



ATOMS BOOSTER CLUB, INC.

BYLAWS

Revised February 6, 2019

TABLE OF CONTENTS

TABLE OF CONTENTS	2
I. Name	4
II. Purpose and Objectives	4
II.1. Purpose	4
II.2. Objectives	4
II.3. Organization	4
III. Membership	4
III.1. Eligibility	4
III.2. Year	4
III.3. Membership	4
IV. Organization	5
IV.1. General	5
IV.2. Officers	5
IV.3. Executive Board	5
IV.4. Committees	5
IV.5. Liaisons	5
V. Meetings	5
V.1. General Meetings	5
V.2. Special Meetings	5
V.3. Executive Board Meetings	5
V.4. Committee Meetings	5
V.5. Order of Business	6
V.6. Voting	6
V.7. Robert's Rules of Order	6
VI. Quorums	6
VII. Duties of Officers	6
VII.1. President	6
VII.2. Vice-President	7
VII.3. Secretary	7
VII.5. Treasurer	8
VIII. Executive Board	8
VIII.1. Executive Board	8
VIII.2. Executive Board Duties	8
IX. Duties of the Committees	8
IX.1. Section 1: Membership	8

IX.2.	Communications	9
IX.3.	Fundraising	9
IX.4.	Scholarship	9
IX.5.	Nominating.....	9
IX.6.	Audit.....	9
X.	Election of Officers	9
X.1.	Nominating Committee	9
X.2.	Election Meeting	9
X.3.	Term of Office	9
X.4.	Removal and Replacement	9
X.5.	Eligibility for Office	10
XI.	Financial Procedures	10
XI.1.	Fiscal Year	10
XI.2.	General Fund	10
XI.3.	Special Funds	10
XI.4.	Team Funds	10
XI.5.	Approvals.....	10
XI.6.	Dissolution of the Organization	10
XI.7.	Non-Profit Status	10
XII.	Changing the Bylaws.....	11
XIII.	Restrictions and Limitations	11

I. NAME

The name of this organization is the Atoms Booster Club, Inc., hereinafter referred to as the "Atoms Booster Club".

II. PURPOSE AND OBJECTIVES

II.1. PURPOSE

The purpose of this organization is to promote, support, and create active interest in the Annandale High School athletic programs among students, parents, and the community at large. While doing so, the organization should uphold the highest standard of conduct and demonstrate characteristics that would shed a positive light on the community and students of Annandale High School. These Bylaws are designed to assist booster club officers and members by providing organizational and financial guidance.

II.2. OBJECTIVES

- (a) To promote the interest and enthusiasm of the community in all the athletic activities sponsored by Annandale High School.
- (b) To promote better understanding on the importance of the benefits of student participation in athletics.
- (c) To endeavor to increase the attendance and support of all athletic activities and to encourage the highest standards of sportsmanship.
- (d) To cooperate with the faculty and school authorities in attempting to provide each student participating in the athletic program with any or all necessary equipment.
- (e) To assist financially for the improvement of the school athletic program and the athletic facilities.
- (f) To assist in honoring all of the High School athletic teams and/or individuals.
- (g) To promote projects or programs developed by the Officers, Executive Board and the membership of this organization, with approval and support of the school authorities when necessary.

II.3. ORGANIZATION

The Corporation is organized exclusively for charitable and educational purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code (or corresponding section of any future Federal tax code). Notwithstanding any other provision of these articles, the corporation shall not conduct other activities not permitted to be conducted by a corporation exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code or corresponding section or any future Federal tax code.

III. MEMBERSHIP

III.1. ELIGIBILITY

Membership in the Atoms Booster Club is open to individuals having an interest in the athletic programs at Annandale High School.

III.2. YEAR

The membership year is from July 1 through June 30 of the following year.

III.3. MEMBERSHIP

The annual dues amount for the following year shall be recommended by the Executive Board, and confirmed by a majority vote of the general membership at the May meeting.

Membership in the Atoms Booster Club is attained through the payment of annual dues as established by the Executive Board. Only members shall be eligible to participate in the business meetings or to serve in any elected or appointed positions. The Director, Office of Student Activities is considered a member and not subject to payment of dues.

