**Mill Creek XC Booster Club**

**Constitution and By-Laws**

**Article I Organization**

The name of this organization is the Mill Creek XC Booster Club; hereafter referred to as the organization.

**Article II Purpose and Objectives**

 The purpose of the organization is to promote and support the girls and boys and Cross Country programs at Mill Creek High School. Support is to include non-profit financial support through fundraising and membership dues as well as informational and organizational support.

**Article III Membership, Voting, and Dues**

 3.1 Active Members: An active member of the organization shall consist of the individual/family who has paid dues. (Membership can be revoked if in the opinion of the Executive Board the member’s actions are detrimental to the organization and its function. Should the member being dismissed be serving in the capacity of an officer, the Head Coach may appoint a replacement until the next election can be held to fill the vacated office.)

 3.2 Voting: Each active member/family shall have one vote on all matters calling for a vote at a meeting of the organization; one vote per paid member.

 3.3 Dues: The dues of the members shall be established prior to the school year and shall become part of the operating funds for the organization. Dues will be established by the Executive Board of the organization and shall be based on an approved budget.

**Article IV Governing Body**

 The organization receives its charter from the Principal and Activities Director of Mill Creek High School, who in turn grant authority to the Head Cross Country Coaches. The governance of the organization is vested in the Executive Board, consisting of the President of the organization and Head Coaches. However, the daily operation of the organization is vested in the duly elected officers consisting of the President, Co-Vice Presidents, Secretary, and Treasurer. These members are hereafter referred to as the Officers of the organization.

4.1 The full and entire management of the affairs and business of the organization will be vested in the Executive Board and executed by the Officers.

 4.2 The Executive Board has the power of the organization in intervals between meetings, except in matters relating to changes to the Constitution and By-Laws.

 4.3 The Officers will meet as scheduled or on call by the President or Head Coaches.

 4.4 All Officers will have voting power.

 4.5 A quorum will consist of a majority of the Officers at any approved meeting.

 4.6 Any action that would be taken at a meeting of the Officers may be taken without a formal meeting if consent setting forth the action is so taken and confirmed by a majority of the Executive Board.

**Article V Officers**

 5.1 Officers must:

* Maintain active membership in the organization.
* Have at least one child as a member of the team.

 5.2 Officers of the organization shall be: President, Vice President (Girls Team), Vice President (Boys Team), Secretary, and Treasurer.

**Article VI Duties of the Officers**

 6.1 President: The President shall preside at all meetings of the Officers, and the organization. The President shall at all times promote the welfare and increase the usefulness of the organization.

 6.2 Vice President: The Vice Presidents will assist the President in all organizational matters relating to the sport they represent (Boys/Girls). Vice Presidents will appoint all standing committee directors and other special committee directors and agents deemed necessary to carry out the activities of the organization.

 6.3 Secretary: It shall be the duty of the Secretary to give notice and attend all meetings of the organization and Officers and keep record of their activities; to conduct all correspondence as directed by the President, Vice Presidents, and Coaches, and keep an up-to-date listing of all members of the organization.

 6.4 Treasurer: It shall be the duty of the Treasurer to keep an account of all monies received and distributed for the use of the organization. The Treasurer shall make disbursements for items within the approved budget and others only upon invoice and approval of the Executive Board. The Treasurer shall deposit all sums of money received into the bank approved by the Executive Board. The Treasurer shall make a written financial report to the membership at all regular meetings, or when called upon by the President.

**Article VII Election of Officers**

 7.1 Officers will be elected at a general meeting of parents of athletes participating in the Cross Country programs at Mill Creek High School.

 7.2 Officers will be elected once per year.

 7.3 Any parent may be elected to any office for any duration or number of terms as long as his/her child remains a Cross Country team member.

**Article VIII Committees**

 8.1 Committees are created by the Officers to support the business and conduct the activities of the organization

 8.2 Officers may serve as Directors of Committees or may approve Booster Club members as Directors of Committees.

 8.3 Committees may include but are not limited to the following: Meet Volunteers, Hospitality, Team Snacks (for meets), Spirit Wear, Fundraising, Coach Wood Invitational (Fall Fund Raiser), and Banquets.

