

Bylaws
Corinth Holders High School Pirate Club, Inc.
(A Nonprofit Corporation)

Article I. Name and Location

Section 1. The name of the organization shall be Corinth Holders High School Pirate Club, Inc., also known as Corinth Holders High School Athletic Booster Club.

Section 2. All club meetings may be held at such places within the Corinth Holders High School (CHHS) District as designated by CHHS Administration and club officers on or about the 1st Monday of every month.

Article II. Purposes and Structure

Section 1. Purposes. This corporation is organized exclusively for charitable, literary, and educational purposes as defined in Section 501(c)(3) of the Internal Revenue Code. The purposes of the Corporation include raising funds and purchasing personal property and services to be used by students and faculty at CHHS; providing volunteers for educational and extracurricular activities that will contribute to the education of the community; engaging in other charitable, civic, or educational activities that will contribute to the public education of the community; and exercising other powers conferred by the laws of North Carolina on a non-profit corporation.

This Corporation shall be self-governing, self-supporting, non-commercial, non-sectarian, nonprofit, non-partisan, and shall seek neither to direct the administrative activities of CHHS nor to control its policies.

No part of the net earnings of the Corporation shall inure to the benefit of any Director of the Corporation, Officer of the Corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Corporation affecting one or more of its purposes); and no Director, Officer, or private individual shall be entitled to share in the distribution of any of the corporate assets on the dissolution of the Corporation. No substantial part of the activities of the Corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Corporation shall not participate in or intervene in (including the publication of statements) any political campaign on behalf of any candidate for public office.

The Corporation shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue code and regulations as they now exist or as they may be amended.

The Corporation shall observe the following regulations: Corinth Holders High School Athletic Booster Club Guidelines and all local, state, and federal laws which apply to nonprofit organizations.

Upon dissolution of the Corporation or the winding up of its affairs, the assets of the Corporation shall be distributed exclusively to charitable organizations which would then qualify under the provisions of Section 501(c)(3) of the Internal Revenue code and its regulations as they now exist or as they may be amended.

The Corporation is organized pursuant to the North Carolina Nonprofit Corporation Act and does not contemplate pecuniary gain or profit and is organized for nonprofit purposes which are consistent with the provisions of Section 501(c)(3) of the Internal Revenue Code and its regulations as they now exist or as they may be amended.

Article III. Membership

- Section 1. Membership.** Membership in this organization is open to any person who is a CHHS parent, guardian, or adult relative of a child or children who are enrolled at CHHS and/or Alumni and immediate family; and who will uphold the policies of this organization and agree to its Bylaws. A maximum of one membership shall be granted to each family. Membership in Corinth Holders High School Athletic Booster Club shall be effective from July 1 through June 30.
- Section 2. Qualification.** Eligible persons shall become members by paying the prescribed annual membership dues per individual or family per school year. Upon payment of such dues, a member shall be considered in good standing and be entitled to any and all rights and privileges of membership.
- Section 3. Membership Drive.** An annual membership drive shall be conducted as early in the school year as possible, with additional members accepted at any time. Athletic Booster Passes will go on sale at the beginning of the school year. The purchase of said pass will be considered your membership for that school year. The membership shall entitle eligible members one vote per family (Article IV, Section 8) at all meetings. The sale of Athletic Booster Passes shall be conducted by the members of the Corinth Holders High School Athletic Booster Club.
- Section 4. Dues.** Annual dues shall be assessed in such amounts as determined by a simple majority of the members present at the organizational meeting for the upcoming year. Dues shall be payable at the beginning of each fiscal year.

Article IV. Directors

- Section 1. Qualifications.** Any member who has a child currently enrolled at CHHS and in good standing is eligible to serve on the Board of Directors.
- Section 2. Powers.** The Board of Directors shall be the governing body of the organization and shall manage, control, and direct the affairs and property of the organization.
- Section 3. Compensation.** No Director will receive compensation for any service he or she may render to the organization beyond a Family Booster 4-Pack of the current fiscal year. Board members may be reimbursed for actual expenses incurred in the performance of their duties.
- Section 4. Board of Directors.** The Board shall be elected at the last general business meeting at the end of each term and will take office immediately. The nominating committee will name a slate of Board members, and the floor will also be open for nominations. The Board will be elected by simple majority of the membership present. President and Secretary shall be voted on in even years. Vice President and Treasurer shall be voted on in odd years. Vacancies of unexpired terms shall be filled by appointment by a majority of the remaining Board.
- (a) The President shall:**
- (i) Regularly meet with the designated school representative regarding booster activities.
 - (ii) Be the primary mediator between the organization and the administration of the school.
 - (iii) Preside at all meetings of the organization.
 - (iv) Resolve problems within the membership.
 - (v) Be the final decision in the instance of a deadlock vote.
 - (vi) Ensure that the Bylaws are followed.
 - (vii) Recruit to help keep concessions for games throughout the year.
 - (viii) Regularly meet with the treasurer of the organization to review the organization's financial position.
 - (ix) Schedule the annual audit of records or request an audit if the need should arise during the year.
 - (x) Perform any other specific duties as outlined in the Bylaws of the organization.
 - (xi) Provide a second signature on all disbursements of checks.
 - (xii) Maintain all logins and passwords along with the Vice President.