IV. ORGANIZATION

IV.1. GENERAL

The Atoms Booster Club includes Officers, an Executive Board, Committees, and General Membership.

IV.2. OFFICERS

The officers are President, Vice-President, Secretary and Treasurer.

IV.3. EXECUTIVE BOARD

The Executive Board consists of the officers, the standing committee chairs, and the Director, Student Activities of the High School.

IV.4. COMMITTEES

Committees include, but are not limited to, Membership, Communications, Fund Raising, Nominating, and Scholarship.

IV.5. LIAISONS

The High School Principal and the Director, Office of Student Activities shall act as liaisons between the Atoms Booster Club and the Fairfax County School Board.

V. MEETINGS

V.1. GENERAL MEETINGS

Regular business meetings of the general membership are held the first non-holiday Monday of each month from August through June.

Notice of General Membership Meetings shall be published on the Atoms Booster Club's website at www.annandaleatoms.com.

V.2. SPECIAL MEETINGS

Special meetings may be called by the President. On written request of at least ten members, the President must call a special meeting. Members shall be given three days written notice of the date, time, place and purpose of the meeting. No other business than that specified shall be considered at this special meeting.

V.3. EXECUTIVE BOARD MEETINGS

Executive Board meetings may be held as determined by the President.

V.4. COMMITTEE MEETINGS

Committee meetings may be held as determined by the Committee Chairperson.

V.5. ORDER OF BUSINESS

Order of all business meetings shall be substantially as follows:

- Call to Order
- Secretary's Report
- Treasurer's Report
- Membership Report
- Office of Student Activities Report
- Allocation Requests
- Projects
- New Business / Old Business
- Adjournment

V.6. VOTING

To become eligible for General Membership voting privileges, a person must be a member and must be present at the meeting to be eligible to vote. The Director, Office of Student Activities, although a member, shall not have voting privileges.

V.7. ROBERT'S RULES OF ORDER

Robert's Rule of Order, the latest edition, shall be recognized as the authority governing the meeting of the Boosters, its Executive Board, and its committees.

VI. QUORUMS

At general membership and special meetings, a quorum consists of 8 members. At Executive Board meetings, a quorum consists of fifty percent (50%) of the Board members. With the exception of changing the bylaws, as described in Article XII, for both general membership and Executive Board meetings a simple majority of those present is required for approval of all actions requiring a vote.

VII. DUTIES OF OFFICERS

VII.1. PRESIDENT

The President's duties are to:

- (a) Preside at meetings of the general membership and the Executive Board.
- (b) Serve as an *ex officio* member of all committees.
- (c) Provide general supervision, direction, and control of the business of the Atoms Booster Club.
- (d) Coordinate the work of the officers and committees.
- (e) Represent, or appoint a representative for the Atoms Booster Club, in meetings and discussions with school and local government officials.
- (f) Pay expenditures approved by the general membership or Executive Board, in the absence of the Treasurer.

- (g) Report any activity of the Executive Board during the previous month, at each general membership meeting.
- (h) Prepare an agenda for each meeting.
- (i) Subject to approval of the Executive Board, the President may establish, at his/her discretion any Committee that he/she deems necessary to conduct business for the Boosters.
- (j) The President shall have sole authority to sign contracts on behalf of the Boosters.
- (k) The President shall fill by appointment, subject to approval by the Executive Board, any vacancies that occur during his/her tenure in office.

Serve on the Annandale Athletic Council to enhance coordination and communication of various school activities.

VII.2. VICE - PRESIDENT

The Vice-President's duties are to:

- (a) Perform the duties of the President in his/her absence.
- (b) Assist the President in the performance of his/her duties.
- (c) Keep an accurate record of the proceedings of all meetings of the general membership and the Executive Board.
- (d) Prepare and disseminate preliminary copies of meeting minutes to the President, and to other officers, committee chairpersons, and individuals, as appropriate.
- (e) Present the minutes of the previous meeting at the current meeting for approval.
- (f) Act as custodian of records of Athletic Booster activities, including minutes of previous meetings.
- (g) Appoint chairpersons and oversee the activities of the Nominating, Scholarship, Membership, and Fund Raising Committees, as defined in Article IV.
- (h) Coordinate fund-raising activities conducted by the Atoms Booster Club and by individual teams to avoid conflicts.
- (i) Serve as the primary contact/organizer for fundraising websites including turf, wall of fame, etc.
- (j) Serve as the Boosters primary contact for the website content and structure.
- (k) Appoint chairperson for Communications committee.

