

CONSTITUTION
Immanuel Crusaders Athletic Boosters

ARTICLE I: NAME

The name of this organization shall be the Immanuel Crusaders Athletic Boosters.

ARTICLE II: PURPOSE AND FUNCTION

It is the purpose of the Immanuel Crusaders Athletic Boosters to encourage, support, and advance the sports program.

ARTICLE III: MEMBERSHIP

Membership shall be open to any person who subscribes to the purpose and function of the Immanuel Crusaders Athletic Boosters

ARTICLE IV: OFFICERS

Section I: The officers of the club shall be adult members and shall consist of the president, a vice-president, secretary and treasurer.

ARTICLE V: MEETINGS

Section I: Meetings will be conducted monthly 6:30-8pm. The May meeting will be for committee organizational purposes and planning for the coming year such as accepting a budget goal.

Section II: Special Meetings may be conducted upon call of the president or any members of the Board of Directors.

Section III: Meetings shall be presided over by the President. The Vice President or Secretary may preside in the absence of the President.

Section IV: All meetings should include a review of the minutes from the previous meeting, presentation of a current financial report, reports from active committees, old and new business.

Section V: Unexcused absences and/or excessive excused absences shall require that officers be replaced for the good of the organization.

ARTICLE VI: FINANCES

Section I: Funds of this association shall be used to further the purpose expressed in Article II of this Constitution. Funds shall be withdrawn only by the Treasurer upon the approval of the President. Only the Treasurer and President are authorized users on the bank account.

Section II: The President shall have the authority to authorize expenditures up to one hundred dollars (\$100) each month from the association's funds when it is not feasible to call a special meeting. A report of these expenditures shall be given at the next regular meeting.

Section III: This association is organized as a non-profit organization per section 501(c) 3 of the Internal Revenue Code and no member shall have any legal or equitable ownership in any of its' funds or property. In the event of the dissolution of this association, any funds or property remaining shall be distributed to local youth programs selected as deemed appropriate by the board within 12 months.

Section IV: All funds collected by the officers shall be deposited in the Immanuel Crusaders Athletic Boosters bank account.

Section V: The Treasurer of the association shall pay by check all debts of the association within seven (7) days after receipt or on approval by the Board of Directors.

Section VI: The Treasurer of the association must be bonded in the amount set by the board. The fee for the bond is to be paid for by the association.

Section VII: All projects that require financial obligation of the club as proposed by the Head Coach and AD will be presented to the Board by the coordinating officer, on the approved forms as stipulated by the board. This will be done at the May meeting in order for the newly elected Board to plan their budget for the following year. The budget shall normally be voted on at the June meeting. Budgets may be changed by a vote of the Board.

Section VIII: Total expenditures cannot exceed approved total budgeted amount without the approval of the President. No single item expenditure can exceed more than 5% of the budgeted amount for that item. Item is to be defined as those approved by the Booster Club, listed on the itemized request for funds form and submitted to the President of the Booster Club Board. Unused funds cannot be applied to other items without the approval of the Boosters Board.

Section IX: An audit will be conducted by one or more non-Board Members at the request of a board member.

ARTICLE VI: AMENDMENTS

These Articles of the Constitution may be amended at a meeting of the membership by a two-thirds (2/3) affirmative vote of the adult members present and voting, provided due notice of the proposed amendment(s) has been given in writing to all members at least seven (7) days previous to the meeting.

**BY-LAWS OF THE
Immanuel Crusaders Athletic Boosters**

ARTICLE I: MEMBERSHIP

Section I: Qualifications

1) Persons who subscribe to the purpose and function of the Immanuel Crusaders Athletic Boosters.

Section II: Representation

Each adult member is entitled to one vote when personally in attendance at meetings of the club.

ARTICLE II: OFFICERS

Section I: Officers

The officers shall be elected by the Board at a meeting following the annual (May) meeting. The Board, from their number, shall elect for the ensuing year, a president, vice-president, secretary and treasurer.

Section II: Vacancies

In case of a vacancy of any office, this vacancy shall be left vacant until filled.

Section III: Duties

1) The President:

- a) Shall preside at all meetings of the club and of the Board of Directors.
- b) Shall personally represent the club or appoint a delegate where representation is deemed advisable.
- c) Shall appoint committees and committee chairs.
- d) Shall effect compliance with the rules, regulations, and policies of the Immanuel Crusaders Athletic Boosters.

2) The Vice-President:

- a) Shall have such powers and perform such duties as may be delegated to him/her by the president.
- b) In the absence or disability of the president, he/she shall perform the duties and exercise the powers on the president.

3) The Secretary:

- a) Shall keep the minutes of all meetings of the Boosters.
- b) Shall keep such other records as directed by the Boosters.
- c) Shall sign with the president, or with the vice-president, all contracts in the name of the club.
- d) Shall perform all the duties usually incident to the office of secretary, subject to the control of the Board of Directors.
- e) Shall post team and boosters updates to Boosters Facebook page.
- f) Shall have custody of all property of the club and keep inventory as items are checked in and out to teams.

- 4) The Treasurer:
 - a) Shall keep the financial records of the club, collect dues, pay bills on approval of the Boosters Club, and have custody of all funds of the club.
 - b) Shall perform all the duties usually incident to the office of the treasurer, subject to the control of the Board of Directors.
 - c) Shall be bonded as prescribed by the Board of Directors.

ARTICLE III: FINANCE

The funds are to be deposited in the Immanuel Crusaders Athletic Boosters bank account. Funds shall be withdrawn only by the Treasurer upon the approval of the President. Only the Treasurer and President are authorized users on the bank account.

ARTICLE IV: FISCAL YEAR

The fiscal year of the Boosters Club shall begin July 1 and end June 30.

ARTICLE V: BASIC POLICIES OF OPERATION

The following are also policies of the club.

- 1) The club shall be non-political and non-sectarian.
- 2) The name of the organization or the names of the members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or any purpose not appropriately related to the objectives of the organization.
- 3) The organization shall not directly or indirectly participate or intervene (in any way, including the publishing or distribution of statement) in any political campaign on behalf of or in opposition to, any candidate for public office.
- 4) Persons representing the organization shall make no commitments that bind the organization, unless authorized by the Board.
- 5) In the event of the dissolution of this association, any funds or property remaining shall be distributed to local youth programs selected as deemed appropriate by the board.

ARTICLE VI: AMENDMENTS

These By-Laws may be amended at a meeting of the membership by a two-thirds (2/3) affirmative vote of the adult members present and voting, provided due notice of the proposed amendment(s) has been given in writing to all members at least seven (7) days previous to the meeting.

ARTICLE VII: PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall be the authority on all questions of procedure not specifically stated in the Constitution and By-Laws.