



**Sardis High School Football  
Lion Booster Club  
By Laws**

**Adopted: 2024**

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## **Article 1: Name, Location and Mission**

### **SECTION 1. NAME**

The name of this organization shall be The Lion Booster Club, hereinafter referred to as the “LBC”.

### **SECTION 2. THE LOCATION**

Sardis High School  
1420 Church Street  
Sardis City, AL 35956  
Email: PromotethePride@yahoo.com  
All meetings will be held on school property.

### **SECTION 3. THE MISSION**

Our mission is to foster excellence, sportsmanship, and camaraderie among our student-athletes, coaches, parents, and community. We are dedicated to supporting the football program at Sardis High School by providing resources, encouragement, and opportunities for growth both on and off the field.

Our goal is to have involvement from alumni, current students, future students, family members, friends and community because together we can accomplish more.

## **Article 2: Memberships and Coaches**

### **MEMBERSHIPS**

#### **SECTION 1.**

The opportunity to become a member in this organization is extended to all parents or guardians of students enrolled in the football program as well as to all parties interested in the mission, purpose and objectives of the LBC as set forth in these by laws.

#### **SECTION 2.**

Membership is open to all who are willing to assist in achieving the objective of the LBC. Annual dues, which will be established by the LBC each year, shall be a requirement of membership. Dues for 2024 are \$50 per person.

#### **SECTION 3.**

The membership year shall be from March 1st through the last day of February. After August 1st memberships can not be obtained and will have to wait until the following year to become a member.

#### **SECTION 4.**

Members are encouraged to attend all meetings. Attendance will be counted. To be eligible to vote the member is required to attend two consecutive meetings.

## SECTION 5.

Members are also encouraged to volunteer for events during their term of membership. There will be ample opportunities through the membership to help alongside other members, parents, coaches and players.

## SECTION 6.

Failure to uphold the obligations of the membership can result in termination of the current term. Members are held to a higher standard and need to set an example by showing our hardwork and dedication to our team and community.

## **COACHES**

### SECTION 1.

The LBC encourages football coaches for Sardis High School to take advantage of every opportunity to work with the LBC to meet the objectives of the program, including, but not limited to the many fundraising projects supported by the LBC. The more the coaches become involved in the projects of the LBC, the stronger the football program and kids will become.

## **Article 3: Officers and Duties**

### **OFFICERS**

All officers, chairpersons of committees and class representatives shall be members of the LBC and serve strictly on a voluntary basis and shall not receive any compensation for their services as such. All Officers should prioritize working with the coaching staff to insure the betterment of the program the top priority.

LIST OF OFFICERS-LBC shall consist of the following:

President

Vice President

Treasurer

Secretary

Director of Fundraising and Sponsorship

#### **SECTION 1.**

Each officer shall be a member of the LBC. Each elected officer shall serve as a member of the Board of Directors.

#### **SECTION 2.**

Officers shall be elected for a term of one calendar year by ballot at the election meeting. However, if there is but one nominee for an office, election for that office may be made by voice vote.

#### **SECTION 3.**

Officers shall assume their official duties on January 1 and shall serve a term of one year or until their successors are elected.

#### SECTION 4. President

- A.) Shall preside at all meetings of the LBC and regulate discussion.
- B.) Shall have general supervision of the LBC and attend to its executive matters.
- C.) Will have the authority to sign all purchase orders and other financial obligations of the LBC as established under the Financial section of Bylaws.
- D.) Review all new projects.
- E.) Be authorized to sign all bank accounts.
- F.) Review all purchases with the Treasure to ensure all purchases and monies are accounted for.
- G.) Perform all duties as may be prescribed in the Bylaws or assigned by the organization.
- H.) Will assist the Vice President in maintaining football facilities which include but are not limited to the Stadium, Stadium Field, Practice Field and Field House.
- I.) Withhold great communications with the members, coaching staff and principle so that the needs of Sardis Football High Program are met.

#### SECTION 5. Vice President

- A.) Shall at the discretion of the President fill any vacancy that occurs on the Board during the term.
- B.) Upon the absence of the President, the Vice President shall act in the President's full capacity.
- C.) Shall provide support to the President.
- D.) Shall in the absence of the President, preside at all meetings of the LBC membership and regulate discussion.
- E.) Perform such other duties as may be prescribed in these bylaws or assigned by the organization.
- F.) The VP will assist the President in maintaining football facilities which include but are not limited to the Stadium, Stadium Field, Practice Field and Field House.

## SECTION 6. Treasurer

- A.) Shall coordinate the collection and receipt of all monies of the LBC with the appropriate school personnel. In accordance with the school policies, the Treasurer shall approve all purchase orders issued on behalf of the LBC, approve all invoices to be paid on behalf of the LBC, and review any financial transactions on the behalf of the LBC with the appropriate school personnel, including but not limited to, the bookkeeper and principal.
- B.) Shall provide financial reports at each regular meeting of the Board of Directors. These reports shall at a minimum, include all receipts and disbursements since the last meeting and the current balance in the account of the LBC.
- C.) Shall prepare an annual budget to be approved by the Board of Directors. The budget shall be provided to the school for inclusion into the school's annual budget.
- D.) Be authorized to sign on all LBC accounts.
- E.) Keep financial books according to the regulations explained in the financial section of the Bylaws.
- E.) Be ready to submit financial books for an audit at any time throughout the term served.
- F.) Perform such other duties as may be prescribed in these bylaws or assigned by the organization.



