

# Articles of Organization and By-Laws Of Trinity Preparatory School Boosters Club

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## **ARTICLE I**

### NAME

The name of this organization shall be TRINITY PREPARATORY SCHOOL BOOSTERS CLUB.

## **ARTICLE II**

### BOARD OF DIRECTORS

The Board of Directors shall be the governing body of the club, and shall have full power to carry out the purpose of the club according to these By-Laws.

## **ARTICLE III**

### OBJECTIVES

The objectives of this club shall be to foster and support educational and athletic activities, lending financial and moral support when and where needed, without profit to the individual officers, directors or members.

## **ARTICLE IV**

### MEMBERSHIP

The members of this club shall be parents or guardians of students attending Trinity Preparatory School (hereinafter called TPS), or other boosters, enthusiasts and friends having bona fide interest in the objectives of this club, without consideration of race, color, national and ethnic origin.

## **ARTICLE V**

### MEETINGS \* ELECTIONS \* QUORUM

A. Meetings of the active members shall be held at such places and at such times as the Board of Directors may specify, except that the annual meeting of the membership shall be held on a designated date in May at TPS. Special meetings may be called by the

President or by a majority of the Board of Directors, but five (5) days written notice of the date, place and purpose of such special meetings shall be given to the active members.

B. All meetings shall be governed by Roberts Rules of Order.

C. The President shall appoint a nominating committee prior to the annual meeting. Said committee shall propose nominees for the vacancies to be filled on the Board of Directors, which slate shall consist of active members in good standing.

D. All nominees for said Board shall be presented to the membership at the annual meeting. Nominations of candidates to fill said vacancies may be made from the floor by any active member in good standing.

E. The Board of Directors shall consist of at least twelve (12) persons and no more than 24 persons. They shall serve three-year terms. No person shall be elected for more than three (3) three-year terms. Directors shall be nominated in such manner that one-third (1/3) of the Board of Directors shall be elected each year. At the completion of a 3-year term, they must be nominated and approved for a subsequent term.

F. The Head of School and a representative of the Athletic Department shall be ex officio members of the Board.

G. All motions, questions, etc. shall be decided by a majority vote of the active membership present.

H. Directors shall take office at the annual meeting.

## **ARTICLE VI**

### **OFFICERS**

Officers shall be elected by the Board after the annual meeting for a term of two (2) years, and shall take office as of July 1st of that year. The President or Vice President shall not serve for more than two (2) terms consecutively. The President, Vice President, Secretary and Treasurer shall serve no more than two consecutive two year terms. No person may serve more than four consecutive years as an officer.

The following officers shall be elected to serve and attendant duties of such offices shall be as follows:

A. President: Shall preside at all regular and special meetings. Shall vote only in the case of a tie. Shall appoint all committee chairs. Shall perform such other duties as ordinarily pertain to this office. The President shall serve as an ex officio member on the TPS Board of Trustees.

B. Vice President: Shall discharge all of the duties and responsibilities of the President in its absence and shall perform any other duties as ordinarily pertain to this office. The Vice President shall oversee the following annual booster's functions: homecoming tailgate barbecue, coaches' appreciation function, booster/faculty basketball game, tennis fundraiser, etc. and other functions as requested.

C. Secretary: Shall keep the records of the membership; see to the notices of meetings of the club and of the Board of Directors; record and preserve the minutes of such meetings and shall perform such other duties as ordinarily pertain to this office.

D. Treasurer: Shall work with the Trinity Prep Finance office, review all monthly bank statements and reconcile all deposits and withdrawals made against the account. The Treasurer shall report the Booster Club's financial statement during each monthly Booster Board meeting. Prior to checks being written against the Booster Club account by a member of the Trinity Prep Finance office, the Treasurer shall approve the request and sign off on the reimbursement forms being submitted to the school. In the event a reimbursement is for an amount greater than \$500, the President's signature must also be obtained. Any Booster Club related invoices submitted directly to Trinity Prep by a vendor must be approved by the Treasurer prior to payment being made. The approval must be provided in writing and signed by the Treasurer. In the event the invoice amount is greater than \$500, the President's signature will also be required

## **ARTICLE VII**

### **BOARD OF DIRECTORS**

A. The Board of Directors shall meet at the direction of the President and shall call for a special meeting when requested to do so by a majority of the Board.

B. There shall be such numbers of Directors as the Board may from time to time set, except that the number shall not be less than 12 and no more than 24 persons. They shall serve three-year terms. No person shall be elected for more than three (3) three year terms. Directors shall hold office until their successors have been qualified and elected.

C. A quorum shall consist of twelve (12) Board Members.

D. Directors shall be selected and elected from the active membership of the Boosters club.

E. All Officers of the Booster club shall be elected from the Board of Directors.

F. Any Board member who misses three meetings in one school year shall be subject to having his/her position declared vacant by the Board and the President may then appoint a successor to serve the balance of the term.