VII.3. SECRETARY

The Secretary's duties are to:

- (a) Keep an accurate record of the proceedings of all meetings of the general membership and the Executive Board.
- (b) Prepare and disseminate preliminary copies of meeting minutes to the President, and to other officers, committee chairpersons, and individuals, as appropriate.
- (c) Present the minutes of the previous meeting at the current meeting for approval.
- (d) Act as custodian of records of Athletic Booster activities, including minutes of previous meetings.

- (e) Perform other administrative actions, as assigned by the President.
- (f) Appoint chairperson for Communications committee.

VII.5. T R E A S U R E R

The Treasurer's duties are to:

- (a) Keep accurate records of all income and expenditures to and from the General Fund and any Special Funds.
- (b) Collect all Atoms Booster Club income and deposit it in the appropriate accounts.
- (c) Pay all expenditures approved by the general membership or Executive Board.
- (d) Prepare and present a current financial report of the Atoms Booster Club at each regular business meeting of the general membership.
- (e) Prepare an annual financial report after fiscal year end, including an itemized list of all income and expenditures for the previous year. This report shall be disseminated to the officers immediately, and presented to the general membership at the following September business meeting.
- (f) File forms with organizations of the federal, state, and local governments, as required by law.
- (g) Perform other finance-related actions, as assigned by the President.
- (h) Take the necessary steps to maintain Atoms Booster Club 501 (c)(3) Status.
- (i) Maintain banking relationships and accounts in good status.
- (j) Prepare materials for annual review by the Audit Committee.

VIII. E X E C U T I V E B O A R D

VIII.1. E X E C U T I V E B O A R D

The Executive Board consists of the officers, the standing committee chairs, and the Director, Student Activities of the High School.

VIII.2. E X E C U T I V E B O A R D D U T I E S

The duties of the Executive Board are to:

- (a) Transact any required business of the Atoms Booster Club that may arise between meetings of the general membership.
- (b) Establish/dissolve committees, as may be required.
- (c) Coordinate fund-raising activities conducted by the Atoms Booster Club and by individual teams to avoid conflicts.
- (d) Establish an audit/financial committee that will review the financial records on an annual basis.

IX. D U T I E S O F T H E C O M M I T T E E S

IX.1. S E C T I O N 1 : M E M B E R S H I P

The Membership Committee is responsible for processing membership applications, conducting membership campaigns, and maintaining a current membership list, including contact information. The

chairperson will report the current membership status at each monthly business meeting of the general membership.

IX.2. COMMUNICATIONS

The Communications Committee is responsible for publicizing the Atoms Booster Club organization and its activities through the print and electronic media, along with recognizing the accomplishments of our student-athletes.

IX.3. FUNDRAISING

The Fundraising Committee is responsible for establishing and coordinating all fundraisers for the Athletic Booster Club. The Fundraising Committee will act as an umbrella committee for all fundraisers and will be made up of the Subcommittee Chairpersons.

Subcommittees for the Fundraising committee will include, but not be limited to concessions, Atoms 5K, and spirit wear.

IX.4. SCHOLARSHIP

As funds may permit, prepare and distribute applications, review applications to ensure each applicant meets the qualifications, and recommend the male and female student-athlete for this award. The Scholarship Committee chair shall convene a 5-person panel including the DSA to review applications.

IX.5. NOMINATING

Prepare a proposed slate of nominees for the following year's officers and present at the April meeting. Ensure that each nominee meets the eligibility requirements under Section 10.05

IX.6. AUDIT

Prepare an audit that will review the financial records on an annual basis for approval at the September membership meeting. A 3-person committee shall not include the Treasurer. The Treasurer will provide materials to the Audit Committee and answer questions as appropriate.

