

William A. Hough High School

Athletic Booster Club

By-Laws

Amended: May 31, 2023

**Article I. NAME**

The Name of this organization, which is a part of William A. Hough High School organization located at 12420 Bailey Road, Cornelius, NC 28031, shall be the William A. Hough High School Athletic Booster Club, hereinafter referred to as the Hough Athletic Booster Club or by the acronym H.A.B.C.

**Article II. OBJECTIVES**

The Mission of the Hough Athletic Booster Club shall be:

- Support athletic and academic excellence in all William A. Hough student athletes
- Promote active participation of parents, our school's staff and community leaders
- Promote sportsmanship and provide supplementary financial support to all William A. Hough athletic teams
- Build awareness of our school's athletic programs, competitions and achievements

**Article III. ATHLETIC DIRECTOR/PRINCIPAL**

The Athletic Director and Principal will be the final decision-makers regarding all matters pertaining to the athletic program of the school. The Athletic Director and Principal have the right to remove any member of the Hough Athletic Booster Club Board. The Athletic Director's vote will break any tie in the vote among the Board.

**Article IV. OFFICERS AND DUTIES**

**PRESIDENT** – The President shall preside at all meetings of the organization, appoints all committees, and shall be an ex officio member of all committees, except the nominating committee. He/she shall issue the call for special Board meetings, name the date, time and place of full membership meetings, shall call for regular monthly committee reports and shall see that regular elections are held. If any other office or position on the Board becomes vacant, the President can appoint a member to fill the unexpired term with the approval of the Athletic Director and Principal. He/she shall coordinate with all sport team liaisons, assist the budget committee and Treasure with the annual budget, as well as provide general oversight to all committee functions. The president's term is two years. In the event the President no longer has a student at William A. Hough High School, he/she will no longer be allowed to serve on the Board and their position will become open. At that point the Nominating Committee will search for a candidate(s) to bring forward.

**SECRETARY** – The Secretary shall keep the records and minutes of all meetings, attendance and log all votes, attend to the correspondence and perform such other duties as deemed necessary. The Secretary oversees the Volunteer and Hospitality committees. The Secretary is not restricted to any term limits and is voted on annually. In the event the Secretary no longer has a student at William A. Hough High School, he/she will no longer be allowed to serve on the Board and their position will become open. At that point the Nominating Committee will search for a candidate(s) to bring forward.

**CO-TREASURERS** – The Co-Treasurers shall receive all monies and deposit the same in a bank recommended by the Board and shall pay out monies only in authority of the Board. All checks and vouchers must be signed by one of the Co-Treasurers or the President. They shall prepare and submit written monthly financial reports to the Board. They will submit all financial reports and statements to the finance committee for auditing annually. The Co-Treasurers also oversee the Spirit Wear Committee and chair the Budget committee which is responsible for presenting an annual budget to the Board. The Co-Treasurers are not restricted to any term limits, are voted on annually, and are not to include more than 2 individuals. In the event the Co-Treasurers no longer have students at William A. Hough High School, he/she will no longer be allowed to serve on the Board and their position will become open. At that point the Nominating Committee will search for a candidate(s) to bring forward.

**VP SPONSORSHIPS** – The VP Fundraising & Sponsorships will be responsible for raising funds via sale of corporate sponsorships. He/she shall be responsible for coordinating activities for corporate sponsors to build awareness of our sponsors with Hough faculty, students, parents and our community, and will be responsible for all aspects of sales, planning, design and production of stadium signage, sponsor banners, game-day card ads, etc. He/she shall oversee the Concessions committee. The VP Sponsorships also oversees the Golf Tournament committee and serves a two year term. In the event the VP Sponsorship no longer has a student at William A. Hough High School, he/she will no longer be allowed to serve on the Board and their position will become open. At that point the Nominating Committee will search for a candidate(s) to bring forward.

**VP MEMBERSHIP** – The VP of Membership shall succeed the President in the event that the President's office becomes vacant. The First VP shall also act in place of the President in case the President is absent. The VP Membership is responsible for membership sales and maintenance of all records and season pass information. In addition, the VP Membership serves as chair of the membership committee and is responsible for sales of membership oriented promotions such as reserved seating and parking at home athletic events. The VP Membership oversees the Communications Committee and the nominating committee and serves a term of two years. In the event the VP Membership no longer has a student at William A. Hough High School, he/she will no longer be allowed to serve on the Board and their position will become open. At that point the Nominating Committee will search for a candidate(s) to bring forward.

**PAST PRESIDENT** – **PAST PRESIDENT** – The position of Past President shall be held by the last President of the Board from the preceding year. The Past President shall be a full voting member of the Executive Officers and Board and will offer guidance to the Board. In the event the Past President no longer has a

student at William A. Hough High School , he/she still retains the title and privileges of the position and may be consulted as needed.

#### **Article V. BOARD OF DIRECTORS**

The Board of Directors shall be composed of the officers of the Hough Athletic Booster Club, the Athletic Director, the Principal, the chairpersons or co-chairpersons of the committees and one member-at-large. The Board shall meet as necessary and in addition to the annual meetings of the Athletic Boosters.

