

**GRAIN VALLEY EAGLE BOOSTER CLUB**  
**CONSTITUTION/BYLAWS**  
**CONSTITUTION**  
(Revised- Spring 2015)  
(Adopted- April 2015)

**ARTICLE I: NAME**

The name of this organization is the Grain Valley Eagle Booster Club (GVEBC). It is a local booster club under the authority of the Grain Valley Activities Department and, by extension, the Grain Valley R-V School District (GVSD).

**ARTICLE II: PURPOSES**

**Section 1.** The Purposes of the GVEBC are:

- a. To promote ways and means of providing the needs of Grain Valley students participating in activities.
- b. To support coaches, sponsors, and administrators above and beyond those supplied by and approved by the GVSD.
- c. To neither seek to or direct the administrative activities of the program nor control its policies.

**Section 2.** This entity shall not contemplate pecuniary gain or profit or distribution of profits or dividends to the members thereof. No officer, Director, or member of this entity shall be liable for any of the debts of the entity, except as such party may personally endorse or guarantee such debt of the entity.

**Section 3.** The organization is organized exclusively for the charitable or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter "Internal Revenue Code").

**ARTICLE III: MEMBERSHIP**

**Section 1.** Membership in the GVEBC shall be open to any person interested in the enhancement and enrichment of the Activities program for all students.

**Section 2.** Membership in the GVEBC shall be made available without regard to race, color, creed, gender or national origin.

**Section 3.** All members of the GVEBC, and all parents and/or guardians of such students are automatically members of this entity and are eligible for election to office of the same.

**Section 4.** Each member of the GVEBC shall pay such annual dues to said organization as may be determined by the organization. The amount of such dues to said organization as may be determined by the organization. The amount of such dues shall include the portion payable to the GVEBC.

**ARTICLE IV: OFFICERS**

**Section 1.** Each officer shall be a member of the GVEBC. No person shall hold any elective or appointive position who is not a member in good standing.

**Section 2.** Officers will be elected on the fourth quarterly meeting as found in Article VIII, Section 2.

**Section 3.** The officers of the GVEBC shall be a president, president-elect, vice-president of operations, vice-president of events, vice-president of revenue, vice-president of concessions, vice-president of communication, and treasurer.

**Section 4.** The treasurer will be an appointed position by the elected officers.

**Section 5.** The vote shall be conducted by ballot, a majority shall elect. When there is only one candidate for an office, the election may be held by voice vote.

**Section 6.** The following provisions shall govern the eligibility of individuals to be officers:

No officer may be eligible to serve more than two consecutive terms in the same office. A person who has served in an office for more than one half of a full term shall be deemed to have served a full term in such office.

**Section 7.** Officers shall assume their official duties following the close of the school year and shall serve for a term of one year or until their successors are elected.

**Section 8.** Nominating committee:

- a. The nominating committee shall be appointed by the current executive board in consultation with the Activities Director.
- b. The nominating committee shall be composed of at least three members.
- c. The committee shall elect its own chair.
- d. The committee shall nominate an eligible person for each office to be filled and report its nominees at the 3<sup>rd</sup> Quarterly Meeting, at which time additional nominations may be made from the floor.
- e. Only those individuals who are current members of the GVEBC and who have signified their consent to serve if elected shall be nominated for, or elected to, such office.

**Section 9.** A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the executive board, notice of such election having been given. In case a vacancy occurs in the office of president, the president-elect shall serve notice of the election. A vacancy exists when any officer resigns his, or her office, is unable to fulfill his or her duties, or is recalled by the members, current executive board, or school administration.

## **ARTICLE V: DUTIES OF OFFICERS**

**Section 1.** The president shall:

- a. preside at all meetings of the GVEBC;
- b. serve as an *ex-officio* member of all committees except the nominating committee;
- c. coordinate the work of the president-elect, vice-president of revenue, vice-president of concessions, treasurer and committees of the GVEBC in order that the Purposes may be promoted; approve and sign reimbursement forms;
- d. ensure that all procedural steps are taken in any matter relating to personal and injury liability insurance, as well as, error and omission insurance which shall be held by the GVEBC
- e. deliver to their successor all official materials no later than ten days after their successor assumes office. Meet with the additional members of the executive committee, including the Activities Director, within thirty days after the fourth quarterly annual meeting, for the purpose of appointing chairs of the standing committees for the upcoming year.

