

DALE COUNTY HIGH SCHOOL ATHLETIC BOOSTER CLUB
ARTICLES OF ORGANIZATION
BY-LAWS
Amended March 13, 2017

NAME

The name of this organization shall be the Dale County High School Athletic Booster Club, hereafter referred to as "Warrior Club."

PURPOSE

The Warrior Club will be a non-sectarian; non-political, non-profit volunteer organization that supports existing athletic programs at Dale County High School, hereafter referred to as "DCHS," through the promotion of fellowship, communication, and the fostering of school spirit among parents, players, coaches, and the school community in general.

Inurement of Income: No part of the net earnings of the Warrior Club shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered.

LEGISLATIVE OR POLITICAL ACTIVITIES

No substantial part of the activities of the Warrior Club shall be the carrying of propaganda or otherwise attempting to influence legislation, and the Warrior Club shall not participate in or intervene (including the publishing or distribution of statements) in any political campaign on behalf of any candidate for public office.

OPERATIONAL LIMITATIONS

Notwithstanding any other provisions of these articles, the Warrior Club shall not carry on any activities not permitted to be carried on:

- a). By an Association exempt from Federal Income Tax under Government-State Agency (or the corresponding provision of any future United States Internal Revenue Law).
- b). By an Association, contributions and/or donations may be tax deductible.

MEMBERSHIP AND VOTING

Membership shall be open to any adult who shares a common interest in the philosophy of this group and who individually or corporately makes the minimum annual membership

donation (dues). All minimum annual membership donations are due at the 1st meeting in June. All dues paid after the 1st meeting in June have a one (1) month waiting period before their voting privileges are instated or reinstated.

Person(s) who obtained lifetime membership in the DCHS Athletic Club, formally known as the "A" Club, prior to December 31, 2012 will automatically obtain membership and voting privileges in the Warrior Club. Proof of lifetime membership in the "A" Club or verification from a recognized lifetime member in the "A" Club will validate membership in the Warrior Club. All coaching staff and DCHS administrators are considered honorary members of the Warrior Club, however retain no voting privileges.

An Annual Meeting shall be held in March to review the Warrior Club By-Laws. Members present at that meeting shall be eligible to vote on any proposed amendments to the By-Laws.

An Annual Meeting in May shall be held to elect officers for the upcoming year. Each eligible adult or corporation shall be entitled to one vote.

Any member in good standing with voting privileges may vote at any regularly scheduled or special called Warrior Club meetings, with the exception of the President, who shall abstain from voting unless there is a tie vote, then the President will cast the deciding vote.

STRUCTURE

The club will operate in close cooperation with Dale County High School and the Athletic Director. The club will work within the policies and guidelines of the Dale County High School Board of Education.

The Athletic Director and Principal shall be a member of the governing body; however, the Athletic Director and Principal shall not be a voting member of the Board. The Principal does not direct the use of these funds but does have the authority to prohibit inappropriate expenditures.

GOVERNING BODY

The governing body of the Warrior Club, the Board, will consist of a President, Vice President, Secretary, Treasurer, Parent Liaison Coordinator, Athletic Director, Principal, and miscellaneous committee persons established as the need arises. Membership in the Warrior Club is required for the governing body. Any individual member of the governing body who misses two or more consecutive meetings shall, upon motion of any voting member and after

a vote being taken, be removed from their position and discharged of their duties as a governing body. Said individual shall retain his/her membership status. However, said individual may not run for office the next fiscal year.

BOARD MEMBER DUTIES

Duties of the various Board members are as follows:

A) President: The President shall:

- a. be the principal executive officer of Warrior Club and
- b. control and/or supervise all of its business and affairs;
- c. schedule and preside over all meetings, including preparation of the meeting agenda;
- d. submit fundraiser request form(s) to school bookkeeper. All fundraisers must be approved by the Principal prior to conducting the fundraiser. This form can be obtained from the bookkeeper;
- e. perform all duties indicative to that office.

