

RANDOLPH RAIDERS BOOSTER CLUB, INC.

BYLAWS

As approved on October 15, 2018

ARTICLE I: Randolph Raiders Booster Club

The name of this organization is the Randolph Raiders Booster Club (the "Booster Club,") and is associated with Randolph Middle School at 4400 Water Oak Road, Charlotte, NC 28211.

ARTICLE II: Articles of Organization

The articles of organization of this organization include (a) the bylaws of the organization and (b) the articles of incorporation of the organization.

ARTICLE III: Purpose

The purpose of the organization is to support, promote and encourage athletics at Randolph Middle School for all athletes representing the school with a Randolph Middle School jersey. The funds are to be used for capital improvements, recognition banquets & receptions, equipment replacement and maintenance, athletic signage & banners, field or court scoreboards, concession stand operations, and other needs of the athletic department as determined by the Booster Club.

ARTICLE IV: Primary Policies

The following are primary policies of the Booster Club:

Section 1

The organization shall be noncommercial, nonsectarian and nonpartisan.

Section 2

The name of the organization or the name of its affiliated school shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the purpose of the organization.

Section 3

The organization shall not directly or indirectly participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 4

This organization shall not use any EIN (tax number) other than its own. The EIN for this Booster Club is not to be used by any other club for any purpose whatsoever.

Section 5

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its directors, committee chairs or other private persons except that the organization shall be

authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.

Section 6

Dissolution

- a. After paying or adequately providing for the debts and obligations of the organization, the remaining assets of the organization shall be distributed to one or more nonprofit funds, foundations or organizations which have established their tax exempt status under Section 501(c)3 of the Internal Revenue Code as determined by the Board of Directors.
- b. The organization shall cease and desist from the further use of any name that implies or connotes organization with the Booster Club; and
- c. The organization shall carry out promptly all proceedings necessary or desirable for the purpose of dissolution.

Section 7

This organization shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the organization. Such books of account and records shall at all reasonable times be open to inspection by all members of the Board of Directors.

ARTICLE V: Officers and Election Process

Section 1

Officer Positions

The officers of this organization shall consist of a president, a vice president, a secretary, and a treasurer.

Section 2

Officers and their election

- a. The Athletic Director will appoint the initial group of officers at the formation of this organization.
- b. In each subsequent year, the current officers will elect the next year's officers at a time of their choosing, normally in the last quarter of the school year.
- c. Officers shall assume their official duties following the close of the fiscal year and shall serve a term of one year.
- d. The treasurer shall serve for no more than three consecutive years. A treasurer who has served more than one-half of a term shall be deemed as having served that term.

Section 3

Vacancies

A vacancy shall be filled for the unexpired term by a person elected by a majority vote of the Board of Directors, notice of such election having been given.

Section 4

Reason to remove

By two-thirds (2/3) vote of the Board of Directors an officer shall be removed from office for failure to perform duties, criminal misconduct or unethical behavior in the organization's business.

Section 5

Restrictions

- a. All officers must have a current or former student on a Randolph Middle School athletic team, as described in Article III above.
- b. No officer shall be married to another officer. No officer may be a sibling of another officer. No officer shall be a signer for any checks that are payable to any of his family members.

ARTICLE VI: Officers' Responsibilities

Section 1

The president shall:

- a. Coordinate the work of the officers and committees of the organization;
- b. Confirm that a quorum is present before conducting any business at any meeting of the Board of Directors;
- c. Preside at all meetings of the Board of Directors;
- d. Appoint chairs of special committees, subject to approval of the Board of Directors;
- e. Be authorized to sign on bank accounts;
- f. Approve all payments and be apprised of all deposits, as defined within the Financial and Audit Procedures Document
- g. Call a meeting of the new Board of Directors within thirty (30) days after the election meeting for the purpose of approving appointments of standing committee chairs and such other business as becomes necessary; and
- h. Be a member ex-officio of all committees with the exception of the Audit Committee.

Section 2

The vice president shall:

- a. Act as aid to the president;
- b. Preside in the absence of the president;
- c. Shall serve as a liaison on the Randolph Middle School PTO, at the pleasure of the PTO Board.