G. Any officer becoming derelict in his/her position may, by a majority vote of the Board of Directors present, be removed from office. The President shall have the power to appoint a replacement for the remainder of the term.

## **ARTICLE VIII**

### **FINANCES AND DUES**

- A. All Checks issued against the account of the Booster Club must first be approved by the Booster Club Treasurer prior to being signed by a member of the Trinity Prep Finance office. The Treasurer has approval authority individually for disbursement of approved amounts up to \$500. And amounts greater require the signature of the President as well.

## **ARTICLE IX**

### **AMENDMENTS TO THE BY-LAWS**

These By-Laws may be amended by a two-thirds (2/3) vote of the Directors present at a regularly scheduled meeting, provided always that the proposed amendment shall have been sent to the entire Board in writing 15 days prior to such meeting and such notice of amendment shall state the time and place of the proposed meeting at which the proposed amendment will be considered.

# **Trinity Preparatory School Boosters Club**

## **Policies and Procedures**

Mission: The objective of this club shall be to foster and support athletic activities, lending financial and moral support when and where needed to school sanctioned teams in cooperation with the school Administration.

### **General Policy Statements**

- Board meetings will be held monthly during the school year held the second Monday of the month. Meetings are open to all booster members, but only directors will have voting power.
- Board members are elected to staggered three year terms (not to exceed three consecutive terms).
- Board Members are expected to be enthusiastic, loyal supporters of the overall sports program at TPS. They should not publicly engage in negative behavior or criticism of the team coaches or players but rather privately discuss any concerns directly with the Athletic Director.
- Each Board member is expected to be in regular attendance at Board meetings. Three unexcused absences will result in Board membership review.
- The Chair of any committee shall be a Board member. However, committees are encouraged to solicit non-Board members to be active participants in the committee's work.
- Each Board member will be assigned to one of the standing committees and is expected to be an active contributor to the work of that committee and other work of the Board for example, membership, concessions, homecoming tailgate barbecue, coaches' appreciation function, booster/faculty basketball game, tennis fundraiser, etc..

### **Financial Policy**

- All funds from membership, concessions, admissions and other sources should be given promptly to the Treasurer, or an appointed representative for deposit.
- All expenditures must be accounted for with receipts and all reimbursement requests must be accompanied by receipts. All expenditures must be approved by the Board with the exception of supplies purchased for the concession stand and membership cards.
- The Treasurer may accept as bona fide a bill submitted by TPS Head of School, Athletic Director, Assistant Athletic Director or the TPS Business Manager for purposes approved by the Board.
- Any funds determined by the Treasurer to be in excess of operating needs may be invested in insured certificates of deposit for up to one year at competitive rates. The Board may approve investments of over one year.
- The Treasurer shall submit monthly financial reports to the Board.

- The financial records of the Boosters will be submitted annually for audit to the financial office of the school.
- The Head of School and his appointed parties have the authority to review/request all financial records at any time.

## **Trinity Prep Booster Club Policies and Procedures**

### **Use of Funds Raised**

- Normally the Boosters will pay for the following items without a vote:
  - Varsity Letter apparel
  - Award plaques
  - District, Regional, or State Champ T-shirts
  - Transportation to regional or state competition when Trinity buses are not available or adequate to transport a team.
- The following requests have been traditionally supported but require approval of the Board:
  - Supplemental equipment requests from coaches with Administration pre-approval
  - Capital expenditures of a long term nature.
- Funds should not be used for support of club sports or required safety equipment and equipment to qualify to play.
- No funds should be spent for Board compensation or entertainment.
- Corporate sponsorship money is dedicated to the enhancement of the athletic facilities.

### **Committees**

#### **Admissions Committee**

- The amount charged for admissions must be approved by the school and be consistent across all sports.
- The chair is responsible for scheduling, securing funds collected, keeping records by sport of amounts collected and reporting to the Board.

#### **Advertising and Marketing Committee**

- Soliciting for the "sponsorship" sign
- Articles for school publications

#### **Concessions**

- Concessions should be operated to generate profits, but prices charged should be reasonable. Items sold should be limited to stocked items and/or items pre-approved by the Board.

- Merchandise sold in concessions stands should be pre-approved and not conflict with the fundraising of other school organizations.
- The chair of the committee is responsible for coordinating efforts with the individual assigned to the specific sport, ensuring that inventories are adequate and that equipment is maintained, in working order and safe to operate.
- Records should be kept on the operation with monthly reports submitted to the Board.

### **Membership Committee**

Responsibilities include:

- Developing and distributing membership solicitation material
- Distribution of membership cards and member level awards
- Keeping records of membership and reporting progress to the Board
- Shall submit all monies collected to the Treasurer or appointed representative in a timely manner.