 8.4 The Officers may create or dissolve committees as the affairs of the organization dictate.

**Article IX Meetings**

 The organization will generally meet according to the following schedule:

 May– Cross Country Spring Picnic

 August – Cross Country Pre-Season General Meeting (with Membership and Dues)

 September– Cross Country Mid-Season Meeting (Coach Wood Organization)

 November- Cross Country Banquet

**Article X Budget**

 The Head Coaches for Cross Country shall develop a budget for each calendar year, which will be made available to the Officers and general membership after approval and finalization by the Executive Board. This budget shall be submitted prior to each season .

**Article XI Rules of Order**

 The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with the By-Laws or any special rules of order the organization may adopt.

**Article XII Amendments**

 The organization may amend the Constitution and By-Laws by affirmative vote of the majority of those members present, provided two weeks' notice was given to the general membership.

**Article XIII Use of Team Name and Logos**

 Head Coaches are responsible for the application and approval of the team name and logos for any type of spiritwear. Active and Inactive members who want to deign any type of spiritwear must have the approval of the head coach.

***AMENDMENTS TO THE BY-LAWS OF MILL CREEK BOOSTER ORGANIZATION***

WHEREAS, the Gwinnett County Board of Education adopted an updated policy regarding procedures to govern the operation of booster clubs supporting student-athletes and extra-curricular activities sponsored by Gwinnett County Public Schools;

WHEREAS, the Mill Creek Booster Organization (Mill Creek XC Booster Club) (hereinafter “the Club”) desires to comply with the current policies of the Gwinnett County School Board;

THEREFORE, the by-laws of the Club are herein amended as follows:

1.

 The sole purpose of the Club is to support school programs and students. Accordingly, the club must register with the supported school in a manner described by the school system and will comply with all rule and regulations concerning registration set out by the school system or the principal of Mill Creek High School, including, without limitation, submitting a copy of all corporate documents to include Articles of Incorporation, as amended, by-laws, as amended, and all financial records.

2.

 The club shall follow all laws of the United States, the State of Georgia and Gwinnett County regarding fundraising activities and advertising.

3.

 The club shall have on its board as an ex officio member a school sponsor designated by the principal of Mill Creek High School, who shall be permitted participate in all volunteer governing body meetings.

4.

 Any activities of the Club shall be scheduled and conducted such that they do not interfere with the academic mission or instructional time of the school.

5.

 The club will develop a written annual budget with input from the sponsor. The club’s budget will be designated to support program needs that cannot be met by the school and must directly support student activities consistent with the purpose of the club.

6.

 Not less than annually and within ninety (90) days of the end of the club’s accounting year, the club shall obtain an audit or financial review of its financial records. Said audit or financial review shall be submitted to the principal upon completion and shall be available for review by all members of the club in good standing. The scope of the audit or financial review shall be determined by the board of directors when requesting the audit or financial review, subject to approval of the principal of Mill Creek High School. The books of the Club shall further be available to the Gwinnett County Public Schools for an independent audit and review by GCPS or their designated representative, provided GCPS pays for any audit it requests.

7.

 The Club shall take all necessary steps to obtain 501 c 3 stautus with the Internal Revenue Service and shall all required annual informational tax returns.

8.

 All authorized check signers shall be bonded.

9.

 The club may not obtain or authorize any person to obtain or use a bank debit card.

10.

 No employee of GCPS may be an authorized signer on any bank account of the club.

Any provision of Gwinnett County Board of Education policy relating to the conduct of a booster club, not specifically incorporated into the Articles of Incorporation or the Club’s by-laws, as amended, are incorporated herein by reference as is fully set forth herein. Any future policy, rule or regulation promulgated in the future by the Gwinnett County Board of Education, GCPS, or the principal of Mill Creek High School shall automatically be incorporated herein by reference as if fully set forth herein. Any provision of the by-laws not specifically amended herein shall remain in force and effect and shall continue to govern the operation of [[1]](#footnote-1)the Club.

 So adopted, this day of , 2018.

 President, Mil Creek XC Booster Club

 Secretary, Mill Creek XC Booster Club

1. Constitution & Bylaws Updated 4/13/2011 [↑](#footnote-ref-1)