(b) The Vice-President shall:

- (i) Preside at meetings in the absence or inability of the President.
- (ii) Perform administrative functions delegated by the president.
- (iii) Perform other specific duties as outlined in the Bylaws of the organization.
- (iv) Identify key Athletic Booster Club parents for each sport.
- (v) Be responsible for targeting local business owners for annual booster sponsorships.
- (vi) Recruit to help keep concessions for games throughout the year.
- (vii) Supervise the publication of the Booster Pass which includes the display boards and all other means of advertising.
- (viii) Maintain all logins and passwords along with the President.

(c) The Secretary shall:

- (i) Report on any recommendations made by the Board.
- (ii) Maintain the records of the minutes, approved Bylaws, and any standing committee rules, current membership, and committee listing.
- (iii) Record all business transacted at each meeting.
- (iv) Conduct and report on all correspondence on behalf of the organization.
- (v) Perform any other specific duties as outlined in the Bylaws of the organization.
- (vi) Maintain membership emails for monthly communications.
- (vii) Maintain a current list of all coaches' contact information.

(d) The Treasurer shall:

- (i) Serve as chairperson of the Budget and Finance Committee.
- (ii) Issue a receipt for all monies received and deposit said amounts on a weekly basis.
- (iii) Present a current financial report to the general membership within thirty days of the previous month end.
- (iv) Maintain all monthly financial statements on the website, available to all membership.
- (v) Maintain an accurate and detailed account of all monies received and disbursed.
- (vi) Reconcile all bank statements as received and resolve any discrepancies with the bank immediately.
- (vii) File sales tax reports as required by the comptroller's office (monthly, quarterly, or annually).
- (viii) File annual IRS form 990 in a timely manner.
- (ix) Submit records to Audit Committee appointed by the organization upon request or at the end of the year.
- (x) Perform any other specific duties as outlined in the Bylaws of the organization.

(e) Archer Lodge Representatives - 1 person will be selected from the Archer Lodge Middle School area.

(f) Riverwood Representatives - 1 person will be selected from the Riverwood Middle School area.

(g) At-Large- 1 person will be selected in an at-large role so that voting will not result in a tie due to an even number of Directors.

Section 5. Board of Directors Term. President, Vice President, Secretary, and Treasurer shall serve a term of two years or until a successor has been duly elected or appointed. All others shall be a term of one year. There will be no term limit for each position held.

Section 6. Notice. Notice of any special meeting of the Board of Directors shall be given electronically at least two days prior to the meeting date.

Section 7. Quorum. A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a quorum of the Directors is present at said meeting, a majority of the Directors present may adjourn the meeting without further notice. The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

Section 8. Voting. Each qualified family, as described in Article III of these Bylaws, or qualified individual, shall have the right to cast one vote on any matter at any particular meeting. The decision of a majority of the voting members present at a meeting at which a quorum is established will be binding on the organization, unless the provisions of these Bylaws require a great vote. The minimum voting age is 19.

Article V. Activities

Section 1. To hold fundraising activities to raise money for the advancement of the athletic program at CHHS, which includes the sale and promotion of all Athletic Booster Club apparel for each individual sport and general apparel for non-student athletes.

Section 2. To sponsor a student-athlete recognition program.

Section 3. To sponsor an annual membership drive.

Section 4. To receive scholarship funds from sponsorship families for the Male and Female Athlete of the Year Awards and present those funds to the winners at the Spring Athletic Award Ceremony.

Section 5. To put forth a slate of nominations for the Eddie Driver Presidential Award to be presented at the Spring Athletic Award Ceremony.

Article VI. General Provisions

Section 1. Fiscal Year. The fiscal year of this organization shall be July 1 through June 30 of the following calendar year.

Section 2. Operating Funds. Operating funds shall be maintained in a general fund and an accounting of such funds shall be presented at all meetings. Any uniform purchases made through a contract do not require bids. Any expense in an amount that exceeds \$1,000 shall require three separate bids. Invoices must be present before payment is to be issued. All invoices above \$1,000 must be approved by the Athletic Director and the Board of Directors of the Corinth Holders High School Athletic Booster club. Any check disbursements in any amount requires two signatures.

