

WEST SALEM BOOSTER CLUB

Salem, Virginia

Constitution & By-Laws

ARTICLE I

NAME

The Purpose of this organization shall be the West Salem Booster Club.

ARTICLE II

PURPOSE

The purpose of this organization shall be to organize recreational activities for all residents in the West Salem assigned boundaries according to the area set forth by the City of Salem School District enrollment map. The words recreational activities are meant to apply to any recreation or organized participation in youth, adult or senior citizen activity for which a desire to participate in its indicated by a sufficient number of members regardless of age, sex, color or creed. The primary concern and intent being to provide the youth of the described area (male or female) a clean, wholesome outlet for participation in organized recreation.

ARTICLE III

MEMBERSHIP

Any adult or immediate family member eighteen (18) years of age or older, of good standing in the community, may become a member by payment of a membership fee. Each membership will have no more than two (2) votes at all membership meetings. The fee shall not be less that \$5.00 or more than \$25.00 – the amount to be specified by the Board of Directors. The membership fee shall be for a family and shall be for one year, defined as October 1 until September 30. Membership fee will be due and payable in September of each year. New members will be provisional members for 90 days. Provisional members will be non-voting members. After 90 days from receipt of initial full payment of fees, provisional members shall become full members.

Meetings for the general membership shall be called no less than once quarterly but as often as deemed necessary by the existing active Board of Directors or at the President's discretion provided the present Board of Directors are amply notified by the President of date and intent.

The Annual Meeting is to be held on the second Sunday of September (if possible with present Board) each year. Election of officers will be held at the Annual Meeting. Newly elected officers will begin their terms immediately following the Annual Meeting. The slate of nominated officers to be presented no later than the last meeting prior to the Annual Meeting shall be President, Vice-President, Secretary, Treasurer, and additional At-Large Board Members as defined by Article VII.

ARTICLE IV
FEES and DUES

There shall be an entrance fee for members as fixed by the organization. The entrance fee must be paid before an individual becomes a member and must be a member before they can vote in the Annual Meeting.

ARTICLE V
FORFEITURE OF MEMBERSHIP

Any member may be expelled by a $\frac{3}{4}$ vote of the Board of Directors.

ARTICLE VI
REINSTATEMENT

Application for reinstatement must be submitted in writing to the President and shall require a $\frac{3}{4}$ vote of the Board of Directors to secure reinstatement.

ARTICLE VII
BOARD OF DIRECTORS AND OFFICERS

BOARD OF DIRECTORS:

The Board of Directors shall be elected at the Annual Meeting of the active members or at any special meeting held in lieu thereof. The number of the Directors shall be 7. This number may be increased, or decreased to not less than three, at any time by amendment of the Constitution. Directors must be active members and shall serve without pay. Directors shall hold office until removed or until the next annual meeting of the active members or until their successors are elected. A majority of the number of Directors fixed by the Constitution shall constitute a quorum. Less than a quorum may adjourn the meeting to a fixed time and place, no further notice of any adjourned meeting being required.

No Officer shall serve in his same capacity more than (3) years consecutively. The Officers at any meeting, by a $\frac{3}{4}$ vote, may remove any Director and fill the vacancy with the recommendation of the remaining Board of Directors. The club will carry Directors and Officers liability insurance yearly.

Immediate Past President: If following the election of new officers at the Annual Meeting, a 1st term president is elected and the outgoing president is not elected to another board of directors position, the outgoing president shall be deemed the Immediate Past President and will be appointed to serve on the board of directors as an at-large board member. The number of at-large board members shall be adjusted to maintain the number of directors fixed by the Constitution. The term of this appointment shall be no more than (1) year.

OFFICERS:

Any officer may hold more than one office except the same person shall not be President and Secretary or Treasurer. All officers shall serve their term without pay and until their respective successors are elected, but any officer may be removed summarily without cause at any time by the vote of a $\frac{3}{4}$ of all the Directors. Vacancies among the officers shall be filled by the Directors. The officers of the Corporation shall have such duties as generally pertain to their respective offices as well as such powers and duties as from time to time may be delegated to them by the Board.

DUTIES:

President: Shall be the chief executive of the club and chairman of the Board of Directors.

Vice-President: If, for any reason, the President is unable to attend a meeting of the Organization or the Board of Directors, the Vice-President shall perform the duties of the President.

Secretary: Shall perform the following duties: (1) keep the minutes of each Meeting; (2) keep an up-to-date list of membership.

Treasurer: Shall (1) keep a record of all receipts and disbursements; (2) prepare all Checks; all checks require the signature of the Treasurer and the President; (3) obtain approval for the payment of all organization Obligations from the membership of Board of Directors.

**ARTICLE VIII
VACANCIES**

If any office shall become vacant for any reason, it shall be filled by a vote of the membership at the next scheduled meeting or by the Board of Directors, whichever is quicker?

ARTICLE IX
MEETING & CONDUCT THEREOF

Meetings of the Board of Directors shall be held at times fixed by resolution of the Board, or upon the call of the President or the Secretary, or upon the call of a majority of the members of the Board. Notice of any meeting not held at a time fixed by a resolution of the Board shall be given to each Director at least twenty four (24) hours prior to the proposed meeting by any of the following means:

- Verbal notification in person at Directors residence or business
- Written notification via mail at Directors residence of business
- Verbal notification via phone at Directors residence of business
- E-mail notification with receipt confirmation at directors designated e-mail address

Any such notice shall contain the time and place of the meeting. Meetings may be held without notice if all the Directors are present or those not present waive notice before or after the meeting.

ARTICLE X
ABSENCES OF RULES

In the absences of rules in this Constitution or in the By-Laws of this organization, the proceedings of this organization shall be conducted in accordance with Roberts' Rules of Order.

ARTICLE XI
AMMENDMENTS

This Constitution may be amended at any regular or special meeting of this organization at which there is a quorum, a two-thirds vote, of the Board of Directors present.

ARTICLE XII
FINANCES

The financial aspect of said organization shall be to provide the activity participation in the best possible manner, keeping in mind that any funds raised by the general membership shall be for the benefit of all activities supported by West Salem Booster Club. This organization is solely intended to be a non-profit organization and any intent to raise funds for any other purpose shall be in conflict with this charter and shall not be done with consideration from nor in cooperation with this organization.

Funds for operation of this organization shall be raised by the membership only when approved by the Board of Directors of said organization at the appropriate date as set forth at time said approval is given. All funds collected are the property of said organization and are to remain in the treasury until used for same.

The official record (books) of all receipts and disbursements kept by the Treasurer will be audited by end of each Calendar year. The Board of Directors of the organization will conduct this audit.

ARTICLE XIII
SEAL

The seal of the Corporation shall be flat-faced circular die (of which there may be any number of counterparts) with the word "SEAL" and the name of the Corporation engraved thereon.

ARTICLE XIV
COACHES AND COORDINATORS/DIRECTORS

Any and all individuals to be considered for a coaching, coordinators or board position must be an active member of West Salem Booster Club.

Coaches are subject to regulations as determined by the Board of Directors and the City of Salem Parks and Recreation Department.

Any complaints or comments regarding a coordinator or coach's fitness to coach, coaching style, behavior, attitude, or qualifications should either be addressed directly to the Board, or if directed to the coach will be immediately forwarded to the Board for review and appropriate action (where and when deemed necessary). Such action may include asking the author of the comment to address the Board as a whole in order to explore the issue in question further.