

# **Cumberland Valley Boys' Basketball Booster Club Bylaws**

Revised & Approved on May 31, 2018

## **ARTICLE I – ORGANIZATION**

The organization shall be a non-profit, unincorporated association known as the Cumberland Valley Boys' Basketball Booster Club ("Booster Club").

## **ARTICLE II -- PURPOSE**

The purpose of the Booster Club is to encourage participation by student athletes and parents and to provide financial and support services to the Cumberland Valley High School Boys' Basketball Program at the request and direction of the Cumberland Valley High School Boys Varsity Basketball Coach.

## **ARTICLE III -- MEMBERSHIP**

Membership in the Booster Club shall be made up of coaches, parents and/or guardians of student athletes selected to be team members for the Cumberland Valley High School Boys Basketball program, including the Freshman, Junior Varsity, and Varsity teams. The Executive Board will determine annual membership dues.

## **ARTICLE IV -- EXECUTIVE BOARD/OFFICERS**

The Booster Club shall have five (5) Executive Board Members as follows:

- **Chief Executive Board Member:** The Cumberland Valley High School Boys Varsity Basketball Coach shall serve as the Chief Executive Board Member. The Boys Varsity Basketball Coach may designate a member of his/her coaching staff to serve as the Chief Executive Board Member at his/her discretion.
- **Class Representative Board Member:** The four (4) remaining Executive Board Members will consist of class representatives including one parent or guardian from each class for the incoming Freshman, Sophomore, Junior and Senior class.

Members of the Executive Board will be elected by the general membership to serve in the Office of President, Vice-President, Secretary and Treasurer. Officers and the Executive Board positions will serve a term of one year, and may be reelected each year if qualified.

## **ARTICLE V – ANNUAL ELECTIONS**

Annual Elections shall be at the general membership meeting held in the Spring of each year following the end of the high school basketball season. The incoming Freshman class representative will be selected in November of each year, after the selection of the High School Basketball team players.

## **ARTICLE VI -- BUDGET**

Annually, and as soon after the Annual Election as practical, the Executive Board must prepare a budget for all Booster Club activities for the ensuing school year. The Executive Board will

seek input from committees and the basketball coaching staff for budget items. The budget shall be approved by the majority vote of the general membership at a general meeting.

#### **ARTICLE VII – FINANCES**

It is the responsibility of the Treasurer of the Booster Club to maintain and make available financial records of all Booster Club activities. These records shall be property of the Booster Club and shall be retained for a period of at least six (6) years. All monies, funds, bills and other expenses shall be turned into the Treasurer as soon as possible. All bills and receipts will be paid through the Treasurer. The Treasurer shall be responsible for ensuring that all records requested by the Cumberland Valley School District, Executive Board, or General Members be reasonably provided upon request. Following the end of each basketball season any Member can request the Executive Board to appoint an audit committee to audit the Booster Club records and prepare an annual financial statement.

#### **ARTICLE VIII – MEETINGS**

The Executive Board will hold general membership meetings as needed each year. It is expected that general membership meetings include (1) the Annual Elections, (2) the approval of the Booster Club Budget, (3) the start of the basketball season to select the Freshman class representative, and (4) the end of the basketball season.

Special meetings will be scheduled as called by the President or Executive Board. Advanced notice of general and special meetings shall be provided to the membership at least seven (7) days in advance either through written or electronic communication.

#### **ARTICLE IX – VACATED OFFICES**

When any Officer position is vacated during mid-term, the Chief Executive Board Member will choose a Booster Club member to assume that office. Notwithstanding any other provision herein, the Executive Board shall have the authority to remove any Class Representative Board Member/Officer, with or without cause, upon the two thirds (2/3) majority vote of the general members present at any duly scheduled general meeting or any special meeting called for the consideration of such removal.

#### **ARTICLE X – QUORUM/VOTING**

A quorum shall be any number of booster club members that attend a scheduled meeting with which at least three of the five Executive Board members in attendance. All actions will be made by nomination and voted on by the members present at the meetings and may be passed by a majority of those present.

#### **ARTICLE XI – BYLAWS & REVISIONS OF BYLAWS**

The above Bylaws may be amended by two-thirds (2/3) majority vote of the members present at any duly scheduled general meeting or special meeting as voted upon and recommended by the Executive Board. Written notice or by e-mail, of any proposed amendment to the Bylaws shall be provided at least seven (7) days in advance of any general or special meeting wherein the action proposed to be taken is the amendment of the Bylaws.