently enrolled at Renfroe Middle School, and will serve as an elected, voting member of the Board of Directors of the Club in order to provide additional parent representation of Renfroe Middle School. This individual will collaborate with the Membership, Public Relations, Concessions, and Fundraising Committee Chairs to communicate the purpose and activities of the Club to parents of Students and prospective students at Renfroe Middle School, to recruit parents to participate in the activities and committee work of the Club, and to publicize the accomplishments of student athletes from Renfroe Middle School. This individual may fulfill other duties as requested by the Board, Athletic Director, or Principal of Renfroe Middle School.

**Section 9** *Director-at-Large, Decatur High Representative* – The Director-at-Large, Decatur High Representative will be a parent/guardian with a student currently enrolled at Decatur High School, and will serve as an elected, voting member of the Board of Directors of the Club in order to provide additional parent representation of Decatur High School. This individual will collaborate with the Membership, Public Relations, Concessions, and Fundraising Committee Chairs to communicate the purpose and

activities of the Club to parents of Students and prospective students at Decatur High School, to recruit parents to participate in the activities and committee work of the Club, and to publicize the accomplishments of student athletes from Decatur High School. This individual may fulfill other duties as requested by the Board, Athletic Director, or Principal of Decatur High School. It is desirable, but not required, that this Director-at-Large be a parent of a student engaged in a sport that is not already actively represented through an organized sport-specific subcommittee.

**Section 10** *Athletic Director* – The Athletic Director of City of Decatur Schools shall be appointed to serve as a member of the Board of Directors of the Club. The Athletic Director will be eligible to attend all Executive and Regular Board of Director meetings, and all meetings held with the membership, including the Annual Meeting. The Athletic Director will present a report from his/her office, including reports from coaches, at each meeting of the Board and/or membership of the Club. The Athletic Director shall be entitled to vote only in the event of a tie vote of the other voting Directors.

**Section 11** *Immediate Past Chair* – The Immediate Past Chair of the Board of Directors, at the completion of his/her term as Chair of the Board, shall serve an additional year on the Board of Directors as an *ex officio* member, without voting privileges.

**Section 12** *Directors-at-Large, Sports Representatives* – Four (4) Directors-at-Large, Sports Representatives (two (2) from Renfroe Middle School and two (2) from Decatur High School) shall be elected to serve as voting members of the Board of Directors of the Club in order to provide additional representation for individual sports. The Directors-at-Large, Sports Representatives will be parents or guardians of students active in the Decatur Athletic interscholastic sports program. These individuals will collaborate with the Membership, Public Relations, Concessions, and Fundraising Committee Chairs to communicate the purpose and activities of the Club to parents of Students and prospective students at Decatur High School and Renfroe Middle School, to recruit parents to participate in the activities and committee work of the Club, and to publicize the accomplishments of student athletes from Decatur High School and Renfroe Middle School. This individual may fulfill other duties as requested by the Board, Athletic Director, or Principal of Decatur High School and Renfroe Middle School.

#### ***Article VI – Fiscal and Elective Year***

**Section 1** *Fiscal Year* – The fiscal year shall be from July 1<sup>st</sup> through June 30<sup>th</sup>, inclusive.  
*Elective Year* – The elections for Board members shall be held in May of each year, with the June meeting serving as a period of transition. Newly-elected Board members shall officially take office on July 1<sup>st</sup> and the term of office shall last through June 30<sup>th</sup>, inclusive.