B) Vice President: The Vice President shall:

- a. fulfill the duties and responsibilities in the absence of the President;
- b. be the Chair Person of Program Committee;
- c. solicit donations from Dale County High School families and Corporate Sponsorships;
- d. prepare both family and corporate membership forms;
- e. review the annual mailing list for said membership drive;
- f. prepare an update for the Board's September & March meetings regarding the status of membership;
- g. keep accurate records of members with contact information and issue annual membership identification cards;
- h. perform all additional duties indicative to that office.

C) Secretary: The Secretary shall:

- a. keep the minutes of meetings in a book for Warrior Club;
- b. give any required notices of meetings to be placed on the DCHS website to Athletic Director;
- c. provide a draft copy of the previous month's minutes to Board members prior to each meeting;
- d. provide copies of the previous month's minutes for approval at the next monthly meeting;
- e. provide the bookkeeper with an electronic copy of the minutes within 48 hours of the minutes being approved, unless immediate action regarding purchasing is required;
- f. monitor the Warrior Club section on the DCHS website for accuracy of forms and information;

- g. provide notice of meetings to the general membership;
- h. perform all additional duties indicative to that office.

D) Treasurer: The Treasurer shall:

- a. receipt all funds collected (cash and checks) through DCHS issued receipt book. Funds should be deposited with school bookkeeper as soon as receipted;
- b. request requisition/purchase orders from school bookkeeper. All expenditures should be approved through activity minutes prior to request. Treasurer shall sign the requisition/purchase order and maintain a copy for activity records; No purchases are allowed without the approval of the Principal;
- c. assign and maintain documentation of (prepaid) Warrior Club seating and reserved parking;
- d. request Financial Statement two (2) days prior to monthly meetings;
- e. perform all additional duties indicative to the office of treasurer.

E) Parent Liaison Coordinator: The Parent Liaison Coordinator shall:

- a. assist coaches in acquiring parent liaisons to assist each coach at the team level with their needs and also to report, as needed, to Warrior Club on a monthly basis;
- b. prepare a liaison duties and instruction letter to be reviewed with every liaison;
- c. assist liaisons with questions and issues as they arise and communicate these matters as necessary with the President and DCHS Athletic Director;
- d. perform all additional duties indicative to the office of Liaison Coordinator.

F) Athletic Director: The Athletic Director shall:

- a. perform all duties and responsibilities as outlined in the Dale County Board of Education.

G) Principal: The Principal shall:

- a. perform all duties and responsibilities as outlined in the Dale County Board of Education.

TERMS OF OFFICE

Persons interested in working on the Board can make their volunteer intentions known beginning in March. Nominations and elections for the upcoming year's officers will be held during Annual Membership Meeting in May. Persons nominated must be present

at either the April or May meeting to be elected, preferably both. Both outgoing and incoming board members will work cooperatively with the new board member(s) assuming his/her duties June 1.

Should more than one person express an interest in a Board position, the Warrior Club will hold an election by ballot at its annual meeting in May.

LENGTH OF TERM

The length of term will be from June 1st to May 31st of the following year. Volunteers will be encouraged to keep their Board position for a minimum of two years to assist in continuity. However, elections for Board positions will be held annually. It is advisable that terms of office be staggered to avoid a complete turnover of volunteers every two years.

VACANCY IN OFFICE

A vacancy occurring in any elected position during his/her term of office will be filled by nomination and election of a successor by the general membership within two (2) months of this occurrence.

MEETINGS

Section 1: Meetings will be held once a month during the school year and at the discretion of the Board during the summer months. Additional meetings may be held as deemed necessary by the Board. The annual meeting will be held in March to vote on any By-Law changes. Officers will be elected at the May monthly meeting. Meetings are for members only.

