

***Whale Branch Early College High School All Sports Athletic Booster Club
By-Laws Revised August 10, 2018***

ARTICLE I-NAME

The name of this organization shall be known as the Whale Branch Early College High School All Sports Athletic Booster Club, commonly known as Whale Branch Early College High School All Sports Athletic Booster Club, hereinafter referred to as "WBECHS ABC."

ARTICLE II - MISSION STATEMENT

The Whale Branch Early College High School All Sports Athletic Booster Club, also known as "WBECH ABC," are composed of parents and other community members who have an interest in improving and assisting the Whale Branch Early College High School athletic program. ABC's primary purpose is fundraising to support athletic programs and promoting athletic/academic excellence and admirable sportsmanship while encouraging parents and community involvement and support.

ARTICLE IH - OBJECTIVE

SECTION 1

The objectives of the WBECHS ABC are as follows:

- (a) Develop an organization with an active and involved membership that is concerned with the total athletic program and all its participants regardless of sex, race, socio-economic status or chosen sports activity.
- (b) Promote school spirit and sportsmanship and encourage attendance at all athletic events.
- (c) Encourage and support the academic endeavors of student athletes.

SECTION 2

To achieve these objectives, the WBECHS ABC will provide programs and opportunities that encourage participation. All Officers, Chairpersons, and Members shall bear in mind that we support all the league athletic programs.

ARTICLE IV - MEMBERSHIP

SECTION 3

Members:

- (a) Regular Members. The parents or legal guardians of any youth participating in programs, alumni, and all other adults wishing to support athletic programs and who complete an application and pay membership dues. The Chairperson of Membership Committee shall maintain the roll of all members.
- (b) Membership fee, established by the Executive Board (EB), shall accompany each application for membership and become property of the WBECHS ABC.
- (c) When a membership application has been completed and membership dues have been paid, members shall have the right to hold office as duly elected, to attend all general membership meetings and to vote on all matters properly before the membership. No Member shall have any right or interest in the property of the WBECHS ABC.

- (d) Every parent or guardian of any youth participating in athletics is strongly encouraged to support the WBECHS ABC in its financial responsibilities by rendering payment of membership dues when they are due and supporting athletic activities.

SECTION 4

Suspension or Termination: Members may be terminated by resignation or action of the Executive Board by a two-thirds vote of those present at any duly constituted EB meeting. The EB shall have the authority to discipline, suspend, or terminate the membership of any Member, when the conduct of such person is considered detrimental to the best interests and objectives of WBECHS ABC. The Member shall be notified of such meeting, informed of the general nature of the reasons, and given an opportunity to appear at the meeting to show evidence that the reasons are not correct or true.

ARTICLE V - GENERAL MEMBERSHIP MEETINGS

SECTION 1

General Membership Meeting: A General Membership Meeting is any meeting of the membership of the WBECHS ABC. These meetings will be held on the fourth Monday of each month at 6:00 p.m. In an event of a holiday, the President will determine when the next meeting will be held.

SECTION 2

Notice of Meeting: Notice of each General Membership Meeting, shall be posted electronically at least three days in advance of the meeting. Such notice shall include the place, date, time and purpose of the meeting.

SECTION 3

Voting: All members in good standing shall have the right to make motions and vote at General Membership Meetings. Each member is allowed to cast only one vote. The EB may invite and admit guests for presentations or comments during such meetings. There is no quorum required in order to convene a duly constituted General Membership Meeting. No absentee ballots will be recognized.

SECTION 4

Annual Meeting of the Members: The annual Meeting of the Members shall be held at the June meeting each year for the purpose of electing the Officers, receiving reports, reviewing By-Laws, and for the transaction of such business as may properly come before the meeting.

- (A) The Membership shall receive at the Annual Meeting a report by the President, or his/ her designate the content of which should include:
 - (1) The condition of the WBECHS ABC;
 - (2) A general summary of funds received and expended by the WBECHS ABC for the previous year, the amount of funds currently in possession of the WBECHS ABC.
 - (3) Inventory of real and personal property owned and maintained by WBECHS ABC.

