Constitution
of the
Fort Mill High School Athletic Booster Club
Revised and Adopted 2017

Constitution Article I: Name and Objectives

Section 1. The name of the organization shall be the Fort Mill High School Athletic Booster Club, hereafter referred to as the Booster Club. The organization has the approval of the Principal of the high school as well as the school board and the superintendent.

Section 2. The objectives of the Booster Club are:

A. To establish and provide support to Fort Mill High School sporting activities as deemed appropriate to foster school pride, athlete recognition and fan support.

B. To fully cooperate with the school district officials, high school officials, coaches, and similar student "sport support" organizations in the ultimate effort of promoting Fort Mill High School Athletic Department and its athletes.

C. To provide financial assistance whenever possible within the approved guidelines and budgetary constraints of the Booster Club. Further information regarding the subject can be found in the by-laws.

D. Notwithstanding any other provisions of these articles, the purpose for which the association was organized is exclusively charitable and educational within the meaning of section 501(c)3 of the Internal Revenue Code of 1986 of the corresponding provision of any future United States Internal Revenue Law.

Constitution Article II: Membership

Section 1. Membership in the Booster Club is contingent and sanctioned by conditions as stated below.

A. Any interested individual at least 18 years old can join the Booster Club by payment of the annual fee set forth each year by vote of the officers of the club. (Article I Section I)
B. Membership to the organization can be terminated by a 75% vote of the membership attending a properly called meeting if an individual causes adverse publicity or social actions that dramatically conflict with the best interests of Fort Mill High School or its athletes. In the unlikely event of this incidence, the membership fee would not be refundable.

Section 2. No person shall be barred from membership in the organization because of race, creed, sex or national origin.

Constitution Article III. Officers and Elections

Section 1. The officers of the organization shall consist of an Executive Board made up of President, Vice-President, Secretary, Treasurer & Athletic Director. The Officers shall consist of Director Concessions, Director Volunteers & Membership, Director Merchandise, Director Sponsorships & Sports Programs, & Director Fundraising Events.

Section 2. All officers shall be elected by a quorum of the members of the Booster Club in attendance at the annual Election Meeting held during April of each year. The newly elected officers shall assume the duties of office on May 1. Election of the officers is permitted as outlined in the by-laws. (Section I Nominations and Elections)

Constitution Article IV: Meetings

Section 1. A regular scheduled monthly meeting shall be held each month of the year. These meetings are for all members and are open to anyone interested in becoming a member.

Section 2. An annual meeting for the election of officers will be held in April of each year as part of the regular monthly meeting.

Section 3. Special meetings of the membership can be called by any member of the Executive Board for immediate business decisions. Items that require immediate action, prior to the next general meeting, could be requested by the Executive Board and approved via an online vote.

Section 4. The Executive Board may meet at any time for planning future agendas and/or other business purposes. The minutes of these meetings are to be read at the next general meeting.

Section 5. The Booster Club Secretary shall distribute and post the minutes of the prior months meeting to members prior to the next general meeting. Upon the President calling the meeting to order a motion to approve the minutes as provided will be requested, discussed and ultimately approved.
Section 6. The Booster Club Treasurer shall provide and distribute during each monthly general meeting a financial report to include goals, budget and actual financial position of the Booster Club.

Section 7. Roberts Rules of Order Revised shall be the parliamentary authority for this Booster Club on all questions not covered in the by-laws.

Section 8. A Quorum shall be determined by the paid members in attendance at a properly called meeting.

Constitution Article V: Tax Exempt Status

Section 1. The Booster Club shall operate exclusively as a Fort Mill High School Athletic support organization. NO part of the net income of this organization shall be applied to the benefit of or be distributed to its elected officers, members, or other private persons. Reasonable compensation as approved by vote of the officers and/or membership may be paid to persons for appropriate business services rendered.

Section 2. The organization shall engage only in those activities permitted by institutions governed by the Internal Revenue code, or the corresponding provisions of any future United States Internal Revenue Law or South Carolina state law as it pertains to normal tax-exempt clubs and social/business organizations.

Section 3. Notwithstanding any of the provisions of these articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income Tax under section 501(c)3 of the corresponding provision of any future United States Internal Revenue Law.

