

Southern Lehigh Middle School Cross Country Booster Club Bylaws

ARTICLE I: NAME

The name of this organization will be "Southern Lehigh Middle School Cross Country Booster Club" and may also be referred to as the "Middle School Cross Country Booster Club".

ARTICLE II: OBJECT

Section 1: The object and purpose of this organization shall be:

- (a) To develop and promote the sport of cross country whereby the students of Southern Lehigh Middle School can continue to participate at the varsity and junior varsity level;
- (b) For the physical and moral benefit of Southern Lehigh Middle School students who participate in cross country;
- (c) For the improvement of the playing standards of cross country at Southern Lehigh Middle School;
- (d) To seek funds through contributions, fundraisings, and other sources so that the the Southern Lehigh Middle School Cross Country sports budget may be supplemented so as to provide the best quality facilities and equipment for the Middle School Cross Country program at Southern Lehigh Middle School;
- (e) To develop a relationship between the Middle School Cross Country Booster Club and the Southern Lehigh Middle School administration that secures for every student athlete in the Middle School Cross Country program the highest advantage in physical, mental and social education.

ARTICLE III: MEMBERSHIP

Section 1: The membership of the Middle School Cross Country Booster Club shall consist of all the parents and/or guardians of the student athletes in the Southern Lehigh Middle School Cross Country Program. The membership shall also include officers of the Middle School Cross Country Booster Club, parents of and former runners at Southern Lehigh Middle School, as well as the Middle School Cross Country coaching staff of Southern Lehigh Middle School.

Section 2: The officers of the Southern Lehigh Middle School Booster Club shall determine any change of membership.

ARTICLE IV: MEETING OF MEMBERS

Section 1: The meeting of members shall be held at such place or places within the Southern Lehigh School District as may from time to time be fixed by the officers of the Middle School Cross Country Booster Club. They shall be held as necessary.

Section 2: The bylaws should be voted upon at the first meeting of the new Cross Country season, typically in July. If the meeting has not been held in July, the bylaws can be approved by email vote of the board members.

Section 3: At the next scheduled meeting prior to the annual Cross Country banquet, the officers of the Middle School Cross Country Booster Club shall be elected.

Section 4: Special meeting of the members or Board may be called at any time by the President or by a majority of the officers of the Middle School Cross Country Booster Club.

Section 5: Written notice of every meeting of the members, stating the time and place shall be emailed to the membership at least five (5) days prior to the date of the meeting.

Section 6: A quorum for any meeting of the membership shall be those members present at the duly called meeting of the membership.

Section 7: Annual meetings of the General Membership will be held the last meeting during the regular Cross Country season.

Section 8: Committee meetings will meet as necessary to accomplish the needed task.

Section 9: The agenda for the meetings shall be determined by the President.

ARTICLE V: OFFICERS

Section 1: The officers of the organization shall be elected by the members and shall consist of President, Vice-President, Secretary, and Treasurer. Up to two (2) members may be elected to share each office; one member cannot simultaneously hold two offices. These officers shall hold their respective offices for a term of one (1) year or until their successors have been elected, and shall perform such duties as provided by the Bylaws and as are, from time to time, prescribed by the President.

The Board may also appoint all members of committees and may act as exofficio members of committees. All board positions may be reelected but will be limited to no more than four (4) consecutive terms.

Section 2: The duties of the President shall include presiding at all meetings of the membership and at any Board Meetings. The President shall give notice of all meetings and an annual report to the membership. The President shall designate subcommittees as necessary and make appointments, with the majority consent to fill any vacant positions on the board, which will not otherwise be filled by an immediate general election.

Section 3: The duties of the Vice-President shall be to perform all the duties of the President in the absence of the President or upon the inability of the President to serve. In the event the office of the President becomes vacant, the Vice-President shall assume the office for the remaining term.

Section 4: The Secretary is responsible for seeing that the following duties are accomplished: The recording of all votes at meetings; the recording of all minutes at meetings; and providing notice of all meetings. The Secretary shall keep the official copy of the Bylaws, and will provide a copy to the Southern Lehigh Middle School Administration at the beginning of each school year, together with a list of the current Board members, and will also provide any amendments thereto to the Southern Lehigh Middle School Administration annually. The Secretary shall also keep an attendance record at each meeting. The secretary shall assume the position of the President if both the President and Vice-President are absent.

