

**Bylaws of the
Grace Episcopal School
Athletic Booster Club**

Article 1 – Name

The name of this organization shall be the Grace Episcopal School Athletic Booster Club (GESABC). These Bylaws govern the affairs of GESABC, a non-profit organization.

Article 2 – Office

The principal office of the GESABC is Grace Episcopal School, located at 1400 North Fourth Street, Monroe, Louisiana, 71201. Mail should be addressed to GES Athletic Booster Club, ATTN: (appropriate department such as Membership, Treasurer, etc.).

Article 3 – Purpose and Objectives

The purpose of the GES Athletic Booster Club is to help fund Lower and Middle School activities (including the cost of uniforms and equipment) through membership dues, concessions, donations, etc. The objectives of GESABC are to:

- Stimulate and sustain enthusiastic interest in GES athletics among parents, athletes, student body and citizens of the community.
- Lend all possible support, moral and financial, to athletic programs of GES.
- Support and co-operate fully with the Head of School and the Athletic Director of GES to maintain the highest possible degree of success and achievement in athletics.
- Promote sportsmanship by designing sport activities facilitating cooperation rather than just competition, making sports fun, and promoting Christian values in each of our student athletes.
- Continue the tradition of excellence, which exemplifies our student athletes, coaches, and teams.

Article 4 – Membership

Membership of this organization shall be comprised of those interested in the athletic activities sponsored by the GESABC who have paid the annual membership fee of \$40.00 per household. Each membership shall have full voting privileges provided that they are in good standing. The secretary will maintain a current membership. This membership list will not be sold or used for any solicitation purposes. It will only be used if needed to notify members of an upcoming sports registration or any announcement purpose approved by the board.

Article 5 – Officers

Section 1: Number of Officers

The officers of the organization shall consist of a President, Vice President, Secretary and Treasurer. During the absence of an officer, the GESABC membership may vote to transfer the power or duties, to be described herein, of any officer to any other officer of the organization.

Section 2: Nominations

Nominees shall be selected by the Executive Board during the Executive Board's May meeting. The consent of each nominee to serve must have been secured prior to the May meeting. Nominations may also be taken from the floor during the May General meeting. In the case where only one nominee has been nominated and has accepted the nomination for the office, a vote will not be necessary. The President shall accept the nomination through acclamation.

Section 3: Elections and Terms

The officers shall be elected by all members that are in good standing. The election shall be held at the general membership meeting in May. Each officer shall hold office for a period of one year or until death, resignation, retirement, removal, disqualification or a successor is elected and qualifies. An officer must have a student enrolled at Grace Episcopal School for the calendar school year they will serve. The officers shall assume their duties on July 1st.

Section 4: President

The President shall be the principal officer and shall supervise all business; and affairs of the organization and preside at all meetings of the Executive Board and membership. The President shall be an ex-officio member of all committees.

Section 5: Vice President

The Vice President shall perform the duties of the President in the absence of the President. The Vice President shall oversee the duties of organizing and scheduling all games, matches, meets, etc., sponsored by the GESABC. The actual scheduling will be executed by the athletic director. The Vice President shall ensure that the schedules are complete and adhered to. The Vice President shall oversee the organization and maintenance of the GESABC web page and processing of online registrations. The actual work on maintaining the website and processing of registrations will be executed by the Membership Director.

Section 6: Secretary

The Secretary shall record the minutes of all meetings of the membership and the Executive Board. The Secretary shall maintain a roll of members with addresses, telephone numbers, and email addresses. The Secretary shall take attendance and record the meeting minutes at each meeting. The Secretary shall have available for reference at all meetings a book of meeting minutes, a copy of the Bylaws, a copy of the Robert Rules of Order, and a list of officer and committee chairpersons. The Secretary will schedule and organize all registrations/sign ups as well as process necessary paperwork. Copies of all minutes, member information, Bylaws, and Robert Rules of Order shall be kept on file at the school.