Constitution Article VI: Finances and Assets

Section 1. All expenditures must be within annually approved budgets except as noted in the by-laws. (Article III Budgets and Finances)

Section 2. Upon dissolution of the Booster Club, the Executive Board shall distribute any remaining funds or other such assets to the Fort Mill High School Athletic Department for appropriate usage as deemed appropriate and suggested by said committee. If the Fort Mill High School Athletic Department does not exist at the time of dissolution of this associate, assets shall be distributed for one or more express purposes with the meaning of section 501©3 of the Internal Revenue Code or corresponding section of any future Federal Tax Code, or shall be distributed to the Federal Government, or to the state or local government for a public purpose. Any such assets not so disposed of shall be disposed of by the Court of
Common Pleas of the County in which the principle office of the Booster Club is then located, exclusively for such purposes or to such organization or organizations as said court shall determine.

**Constitution Article VII: Amendments**

**Section 1.** The Constitution may be amended, when necessary, by the President and/or Executive Board by first appointing a committee of 3-5 members headed by the Vice President for review and recommendations.

**Section 2.** The committee reports back to the Executive Board their approval and recommendations.

**Section 3.** After approval by the Executive Board there must be a reading of the proposed amendments to the Constitution or the By-laws at two consecutive meetings.

The first meeting report is informational, while the second reading will then be followed by a vote of the members present at a properly called meeting.

**Section 4.** Members shall be notified of the first reading and second reading via any practical media; email, website, news articles, posters, letters or social media.

**Section 5.** There must be a 2/3 majority vote of those members present at the second meeting to adopt and ratify Constitutional Amendments or By-law revisions. These procedures shall constitute a quorum.

**By-Laws**

**By-laws Article I: Membership**

**Section 1. Membership Fees**

The membership fee in the Booster Club shall be set by the Executive Board annually. This fee shall be payable or renewable at the beginning of each new school year starting in June and expiring the last day of May. New members can be solicited at any time during that school year. A membership drive shall be made throughout each school year.

**Section 2. Members Duties, Responsibilities and Rights**

A. Duties and Responsibilities

1. Assist in promoting and participating in Booster Club activities
2. Members, as individuals, are not authorized to make commitments or expenditures on behalf of the Booster Club.
3. Members shall not transfer any rights of membership to any non Booster Club members.

B. Rights

1. Members have the right to be recognized at Booster Club meetings to make motions that are voted on by the general membership.
2. Members have the right to vote on all motions.
3. Members have the right to carry out Executive Board approved activities in accordance with the constraints set forth by the Constitution and the By-laws of the Booster Club that are in the best interests of supporting the Fort Mill High School Athletic Teams and with the concurrent agreement of the Athletic Department.

Section 3. Special Consideration

Special consideration may be given to financially burdened families at the discretion of the President and/or the Executive Board.

By-laws Article II: Elective Officers

Section 1. Nominations and Elections

Nominations of the elective officers (Article III, Section 1) shall be as follows:

A. Only current or previous officers can be elected to serve as President.

B. A nominating committee appointed by the Executive Board, chaired by the Vice President and to include no less than 2 Booster Club Members who will present the names of possible candidates for elected office positions.

C. A form created by the nominating committee shall be used to secure nominees for each open position.

D. The nominating committee will ensure that all perspective candidates are aware of the responsibilities of the office for which the candidate is nominated.

E. The nominating committee shall also present candidates for all open elective offices.

F. The names of at least two (2) candidates shall be submitted to each open office or board seat when possible. There is no maximum to the number of candidates that can be submitted for an elected position.
G. The names of all nominated candidates for open board seats shall be presented at the April general meeting at which time the elections will be held. Nominations from the floor by the Booster Club Members shall also be accepted at this time.

G. The election shall be administered by the nominating committee and the vote shall be by secret ballot. The nominees who receive the highest number of votes shall be declared elected. In the event of a tie, a revote of that office position, by the Executive Board and by secret ballot, will take place at the same meeting.

H. After the installation of the new officers, the ballots may be destroyed pending recording by the out-going secretary and with the approval of those members in attendance via a potion carried successfully by a voice vote.

I. The results of the elections are final and the newly elected officers will take office responsibilities as of May 1.

Section 2. Terms of Office Endearment

A. All elected officers must become members of the Booster Club for the new school year. Membership dues are to be paid by June 15 of the elected school year.

