

**NORTHSHORE SWIM TEAM BOOSTER CLUB
BYLAWS**

ARTICLE I: NAME

SECTION I

The name of this organization shall be “Northshore Swim Team Booster Club, herein after referred to as “NSTBC”, and/or “Booster Club”. Located in the City of Slidell, LA, St. Tammany Parish.

The request for approval will be submitted each year by the President of the Board of Directors on or before the official 1st day of the school year.

ARTICLE II: OBJECTIVES

SECTION I

The objectives of the Northshore Swim Team Booster Club are:

- a) Mission Statement: To support Northshore Swim Team swimmers in their sport and in their sportsmanship as they learn the rewards of hard work, discipline, dedication, friendships, personal victory and mutual team success.
- b) To promote team spirit through social interaction and functions.
- c) To assist the swim team coach(es) and faculty sponsors in reaching swim team goals and supporting the mission statement of the team.
- d) To raise the additional funding required to ensure the participants in the Northshore High School Swim Team program have the facilities, equipment and supplies necessary to excel; and,
- e) To promote the development of the Northshore High School Swim Team program into a program recognized on a state-wide basis for both the in pool performance of its team and the out of pool leadership and conduct of its swimmers, coaches, parents and support staff.

ARTICLE III: TAX-EXEMPT STATUS

SECTION I

- a) This organization is organized and operated exclusively for charitable and educational purposes as defined by 501(c)(3) of the Internal Revenue Code.
- b) Upon dissolution of this organization, its assets shall be disposed of exclusively for the purposes of the corporation or distributed to such organizations organized and operated exclusively for charitable purposes which shall, at the time qualify as exempt organization under section 501(c)(3), or for Northshore High School Swim Team. The determination of the asset disposition will be made by a vote of the Board of Directors.
- c) No amount of the activities of the NSTBC shall be the carrying on of propaganda, or otherwise attempting to influence legislation and this organization shall not intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

ARTICLE IV: BYLAWS

SECTION I

These bylaws shall govern the operation and conduct of the Northshore Swim Team Booster Club (NSTBC), and when rules of order are not covered, revert to Robert's Rules of Order.

SECTION II

Amendments to the bylaws are to be submitted in writing to the Secretary and the President three (3) weeks prior to any General Business Meeting. Notice of the amendments shall be publicized by direct mail or e-mail to the membership at least two weeks prior to the General Business Meeting. Amendments may be adopted at the General Business Meeting by a 2/3 majority of those NSTBC members present.

ARTICLE V: FISCAL YEAR

For the purpose of reporting all finances, property value and assets, as well as planning the budget of the Northshore Swim Team Booster Club, the fiscal year shall begin on April 1 of each year and end on March 31 of the following year.

ARTICLE VI: MEMBERSHIP

SECTION I

The Northshore Swim Team Booster Club (NSTBC) shall be composed of the following:

- a) Upon students joining the Northshore Swim Team, families are encouraged to become a member of the NSTBC by paying annual dues set by the Board of Directors.
- b) The procedure for application for membership and the procedure for collection of the membership fee shall be established by the Board of Directors.
- c) Membership may be evidenced by such documentation as may be deemed appropriate by the Board of Directors.
- d) There shall be one (1) class of members, namely, active members. Active members shall include adults who have applied for membership, and paid the annual membership fee. Membership shall be open, regardless of race, religion or national origin.
- e) Membership is limited to the parent(s) or legal guardian(s) of an active Northshore High School Swim Team student/swimmer.
- f) Each parent or guardian of the Northshore High School swimmer shall be considered a family unit. Each active family unit shall be entitled to one (1) vote in the election of directors and in other matters for which a vote of the membership is taken.
- g) Membership and voting rights shall not be transferable by assignment or sale, or by inheritance or testament upon the death of the owner and no rights of ownership belonging to any former owner shall inure to any assignee, vendee, donee, heir or legatee.
- h) A NHS faculty sponsor must attend all general and board meetings. Minutes of all meetings shall be maintained with copies to the faculty sponsor and to the school principal, upon request.
- i) The NHS faculty sponsor is not a member of the booster club and may not serve as an officer for the organization. The faculty sponsor is to serve on the executive board in an advisory capacity.
- j) Each family is highly encouraged to complete 10 hours of volunteer service hours per swim team year between the months of August and

May.

