

ALBEMARLE HIGH SCHOOL CREW BOOSTERS, INC.

BY-LAWS

Revised 11/20/14, 02/27/2018, 8/20/2020

Article I. Name and Object

Section 1. This organization shall be called the Albemarle High School Crew Boosters, Inc. (AHSCB) and shall function as a corporation not for profit.

Section 2. The purpose of this organization shall be to manage all team assets and to provide financial assistance and encouragement in cooperation with the public school officials of the County of Albemarle for the support and promotion of the Albemarle High School Crew Team. The AHSCB will provide liaison to the Rivanna Rowing Club, Virginia Rowing Association, and the Virginia Scholastic Rowing Association (VASRA).

Article II. Interpretation of Rules

Section 1. Interpretation of all rules and regulations in the By-Laws as adopted shall be decided by the AHSCB Board of Directors. The business of this organization shall be conducted in such manner as to meet the requirements of Section 501(c) (3) of the Internal Revenue Code of 1986.

Article III. Membership

Section 1. Membership in AHSCB offers the right of two votes per rower athlete at general meetings and the right to hold an office if elected to the Board of Directors. When a rower registers for the team, each of his/her parents or guardians will immediately be recognized as members of the AHSCB and will remain members until their rower leaves the team.

Section 2. The Board of Directors may unanimously vote to allow membership to the AHSCB or Board to any person who has expressed or demonstrated an interest in the welfare of the Albemarle High School Crew Team and who has agreed to support this organization and to abide by the provisions of the By-Laws and decisions of the Board of Directors.

Section 3. The AHSCB Board of Directors has the authority, by quorum vote, to deny membership to the AHSCB or the Board of Directors or to remove from active membership any person who is not directly affiliated with Albemarle High School or who does not abide by the provisions of the By-Laws and decisions of the officers.

Section 4. No member of the AHSCB may contact the school officials or student body on the behalf of AHSCB without authority of the Board of Directors.

Article IV. Initiation Fees and Dues

Section 1. Dues are not required.

Article V. Officers

Section 1. The AHSCB Board of Directors shall be elected at the conclusion of the Spring Season. The Board of Directors will be elected by the outgoing Board from the Active AHSCB Membership and shall consist of the President, Vice-President, Treasurer, Secretary and AHS Crew Head Coach. Directors shall serve a one-year, renewable, term from July 1 to June 30 of each year.

Section 2. No more than four (4) At-Large Officers are allowed upon approval by a majority vote of the Board of Directors, and will have voting rights while in office. At-Large BoD Officers shall be appointed by the BoD at the conclusion of the Spring Crew Season for the same term as the other Officers.

Section 3. The President shall preside at all meetings of the AHSCB and of the Board of Directors. He/she shall appoint all committees and shall be an ex-officio member of the same.

Section 4. The Vice-President shall assist the President in the discharge of his/her duties and, in the absence of the President, shall officiate in his/her stead.

Section 5. The Secretary or his/her representative shall keep a complete journal of the proceedings of all meetings of the Board of Directors and the AHSCB. He/she shall issue, by e-mail, notices of all regular and special meetings. He/she shall maintain an AHSCB membership roster including telephone numbers and e-mail addresses. He/she shall also make e-mail addresses known to the team e-mail group administrator. A Registration committee may be appointed by the President to assist with membership duties of the Secretary.

Section 6. The Treasurer shall collect all money due the AHSCB and bank and disburse the same for all legal debts of the AHSCB. He/she shall keep an exact and minute account of all receipts and expenditures, recording the individual names connected therewith. He/she shall make a written quarterly report and, at the end of the term, a written report which shall reflect the financial condition of the AHSCB. The Annual Accounting Period shall be July 1st to June 30th.

Section 7. Vacancies on the Board of Directors shall be filled as soon as possible following their occurrence. The Board of Directors will elect temporary replacement members. At-Large Officer vacancies may be filled as needed.