- (B) The membership shall have the right to vote for each position to be filled on by an Officer.
- (C) The Membership shall have the right to increase the number of the EB. If the number is increased, the EB Member may be elected at the meeting at which the increase is voted, or at subsequent General Membership Meetings.
- (D) The Officers shall assume the performance of its duties immediately following the elections.
- (E) **The Board's term of office shall continue until its successors are elected and qualified under this section.**

ARTICLE VI -OFFICERS

SECTION 1

The officers shall consist of the President, Vice-President, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer. There shall also be elected at-large members whose responsibilities are described in Article IV, and one chairperson of each committee officers.

- (a) Election: The chairperson and the at-large officers shall be elected by a majority of the voting committee membership present at the General/Annual Business Meeting. All elected officers, at-large and standing committee chairs must be current members of the Club.
- (b) Nominations: The President, with concurrence of the Executive Board, shall present a slate of nominees (who have agreed to serve) for positions of officers and at large with reasonable notice prior to the General / Annual Business Meeting. Additional candidates may be nominated from the floor at the General / Annual Business Meeting.
- (c) Terms of office: A term is two (2) consecutive fiscal years, July 1 through June 30. An individual may not serve in the same elective capacity for more than two (2) consecutive terms, with the exception of Treasurer, which is for no more than three (3) consecutive terms.
- (d) Vacancy: The President, with the approval of the Executive Board, shall appoint any officer vacancy, other than the Presidency. A vacancy in the office of the President shall be filled by a majority vote of the Executive Board at their first meeting after the vacancy occurs.
- (e) Absent: Officers absent three (3) or more consecutive meetings without reasonable notice and reasons for non-attendance such as personal illness, family emergencies, military duty, employment responsibilities, will be deemed negligent of duties and responsibilities.

SECTION 2

Duties of Officers:

- (a) President: The President shall:
 - (1) Preside at all meetings;
 - (2) Appoint standing committee chairpersons with the concurrence of the Executive Board;
 - (3) Appoint and/or dissolve all other committees as required;
 - (4) Serve as ex-officio member of all committees;
 - (5) Serve as primary spokesperson for the Club, except as otherwise specified;
 - (6) Direct goals and budget performance **in accordance with the needs of the WBECHS Athletic Department;**
 - (7) Have an official signature card on file with the bank utilized to manage the funds of the Club and have electronic access to said accounts, if applicable.

(b) Vice President: The Vice President shall perform all the duties of the President in his/her absence and shall be responsible for an annual review of the By-Laws, recommending revisions as deemed appropriate.

(c) Secretary: The Secretary shall:

- (1) Keep a record of all the proceedings of the General Membership Meetings of the WBECHS ABC.
- (2) All minutes shall be kept in a regular bound Secretary's book, a record of the decisions of the Executive Board shall be kept in the bound Secretary's book.
- (3) A summary of the decisions made in these meetings should go out to the general membership each month.

(d) Assist Secretary: The Assistant Secretary shall:

- (1) Assist Secretary;
- (2) Assume secretary duties in the absence of the secretary.

(e) Treasurer: The Treasurer shall:

- (1) Maintain a complete set of books of account in accordance with generally accepted accounting principles and practices;
- (2) Report the amount of money available in the general fund and encumbered funds at each monthly General Membership Meeting. The monthly financial reports shall include an accurate representation of WBECHS ABC;
- (3) Collect all membership dues from individuals desiring to become a member.
- (4) Deposit all monies collected from dues and fund raisers to established bank.

(f) Assistant Treasurer: The Assistant-Treasurer shall:

- (1) Assist Treasurer;
- (2) Stand in for the absence of the Treasurer.

SECTION 3

Executive Board:

The Board shall be responsible to act on behalf of the WBECHS ABC in the management of the business affairs of the organization, except for matters decided by a vote in the General Membership Meetings.

The Executive Board shall consist of:

- (A) President
- (B) Vice-President
- (C) Secretary and Assistant Secretary
- (D) Treasurer and Assistant Treasurer

The Executive Board shall:

- (A) Approve the expenditure of all general funds up to \$500 per request. Any expenditure of general funds above \$500 shall require an advance approval vote by the Executive Board and then be presented at a General Membership Meeting for approval. Note: All requests for funds from the head coaches of individual sporting teams will be submitted to the Athletic Director (AD) for prior approval. The AD will be submitting the approved request to the Executive Board for final approval.