Section 7: Treasurer

The Treasurer shall have charge of all the monies and securities belonging to the organization. The Treasurer shall deposit said property with such bank as the Executive Board shall designate and in the name of the organization. The Treasurer shall control the records of all receipts and disbursements, and shall have charge of all records of the organization relating to its finances and shall cause funds to be distributed in accordance with the orders of the Executive Board insuring that the proper vouchers are taken for such disbursements and shall perform such other duties as are incident to the office of Treasurer, and shall have such other powers and duties as may be conferred upon them by the Executive Board. All disbursements, i.e. checks, shall require a dual signature, consisting of the treasurer along with a second signature of the presiding Vice President. The Treasurer shall prepare a financial statement to be presented at each meeting, and an annual report to be submitted at the May meeting. The fiscal year shall be July 1 to June 30. All reports are to be kept on file at the school.

Section 8: Vacancy

In the event of a vacancy in any office, the Executive Board shall appoint a member in good standing to fill that office for the unexpired term, should they choose to.

Article 6 – Executive Board

Section 1 – General Powers

The business and affairs of the organization shall be managed by the Executive Board, who shall determine the policies and activities of the organization within the confines of the stated purpose of the organization contained in the Bylaws. In particular, the Executive Board shall transact necessary business in the intervals between the general membership meetings and on an as-needed-basis. Such business may include, but not limited to, creating standing and special committees, approving requests for expenditures, approving plans or work of the committees, reviewing a report to be presented at the general meetings of the booster club, selecting a review committee to complete the Financial Review Checklist, or approving routine bills within the limit of the budget.

Section 2 – Number and Terms

The Executive Board shall consist of elected officers and all committee directors. It shall also include the Past President and Past Vice President, the Athletic Director, and Head of School, and a representative of the GESABC. The Board shall submit to the membership a proposed annual budget, a schedule of events and a statement of the needs of the organization and the various athletic needs in a timely manner and as needed. The Board shall administer the activities of the organization between meetings. The Board shall prepare the agenda for each membership meeting. Each member shall hold office for a period of one year or until death, resignation, retirement, removal, disqualification, or a successor is elected and qualifies.

Section 3: Quorum

Fifty (50) percent of the members of the Board shall constitute a quorum for the transaction of business.

Section 4: General Executive Board Meetings

The executive board meeting shall be held three times per year during the first week of September, January, and May at 6:00 PM in Lowery Hall on the campus of GES or at a place as may be designated from time to time by the Executive Board. Changes due to conflict with school holidays or activities will be given prior notice.

Section 5: Special Meetings

Special meetings shall be set forth by the Executive Board. The President, acting President or the Secretary may, whenever they deem it advisable to call a special meeting of the Board. Notice of special meetings must be given three (3) days in advance.

Section 6: Annual Budget

The Board will devise a proposed budget based on reports from each committee and the Athletic Director. The annual budget will be presented at the May meeting.

Section 7: Compensation

The Board shall serve without compensation for their service. The Board shall not be empowered to lend money or property to anyone.

Article 7 – Meeting and Quorum

Section 1: General Membership Meetings

The general membership meeting shall be held three times per year during the second week of September, January, and May at 6:00 PM in Lowery Hall on the campus of GES or at a place as may be designated from time to time by the Executive Board. Changes due to conflict with school holidays or activities will be given prior notice.

Section 2: Special Meetings

Special meetings may be called by the President or within 30 days of receiving a written request of 15 or more members in good standing.

Section 3: Quorum

A quorum for the membership meeting of the organization to conduct business or election shall be a majority of those present.

Article 8 – General Provisions

Section 1: Fiscal Year

The Fiscal year of the organization shall be a year ending June 30th.