Section 8. A quorum, consisting of the President or Vice President and two other elected directors, is required in order for the Board of Directors to conduct business. A simple majority vote of the authorized voting members is required for Board of Directors' approval authority. Authorized voting members are the elected Directors. Directors and Officers who hold more than one Board position will not have more than one vote. Follow-up and completion of BoD business may be conducted, discussed and ratified by email of record, as per procedures outlined (Art V., sec 8).

Section 9. Team captains shall be appointed at the discretion of the head coach(es), and may participate in Board of Directors meetings as representatives of the team.

Article VI. Meetings

Section 1. AHSCB shall hold an annual beginning-of-the-spring crew season general meeting for the purpose of ratifying the Board of Directors and the annual budget. This meeting shall be held before March 15th of each year. The Board of Directors is empowered to alter this schedule when conflicts and contingencies so warrant. Additional general AHSCB meetings may be called by the President as needed.

Section 2. A special general meeting of the AHSCB may be called by the President upon written request of three active members.

Section 3._ A quorum of the members for a general meeting of the AHSCB is considered to be fifty percent of the active membership. At least two members of the Board of Directors are required in the fifty percent to constitute a quorum.

Section 4. The Board of Directors shall meet once each fall, winter and spring during the crew season / academic calendar year. This schedule may be altered when conflicts and contingencies so warrant.

Section 5. A special Board of Directors meeting may be called by the President as needed.

Article VII. Order of Business – Rules

Section 1. At all Board of Director meetings, except special meetings, the order of business shall be as follows.

- a. Roll call of members to establish a quorum
- b. Reading and adoption of the minutes
- c. Reading of the Treasurer's report
- d. Reports of officers and committees, as appropriate
- e. Unfinished business
- f. New Business

Section 2. The order of business may be changed at any meeting by majority consent.

Section 3. Each members of the AHSCB present at any general meeting may cast one vote on each question. A simple majority shall decide any question brought before the meeting attendees.

Article VIII. Committees

Section 1. All committees shall be temporary and appointed by the President, who may delegate, if he/ she desires, the privilege of selecting the members of any committee to the Chairman thereof.

Article IX. Budget and Disbursements

Section 1. Each year, at the beginning-of-spring season general AHSCB membership meeting, there shall be submitted to the membership a budget, approved by the Board of Directors, setting forth cash on hand and in banks, anticipated receipts, and actual and anticipated disbursements during the current fiscal year (July through the following June). All members are invited to make comments or request additional information on any disbursements.

This budget shall have been approved by the AHSCB BoD at their fall meeting and this approval shall constitute full authority for the Treasurer to make disbursements out of AHSCB funds in his/her hands for items in the budget. Disbursements for an item included, but to an amount in excess of the budget, or for items not in the budget shall be made only upon specific approval of the Board of Directors, and each such disbursement shall be reported to the membership at the next general meeting.

Article X. Amendments

Section 1. No alterations or amendments of the By-Laws shall be made except at a general meeting of the AHSCB, at which a quorum is present and two-thirds of those present vote in favor of same. All amendments must be submitted via e-mail to the general AHSCB membership at least two weeks previous to the meeting at which final action is to be taken.

Section 2. As long as the organization enjoys tax exemption privileges under Section 501 (c) (3) of the Internal Revenue Code of 1986, no substantive change shall be made in Section 2 of Article I defining the purpose of the Albemarle High School Crew Boosters.

Article XI. Disposition of Assets

Section 1. In the event of cessation of public school rowing activities or the dissolution of the Albemarle High School Crew Boosters, Inc., outstanding obligations will be met from assets on hand at the time of such dissolution. Any assets remaining after satisfaction of such obligation owed by the Albemarle High School Crew Boosters, Inc. will be made available to Albemarle County school authorities or to other rowing organizations eligible for tax-exempt status under Section 501 (c) (3) of the Internal Revenue Code of 1986.

Article XII. Effective Date

Section 1. These By-Laws and all amendments thereto shall become effective immediately following their adoption.