ARTICLE VII: MANAGEMENT

SECTION I- BOARD OF DIRECTORS

Elected Directors of the "Booster Club" are the BOARD OF DIRECTORS ("Board") and shall consist of the President, Vice-President, Secretary, Treasurer, and Fundraising Coordinator. These Directors shall serve for a period of one (1) year. There should be a limit of two consecutive terms of service for the President and Treasurer. In the event of a booster club elects someone to serve more than two consecutive terms of service, a two-thirds vote is required for approval. Any member nominated for an office shall be in all aspects an active member in good standing as defined in Article VI: Membership. Any Board member who misses three (3) consecutive Board meetings may be dropped from the Board and the Board shall fill that vacancy.

SECTION II- ELECTION OF BOARD OF DIRECTORS

The election of the Board of Directors shall take place in April or May in preparation for the start of the upcoming season. The term of the newly elected directors shall begin on April 1 of each year and end on March 31 of the following year. The newly elected Board of Directors shall work harmoniously with the outgoing Board of Directors from their election in January/February until the transfer of offices on April 1. In the event of the vacancy or absence of the President, the order of succession shall be:

- 1) Vice-President shall succeed the President.
- 2) In the absence or vacancy of the Vice-President, the Treasurer shall succeed the President.
- 3) In the absence or vacancy of both of the above, the Secretary shall succeed the President.
- 4) In the event of the vacancy of any other elected Board position, the President shall appoint a temporary Director to fill the vacancy until such time as an election can be held. The election shall be held as soon as practicable.

SECTION III - DUTIES OF THE BOARD OF DIRECTORS

- a) The Board shall be empowered to act for the organization on all matters except those otherwise provided for in the bylaws.
- b) The Board may delegate certain tasks to individuals or committees. This does not remove the Board from the basic responsibility for the

- performance of such tasks.
- c) Ensures the Mission Statement of the team is carried out.
 - d) Assists the coach(es) and faculty sponsors in the operation of the swim team.
 - e) Acts as a liaison between the general membership and the coach(es) and faculty sponsors.
 - f) Supports the goals and policies of the swim team.

SECTION IV - DUTIES OF BOARD MEMBERS

President: The President shall

- a) Be a candidate that has served one (1) year on the board. In the event this is not possible, the Board must present a nominee to membership for approval.
- b) Preside at the Board meetings and at all general membership meetings.
- c) Appoint all committees and be an ex-officio member of committees.
- d) Make provisions for the discharge, pro tempore, of the necessary duties of absent members.
- e) See that the by-laws of the organization are observed.
- f) Be a designated signer for the NSTBC checking account.

Vice President: The Vice- President shall

- a) Be an aide to the President and in case of the absence of or disability of the President shall perform, pro tempore, the duties of the President.
- b) Assure that all NSTBC meetings and publications are conducted using Robert's Rules of Order.
- c) Act as liaison of the Board with the NSTBC, coach(es) and faculty sponsors and to ensure the mission and objectives of the NSTBC are adequately and appropriately represented.
- d) Keep the records regarding parent volunteer service hours as provided during the course of the school year.

Treasurer: The Treasurer shall

- a) Draft the annual budget and provide to the Board for approval.
- b) Prepare and present financial statements of the NSTBC's financial affairs.
- c) Oversee the entry account, record keeping and billing of NSTBC activities.
- d) Attain and manage 501(c)(3) status the NSTBC and file annual tax returns as required.
- e) Be a designated signer for the NSTBC checking account.

- f) Designate a 3rd Board member as a signer for the NSTBC checking account.

Secretary: The Secretary shall

- a) Be the recording officer of the assembly and the custodian of its records with the exception of the Treasurer's books.
- b) Be responsible for keeping the minutes of the general membership meetings.