Section 2: Amendments

The Bylaws may be amended or repealed and new bylaws may be adopted by the affirmative vote of two-thirds (2/3) majority of the members present at any membership meeting provided

however, no amendment, alteration or recession shall be made to Article 10 of these Bylaws as it related to the prohibition against the sharing of earnings and the distribution of assets. However, before any amendment shall be voted upon, it must have been presented to the general membership for at least 10 days prior to the meeting at which amendments shall be considered and voted upon for approval.

Section 3: Rules of Order

The rules contained in “Roberts’ Rules of Order” shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with the Bylaws.

Section 4: Amendments

Each year the Bylaws will be reviewed by a Board appointed committee. Recommended amendments to the Bylaws will be presented to the membership during the January meeting and voted on during the May meeting. Amendments to the Bylaws will take effect on July 1st.

Article 9 – Committees

Section 1: Standing Committees

The following standing committees, each comprised of at least three people, shall be appointed by the Executive Board. Each committee will meet on as-needed basis in order to carry out the business of each committee. The time and place of these meetings shall be agreed upon by the committee members. Monies received from these committees will be turned over to the general fund of the GESABC to be used to promote athletics at GES. The committee directors shall be appointed by the President. The committee directors will also be responsible for maintaining a binder or folder containing notes and information used throughout the year’s activities. In addition to the binder or folder which will be passed on to the next committee director, an overview or guideline sheet will also be prepared by each committee for the Executive Board to reference each year. The Standing Committees are:

The Membership Committee:

This committee shall have for its primary function membership recruitment, collection of dues and maintenance of accurate records of membership along with the Secretary. This committee shall also be responsible for working with GES’s Publicity Director to publicize all sports accomplishments and recognitions, meetings, registrations, sporting events, banquets, pep rallies, fundraising events, and any other project requested by the Executive Board via newsletter, newspaper, email, and other advertising opportunities to increase involvement. The Membership Director is also responsible for preparing/maintaining the email distribution list which will be shared with the Secretary to be utilized for GESABC communications.

The Fundraising Committee:

This committee shall assist in identifying, planning, organizing, and executing any fundraising project conducted by the GESABC membership. The major responsibilities of this committee is to help plan events, encourage others to volunteer, inventory and order supplies as needed, write up announcements to be distributed by the publicity director, submit accurate records to the treasurer, and organize one sports banquet per year to be held in early May for student athlete, cheerleader, Gatorettes, team, coach, and volunteer recognition.

The Concessions Committee:

This committee shall be responsible for scheduling concession stand workers at sporting events, procuring and stocking food and other items as needed for the concession stand, maintaining the concession stand equipment, cleaning, maintaining accurate weekly records of purchases, tracking inventory, and weekly accounting to the treasurer. The Concession Director shall act as the liaison with the Athletic Director to identify all dates requiring operation. In addition, the committee shall prepare a monthly written financial report and an annual financial report to be present to the Executive Board. The financial reports shall include expenditures, receipts, records of purchases, and inventories. A \$1,000 will be maintained in the concession stand account to be used for startup money at the beginning of each year.

Section 2: Special Committees

Special Committees may be appointed by the Executive Board for regular or special activities at any time that they deem necessary.

Article 10 – Prohibition Against Sharing Earnings

No Officer or employee of or member of a committee of or person connected with the organization, or any other private individual shall receive at any time any of the net earnings or profit from the operations of the organization, provided this shall not prevent the payment to any such person of such reasonable compensation for services rendered to or for the organization in affecting any of its purposes as shall be fixed by the Board, and no such person or persons shall be entitled to share in the distribution of any of the organizations assets.

Article 11 – Faculty Advisor

The Athletic Director shall serve as advisor to this organization. The Athletic Director shall attend all Executive Board and all meetings of the general membership. In the absence of the Athletic Director, they will request the Head of School to attend in their place. All requests for funding shall be submitted by the Athletic Director to any member of the Executive Board for full Executive Board approval. All requests must have the approval of the Athletic Director. The Athletic Director should bring any needs, requests, concerns, or wishes to the Executive Board.