X. ELECTION OF OFFICERS

X.1. NOMINATING COMMITTEE

In March, a Nominating Committee will be established consisting of at least three members, with at least one member being a non-officer. This committee will prepare a slate of nominees for the following year's officers, and present it at the April business meeting of the general membership. Nominations from the floor will also be accepted at the April meeting provided they receive a second. No person will be nominated without first agreeing to serve, if elected.

X.2. ELECTION MEETING

The election of officers for the following year will take place at the May business meeting of the general membership.

X.3. TERM OF OFFICE

Officers will serve a one-year term, starting July 1st. The President, Vice President, Secretary and Treasurer shall not be eligible to serve more than four (4) consecutive terms in the same office. No person may hold more than one elected office at the same time.

X.4. REMOVAL AND REPLACEMENT

The President has the discretion to replace an officer or committee chairperson who has resigned from the Executive Board midterm.

X.5. ELIGIBILITY FOR OFFICE

All nominees for President, Vice President Secretary and Treasurer shall be a member in good standing.

XI. FINANCIAL PROCEDURES

XI.1. FISCAL YEAR

The fiscal year of the Atoms Booster Club is from July 1 through June 30 of the following calendar year.

XI.2. GENERAL FUND

Membership dues, donations, and money collected by general fund-raising athletic activities, are deposited in the General Account. These funds may be used to support activities of the High School Office of Student Activities, and for general expenses of the Atoms Booster Club, as authorized following the procedures of Article XI.

XI.3. SPECIAL FUNDS

Money collected from fund-raising activities for a specific project is deposited in a Special Account for that project. These funds may only be used to support that project, and for expenses of the Atoms Booster Club directly related to that project, as authorized following the procedures of Article XI. Any funds collected in excess of those required for the specific project will be transferred into the Atoms Booster Club General Fund.

XI.4. TEAM FUNDS

Money collected from fund-raising activities sponsored by a specific team will, at that team's request, be deposited in a separate account for that team. These funds may only be used to support that team, as authorized by the team's officials. If the team dissolves, any funds remaining in its account will be transferred to the Atoms Booster Club General Fund.

Teams planning separate fund-raising activities should discuss their plans with the Atoms Booster Club Executive Board, to avoid conflicts with fund-raising activities conducted by the Atoms Booster Club and by other teams.

Team Funds are subject to operating procedures for approval of expenses as approved by the Booster Club Executive Board and communicated to team coaches by the DSA.

XI.5. APPROVALS

All allocation requests in excess of \$2,500 from the General Fund or Special Funds must be authorized by a majority vote of the general membership at a regular monthly business meeting provided that the request and discussion of such disbursement(s) were held at a prior general or special meeting. The head coach should be present a written request when any allocation request is being made for the benefit of their team. Disbursements up to \$2,500 may be authorized by a majority vote of the Executive Board at any time. Disbursements made by the Executive Board must be reported at the following business meeting of the general membership.

XI.6. DISSOLUTION OF THE ORGANIZATION

Upon dissolution of the Atoms Booster Club, any money remaining in the General Fund or Special Funds, after resolution of any outstanding debts, will be transferred to Annandale High School Athletics, for use by the High School Office of Student Activities.

XI.7. NON-PROFIT STATUS

The Atoms Booster Club is a non-profit organization as defined by Section 501(c)(3) of the Internal Revenue Code.

XII. CHANGING THE BYLAWS

These bylaws may be amended, repealed and/or replaced with new bylaws, by a two third's ($\frac{2}{3}$) majority vote at any general membership meeting. The amended or new bylaws must be made available for review by all members at least two weeks prior to the vote.

XIII. RESTRICTIONS AND LIMITATIONS

- (a) The Atoms Booster Club shall not attempt to or dictate change, coerce or interfere with the policies established by the athletic department, coaches or school administration.
- (b) No part of the activities of the Atoms Booster Club shall be promoting propaganda, or otherwise attempting to influence legislation, or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidates for public office.
- (c) All major activities planned by the Atoms Booster Club shall be coordinated with the Director, Student Activities so as to not interfere with any athletic program or school event.
- (d) No Executive Board member or general member shall have the authority to make financial commitments for the Atoms Booster Club unless authorized by the President and a majority vote.