Any person or group desiring to be placed on the agenda shall file with the Warrior Club President and the Secretary in writing, by twelve o'clock (12:00) noon at least one (1) week prior to a meeting, a request to be placed thereon. Such request shall contain the following information:

1. The name of the person making the request;
2. The organization or group, if any, represented;
3. Content of the information to be presented - if written material is to be passed out, a copy of such material shall accompany the request;
4. An estimate of the time necessary for such a discussion;
5. Specific action desired of the Board and/or Warrior Club.

The Board may, by a majority vote, have an item placed on the agenda which did not meet the time deadlines. Furthermore, the Warrior Club President may place items on the agenda that did not meet the time

deadlines with approval of the majority of the Board.

Section 2: Meetings will follow an informal agenda, but will refer to Roberts Rules of Order when a question arises requiring a democratic decision-making process.

Section 3: In unforeseen situations, decisions of a monetary nature (not to exceed \$300.00) can be made through an executive session in which the governing body must unanimously approve.

PURCHASING

All purchases must follow the Alabama Department of Education and the Dale County Board of Education Policies and Procedures.

FISCAL YEAR

The fiscal year of Warrior Club shall begin on the first day of October and end on the last day of the following September.

CONFLICT OF INTEREST

Section 1: Each voting member shall disclose to the Board any conflict of interest or potential conflict of interest as it pertains to any matter before the Warrior Club.

Section 2: The Board will determine whether a conflict exists, and whether the conflicted member may vote or otherwise make decisions on matters related to the conflict.

Section 3: All Board members must at least annually disclose in writing to the Board any potential conflicts of interest that may foreseeably arise.

RECORD REQUESTS

Current records of the Warrior Club shall be present for review at monthly meetings, including minutes of the current year by the secretary and monthly financials by the Treasurer. Requests for any other information shall be made at any monthly meeting of the Warrior Club.

In addition, a request for a copy of the By-Laws shall be made at a monthly meeting of the Warrior Club. Copies of the By-Laws, as well as annual financial information, are also maintained by the DCHS Business Office. A copy of the Warrior Club By-laws will also be retained at the Dale County Board of Education.

All records of the Warrior Club are maintained by the Secretary and Treasurer. All officers' contact information is located on the Warrior Club section of the DCHS website and in the DCHS Athletic Director's Office.

RECORD RETENTION

All records of the Warrior Club shall follow the State of Alabama Board of Education Records Disposition Schedule.

MISCONDUCT

Any person with knowledge or suspicion of any illegal, fraudulent, or wrongful behavior by any person associated with the Warrior Club is encouraged to report these concerns to any Board member. The Board member shall promptly advise the entire Board of the reported behavior, and the Board will determine what action, investigation, or other response is warranted under the circumstances. The Board will protect the reporting individual from any retaliation arising from the good-faith reporting of suspected illegal, fraudulent, or wrongful behavior.

METHODS OF NOTICE

Notice of meetings, with the exception of those specified at Section 3 of Meetings, shall be posted on the Dale County High School website, and may also, but not necessarily, include other electronic forms, such as email, texts, phone blasts; facebook, twitter, and other applicable social media links.

DISSOLUTION

In the event the Governing Board or the Principal with the support of the Dale County Superintendent decide to pursue dissolution (due to lack of volunteer support or other extraneous circumstances), the Warrior Club shall, after paying or making provisions for the payment of all the liabilities of the club, all unencumbered funds will fall under the discretion of the Principal.

BY-LAW AMENDMENTS

Additions, deletions, and/or corrections to the Approved Articles of Organization By-Laws, can be proposed at any monthly meeting in writing throughout the school year. Proposed changes will be discussed when presented. The Secretary shall compile a list and notify each member of the proposed change(s) prior to the Annual March meeting. The proposal(s) will be accepted or rejected by a majority vote at the Annual March meeting.

Amended April 29, 2015

President (Shannon Deloney)

Vice President (Doug Parker)

Secretary (Sherri Watson)

Treasurer (Alisa Horne)

Parent Liaison Coordinator (Jeanie Barbour)