**Section 2.** The president-elect shall:

- a. act as aide to the president;
- b. perform the duties of the president in the president's absence or inability to serve;
- c. serve as an *ex-officio* member of all committees including the nominating committee;
- d. coordinate the work of the vice-president of operations, vice-president of events, vice-president of communication and committees of the GVEBC in order that the Purposes may be promoted;

**Section 3.** The vice-president of operations shall:

- a. serve as an *ex-officio* member of all committees assigned to the office;
- b. coordinate the work of all committee heads within operations of the GVEBC in order that the Purposes may be promoted;

**Section 4.** The vice-president of events shall:

- a. serve as an *ex-officio* member of all committees assigned to the office;

- b. coordinate the work of all committee heads within events of the GVEBC in order that the Purposes may be promoted;

**Section 5.** The vice-president of communication shall:

- a. serve as an *ex-officio* member of all committees assigned to the office;
- b. coordinate the work of all committee heads within communications of the GVEBC in order that the Purposes may be promoted;
- c. coordinate all communications and promotions of the GVEBC included by not limited to communication to membership as well as promotion using media outlets including but not limited to newspaper, television, social media, and an organization website
- d. ensure a recording of the minutes of all meetings of the GVEBC
- e. be prepared to read the records of any previous meetings;
- f. preserve all records;
- g. have a current copy of the bylaws, standing rules, a current membership list, a list of all standing and special committees;

**Section 6.** The vice-president of revenue shall:

- a. serve as an *ex-officio* member of all committees assigned to the office;
- b. coordinate the work of all committee heads within fundraising of the GVEBC in order that the Purposes may be promoted;
- c. oversee all fundraising ventures and deliver custody of the funds immediately to the treasurer for deposit

**Section 7.** The vice-president of concessions shall:

- a. serve as an *ex-officio* member of all committees assigned to the office;
- b. coordinate the work of all committee heads within fundraising of the GVEBC in order that the Purposes may be promoted;
- c. coordinate all volunteers including concession staffing, inventory, and delivery
- d. deliver custody of the funds immediately to the treasurer for deposit

**Section 8.** The treasurer shall:

- a. Submit the books for an audit annually and upon the resignation or removal of the treasurer or any other authorized bank account signatory;
- b. have custody of the funds of this GVEBC and deposit, within three to five days of receipt, funds received;
- c. maintain a full account of the funds of the GVEBC;
- d. make disbursements as authorized by the president, board, or the GVEBC in accordance with the budget adopted by the GVEBC;
- e. have reimbursement signed by the chairman and the president before presenting to the treasurer for payment
- f. provide a financial statement at each meeting;
- g. present an annual report of the financial condition of the organization; and
- h. be responsible for preparing or having prepared IRS forms at the proper time in conjunction with the auditor/audit committee.

**Section 9.** All officers shall:

- a. meet within 1 month of assuming office for the purpose of appointing committee chairmen and begin planning for the ensuing year.
- b. perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the president, the executive committee or association; and
- c. turn over to the president, without delay, all records, books, and other materials pertaining to their office, and shall return to the treasurer, without delay, all receipts and funds pertaining to their office upon the expiration of their term, resignation, or removal from office.

## **ARTICLE VI: EXECUTIVE BOARD**

**Section 1.** Each board member shall be a member of this GVEBC. No person shall hold any elective or appointive position who is not a member in good standing.

**Section 2.** A GVEBC member shall not serve as a voting member of the GVEBC's board while serving as a paid employee of or under contract to the GVEBC.

**Section 3.** The members of the board shall be:

- a. elected officers,
- b. treasurer,
- c. and the activities director or a representative so appointed.

**Section 4.** The affairs of the GVEBC shall be managed by the executive board in intervals between quarterly meetings. Duties of the board shall be to:

- a. select an auditor or auditing committee to audit the treasurer's accounts whose report shall be submitted to the general membership
- b. carry out such business as may be referred to it by the membership of the association;
- c. create standing and special committees;
- d. approve the plans of the standing committees;
- e. present a report at the regular general membership meetings of the GVEBC;
- f. prepare and submit an annual budget to the GVEBC's general membership for adoption;
- g. approve payment of bills within the limits of the approved budget;

**Section 5.** Regular meetings of the board shall be held at least once a month, with the date and time to be fixed by the board at its first meeting of the year. Notice of five days shall be communicated to the executive board of any change of date.