- (B) Approve the President's creation and dissolution of all necessary committees and chairpersons.
- (C) Set the time and date of General Membership Meetings and give members timely notification.
- (D) Approve goals and budget targets annually based on the **needs of the WBECHS Athletic Department.**
- (E) Review the annual budget, monthly financial reports, and monthly financial statements issued by the established financial institution utilized to manage the funds of the WBECHS ABC at a minimum, every three months.
- (F) If action on behalf of the WBECHS ABC is necessary before it is reasonable to convene General Membership Meeting, the President shall take such action based on the majority vote of the Executive Board, comprised of the six officers. A report of the action taken shall be made at the next General Membership Meeting.
- (G) No more than one member of an immediate family may serve as a voting member of the Executive Board.
- (H) Authority. The Executive Board shall be the governing body of the WBECHS ABC and shall be charged with the full responsibility for the conduct of all phases of the program, and shall be empowered to take all action necessary to discharge this responsibility subject only to the limitations contained in these By-Laws.

SECTION 4

Standing Committees:

Standing Committees are those required to function throughout the year. Chairpersons shall be appointed by the President, subject to the approval of the Executive Board. Standing Committees and their primary functions are as follows:

Membership Committee shall:

- (A) Be responsible for promoting WBECHS Athletic Booster Club Membership.
- (B) Maintain membership roster, processes applications and reconcile membership dues.

Concessions Committee shall:

- (A) Be responsible for the management of all concessions using the indoor, outdoor or off-site facilities. Chairperson or designee will report all concession revenue directly to the Concessions Committee.
Each seasonal concession and off-site revenue of funds/payout shall be produced for distribution to the Treasurer and simultaneously be shared with WBECHS ABC at the General/ Annual meetings.
- (B) Recruit and schedule parent volunteers (representing the various sports teams) to manage the concession for specific events;
 1. Any team volunteering to manage concessions during an athletic event shall receive forty (40%) of the funds earned during the day/night of service.
 2. Team representatives must be present in the concessions during the entire event.
 3. Team will be responsible for all set-up and clean-up.
 4. There must be at least five (5) representatives (from the team) present during the entire event.
 5. Two (2) concession committee members must be present throughout the entire event.
- (C) Record the concession expenses and revenues for each event;
- (D) Acquire all provisions required for the concession stands;

Fundraiser Committee shall:

- (A) Coordinate the promotion of the school spirit through the sale of apparel and memorabilia, bearing the Whale Branch logo at a nominal price.
- (B) Manage the inventory to meet the changing needs of the student body.
- (C) Record an accurate and timely account of revenues and expenses.
- (D) Coordinate financial operations with the Treasurer.
- (E) Report the ongoing operational, financial status to the General Membership at the monthly meeting.

Awards Committee shall:

- (A) Draft and submit letters and awards for athletes based on **approved list submitted by the Athletic Director.**

(B) Assist in planning, coordinating, and directing Athletic Banquets.

Grounds Committee shall:

- (A) Assist with the beautification of the athletic facilities.
- (B) Report incidentals, ground maintenance and concerns to the Athletic Director.

SECTION 5

Non-elected, ex-officio members:

- 1) Athletic Director
- 2) Principal
- 3) Vice Principal

Term of Office: The voting members of the Executive Board shall be elected by the Members at the Annual Meeting for a term of two (2) years and will be eligible for re-election bi-annually. Incoming officers shall assume office following the June election and shall enter into the performance of their duties and shall continue in office until their successor has assumed office.

SECTION 6

Vacancies: In the event that a position becomes vacant during the year, the President shall appoint a replacement.

SECTION 7

Special Board Meetings, Notice and Quorum: Special meetings of the Board shall be held at the discretion of the President or the Executive Board on such days as shall be determined.

ARTICLE V - DUTIES AND POWERS OF THE BOARD

SECTION 1

Appointments: The President or the Board may appoint such other officers as he/she may deem necessary, and may prescribe the duties of each. The President or the Board shall have the power to appoint such committees as they deem necessary, and to delegate such powers to them as is advisable and proper under these By-Laws. The Board shall have the power, by two-thirds vote of those present at a duly constituted meeting, to discipline, suspend, or remove any Officer or Committee member in accordance with the procedure set forth in Article IV.