B. Each elected officer position is 1 calendar school year.

C. No person may hold the same elected office position for more than a total of three (3) consecutive calendar school years.

Section 3. Vacancies

A. If a vacancy occurs in the Presidency the Vice President shall assume the duties of the office. If unable to act in that capacity the Secretary shall assume the duties.

B. Vacancies of any office except President between elections shall be appointed by the President with confirmation by a majority vote of the membership present at the next general meeting. That appointee will serve out the remainder of the calendar year until the next general election.

Section 4. General Duties, Responsibilities and Limitations of Officers

President

- Shall preside at all general membership meetings
- Shall appoint and advise any committee heads to perform necessary functions
- Appoints Committee Members to applicable activities

Fort Mill High School Athletic Booster Club Constitution and By-Laws 2017
• Shall act as a representative of the organization to outside person or to other organized bodies whenever required (i.e. FMHS Athletic Director and coaches, Principal, District staff, etc)
• Is empowered to authorize expenditures up to an amount of $100 outside of the approved budget without membership vote
• Shall work closely with the treasurer to write checks as well as deposit money and keep a current accounting of monies in each team budget account and each team fundraiser account
• Will appoint a nominating committee who will present the names of possible candidates for Executive Board positions
• Any officer with a year of experience on the board may run for President the following year provided the guidelines in Section 2 Terms of Endearment are met. It is not assumed that the position of Vice President would automatically become President.

Vice President

• Shall assist the President in all duties with the focus on special projects requested by the President
• Shall preside during an absence of the President
• Shall lead the Nominating Committee
• Shall guide the Membership Committee
• Shall assist with directing communication to the board and members
• Shall create sponsorship packets to be distributed to previous and new potential sponsors, to include banners, scoreboards, indoor score table, and other sponsor opportunities

Director Concessions

• Shall oversee and direct the concessions as required for Fall, Winter and Spring sports during the school year
• Shall form a committee, if necessary, to assist with all concessions operations as necessary for success at each event
• Shall work with the President & Treasurer to ensure a concessions budget is in place for the upcoming school year concerning concessions and equipment needs
• Shall work with the President & Vice President on product inventory and pricing
• Shall work with the Director of Volunteers & Membership for concession volunteer needs at all Booster Club events where the concession will be open
• Shall ensure proper levels of concession product are maintained for Booster Club and team usage needs
• Shall be responsible for compliance with all concessions activities and DHEC regulations

**Director Volunteers & Membership**

• Shall oversee and direct the volunteers as required for concessions or other events where volunteers are needed
• Shall set up a concession work schedule for Officers on Duty to ensure an officer is present at all home Varsity Football and Basketball games
• Shall be in correspondence with the Athletic Director, Secretary and Coaches for the names of the participants on their teams in order to contact the appropriate parents to volunteer for the scheduled activity
• Shall be responsible for organizing and coordinating the ongoing membership drive
• Shall be responsible for creating a proposed membership form and pricing to be voted on by the Booster Club elected officers
• Shall coordinate with the Athletic Director and Executive Board on membership levels and incentives offered (i.e. tickets, merchandise, parking passes, etc. and the costs associated
• Shall help produce the Membership Flyers and Coordinate the posting on the website, distribution to coaches and team representatives via all necessary means (i.e. email, team meetings, events of competition, etc)
• Shall retain the record of membership applications and the official membership list
• Shall work with the Secretary to ensure member contact information is updated so that the Secretary can make proper member notifications

**Director Merchandise**

• Shall oversee and direct the selling of Fort Mill High School Athletic Booster Club merchandise
• Shall form a committee, if necessary, to help staff merchandise sales at athletic events
• Shall work with the President & Treasurer to present a budget for the sole purpose of purchasing items to be sold at all Booster Club events
• Shall work with the President and Vice President on product inventory and pricing
• Shall communicate with the Vice President of Volunteers & Membership on volunteer needs

**Director Sports Programs**

• Shall form a committee and oversee solicitations for business ads for the All Sports programs
• Shall work with the President & Treasurer to present a budget for the purpose of producing the appropriate programs
• Shall create a sponsorship packet to be distributed to previous and new potential All Sports program sponsors and create appropriate sponsorship levels and pricing
• Shall work with the Treasurer to ensure proper sponsor invoicing and collecting