Section 5: The Treasurer is responsible for seeing that a true and correct accounting for all receipts, disbursements, and other fund of the Middle School Cross Country Booster Club is kept for reporting fundraising events and budgeting items to the Southern Lehigh Middle School Administration on an annual basis. The Treasurer shall keep a record of all moneys received and paid out and make an annual report to the general membership or whenever requested by the board to do so. The Treasurer shall assume the position of President if the President, the Vice-President, and the Secretary are absent.

ARTICLE VI: REMOVAL FROM OFFICE

Section I: Any officer may be removed from the office as a result of the officer's failure to fulfill the duties of the office, for failure to attend three (3) consecutive membership meetings, or for conduct detrimental to the best interests of the Middle School Cross Country Booster Club. When a vacancy occurs for any office, other than the President, the vacancy shall be filled by a special election at the next meeting of the membership. The Board may designate an individual to temporarily fill the vacancy until the special election is held.

ARTICLE VII: LIMITATION OF PERSONAL LIABILITY OF OFFICERS AND OTHER AUTHORIZED REPRESENTATIVES.

Section 1: An officer of the Middle School Cross Country Booster Club shall not be personally liable for the monetary damages as such for any action taken or any failure to take any action unless:

- (a) The officer has breached or failed to perform the duties of the office as defined in these Bylaws: and
- (b) The breach or failure to perform such duties constitute self-dealing, willful misconduct, or recklessness.

Section 2: The provisions of this section shall not apply to:

- (a) The responsibility or liability of an officer pursuant to any criminal statute; or
- (b) The liability of an officer for the payment of taxes pursuant to local, state or federal law.

An officer of the Middle School Cross Country Booster Club shall stand in fiduciary relationship to the Middle School Cross Country Booster Club, and shall perform the duties of an officer, including the duties as a member for any committee of the Middle School Cross Country Booster Club upon which the individual may serve, in good faith, in a manner which the officer believes to be in the best interests of the Middle School Cross Country Booster Club, and with such care, including reasonable inquiry, skill and diligence, as a person of ordinary prudence would use under similar circumstances.

Section 3: Notwithstanding any provision of these Bylaws to the contrary. To the extent that a representative of the Middle School Cross Country Booster Club has been successful on the merits or otherwise in defense of any action, suit, or proceeding referred to in this section, this officer or representative may be indemnified against expenses (including attorney's fees) actually and reasonably incurred by the officer in connection therewith, to the fullest extent permitted by law.

ARTICLE VIII: TRANSACTION OF BUSINESS

Section 1: All checks or demands for money for the Middle School Cross Country Booster Club shall require two (2) signatures - The treasurer and an officer other than the Treasurer.

Section 2: The Board may approve Expenditures up to \$100. Any expenses over that amount must be approved by the general membership.

ARTICLE IX: COMMITTEES

Section 1: The officers of the Middle School Cross Country Club may, by resolution adopted by a majority of the membership at a meeting, establish one or more committees to assist and advise the Board.

Section 2: The membership will nominate candidates from the floor during elections and reserves the right of secret ballot in all elections between multiple candidates.

ARTICLE X: AWARDS

Section 1: Seniors may be given gifts not to exceed \$50.00 in value.

Section 2: Gifts may be given to the Cross Country Staff in an amount not to exceed \$100 per coach.

Section 3: Team gifts may also be given in the amount not to exceed \$20.00 and is dependent on the amount of money left at the end of the year.

ARTICLE XI: AMENDMENTS

Section 1: These Bylaws may be adopted or repealed by majority vote of the membership present at the meeting and are ratified at a general membership meeting provided that such amendments are stated in the notice of such meetings at least twenty (20) days in advance of the meetings.

Section 2: In all matters of parliamentary procedure not covered by these Bylaws, Roberts Rules of Order, Revised, shall be the parliamentary authority. These Bylaws are adopted this 30 September 2015.