**Section 6.** Special meetings of the board may be called by the president or when requested by a majority of the executive board members upon notice of five days to each member of the board.

**Section 7.** At all meetings of the board, a simple majority of the members of the board shall constitute a quorum for the transaction of business.

**Section 8.** The Executive Board may conduct business by mail ballot and by any electronic means whereby each member can interact with all other members. The results of any vote conducted by mail or electronic means shall be reported at the next meeting and recorded in the minutes

**Section 9.** If any member of the executive board shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from the board by resolution adopted by the executive board.

**Section 10.** Upon the expiration of the term of office or when individuals cease to hold the position that entitles them to be a member of the board, they shall automatically cease to be a member of the board and shall be relieved of all duties and responsibilities incident to such membership. All records, books and other materials pertaining to the position shall be returned to the treasurer without delay.

## **ARTICLE VII: COMMITTEES**

**Section 1.** The executive board may create such standing committees as it may deem necessary to promote the Purposes and carry on the work of the association. The chairperson of each standing committee shall be appointed by the officers of the association and the activities director of the school.

**Section 2.** The executive board may create such special committees as it may deem necessary to promote the Purposes and carry on the work of the association. The chairperson of each special committee shall be appointed by the officers of the association and the activities director of the school. A special committee is

created for a specific purpose and automatically ceases existence when its work is done and its final report is received by the organization.

**Section 3.** The term of office of a committee chairperson shall be one year or the specific purpose of its existence has been completed and its final report is received by the organization.

**Section 4.** The president shall be a member *ex-officio* of all committees except the nominating committee. The vice-presidents shall be a member *ex-officio* of all committees under its executive branch and shall be notified of all committee meetings.

## **ARTICLE VIII: GENERAL MEMBERSHIP MEETINGS**

**Section 1.** In general membership meetings, the right to offer motions, make nominations, speak in debate, and vote, shall be limited to members of this association.

**Section 2.** At least four regular meetings of the general membership shall be held during the school year, two in the fall semester and two in the spring semester, the last one being held in April. Dates of meetings shall be determined by the executive board and announced by July 1. Notice of five days shall be given to the membership of any change of date.

**Section 3.** Special meetings may be called by the president or by a majority of the executive board, notice of five days having been given.

**Section 4.** Twenty-five members shall constitute a quorum for the transaction of business in any meeting of this GVEBC.

**Section 5.** The fourth quarterly meeting shall be the last general membership meeting of the year, at which time annual reports shall be received and new officers installed.

## **ARTICLE IX: FISCAL POLICY**

**Section 1.** The fiscal year of the GVEBC shall begin on July 1 and end on the following June 30.

**Section 2.** The annual budget as approved by the General Membership will account for the total expenditure for the budgeted fiscal year. Any expenditure beyond the budget requires a simple majority vote at the next general assembly meeting before funds are disbursed.

**Section 3.** A designated signatory as noted below shall be needed for the following expenditure amounts:

- a. \$01-\$499 shall require the Treasures signature. Should the Treasurer be unavailable to sign due to extenuating circumstance such as, but not limited to, family emergency, vacation, or illness the President shall be designated as the signatory. The expenditure shall be reflected on the next Executive Board report.
- b. \$500-\$1999 shall require the signature of both the Treasurer and President. The expenditure shall be reflected on the next Executive Board report.
- c. \$2000 or above shall be voted on by the Executive Board with a simple majority required to pass. Should the expenditure be approved, it shall require the signature of both the Treasurer and President. The expenditure shall be reflected on the next Executive Board report.

**Section 4.** At the end of the fiscal year, the Treasurer shall prepare and submit a financial report to be reviewed by the Auditing Committee, as well as, an independent auditor provided by the Grain Valley School District.

## **ARTICLE X: PARLIAMENTARY AUTHORITY**

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

## **ARTICLE XI : AMENDMENTS**

**Section 1.** These bylaws may be amended at any general membership meeting of the GVEBC by a two-thirds vote of those members present and voting, a quorum being present, provided that the proposed amendments have been provided to the membership at the previous meeting or thirty days prior to the meeting.

**Section 2.** If a complete revision of the bylaws is needed a committee may be appointed by a majority vote at a general membership meeting of the GVEBC, or by a two-thirds vote of the executive board, to submit a revised set of bylaws as a substitute for the existing bylaws. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

**Section 3.** The bylaws of the GVEBC shall not conflict with any policies or procedures of the Grain Valley R-V School District and Board of Education.