## *Article VII – Committees and Subcommittees*

- Section 1** *Executive Committee* – There shall be an Executive Committee consisting of the Chair of the Board (presiding officer), Chair-Elect, Finance and Budget Committee Chair, and Athletic Director. The Principals of Decatur High School and Renfro Middle School shall serve on the Executive Committee *ex officio*. The Executive Committee may meet as needed as called by the Chair of the Board, Athletic Director, or Principals to discuss issues to be placed on the agenda for review by the entire Board of Directors of the Club.
- Section 2** *Nominating Committee* – the Nominating Committee shall consist of the Chair-elect of the Board (presiding officer), the Athletic Director, three (3) Directors, and two (2) members-at-large, one representing Decatur High School and one representing Renfro Middle School. The Nominating Committee shall nominate a slate of candidates to fill the positions of Chair-Elect of the Board, each Committee Chair, and the two Directors-at-Large positions. The work of the Nominating Committee is described in Article IV, Section 4.
- Section 3** *Finance and Budget Committee* – The Finance and budget Committee shall consist of the Finance and Budget Committee Chair (presiding officer), and no less than three (3) other members representing different sports teams and both the Renfro and Decatur High School programs, with the Chair of the Fundraising Committee serving *ex officio*. The Finance and Budget Committee shall be in charge of all Club funds and financial records, shall collect all member dues, shall have established proper accounting procedures for the handling of the Club funds, and shall be responsible for the keeping of the funds in such banks, trust companies, and/or investments as are directed and approved by the School Administration and Board of Directors. The Finance and Budget Committee, directed by its Chair, shall develop the annual budget prior to the beginning of the academic year and shall present such budget to the Board for discussion and approval. The work of the Finance and Budget Committee is described in Article V, Section 3.
- Section 4** *Membership Committee* – The Membership Committee shall consist of the Membership Committee Chair (presiding officer) and no less than three (3) other members representing different sports teams and both the Renfro and Decatur High School programs. The Chair of the Public Relations Committee shall serve *ex officio*. The Membership Committee shall be responsible for educating the parents, students, and prospective students at Decatur High School and Renfro Middle School, and the surrounding community, about the purpose and activities of the Decatur Bulldog Athletic Booster Club. The goal of the Membership Committee is to expand and inform the membership of the Club. To facilitate this goal, the Committee will identify means to communicate effectively with the entire membership-at-large as well as specific segments of the membership. The work of the Membership Committee is described in Article V, Section 4.

- Section 5** *Fundraising Committee* – The Fundraising Committee shall consist of the Fundraising Committee Chair (presiding officer), the Fundraising Team Parent or another representative from each of the sport-specific subcommittees, with no less than two (2) other members representing sports that do not sponsor subcommittees. The Chair of the Finance and Budget Committee shall serve *ex officio*. The Fundraising Committee shall be responsible for identifying fundraising events in order to support the approved budget of the Club, for coordinating approved fundraising events proposed by sport-specific subcommittees of the Decatur Bulldog Athletic Booster Club, and for recruiting Club members to assist with fundraising activities. The work of the Fundraising Committee is described in Article V, Section 5.
- Section 6** *Public Relations Committee* – The Public Relations Committee shall consist of the Public Relations Committee Chair (otherwise known as the Communications Chair) (presiding officer) and no less than three (3) other members representing different sports teams and both the Renfroe and Decatur High School programs, and any Publicity Team Parents from sport-specific subcommittees. The Chair of the Membership Committee shall serve *ex officio*. The Public Relations Committee shall be responsible for publicizing activities of the Club, such as through a Master Calendar of athletic events, as well as accomplishments by teams and individual athletes of the interscholastic sports programs of Decatur High School and Renfroe Middle School. This publicity will be directed both internally to students, faculty, and administrators of these schools, as well as externally to Club members, parents of students, and the surrounding community, utilizing school-based meetings, public forums, internal communications tools, and the media. The work of the Public Relations Committee is described in Article V, Section 6.
- Section 7** *Concessions Committee* – The Concessions Committee shall consist of the Chair of the Concessions Committee (presiding officer), and no less than three (3) other members representing different sports teams and both the Renfroe and Decatur High School programs, and any Concessions Team Parent from sport-specific subcommittees. The Concessions Committee shall be responsible for coordinating the concessions stands for each of the home games played by Decatur Bulldog teams where concession facilities are available. The Committee will coordinate the recruitment of Club members and other parents to staff the concessions stands, the procurement of goods or services necessary to run the facilities, and compliance with established health and safety standards related to concession facilities and procedures. The work of the Concessions Committee is described in Article V, Section 7.
- Section 8** *Other Committees* – The Executive Committee shall identify other Committees as deemed necessary to conduct the affairs of the Club. Such new Committees and their functions shall be described in writing and submitted to the full Board for review and approval. New Committees formed during the course of an academic year shall have the Chair appointed by the Board. Subsequent Chairs shall be nominated and elected as described for other Chairs in Article IV. No Committee shall act on behalf of the Board of Directors unless specifically authorized to do so. Any member of any

Committee may be removed by the Chair of the Board, whenever, in the judgment of the Chair, the best interests of the Club shall be served by such removal. A hearing may be requested before the Board of Directors and an affirmative vote of not less than three-fourths of the members of the Board of Directors is required to ratify the removal of the member.

