



# **WHITE CLOUD ATHLETIC BOOSTERS' CLUB**

## **Constitution and By-laws**

### **ARTICLE I**

The name of this organization will be known as: White Cloud Athletic Boosters' Club. When the term "CLUB" is used throughout this document, White Cloud Athletic Boosters' Club is implied.

### **PURPOSE**

**1. (A)** The purpose of the White Cloud Athletic Boosters' Club in Cooperation with the White Cloud Public Schools' Board of Education and athletic team coaches is to raise money through the operation of various fundraising activities and to use the proceeds thereof to and for the benefit of White Cloud Public School High School Athletics for use by the school in its athletic department as approved by the CLUB.

**(B)** The funds raised by the CLUB will not be limited solely to sporting programs conducted by the school with other schools. These funds may also be used to promote and provide equipment, facilities and to support other White Cloud Public School High School athletic affiliated endeavor.

**2.** The fundraising activities will be performed with voluntary help. No member will be compensated for work performed. Any person,

who fulfills the requirements of being an active member of the WCAB during the 2022-23 School Year, will be provided an Athletic Pass provided by the WCAB for the year following their active membership completion (2022-23). Reimbursement will be provided for out-of-pocket expenses incurred by the members as approved by the CLUB.

**3.** A High School Varsity or JV coach or assistant coach must attend a majority equating 7/12 of the White Cloud Athletic Boosters' Club meetings or combination adding to 7/12 including concession stand coverage (1 event = 1 meeting requirement) prior to any request for funds indicated in writing, other than funds requested for new team uniforms.

**4.** When funds are requested the coach or athletic representative requesting must be present to explain the request. Supporting Documentation for the recommendation/request (i.e., catalogs and written requisition) must be included when presented to CLUB.

**5.** The Club is not obligated to fund any or all requests.

**6.** Through an application process, the CLUB shall pay no more than 50% of the cost to attend an athletic camp per sport, per player, per year, with a cap of \$100.00 per athlete.

**7.** The CLUB may help with 1 / 3 of the purchase of new uniforms as need is determined, funds are available and as requested by Coaching Staff through the Athletic Director.

**8.** The CLUB shall select two athletes, one male and one female athlete or in the case of only one/ same gender athletes applying, the first and second athletes as determined by the scholarship committee for scholarship consideration. The monies are to be used for continuing education experiences. The monies awarded must also be requested for use by February 1st of the year following receipt of the award. If the monies are not used by the selected applicants, the monies will be reverted back to the scholarship fund.

## **ARTICLE II MEMBERSHIP**

- 1.** Anyone having an interest in the athletic department of White Cloud Public Schools is eligible for membership.
  
- 2.** An annual membership requirement of a minimum of 5 scheduled/sponsored worked Athletic Events/Meetings per year. August 1, 2022-June 30, 2023 per active member (is required each year at the August annual meeting or at the time a person joins.)
  
- 3.** Meetings of the CLUB shall be held on the 4th Monday of each month at 6:30 p.m. For the 2022-23 fiscal years, the meetings will be held in the White Cloud High School Lower-Level Collaboration Room 306.
  
- 4.** Notice of the White Cloud Athletic Boosters Club shall be announced at least once prior to each meeting via the White Cloud Public School's web page and during school months in the school announcements and newsletters.
  
- 5.** A majority of officers, president (1), vice president (1), secretary (1), treasurer (1), concession stand/event coordinator (2), merchandise coordinator (2), must be present at any meeting to constitute a quorum to conduct business.
  
- 6.** Elected WCAB board officers are the voting body of the club.

7. Including elections, votes shall be cast orally unless the majority of the members present elect to vote in writing.
8. The officers may call special meetings of the members at any time.

### **ARTICLE III FISCAL YEAR**

The fiscal year shall coincide with White Cloud Public Schools fiscal year. The fiscal year shall begin July 1<sup>st</sup> of each year and end on June 30<sup>th</sup> of the following year. The CLUB annual reports shall be presented at the annual meeting in August.

### **ARTICLE IV OFFICERS**

1. The number of officers elected to a two-(2) year term shall be no more than eight (8) officers. Officers shall be President (1), Vice-President (1), Secretary (1), Treasurer (1), Concession Stand/ Event Coordinator (2) and Merchandise Coordinators (2). An officer shall hold office for the term for which they are elected or until their qualified successor is elected and/or until their resignation/removal.

-Any officer who fails to attend three consecutive meetings may be removed by a vote of the membership and the office declared vacant.

-Nominations for new officers are to take place at the June meeting nearest to the end of the term. At the July meeting, officers will be elected. New officers will take effect August 1st.