Fundraising Coordinator: The Fundraising Coordinator shall

- a) Coordinate volunteers for fundraising activities.
- b) Track and properly document all activities.
- c) Take initiative to contact potential funders and community donors.
- d) Take full responsibility to lead in initiating and implementing all necessary fundraising activities in a timely manner to ensure that all goals and objectives are accomplished.

ARTICLE VIII: MEETINGS

SECTION I- BOARD MEETINGS

Board Meetings will be held at least quarterly from April 1 to December 31 and as needed from January 1 to March 31 of a given fiscal year. The President will schedule all Board Meetings. A simple majority of the Board of Directors shall constitute a quorum of any Board of Directors meeting. All active members of the Booster Club are invited to attend any and/or all Board Meetings.

SECTION II- MEMBERSHIP MEETINGS

A general membership meeting will be scheduled by the President, with at least one (1) week's notice and shall be held at the beginning of the swim season. Such meeting shall be held for the purpose of approving the capital expenditures budget, discussing any proposed bylaw changes, and any other such business as may be deemed necessary. No more than one (1) membership meeting shall be held in one (1) calendar day. Members present at any membership meeting shall constitute a quorum for such meeting.

Each active member of the NSTBC, in good standing, shall have the right to nominate, vote, hold elected office, express opinions on all subjects before the NSTBC , and express views, arguments, and opinions on all matters and

business considered at membership meetings.

Each member shall be obligated to conduct himself/herself in the highest respect when attending or participating in any Northshore High School swim team program event or meet.

Any person exercising the rights and privileges of a member shall not take any irresponsible action which would tend to jeopardize, destroy or be detrimental to the objectives of the NSTBC or reflect poorly on the NSTBC or the Northshore High School swim team.

Violation or abuse of these rights and privileges of membership or engaging in conduct prohibited by this Article shall be considered conduct unbecoming a NSTBC member. The violating member will be disciplined or membership withdrawn by the Board of Directors, subject to appeal to the membership.

SECTION III- SPECIAL

Any other special meetings of the NSTBC as deemed necessary may be called by the President.

ARTICLE IX: POWERS OF THE ADMINISTRATION

SECTION I

The Board of Directors shall be the highest authority of the NSTBC, and shall be empowered to act on behalf of the NSTBC. The Board of Directors will approve the budget prior to its implementation each fiscal year. Subsequent changes must be approved by the Board. Major capital expenditures (\$500 or more) must have the approval of the membership.

SECTION II

Between meetings of the Board of Directors, the President shall be empowered to act on behalf of and take action permitted by the Board of Directors subject to subsequent approval by the Board of Directors.

SECTION III

INDEMNIFICATION: The NSTBC shall indemnify every officer, manager, and director of the NSTBC against any and all expenses, including court costs and

reasonable attorney fees, reasonably incurred by or imposed upon any officer or director in connection with any action, suit or other proceeding (including settlement of any suit or proceeding if approved by the Board of Directors) to which he may be made a party by the reason of being or having been an officer, manager or director at the time such expenses are incurred. The officers and directors shall not be liable for any mistake of judgment, negligence or otherwise, except for their own willful misconduct or nonfeasance. The officers and directors shall have no personal liability with respect to any contract or other commitment made by them, in good faith, on behalf of the NSTBC (except to the extent that such officer, manager or directors may also be members of the NSTBC) and the NSTBC shall indemnify and forever hold each such officer, manager and director free and harmless against any and all liability to others on account of any such contract or commitment. Any right to indemnification provided for herein, shall not be exclusive of any other rights to which any officer, manager or director, or former officer, manager or director, may be entitled. The NSTBC shall as a Common Expense maintain adequate general liability and officers' and directors' liability insurance to fund this obligation.

ARTICLE X: COMMITTEES

SECTION I

The NSTBC will have the following standing committees appointed by the President:

- a) Bylaws Committee
- b) Volunteer and Timing Committee
- c) Fundraising Committee
- d) Hospitality (End of year Banquet) Committee. If possible, this committee will be chaired by and will consist of members with 11th grade (junior) swimmers.

Each shall consist of not less than (2) members, including the Chairman who is to be designated by the President. The President may appoint additional committees as required.