#### **Article VI. ELECTION OF OFFICERS**

The Nominating Committee shall be formed by the board in December from current Hough Athletic Booster Club membership, under the direction of the First Vice President. A slate of officer nominations, to include a Board Member-at-Large, shall be presented to the general membership at February general meeting for consideration. Nominations may also be made from the floor. Officers shall be elected at the May General Boosters meeting. Newly elected officers' terms will run from July 1 to June 30 of the following year.

#### **Article VII. COMMITTEES**

There shall be the following committees: Budget, Membership, Nominating, and such other committees as the President and athletic director shall deem necessary. Additional committees may include: Spiritwear, Fundraising, Communication, Concessions, Scholarship and Hospitality. All committees shall consist of a chairperson/persons and as many members as shall be deemed necessary by the President. Each committee shall report verbally or in writing to the Board at each meeting.

**Budget:** Shall consist of at least three (3) members, and a professional CPA who shall audit the books of the organization, between the regular meetings in May and June. Assist Treasurer with non-profit status of the Hough Athletic Booster Club and prepare annual operating budget for approval by Board.

**Membership:** Responsible for soliciting memberships from all adults and students who are interested in promoting the objectives of Hough athletics. Prepare membership scan cards for distribution to members and maintain membership logs and rosters. The committee may also be responsible for selling membership related promotions (i.e. reserved seating or parking).

**Nominating:** Meet, recruit, and present a slate of officers and members-at-large of the Board to the membership at the regular April meeting.

**Concessions:** Assume full responsibility for the planning, opening, purchasing, organizing, operating and closing of the concession stands operated by Hough Athletic Booster Club.

**Communication:** See that adequate publicity and news coverage is given on all meetings and activities of the club and prepare news coverage for inclusion in community media. Develop and maintain a website for the Hough Athletic Booster Club and social media updates as well.

**Spiritwear:** To sell apparel and memorabilia that denotes Hough High School athletic teams. Prepare beginning and ending inventory logs and account for all merchandise in/out of inventory. Support and staff sales counters at select home athletic events and spirit wear stores within the school. Also provide support to Membership for distribution of booster club promotions.

**Scholarship:** Responsible for establishing a program to financially recognize outstanding student athletes with plans for further education. The committee shall be responsible for soliciting funds to support student scholarships, to communicate scholarship availability, application process and deadlines, to secure an independent Scholarship Selection Committee and to submit all applications to committee for review. Committee shall also be responsible for notification of all winners. No members of this committee shall be parents of rising senior students.

**Golf Tournament:** Assume full responsibility for planning, organizing and execution of the Golf Tournament for the Hough Athletic Booster Club. Responsible for the solicitation of hole sponsors and paid participation as well as tournament day activities.

**Hough Appreciation/Stewardship:** To provide recognition to athletic coaches, trainers and staff and to organize and execute hospitality rooms for tournament officials and coaches and other social functions designated by the Board. Also provide staff appreciation measures to Hough teachers and support staff, coaches, and administration with special events during various sport seasons.

**Volunteer Management:** Provide support to all committees through volunteer management. Collaborate with the PTSA and VP Membership at the beginning of the school year with volunteer recruitment and share names with appropriate officers and committee chairs. May assist with volunteer management using apps such as Sign up Genius for specific games, events, or functions.

**Team Liaisons:** Each Hough High School athletic team, Varsity and Club, is encouraged to provide a liaison to represent the team on the Hough Athletic Booster board. Each team liaison is asked to disseminate information from the boosters to his/her respective team. The liaison may elect to serve on other board committees as well.

## **Article VIII. MEMBERSHIP**

Sec. 1 Membership shall be open to anyone interested in the progress and development of the athletic program at Hough. Membership will be effective upon payment of annual membership dues. Membership shall run from July 1 to June 30. Membership is effective only for the year in which membership dues are paid.

Sec. 2 Dues shall be proposed annually by the Membership Committee and approved by the Board. Dues shall be payable annually, at the start of the Membership Year. Membership will become active upon receipt of full payment of membership dues.

#### **ARTICLE IX. NON PROFIT STATUS AND DISSOLUTION**

The Hough Athletic Booster Club is a non-profit, non-stock membership organization. No part of this organization's assets or net income shall benefit any of its officers or members or any other private individual either during the organization's existence or upon its dissolution. Upon the dissolution of this organization, all remaining assets of the organization shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for public purposes.

#### **Article X. ROBERT'S RULES OF ORDER**

The rules contained in Robert's Rules of Order shall govern this organization in all cases in which they do not conflict with the rules of this organization.

#### **Article XI. AMENDMENTS**

These Bylaws may be amended by a majority of Board members present at any regular meeting. The amendments must have been presented at the preceding regular meeting of the organization for due consideration.

These by-laws are adopted:

Date: 6/1/2023

Kelly Williams (President) \_\_\_\_\_

Lisa Thompson (VP-Membership)\_\_\_\_\_

Angie Phillips (VP-Sponsorship)\_\_\_\_\_

Denise Cusick (Treasurer)\_\_\_\_\_

Debra Cassidy (Secretary)\_\_\_\_\_

Sheri Hauser (member)\_\_\_\_\_

Scott Hauser (member)\_\_\_\_\_

