

RIVERSIDE FLYING R BOOSTER CLUB BY-LAWS

06/10/14

ARTICLE I: Name

This organization shall be called the Riverside Flying R Booster Club (Flying R Club).

ARTICLE II: AFFILIATIONS

This organization shall be affiliated with the Painesville Township Booster Club, Inc. (called the Athletic Booster Club).

ARTICLE III: Objectives

The objectives of the club are to actively promote the track and cross-country programs of the Riverside Local School District and other Riverside running clubs.

ARTICLE IV: Meetings

Regular monthly meetings shall be held on the Riverside Campus or other mutually approved meeting place.

The Executive Committee shall have the power to call, reschedule, postpone or cancel the regularly scheduled or special meetings.

Business may be transacted by a majority vote of the members present at the meeting.

All recommendations for use of funds shall be presented to the members present at the meeting.

A quorum at these meetings shall consist of those present.

ARTICLE V: Admission to Membership

Any person eighteen years of age or older and meeting one or more of the following criteria shall be eligible for membership to The Flying R Club, regardless of race, religion, gender, color, creed, disability, or national origin (in accordance with governing Federal and State regulation).

1. Parent, legal guardian, or family member of a student attending school in the Riverside Local School District.
2. Live within the boundaries of the Riverside Local School District.
3. Faculty and Staff of the Riverside Local School District.
4. Alumnus of the Riverside Local School District.

ARTICLE VI; Rights of Members

All members in good standing shall have equal rights. These rights shall include;

1. Participate in and vote at all meetings of the club.
2. Serve on committees, as volunteered and/or elected to.

Good standing will be defined as any current member that has attended a minimum of three (3) meetings over the previous twelve months and actively participates in the organization or execution of club sponsored Fundraiser events or other club activities. (Exclusions or exceptions to these criteria shall be at the discretion of a majority vote by the current Flying R Club Executive Committee).

ARTICLE VII: Dues

There are NO dues levied for membership in the club.

ARTICLE VIII: Officers, Nominations, Elections

The Executive Committee of this organization shall consist of four elected officers. These elected officers are the President, Vice President, Secretary, and Treasurer. Additional Executive Committee members may be include but are not limited to Trustees. The Trustee may be;

- 1) the Athletic Director of the Riverside Local School district
- 2) the Head Track coach
- 3) the Head Cross-country coach
- 4) the outgoing (past) President

Nominations and Elections shall be held annually. Nomination shall be made from the floor at the April and May meetings from among the club member in good standing.

At least one (1) nominee for each office shall be made. Trustees are not subject to election.

Officer shall be elected annually by a simple majority of the members in good standing present at the regular May meeting. Trustees shall not participate in the election process.

Installation of Executive Committee Officers shall follow the June meeting. Outgoing President shall hand over all Flying R records and supplies to the incoming President after the June meeting. New official duties shall start after the June meeting in preparation for the beginning of the Fiscal Year (July 1).

The term of office shall be for one (1) year. No one may serve in a given position for more than four (4) consecutive years.

In the event that an elected officer resigns or office(s) remains empty after an election, a replacement shall be nominated and elected at any regularly scheduled meeting.

Officer's position can be held by two individuals (co-officers) if approved by a simple majority of the members in good standing present at the regular May meeting.

ARTICLE IX: Duties of Executive Committee Officers, Trustees

President:

1. Shall preside at all regular meeting of the organization.
2. Shall ensure that club activities and special committees are proceeding on schedule, on budget and on task.
3. Shall maintain and update fundraiser procedures.
4. Shall distribute meeting agenda and event information to members via social media (e.g., Gmail, Facebook, etc.)
5. Shall forward any reports, record, logs, journals notes, etcetera to the new President who succeeds them.
6. Shall serve as a member of the parent Athletic Booster Club and attend scheduled meetings.
7. Shall prepare an business plan for the fiscal year

Vice-President:

1. Shall perform the duties of the President in the absence of that officer.
2. Shall arrange for installation of officers following the annual June meeting.
3. Shall be a co-signer to the club's bank account and only serve as treasurer if the treasurer is unable to perform his/her duties.

Secretary:

1. Shall keep accurate and permanent record of all meetings of the organization
2. Shall keep minutes of all Executive committee meetings.
3. Shall conduct all correspondence of the club.
4. Shall maintain contact list for the Flying R Club Gmail.

Treasurer:

1. Shall keep accurate and permanent records of all receipts and expenditures of the club.
2. Shall pay out fund only as authorized by the Executive Committee as provided for in the budget or by a vote of the majority of member present at a meeting.
3. Shall arrange for a review of the books and record annually to be completed by the Athletic Booster Club officers.

Trustees:

1. Shall provide historical perspective as it regards formation of the budget or fundraiser task.
2. Shall assist in the achievement of the club's objectives and in the formation of its policies.

Executive Committee:

1. Shall attend all Executive Committee meetings. Members may be replaced if absent from three (3) consecutive meeting.

ARTICLE X: Finances

1 Fiscal Year

The fiscal year of the organization shall be from July 1 to June 30.

2) Budget

The fiscal year budget will be prepared by the president in July and presented to the executive committee for approval in August.

The fiscal year budget serves as the Flying R Club business plan and can be modified by the Executive committee with approved by a simple majority of the members in good standing present at any regular meeting.

The meeting minutes will include monthly status of budget balance and fundraiser profit/losses.

3) Obligation

The Executive Committee may authorize any officer(s) or committee person to enter into contract or agreement for the purchase of material or services on behalf of the organization. No officers or committee chairpersons have the authority to enter into such agreement on behalf of the Flying R Club without the expressed approval of the Executive Committee.

4) Loans

No loans shall be made by the Flying R Club to its officers or members.

5) Commercial Papers

All checks, drafts, and other orders for the payment of money on behalf of the Flying R Club shall be signed by the Treasurer. The Treasurer shall deposit all funds of the Flying R Club to the credit of the club in an agreed bank account and shall make such disbursements shall be made by check as authored by the Executive Committee.

6) Audits

The Flying R Club financial records shall be reviewed annually by the Athletic Booster Club. The Flying R Club Treasurer shall provide copies of the financial records in September for the previous fiscal year. The Athletic Booster Club shall secure the service of a Certified Public Accountant to accomplish such review.

ARTICLE XI: Amendments

These By-Laws may be amended or revised by proposing and completing the following steps:

1. A member shall submit the amendment in writing at a meeting of the club.
2. The amendment shall be read at One (1) meeting.
3. The amendment shall be read again and voted on at the next meeting.
4. A Two-thirds (2/3rds) vote in the affirmative is required for passage.