Director Fundraising Events

• Shall form a committee, if necessary, to oversee and organize a fundraising event for each sport cycle (i.e. Fall, Winter, Spring) to be approved by the membership
• Shall work with the President & Treasurer to present a budget to be approved by the membership for each approved event
• Shall work with the Director Volunteers & Membership to determine the number and type of volunteers needed to any special events

Secretary

• Shall be responsible for the administration, compliance and application of parliamentary procedures as it applies to the Constitution and By-laws of the Booster Club
• Shall plan, direct and assist the President as needed in oral and written communication with the Fort Mill High School officials and coaches
• Shall take meeting minutes for all Booster Club meetings. If unable to attend a meeting, make appropriate arrangements for another officer to take meeting minutes
• Shall provide Meeting Minutes for the officers within 14 days of the meeting, as well as ensure timely distribution to the membership as stated in Article IV: Meetings Section 5.
• Shall make minutes available to the general membership
• Shall work with the nominating committee to ensure an official record of the annual board election

Treasurer

• Shall supervise all aspects of the Booster Club finances in accordance with Article III of the By-laws
• Work closely with all Head Coaches so that every expenditure is substantiated by a request from the Athletic Director, a written receipt, bill and/or a request for payment properly approved by the Athletic Director
• Provide a clear and concise monthly finance report to be read at each General Meeting to include but not limited to any variance (positive or negative) to the approved budget
• Shall file taxes within the appropriate government organizations
• Shall provide a weekly finance report to the Executive Board
• Shall file the proper paperwork to ensure that the Booster Club continues to be a non-profit organization and is in compliance with the laws of South Carolina and the United States Treasury

• Shall initiate a fiscal financial budget to be approved by the Executive Board and to then be presented for approval by the membership.

• Shall ensure all money is handled according to School District guidelines and policy

By-laws Article III: Budgets and Finances

Section 1. All budgets must be approved for content by the Executive Board prior to submittal to the Membership for final voting approval. In the event total expenses must exceed the approved budget it must be revised to obtain additional funds by presentation of an addendum which must be approved by both the Executive Board and the Membership.

Section 2. The budget for the coming year shall be proposed after the Executive Board approval during the May meeting each year.

A. The Athletic Director shall present a proposed budget to the membership of items the FMHS coaching staff would like the Booster Club to support for the coming year. These requests shall not be edited by the Athletic Director, however, they shall be designated as approved or disapproved by the Athletic Director and listed in priority order.
B. All requests for funds from the FMHS coaching staff must be in writing using the approved Booster Club form. It must then be approved by the Athletic Director for consideration by the Booster Club.
C. Each Booster Club Director shall present a proposed budget at the May meeting to the Executive Board.
D. During the May meeting the Booster Club shall make recommendations of projects to fund for the upcoming school year.

Section 3. The Treasurers report must be audited once per year by an independent accounting agency.

Section 4. A financial statement should be made available to the Fort Mill High School Athletic Director and/or Principal upon request.

Section 5. Any variations in the amount of the total annual budget from one year to the next should be examined by the Executive Board.

By-laws Article IV: Grievances

Section 1. Grievances shall be filed in writing and submitted to the Secretary who shall promptly notify the Executive Board to place it in the following months docket if it remains
unresolved with the individual prior to that time. The President shall appoint a Grievance Board to act as the judicial board in resolving the grievance issue. The Grievance Board shall consist of five (5) people; one (1) School Administrator, one (1) Executive Board member, three (3) General Members. It should then render its decision at the Executive Board Meeting. Note: The grievance decision does not require a vote of the general membership and should not be open for public debate unless the grievance submitter has followed the steps outlined in the following two (2) sections.

**Section 2. Appeal of Grievance Board Decision**

An Appeal of the Grievance Board decision on a grievance may be made if it is felt that the decision was unjust. However, this individual(s) must appeal in writing within seven (7) days after the decision of the Executive Board. It must also carry the petitioned signatures of at least 25% of the membership. The Executive Board will be requested to meet at the earliest possible time to render a final decision on the matter.

**Section 3. Appeal Meetings**

In view of the possible sensitivity of a particular grievance's content, dissemination of such information will be left to the discretion of the Grievance Board. All grievances and appeal meetings will be closed unless otherwise specified by the Grievance Board conducting said grievance or appeal meeting.