**Section 9** *Subcommittees* – Subcommittees of the Decatur Bulldog Booster Club shall be the sport-specific groups consisting of parents and guardians, coaches, and students focused on one identified sport. Examples of such groups include the Gridiron Club for football, Takedown Club for wrestling, Tip-Off Club for basketball, Soccer Parents for soccer, or other similar groups. The purpose of these subcommittees is the same as for the overall Athletic Booster Club, but the work targets one specific sport. The purposes are:

- a) To engender, foster, and promote school spirit and community involvement related to a specific sport program of Decatur High School and/or Renfroe Middle School;
- b) To assist and support the faculty members and community coaches involved in the administration and conduct of the specific sport programs;
- c) To raise funds for uniforms, equipment, and other aspects of the specific sport programs as identified by the School Administrations, Athletic Director, coaches, and subcommittee members;
- d) To **financially support** recognition program and/or banquet at the end of the season;
- e) **Coordinate with team parents and coaches a senior night honoring each season's teams' (fall, winter, and spring) seniors.**
- f) To identify contact information from subcommittee members to enable generation of communication methods that can be customized to reach specific segments of the Club membership as well as the entire membership-at-large.

Representatives from the subcommittees shall serve as Chairs or Committee members for the various Committees of the Booster Club, including and in particular the Fundraising, Membership, Public Relations, and Concessions Committee. Representatives from the subcommittees who serve on these Committees shall act as liaisons between the subcommittee and the Club, reporting activities of the subcommittee to the Club Committee, as well as reporting actions and plans of the Club Committees to the members of the subcommittee. Subcommittee representatives shall assist in the coordination of sport-specific activities within the overall Club and Decatur Bulldog Athletic Program at Decatur High and Renfroe Middle Schools.

Plans and activities of the sport-specific subcommittees shall require the knowledge and approval of the Club Board of Directors. Sport events shall be reported no less than thirty (30) days in advance in order to be placed on the master sports calendar and enable publicity to be generated regarding the event. Any fundraising activities

shall be proposed to the Fundraising Committee of the Club, and subsequently presented to the full Board for review and approval prior to implementation. Achievements of sports team and individual athletes shall be reported to the Public Relations Committee or Chair to facilitated communication and publicity related to these accomplishments both internally and externally to the schools.

The rules governing the subcommittee, including election or appointment of officers and their functions, may be adopted by each subcommittee and its membership, so long as the rules are not inconsistent with these Bylaws, or with the rules adopted by the Board of Directors. Copies of the rules of each subcommittee, along with a meeting schedule and calendar for the academic year, shall be submitted to the Chair-Elect of the Board and be kept on file with the other records of the Club.

### ***Article VIII – Representation***

**Section 1** *Representation of all Sports Teams* – Each sports team shall have official representation within the Decatur Bulldog Athletic Booster Club. Teams with designated subcommittees shall appoint or elect leadership to represent the team on Club Committees and on the Sports Council. Teams without designated subcommittees are encouraged to combine with other teams (e.g. Cross Country and Track; Volleyball and Softball) to identify representatives to serve on Club Committees and on the Sports Council.

**Section 2** *Sports Council* – The Sports Council shall consist of the Executive Committee of the Board of Directors, a representative from each official sport-specific sub-committee, a representative from other team groups (e.g. combination of Cross Country and Track), and the Head Coach of each sport. The Sports Council shall meet quarterly (prior to the start of the Fall, Winter, and Spring seasons and once during the Summer prior to establishment of the Club budget). The purposes of these meetings are:

- a) To introduce new coaches and parent leadership and to review the Decatur Bulldog Athletic Booster Club organization structure and bylaws;
- b) To identify any needs for coaches or parent leadership in advance of the season for that sport;
- c) To establish the initial master calendar of sporting events and programs;
- d) To communicate news of significant budgetary needs as assessed by the coaches and representatives from specific sports;
- e) To share fundraising needs and ideas and to ensure coordination of all fundraising activities through the Club Fundraising Committee for the entire fiscal year across all sports groups;
- f) To encourage communication of individual and team accomplishments in order to generate publicity and school and community spirit related to the athletic programs of Decatur High and Renfroe Middle Schools.

## *Article IX – Dues*

**Section 1** *Annual Dues* – The rates and types of dues shall be established by the Membership Committee, with input from the Finance and Budget Committee Chair. The Membership Committee Chair shall present a proposal of the rates and types of annual dues at the July Board meeting, to be established by vote of a majority of the Board of Directors. Rates and types of annual dues will then be communicated to all parents and guardians of students and prospective students at Renfroe Middle and Decatur High Schools prior to the start of the academic year.