SECTION 2

Compensation: No Officer or Member shall receive, directly or indirectly, compensation from the WBECHS ABC.

SECTION 3

Fiscal Year: The fiscal year of the WBECHS ABS shall begin on July 1 and end on June 30.

SECTION 4

Budget: The Executive Board shall adopt an annual budget of income and expenses under the direction of the President and the Treasurer in conjunction with the needs of the WBECHS Athletic Department. The Board shall make the budget available to Members at the Membership meeting.

SECTION 5

Expenditures: Fundraising expenses can only be authorized by a majority vote of the Executive Board.

SECTION 6

Distribution of Property upon Dissolution: Upon dissolution of the WBECHS ABC and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of the WBECHS ABC to WBECHS.

ARTICLE XHI - NON-DISCRIMINATION

It is the policy of the WBECHS ABC that all the parties involved in the operation of the WBECHS ABC will provide an operational environment that is free of all forms of discrimination.

ARTICLE IX - CONFLICT OF INTEREST

Members of the Board and Committee Members shall not engage in any activity which gives rise to, or could give rise to, an appearance or claim of self-dealing loyalty or conflict of interest by reason of such person's position with the WBECHS ABC. In the event that such person has reason to believe his or her activities or anticipated activities could give rise to any such claim, he or she shall have a duty to disclose such activities or anticipated activities to the Executive Board.

ARTICLE X- INDEMNIFICATION

The WBECHS ABC shall indemnify and hold harmless every Officer and Member of the WBECHS ABC to the fullest extent allowed under South Carolina Code or as otherwise allowed by law at the time of indemnification.

ARTICLE XI - AMENDMENTS

These By-Laws may be amended, repealed or altered in whole or in part by a majority vote at any duly constituted meeting of the Members, providing notice of the proposed change is included in the notice of such meeting.

APPENDIX

Annual Business Meeting: The Annual Business Meeting of the WBECHS ABC shall be held at the June General Membership Meeting unless otherwise specified by the Executive Board. Any change to the Annual Business meeting date, time or location shall be announced a minimum of two weeks in advance of the proposed change.

General Membership Meetings: General Membership Meetings shall be held monthly unless otherwise specified by the Executive Board and reasonable notice is provided to the General Membership. Meetings shall be open to all interested persons.

Executive Board Meetings: Executive Board Meetings shall be held monthly unless otherwise specified by the Executive Board. A summary of the decisions reached and Executive Board members present at each meeting should be distributed to all Executive Board members and Team Representatives within a reasonable timeframe following the meeting and before the next General Meeting.

General Meeting Voting: All members who have paid a membership fee for the current year may vote.

Quorum: A quorum for the transaction of business at the Annual Business Meeting and at General Membership Meetings shall be **fifty percent (50%)** of the members with a current annual paid membership. A quorum for Executive Board Meetings shall be two-thirds (2/3) of the Board members. In all voting instances, majority rules for those present.

Robert's Rules of Order: Robert's Rules of Order, the latest edition, shall be recognized
Page 7 of 10 as the authority governing the meetings of the Club, its Executive Board, and its Committees.

Amendments to the By-laws: Any changes or amendments to the By-Laws during the current fiscal year will be notated in the by-laws until the annual review.

Amendments may be adopted at the Annual Business Meeting by a 2/3 majority of those Club members voting, a quorum being present.

Dissolution of Club:

Dissolution of the Club entity should the WBECHS ABC cease to operate as a legal entity, all of the Club assets and cash will be distributed equally to **all active athletic teams having an encumbered fund with the Club**. Distribution to the teams will be calculated in the following manner; the total sum of the Club's ending cash balance, including assets converted to cash, divided by the total of all WBECHS athletes participating in the previous three sport seasons as determined by ending varsity, and junior varsity rosters prior to the Club's dissolution. Example: \$50,000 available divided by 750 athletes participating in the prior sports seasons equals \$66.66 dollars given to **each team based upon their athlete roster totals**. Once distributed, the funds can be used at the discretion of the team's Head Coach and/or duly authorized designate. Encumbered fund balances for teams no longer active at WBECHS will be added to the general fund balance prior to the final distribution in the manner described above.