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**By-laws Article VI: Assets**

**Section 1. Equipment**

No sale of Booster Club equipment will be made by anyone without the approval of the Executive Board.

**Section 2. Supplies**

Any supplies or other articles purchased by the Booster Club shall be used for the express purpose of the Booster Club and shall remain the property of the Booster Club.
Section 3. Purchases

All purchases in excess of the Approved Budget must be approved and voted on by the membership.

By-laws Article VII: Amending By-laws

Section 1. Amendment Procedures

An amendment(s) to the By-laws may be proposed in writing by any member. Such a proposal shall be submitted to the Vice President for preliminary review. It will then be sent to an appointed By-law Committee for study, refinement and recommendation. If the proposed amendment meets these requirements there must be a reading or posting of the proposed amendment(s) at two (2) consecutive meetings. The first reading is informational, while the second reading will be followed by a vote of the members present at the meeting. Members shall be notified via any practical and available media. There must be a 2/3 majority vote of those members present at the meeting to adopt or ratify changes made to the Constitution or By-laws.

Be it resolved that the Fort Mill High School Athletic Booster Club Constitution and By-laws have been modified and amended two times. The membership voted to make changes on March 7, 1994 and May 20, 2009. Officers in 1994: Thomas Hardwick Jr. President; Susan Hinton, Secretary; Linda Honeycutt, First Vice President; Jackie Fling, Second Vice President; Charles Wiseman, Treasurer; Steve Boyd, Athletic Director

The changes made in 2009 were to bring the Constitution and By-laws up to date with present day practices and procedures. Due to a larger school and budget along with change that needed to be made concerning officers on the Executive Board.

Officers in 2009: Jeanne Gregory, President; Cindy Fry, Secretary; Dawn Fite, Treasurer; Anna Jew Butler, VP Concessions; Sara Auslander, VP Volunteers; Sherrie Carnes, VP Merchandise; Sondra Simon, VP Communications; Bailey Jackson, Athletic Director

Changes were made to the Constitution and By-laws in 2011 and 2013. Officers in 2011: Lori Hillman, President; Lori Young, VP Concessions; Carrie Newman, VP Volunteers; Cheryl Gard, VP Merchandise; Sue Morrison, VP Membership; Lisa Stevens, VP Membership; Jaren Wells, Secretary; Judy LaFoe, Treasurer; Dwayne Hartsoe, Athletic Director. Officers in 2013: Lori Hillman, President; Lori Young, VP Concessions; Cheryl Gard, VP Merchandise; Sue Morrison, Vice President; Steve Sappe, VP Membership; Christina Wilson, Treasurer; Dwayne Hartsoe, Athletic Director.
Be it resolved that the Fort Mill High School Athletic Booster Club Constitution and By-laws have been modified and amended for better reflection of the overall goals and procedures of the Booster Club. Constitution and By-laws review Committee: Michele Branning, chair, Jeanne Gregory, member, Sharyn Lewis, Vice President; Steve Sappe, President; Cathy Doyle, Secretary. Officers in 2014: Steve Sappe, President; Sharyn Lewis, Vice President; Christina Wilson, Treasurer; Kristy Sappe, VP Merchandise; Vanessa Bergavist, VP Volunteers; Cathy Doyle, Secretary; Lori Hillman, co-VP Fundraising; Dwayne Hartsoe Athletic Director.

Changes were made to the Constitution and By-Laws in 2017. Be it resolved that the Fort Mill High School Athletic Booster Club Constitution and By-laws have been modified and amended in 2017 for better reflection of the overall goals and procedures of the Booster Club. Constitution and By-Laws Review Committee: Sharyn Lewis, Vice President & chair; Tim Nissen, VP Concessions; Caryn Scroggs, member. Officers in 2017: Christina Wilson, President; Sharyn Lewis, Vice President; Lisa Sturgeon, Secretary; Kimberley Elms, Treasurer; VP Concession, Tim Nissen; VP Volunteers, Kelli Crane; VP Merchandise, Jennifer Ruddy; VP Program, Erin Sumner; VP Fundraising, Leanne Verastegui; Athletic Director, Dwayne Hartsoe