## *Article X – Accounting*

**Section 1** *Book, Records, Accounts* – The Club shall keep correct books and records of accounts. A record of accounts that accurately reflect the income, revenue, expenses, assets, and liabilities of the Club shall be prepared and maintained by the Chair of the Finance and Budget Committee. A summary of the current accounting will be presented by the Finance and Budget Committee Chair at each Executive Committee, Board of Directors, and Membership meetings, as well as at the Annual Meeting. The method for presentation of accounting information will be established by the Board. All funds related to the Booster Club will be maintained in designated accounts as described in Article XI, Section 1.

**Section 2** *Minutes and Proceedings of Board Actions* – Minutes of all Executive Committee and Board of Directors meetings shall be maintained by the Chair-Elect, and published for review and approval. Minutes of other Committee meetings will be the responsibility of the Committee Chairs or their designees.

**Section 3** *Archives and Access to Records* – A record book of all minutes and transactions of the Board of Directors will be maintained by the Chair-Elect. Copies of minutes of Committee meetings will be submitted by each Committee Chair for inclusion in this book.

An archive of books, records, financial statements and related documents will be maintained by the Club in the Club files, located on school premises. All books and records of the Club may be inspected by any member in good standing, by the Athletic Director, or by the Principals or other appropriate School official for any proper purpose at any reasonable time.

## *Article XI – Contracts, Checks, Deposits, and Funds*

**Section 1** *Finances of the Club* – All financial dealings of the Club will be conducted in compliance with the rules governing the School, its tax status, and policies and procedures established by the School Administration and City of Decatur School Board.

- Section 2** *Contracts* – All contracts must have prior review and approval given by the School Counsel. The Board of Directors may authorize any officer or Director, in addition to those so authorized by the Bylaws, to enter into any contract approved by School Counsel, or to execute and deliver any instrument in the name and on behalf of the Club. Such authority may be general or confined to specific instances.
- Section 3** *Checks, Drafts, etc.* – All checks, drafts, or other orders for the payment of money, notes or other evidence of indebtedness, issued in the name of the Club, shall be signed as determined by the School Administration and as designated by the Board of Directors. In general, payment of funds will require signature by two (2) designated individuals.
- Section 4** *Deposits* – All funds of the Club shall be deposited from time to time to the credit of the Club in such banks, trust companies, or other depositories as the School Administration and Board of Directors may select. Funds will be deposited into accounts as described in Article XI, Section 1.
- Section 5** *Gifts* – The Board of Directors may accept on behalf of the Club any contribution, gift, bequest, or device for the general purpose or for any special purpose of the Club. Gift solicitation and acceptance will be coordinated and communicated with the established Foundation of the City of Decatur School system.

### ***Article XII – Amendments to Bylaws***

- Section 1** *Procedure* – These Bylaws may be altered, amended, repealed, and new Bylaws may be adopted by a majority of the entire Board of Directors at any meeting of the Board, provided that at least seven (7) days written notice is given of intention to alter, amend, repeal or to adopt new Bylaws at such meeting. Such changes will be reported to and ratified by the membership-at-large at its next membership meeting. A summary of any and all modifications to the Bylaws will be presented in writing at the Annual Meeting.
- Section 2** *Notice* – When any amendments of the Bylaws have been made, copies of such amendments, or a complete revised and dated copy of the Bylaws as amended, shall be mailed within thirty (30) days to each member of the Board of Directors.

### ***Article XIII – Conflict of Interest Policy***

#### **Section 1** *Purpose*

The purpose of the conflict of interest policy is to protect this tax-exempt organization's (DBABC) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the DBABC or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

## **Section 2** *Definitions*

### **1. Interested Person**

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

### **2. Financial Interest**

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the DBABC has a transaction or arrangement,
- b. A compensation arrangement with the DBABC or with any entity or individual with which the DBABC has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the DBABC is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

## **Section 3** *Procedures*

### **1. Duty to Disclose**

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

### **2. Determining Whether a Conflict of Interest Exists**

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

### **3. Procedures for Addressing the Conflict of Interest**

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the DBABC can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the DBABC's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

### **4. Violations of the Conflicts of Interest Policy**

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### ***Section 4 Records of Proceedings***

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.



### ***Section 5 Compensation***

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the DBABC for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the DBABC for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the DBABC, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

### ***Section 6 Annual Statements***

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the DBABC is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

### ***Section 7 Periodic Reviews***

To ensure the DBABC operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the DBABC's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

### ***Section 8 Use of Outside Experts***

When conducting the periodic reviews as provided for in Article VII, the DBABC may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.