Section 3

The secretary shall:

- a. Record the minutes of all meetings of the organization;
- b. Maintain a compilation of the organization's minutes;
- c. Be responsible for correspondence;
- d. Have a current copy of the articles of incorporation, current bylaws, EIN tax letter, any tax filings and Auditor reports;
- e. Secure, maintain and/or renew the organization's insurance policy, if directed by the board;
- f. Submit all required filings to the North Carolina Secretary of State.

Section 4

The treasurer shall:

- a. Have custody of all the funds of the organization;
- b. Keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks for five years;
- c. Make disbursements in accordance with the budget adopted by the organization;
- d. Be authorized to sign on bank accounts;
- e. Present a financial report, both written and verbal, at every meeting and as requested by the Board of Directors;
- f. Follow the procedures outlined in the Financial and Audit Procedures document;
- g. Submit documentation to the Auditors as requested; and
- h. Make all required tax filings with the IRS or NCDOR (or coordinate such filings with a qualified third party).

Section 5

All officers shall:

- a. Attend all meetings of the organization;
- b. Perform the duties outlined in these bylaws and those assigned from time to time; and
- c. Deliver to their successors, or the president, all official materials within fifteen (15) days following the date of position vacancy, at which time their successors assume their duties.

ARTICLE VII: Board of Directors

Section 1

The Board of Directors shall consist of the officers of the Booster Club, the school's Athletic Director, and the school's Assistant Athletic Director. In accordance with CMS athletic policy at the time these bylaws were prepared, the Athletic Director and Assistant Athletic director are non-voting members of the Board of Directors.

Section 2

Members of the Board of Directors may not serve as a paid employee of or have purchasing contracts with the Randolph Raiders Booster Club.

Section 3

The Board of Directors shall:

- a. Transact necessary business as may be referred to it;
- b. Approve Plans of Work of all officers and committee chairs;
- c. Prepare and submit a budget for the year within the first three months of the fiscal year;
- d. Approve procedures for oversight of all financial disbursements and expenditures including a procedure for an annual audit (the 'Financial and Audit Procedures' document);
- e. Create standing and special committees;
- f. Fill vacancies of officers and committee chairs;
- g. Ensure that the organization, through its practices and policies, is in compliance with these bylaws.

Section 4

Matters requiring a vote

- a. A vote will be required to approve the annual budget and any subsequent changes, the election of new officers, the appointment of committee chairs, changes to the bylaws, and any matters where there is disagreement on the Board.
- b. Approval by three of the four voting members of the board will be required in all votes.

Section 5

Meetings

- a. Regular meetings of the Board of Directors shall be held at least three (3) times a year.
- b. Special meetings of the Board of Directors may be called by the president or by a majority of the members of the board, at least three (3) days notice being given.

ARTICLE VIII: Standing and Special Committees

Section 1

- a. The Board of Directors may create such standing and special committees, as it may deem necessary to carry on the work of the organization. The term of each chair shall be one (1) year, or until the selection of a successor.
- b. One such standing committee will be the Audit Committee, as defined in a Financial and Audit Procedures document approved by the Board of Directors.

Section 2

All standing committee chairs shall:

- a. Deliver to their successors or the president all official organization materials within fifteen (15) days following the date at which their successors assume their duties; and
- b. Present a Plan of Work to the Board of Directors for approval. No committee work shall be undertaken without approval from the Board of Directors.

Section 3

The president shall be a member ex-officio of all committees with the exception of the Audit Committee.

Section 4

The quorum of any committee shall be a majority of its members.

ARTICLE IX: Fiscal Year

Section 1

The fiscal year of this organization shall begin each year on July 1st and end each year on June 30th

ARTICLE X: CMS Athletic Department Funding

These bylaws recognize that the Randolph Middle School athletic department receives funding directly from the Charlotte Mecklenburg Schools and that it is the Athletic Director, and not the Randolph Raiders Booster Club as a whole, that directly controls the use of those funds. These bylaws also recognize that the Board of Directors aims to have a coordinated effort in determining the use of both the CMS Athletic Funding and Booster Club Funding so that it can achieve the maximum benefit for the athletic department.

ARTICLE XI: Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws, or the articles of incorporation.

ARTICLE XII: Amendments

These bylaws may be amended at any meeting of the Board of Directors, provided a quorum is present, by two-thirds (2/3) vote of the members present and voting. Notice of the proposed amendment shall have been given to all members of the Board of Directors at least ten (10) days prior to the meeting at which the amendment is voted upon.