

**Bylaws**  
**Corinth Holders High School Pirate Club**  
**(A Nonprofit Corporation)**

**Article I: Name and Location**

**Section 1.** The name of the organization shall be Corinth Holders High School Pirate Club, 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 1<sup>st</sup> 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 Corinth Holders High School (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 Corinth Holders High School (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 Corinth Holders High School 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. Membership Cards will go on sale at the beginning of the school year. The membership shall entitle eligible members one vote per family (Article IV, Section 10) at all meetings and the right to purchase athletic season passes. The sale of membership and athletic season passes shall be conducted by the members of the Corinth Holders High School Athletic Booster Club and school staff.

**Section 4. Corporate Sponsors.** President and Vice-President will be responsible for targeting local business owners for corporate sponsors. Donation amount 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 Sporting Facilities including fencing, internal walls of the football stadium, etc.. Benefits for corporate sponsors will be as described on the current Corinth Holders High School Athletic Booster Club Membership form.

**Section 5. 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 and Officers**

**Section 1. Qualifications.** Any member in good standing is eligible to serve on the Board of Directors.

**Section 2. Powers.** The Board and Officers 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 or Officer shall receive compensation for any service he or she may render to the organization. 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. Vacancies of unexpired terms shall be filled by appointment by a majority of the remaining Board.

**a. The President shall:**

- Regularly meet with the designated school representative regarding booster activities;
- Be the primary mediator between the organization and the administration of the school;
- Preside at all meetings of the organization;
- Resolve problems in the membership;
- Be the final decision in the instance of a dead-lock vote;
- Insure that the Bylaws are followed;
- Recruit to help keep concessions for games throughout the year;
- Regularly meet with the treasurer of the organization to review the organization's financial position;
- Schedule annual audit of records or request an audit if the need should arise during the year;
- Be responsible for targeting local business owners for annual booster sponsorships;
- Perform any other specific duties as outlined in the Bylaws of the organization;
- Keep supplies ordered and available for all games and events;
- Provide a second signature on all disbursements of checks.

**b. The Vice-President shall:**

- Preside at meetings in the absence or inability of the President;
- Perform administrative functions delegated by the President;
- Perform other specific duties as outlined in the Bylaws of the organization;
- Identify key Athletic Booster Club parents for each sport
- Be responsible for targeting local business owners for annual booster sponsorships;
- Recruit to help keep concessions for games throughout the year;
- Supervise the publication of the Booster Pass which includes the display boards and all other means of advertisement;
- Supervise the purchase and sale of all Athletic Booster Club apparel for each individual sport and general apparel for non-student athlete apparel;
- Keep supplies ordered and available for all games and events.

**c. The Secretary shall:**

- Report on any recommendations made by the Board;
- Maintain the records of the minutes, approved Bylaws, and any standing committee rules, current membership, and committee listings;
- Record all business transacted at each meeting;
- Conduct and report on all correspondence on behalf of the organization;
- Perform any other specific duties as outlined in the Bylaws of the organization.

**d. The Treasurer shall:**

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

**Section 5. Board of Directors Term.** Each elected Board Member shall serve a term of two years or until a successor has been duly elected or appointed. There will be no term limit for each position held.

**Section 6. Officers.** Officers 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 Officers and the floor will also be open for nominations. The Officers will be elected by simple majority of the membership present. Vacancies of Officers of unexpired terms shall be filled by appointment by a majority of the remaining Board and Officers. The Officers are as follows:

- a. Archer Lodge Representatives** – 2 people will be selected from the Archer Lodge Middle School area
- b. Riverwood Representatives** – 2 people will be selected from the Riverwood Middle School area
- c. 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 Board and Officers.

**Section 7. Officers Term.** Each elected officer shall serve a term of one year or until a successor has been duly elected or appointed. There will be no term limit for each position held.

**Section 8. 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 9. Quorum.** A majority of the Board of Directors and Officers shall constitute a quorum for the transaction of business at any meeting of the Board and Officers; but if less than a quorum of the Directors and Officers is present at said meeting, a majority of the Directors and Officers present may adjourn the meeting from time to time without further notice. The act of a majority of the Directors and Officers present at a meeting at which a quorum is present shall be the act of the Board of Directors and Officers.

**Section 10. Voting.** Each qualified family, as described in Article 3 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 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 Corinth Holders High School, 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 \$1000 shall require three separate bids. Invoices must be present before payment is to be issued. All invoices must be approved by the Athletic Director, Principal, and the President of the Corinth Holders High School Athletic Booster Club. Any check disbursements in any amount requires two signatures.

**Section 3. Annual Statement.** The Directors and Officers 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: Committees**

The Board of Directors and Officers can formulate committees on an as needed basis. 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 Committee.** Responsible for organizing and coordinating the planning and implementation of all activities associated with the awards ceremonies.

**Fundraising Committee.** Responsible for developing and managing fundraising projects.

**Membership Committee.** Distribute membership information and coordinate membership drive.

**Scholarship Committee.** Responsible for coordinating the scholarship application and selection process.

**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.

**Apparel Committee.** Responsible for merchandise orders and coordinating the selling of apparel.

#### **Article VIII: Review/Amendments**

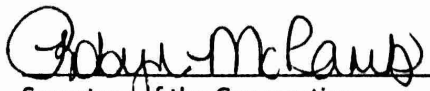
**Section 1. Review of Bylaws.** Bylaws will be reviewed annually, at a minimum, to ensure compliance. Review will be recorded in the minutes.

**Section 2. Amendment to Bylaws.** The Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a majority of the Directors and Officers, provided that such alterations, amendments, or proposed substitute Bylaws have been read or distributed to all Directors and Officers 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 Directors and Officers shall adopt a resolution setting forth any proposed amendment of the Articles of Incorporation, which, if approved by a majority of the Directors and Officers, shall be again submitted for a vote at the next regular meeting of the Directors and Officers.

#### **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 and Officers held on June 26, 2018.

  
Secretary of the Corporation

7.11.2018  
Date