-To be nominated to be a WCAB officer, the nominee must be an active member of the WCAB and must have attended 3 consecutive WCAB meetings prior to the nomination at the June meeting.

2. Office vacancies may be filled by an affirmative vote of a majority of the membership for a term of office, continuing only until the next Election of officers by the members.

3. No officer shall receive any salary of compensation for his or her services as directed. Any person who fulfills the requirements of being an active member or Officer of the WCAB during the 2022-23 School Calendar year, will be provided an Athletic Pass for the year (2022-23) following their completion of a minimum of 5 scheduled/sponsored worked Athletic Events/Meetings per year.

## **ARTICLE V DUTIES OF OFFICERS**

1. **The President** shall preside at all meetings of the membership and all meetings of the officers.
2. **The Vice-President** shall preside over the membership meeting in the absence of the President. In case the office of President becomes vacant for any reason, the Vice-President shall fill the office of President until the next election. The remaining officers shall then appoint a Vice-President to fill that vacancy until a new Vice President can be nominated and elected.
3. **The Treasurer** shall have custody and keep account of all money, funds and property of the CLUB, unless otherwise determined by the officers.
  - (A) The Treasurer shall render such accounts and present such statements to the officers and the President as may be required of him or her.

- (B) The Treasurer shall deposit all funds that may come into his/her hands into such bank(s) as the members may designate.
  - (C) The Treasurer shall keep the bank accounts in the name of the CLUB and shall exhibit the books and accounts at all reasonable times to any officer of the CLUB. The Treasurer shall pay out money as the business and affairs of the CLUB may require and as directed by the CLUB.
  - (D) However, no funds shall be distributed without proper documentation, i.e., requisition form on file
  - (E) The officers shall have the power by resolution to delegate any of the duties of the treasurer to any other officer.
  - (F) An internal and external fiscal audit shall be conducted annually to review the previous year's books.
  - (G) Hard copies of the financial reports shall be preserved monthly. The Treasurer shall keep records on a computer with proper back up to flash drives monthly.
- 4. The Secretary** of the CLUB shall keep the minutes of all White Cloud Athletic Club Board meetings of the members in books or in a Flash Drive provided for that purpose.
- (A) The Secretary shall attend to the giving and receiving of all notices of the CLUB.
- 5. The Concession Stand/Event Coordinator** (s) of the CLUB shall keep a calendar of events and schedule persons to cover as needed. In addition, this CLUB representative will oversee and coordinate the purchase of items (food and concession supplies) to be presented for sale through the concession stand.
- 6. The Merchandise Coordinator** (s) of the CLUB shall schedule persons to cover the merchandise table during school events as needed. In addition, these CLUB representatives will oversee and

coordinate the purchase of items (merchandise) to be presented for sale through the merchandise table/outlet.

## **ARTICLE VI AMENDMENTS**

The officers as listed in Article V, may alter, amend, add to or repeal these by-laws at any time by a proper vote of the simple majority of the executive board for minimum quorum, with exception of Article 1 Section 1 (A).

## **ARTICLE VII DISSOLUTION OF THE CORPORATION**

If the membership of the CLUB has properly notified in writing, of the intent to dissolve and has properly voted by a two-thirds (2/3) majority of those members present to dissolve the White Cloud Athletic Boosters Club, the balance of funds of the White Cloud Athletic Boosters Club shall be turned over to White Cloud Public Schools and earmarked for use by the White Cloud Public Schools athletic teams through equal distribution among the team club accounts.

White Cloud Athletic Boosters' Club Constitution and  
By-laws Revised and Approved on August 2, 2022

**Signed by Officer/Member as a true and complete copy**

*Celine Scarlavai*

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**Title/Position: President**

**Date: August 2, 2022**

Signed by Coaching Staff As a received, true and complete copy of the White Cloud Athletic Boosters' Club constitution and by-laws.

\*Coaches, please pay special note to: Article I, Sections 3, 4 and 7  
Article II, Section 3

Coach signature and email: \_\_\_\_\_

Team: \_\_\_\_\_

Date: \_\_\_\_\_

**rls:**8-10-14 inception

**rls:**3-8-15 corrections! revisions! changes as board and membership vote to approve

**rls:**7-12-15 corrections/revisions/changes as board and membership vote to approve

**rls:**7-10-16 corrections/revisions! changes as board and membership vote to approve

**rls:**5-7-17 corrections/revisions! changes as board and membership

**rls:**8-12-18 corrections! revisions/changes as board and membership vote to approve

**jlb:** 08/26/19 corrections/revisions/changes as board and membership vote to approve

**cms:** 08/2/2022 corrections/revisions/changes as board and membership vote to approve