*These By-Laws were approved by the Membership on 1/23/12 **ao>-Z***

filed by _____ date 1/23/12

President's signature Vice

President signature Sherry Harker date 1/23/12

Treasurer signature [Signature] date 1/23/12

Assistant Treasurer signature [Signature] date 1/23/12

Secretary signature [Signature] date 1/23/12

Assistant Secretary signature [Signature] date 1/23/12

Ex officio member

From Wikipedia, the free encyclopedia

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An ex officio member is a member of a body (a board, committee, council, etc.) who is part of it by virtue of holding another office. The term is Latin, meaning literally "from the office", and the sense intended is "by right of office"; its use dates back to the Roman Republic.

A common misconception is that the participatory rights of ex officio members are limited by their status. This is incorrect, although their rights may be indeed limited by the by-laws of a particular body. Robert's Rules of Order, Newly Revised (10th ed.), clarifies that the term denotes only how one becomes a member of a group, not what one's rights are. It is a method of sitting on a committee, not a class of membership (466-67).[^] Frequently, ex officio members will abstain from voting, but unless by-laws constrain their rights, they are afforded the same rights as other members, including debate, making formal motions, and voting (466-67; 480).[^]

Adj. 1. ex officio - by virtue of an office or position; "the head of the department serves as an ex officio member of the board"

official - having official authority or sanction; "official permission"; "an official representative"

Adv. 1. ex officio - by virtue of position; "the president sat on the committee ex officio" by right of office

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**Whale Branch Early College High
School All Sports Athletic Booster Club
2017 - 2018 Membership Application**

Gold Membership **\$10.00**

Includes:

General Membership

Purple Membership **\$30.00**

Includes:

General Membership Exclusive WBECHS ABC Polo
Shirt

Purple & Gold Membership **\$100.00**

Includes:

General Membership
Exclusive WBECHS ABC Polo Shirt
Complimentary ALL Sports Season Pass (Adult Pass)

I am interested in the following committee(s):

Membership **Concessions** **Fundraising** **Scholarship/Awards**

Name: _____ **Email:** _____

Address: _____ **City:** _____ **Zip:** _____

Cell Number: _____ **Home:** _____

Parent of WBECHS Student: **Yes** **No Student Name:** _____

Any person sincerely interested in active participation to further the objective of the WBECHS Athletic Booster Club may apply to become a member. Prior to student contact, interested participants must complete a Beaufort County School District Volunteer Application for approval.

**Mail your completed application along with a check or money order or drop off at WBECHS
Front Office:**

**Whale Branch Early College High School
169 Detour Road
Seabrook, South Carolina 29940
Attn: Athletic Booster Club
DO NOT WRITE BELOW**

Cash Payment: _____ **Check/Money Order:** _____ **Date Received:**

Polo Shirt Size: _____ **All Sports Season Pass Number:** _____

Whale Branch Early College High School

All Sports Athletic Booster Club

2017-2018 Membership Application



Gold Membership **\$10.00**

Includes:

General Membership

Purple Membership **\$30.00**

Includes:

General Membership Exclusive WBECHS Booster Club T-Shirt

Complimentary Sports Pass- One Game Admission Name

Recognition in 2016-2017 Advertisement Program Shirt Size:

Purple & Gold Membership **\$100.00**

Includes:

General Membership

Exclusive WBECHS Booster Club T-Shirt

Complimentary Annual Season Pass

SECTION 3

Eligibility- Any person sincerely interested in active participation further the objective of the WBECHS ABC may apply to 1/4 Page Advertisement Space in 2016-2017 Advertisement Program Shirt Size:

I am interested in the following committee(s):

Membership **Concessions** **Fundraising** **Awards** **Grounds**

Name: _____ **Email:** _____

Address: _____ **City:** _____ **Zip:** _____

WBECHS Student: _____ **Phone:** _____

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Whale Branch Early College High School

169 Detour Road

Seabrook, South Carolina 29940

Attn: Athletic Booster Club

DO NOT WRITE BELOW

Amount Enclosed: _____ Cash Payment: _____ Check/ Money Order: _____

Date Received: _____ Received by: _____

Shirt Issued by: _____ Pass Issued by: _____ Pass No: _____