

THE BY-LAWS OF THE  
CLARENCEVILLE ATHLETIC BOOSTER CLUB

ARTICLE I: DUTIES OF THE OFFICERS

1. The regular term of office will commence on the first day of July and end on the last day of June, to coincide with the club's fiscal year.
2. The President shall have general supervision of the work of the Club and committees; will appoint chairpersons of such committees as necessary and will preside over the regular scheduled general meetings.
3. The Vice-President shall assist the President with general supervision of the work of the Club and Committees and will perform the duties of the President in the absence of the President.
4. The Recording and Corresponding Secretary shall record the minutes of the meeting, carry on all correspondence and keep an updated membership roster.
5. The Treasurer shall keep an accurate account of all monies received and disbursed. The Treasurer shall present a complete report at the end of the year. Monies must be deposited into a bank checking account and two (2) unrelated officers must countersign all approved checks.

ARTICLE II: MISCELLANEOUS

1. The Club fiscal year shall commence on the first day of July and end on the last day of June.
2. This Club will be incorporated under the Laws of the State of Michigan as a Non-Profit Organization.
3. Purchasing guidelines – All presentations to the ABC are to be submitted in writing. Two (2) bids are required for purchases over \$500.
4. Budgets are to be established at the beginning of each year. The Committee Chairperson shall present the budget to the general membership at the first scheduled meeting of the year for approval by a majority vote of members present.
5. The Athletic Director must present all requests for uniforms or equipment.

CONSTITUTION OF THE  
CLARENCEVILLE ATHLETIC BOOSTER CLUB  
(May 18, 2000)

ARTICLE I; NAME

The name of this club shall be "The Clarenceville Athletic Booster Club"

ARTICLE II: OBJECT

The object of this club shall be: to bolster the enthusiasm of the students and parents of the Clarenceville School District in the athletic events of the school; and to help the general Athletic Program of the Clarenceville School District in any way possible with the understanding that the projects undertaken are in no way conflicting or contrary to the rules and ideals of the school officials and the Clarenceville Board of Education.

### ARTICLE III: MEMBERSHIP

1. Membership is open to any persons over the age of 18 years who is not a student and who supports the objectives of the Clarenceville Athletic Booster Club constitution.
2. Persons become members with full voting rights effective immediately following approval of the minutes at their second regular membership meeting pending any objections by members in good standing. If there are objections, there will be discussion and then a vote in which membership may be blocked.
3. In order to remain a member in good standing, the member must work a minimum of two (2) events and one (1) craft show, or both craft shows per year.
4. Membership may be revoked if it is determined that the actions of that member have been to undermine the reputation, integrity, or purpose of the club. The process is as follows:
  - a. Complaint submitted to executive board
  - b. Notification about the complaint to the member in question
  - c. Executive board investigates the complaint
  - d. Executive board makes recommendation to membership
  - e. Membership votes. 2/3 of attending members needs to agree for membership to be revoked

### ARTICLE IV: OFFICERS

1. Executive Officers shall consist of the President, Vice President, Secretary and Treasurer. An additional member of the board would consist of one (1) Trustee voted upon by the general membership.
2. The officers shall be elected at the May Meeting by balloting. The term of office shall commence on the first day of July and end on the last day of June to coincide with the club's fiscal year.
3. A majority of votes cast shall constitute an election of office
4. The term of each officer shall be one (1) year, not to exceed two (2) years in the same office. (Amended 4/10/95: The two (2) year term limit is rescinded. This can be put into effect 12/20/00.)
5. The President shall appoint vacancies in an office.
6. Resignation of officers shall be in writing. All club records, funds, and equipment shall be turned over to the remaining officers at the time of resignation.
7. Standing Committees shall be:
  - a. Volunteer/Membership Committee
  - b. Craft Show Committee
  - c. Concession CommitteeCommittees shall report to the President and Vice President.
8. The Athletic Director shall be considered as a member of the Board of Directors in an advisory capacity.

### ARTICLE V: MEETINGS

1. The Executive Board prior to the beginning of the school year shall set Meetings business for the year. All meetings to be held at Clarenceville High School.

2. The President may call Special Meetings with a realistic effort made to contact at least ten percent (10%) of the membership to be present for the purpose of voting.
3. The President has the authority to call Executive Board Meetings with all board members when a decision is needed to be made and a group meeting cannot be called. Business conducted **MUST** be voted on and passed by a majority vote and reported to the full ABC body at the next scheduled meeting.

#### ARTICLE VI: QUORUM

1. Ten Percent of the voting membership will constitute a Quorum for conducting business at regular and special meetings.
2. A Quorum for Executive Board Meetings shall be 4, but a realistic effort must be made to contact all Board Members.

#### ARTICLE VII: AMENDMENTS

1. This Constitution may be amended by a majority vote of the members present, after the proposed amendment has been read at two (2) previous meetings.
2. The constitution may be amended by a two-thirds (2/3) majority vote of the members present, after the proposed amendment has been read at two (2) previous meetings.