Section 3. Annual Statement. The Board of Directors shall present at each annual meeting, or when called by vote of the members at any meeting, a full and clear statement of the condition of the organization.

Section 4. Group Exemption. This nonprofit organization will qualify as a tax-exempt organization under the provisions of Section 501(c)(3) of the Internal Revenue code and its Regulations as they now exist or as they may be amended.

Article VII. Designated Funds

Section 1. Designated Funds. Defined as the earned funds available to each individual sport throughout the fiscal year of July 1 to June 30. Funds not utilized will be carried over to the next fiscal year.

Section 2. Expenses.

(a) Approvals:

- (i) All expenses must be approved by the Athletic Director or Board of Directors if the Athletic Director is not available. For any Athletic Director coached sports, approval is by Assistant AD or Board of Directors if Assistant AD is not available.
- (ii) Any expense over \$1000 must have three separate quotes turned in with check request form.
- (iii) **Team Meals and Game Day Nutrition:** If a seasonal agreement is made between a Head Coach and the Athletic Director, these expenses do not have to be approved on a weekly basis.
- (iv) **Reimbursable Items:** When a coach purchases items in advance, the same guidelines for approval must be followed to be reimbursed.

Section 3. Invoices. All items must be received in-house and invoice received before payment is made. Payment will not be made based on quote.

Section 4. Negative Funds. If any sport's designated fund goes negative, they may not request any funds from the Booster Club until good faith is shown that their fund will be brought current, by fundraising, Sponsorship, or concession coverage.

Article VIII. Committees

The Board of Directors can formulate committees on an as needed basis as voted on by the board. Each Committee shall consist of one Chair and additional members as needed. Examples of these committees are:

Nominating Committee. Meet to receive nominations for the elected offices of the organization and to prepare a slate of nominees and a ballot for the election of Directors and Officers (Article IV, Sections 4&6).

Awards/Scholarship Committee. Responsible for organizing and coordinating the planning and implementation of all activities associated with the awards ceremonies. Responsible for coordinating the scholarship application and selection process.

Fundraising Committee. Responsible for developing and managing fundraising projects.

Budget & Finance Committee. Responsible for setting annual budget and annual sponsorship pricing.

Membership Committee. Distribute membership information and coordinate membership drives in the form of Booster Passes.

Sponsorship Committee. Responsible for targeting local business owners for corporate sponsors. Sponsorship pricing will be determined annually by the Corinth Holders High School Athletic Booster Club. Corporate sponsors will be entitled to signage on Corinth Holders High School based on the sponsorship level purchased. Benefits for corporate sponsors will be as described on the current Corinth Holders High School Athletic Booster Club Membership form.

Concessions Committee. Responsible for scheduling personnel to run the concessions and ensuring that all supplies are available for the successful operation of the concession stands throughout all sports facilities and seasons.

Apparel Committee. Responsible for merchandise orders and coordinating the selling of apparel. Responsible for making sure that apparel is ordered in a timely manner to be available.

Hall of Fame Committee. Responsible for setting criteria for the Hall of Fame nominees and voting.

Media Committee. Responsible for managing and maintaining all social media accounts and public information.

Section 1. Compensation. No Committee Chair will receive compensation for any service he or she may render to the organization beyond a Family Booster 4-Pack of the current fiscal year. Committee Chairs and Committee Members may be reimbursed for actual expenses incurred in the performance of their duties.

Article IX. Review/Amendments

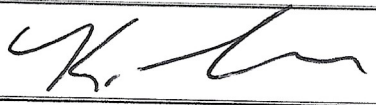
Section 1. Review of Bylaws. Bylaws will be reviewed as needed, to ensure compliance, and recorded in the minutes.

Section 2. Amendment to Bylaws. The Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a majority of the Board of Directors and members of the Booster Club, provided that such alterations, amendments, or proposed substitute Bylaws have been read or distributed to all Directors and Members present at the previous regular meeting or such action may be made at a special meeting held at least ten days after the regular meeting at which the reading or distribution was made.

Section 3. Amendments to the Articles of Incorporation. The Board of Directors shall adopt a resolution setting forth any proposed amendment of the Articles of Incorporation, which, if approved by a majority of the Directors and Members, shall be again submitted for a vote at the next regular meeting of the Directors and Members.

CERTIFICATE OF SECRETARY

I certify that I am the duly elected and acting secretary of the Corinth Holders High School Athletic Booster Club and these Bylaws constitute the corporation's Bylaws. The Bylaws were duly adopted at a meeting of the Board of Directors held on



Secretary of the Corporation

05/15/2025
Date

Revised: 6/26/2018

Revised: 5/5/2025