SECTION II

The members of these standing committees shall be responsible to the President for the activity and function of the committee.

SECTION III

The President is an Ex-Officio member of all committees. The President, with the approval of the Board, may also be the Chairman of one of the standing committees.

SECTION IV

At the end of the fiscal year, an audit of the booster club's financial records shall be conducted by an audit committee. The audit committee should be made up of individuals who are independent from the day-to-day financial activities. Ideally, this audit should be performed by a group of three individuals; however, if the membership size does not allow, the audit may be performed by two individuals.

SECTION V

The primary objectives of the audit are to:

- a) Verify the accuracy of the Treasurer's financial reports;
- b) Ensure that the club's cash balances are accurate;
- c) Determine that established procedures for handling booster funds have been followed;
- d) Ensure that expenditures occurred in a manner consistent with the organization's bylaws; and
- e) Ensure that all revenues have been appropriately received and recorded.

ARTICLE XI: FINANCES

SECTION I

The President shall authorize the purchase of supplies and equipment by the "Booster Club" for the Northshore High School swim team within the limits established by the budget as approved by the Board of Directors. This authority may be delegated by the President to other members of the Board of Directors, but only within their specific areas of responsibility.

SECTION II

All "Booster Club" Directors and all other "Booster Club" personnel or volunteers shall at the completion of their duties, turn over all papers, documents, funds, or other property to the properly constituted "Booster Club" President.

SECTION III

Two (2) signatures shall be required on all checks written against all "Booster Club" accounts. The Treasurer must sign all checks. The President and the other officers of the "Booster Club" are authorized to serve as the second signatory.

SECTION IV

The Treasurer shall maintain a double entry set of books based on the fiscal year ending March 31, is responsible for all tax filings for that year, and for seeing that all 501(c)(3) regulations/rules are fully complied with and followed. Books will be turned over to the subsequent Treasurer on or about April 1 following the close of the fiscal year.

SECTION V

No part of the net earnings of the NSTBC shall inure to the benefit of or be distributed to any director, employee or other individual, partnership, estate, trust or corporation having a personal or private interest in the NSTBC . Compensation for services actually rendered and reimbursement for expenses actually incurred in attending to the affairs of this organization shall be limited to reasonable amounts and must be approved by the Board.

ARTICLE XII: FUNDRAISING PROCEDURES

SECTION I

All booster club activities and fundraisers are to be approved by the faculty sponsor/ coach. The faculty sponsor/ coach completes all necessary paperwork and submits it for approval to the school principal. The principal of the school has the overall responsibility for approving fundraising activities and the control of all activities.

SECTION II

Booster clubs cannot use the School Board tax ID number and are not entitled to use the school's tax-exempt status when making purchases. The booster club must order the merchandise in its own name as it is responsible for the payment of the merchandise. Ordering merchandise in the name of the school implies liability for the expense will be assigned to the school in case the booster club does not pay for the merchandise. Merchandise ordered by an outside

organization must not be shipped to the school unless the school principal has agreed in advance to permit that the merchandise be shipped to the school. No merchandise can be stored on school premises without the authorization of the school principal or designee. Notwithstanding the principal's consent, the school will not assume responsibility for theft, loss or damage to merchandise stored on school premises.

SECTION III

Per the directive from the St. Tammany Parish School Board, the booster club is not permitted to use crowd sourcing in their fund raising efforts, including but not limited to GoFund Me and Snap Raise.

ARTICLE XIII: ORDER OF BUSINESS

SECTION I

NSTBC meetings will be run using the following agenda:

- a) Roll Call of Officers;
- b) Reading of the Minutes of the Previous Meeting;
- c) Report of the Treasurer;
- d) Reports of Officers and Committees;
- e) Communication and Bills;
- f) Unfinished Business;
- g) New Business; and,
- h) Closing.

SECTION II

Any Booster Club member in good standing can, prior to attending a Board or Membership meeting, offer agenda items for inclusion as New Business. The agenda item to be added must be sent in writing via email to the President and Secretary at least 24 hours prior to the meeting.