## SECTION 7. Secretary

- A.) Keep an accurate record (meeting minutes) of all general membership meetings and all Officer meetings of this organization.
- B.) Provide copies of minutes for Officers.
- C.) Have a current copy of the bylaws and a current list of members at all meetings.
- D.) Post meeting notices and perform other public relations functions as directed by the President or Vice-Presidents of the organization.
- E.) Perform such other duties as may be prescribed by these bylaws or assigned by the organization.

## SECTION 8. Director of Fundraising and Sponsorship

- A.) Act as the chairperson of the fundraising committee.
- B.) Shall create a combined overview of all fundraising efforts to be shared with LBC Board, football staff, fundraising approval representative at the school and principle to be used for approval of fundraising and participation.
- C.) Shall be responsible for the Director of Events.
- D.) Shall communicate and work collectively with class representatives to secure volunteers for events.
- E.) Make sure every fundraiser is approved through the Etowah County Board of Education prior to the fundraising event.
- F.) Shall maintain close communications with the football staff to ensure fundraising is meeting the financial needs of the program.
- G.) Shall have a set standard on sponsorships and prices.
- H.) Work with parents and the community on how to obtain a sponsorship by giving clear guidelines on receiving a sponsor.
- I.) Responsible for all apparel designs and sales.

## **Article 4: Committees and Class Reps**

### COMMITTEES

The President shall have the power to appoint special committees subject to the approval of the Officers.

#### SECTION 1. Board of Directors

- A.) The Board of Directors shall manage the affairs of the LBC.
- B.) The Board of Directors consist of: The Principal for Sardis High School and the Head Football Coach
- C.) They shall be invited to attend meetings in an advisory capacity and at no time will they individually or collectively have control over the organization or participate in a vote regarding those activities of the organization.

#### SECTION 2. Nominating Committee

- A.) The nomination committee consists of three voting members of the LBC, who are appointed by the President and the current Head Coach.
- B.) The three voting members are subject to majority approval by the officers, no later than 15 days after the election of the President occurs.
- C.) Only those persons who are members and who have signified their consent to serve if elected shall be nominated or elected to such office.

#### SECTION 4. Budget/Auditing Committee

- A.) The budget committee shall include the President, Vice-President, Director of Fundraising and Sponsorship and the Treasurer, along with two voting LBC members.
- B.) Shall have clear communication with the officers, Head Coach and Principle about all fundings and updates needed.
- C.) Keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks.

#### SECTION 5. Executive Committee

- A.) The Executive Committee shall consist of the following officers: President and any three elected officers, as selected by the President.
- B.) PURPOSE AND AUTHORITY. To allow for the uninterrupted and efficient operation of the organization and Executive Committee shall exist and have authority, in the period between regularly scheduled Board meetings, to act and make decisions for the board so long as the following conditions are met:
  - The Executive Committee shall act on issues which cannot or should not reasonably wait for the next regularly scheduled board meeting.
  - Decisions of the Executive Committee require three affirmative votes.
  - No decision may be made that violates neither the spirit nor specifics of the By-Laws.
  - No decision may be made that violates, adds to, deletes from or modifies in any way the By-Laws.
  - No decisions may be made that are illegal, unethical or immoral.
  - No decisions can be made if the need of funds is more than \$1000.
  - All decisions and actions of the Executive Committee must be reported at the next regularly scheduled Board Meeting by the President.

## CLASS REPS AND DIRECTOR OF EVENTS

### SECTION 1. Director of Events

- A.) Shall work with the Director of Fundraising, class representatives and coaching staff to help facilitate all events.
- B.) Shall provide sign up sheets and recruit help for events.
- C.) Upcoming events include but are not limited to: Mom's Morning, Dad's Night, Youth Camp, Picture Day, Meals for Team, Meals for Coaches, Homecoming, Senior Night, Meet the Lions, Home Game festivities, Tent Apparel, Little Lions Club.
- E.) Shall have good communication with the Treasure about the monies needed to fund these events.
- F.) Shall provide details of each event which would include but not limited to: the number of volunteers needed, number of people attending, things needed for these events at least 4 weeks prior to the event.

### SECTION 2. Class representatives: Two per grade.

- A.) Shall be responsible for facilitating relationships with families in the class they have chosen to represent.
- B.) Shall be responsible for assisting with solicitation of membership of the representing class.
- C.) Will assist the Board volunteer chairpersons in recruiting volunteers from representing class as needed.
- D.) Will make recommendations to the Board on matters relating to their representing class.
- F.) Shall report to the Director of Events and Director of Fundraising.
- G.) Shall help plan specific events which will be delegated by the Director of Events.

## **Article 5: Election of Officers**

### SECTION 1. Nominating an Officer

- A.) A written or electronic notice shall be sent to each member of the LBC at least seven days prior to the election date.
- B.) Nominees can be sent in two weeks after the current football season has ended via email to [promotethepride@yahoo.com](mailto:promotethepride@yahoo.com).
- C.) Election Date will be determined by the Board of Directors but will be no later than December 20th of that current year.
- D.) The nominee has to be in good standing with the LBC, Principle and Head Coach.
- E.) The nominee can not be a parent of an upcoming senior.
- F.) Any member wishing to be elected/nominated for a position must show a willingness to work through but not limited to: Volunteering( at least 2 events) and fundraising to the amount of \$500.
- G.) The nominee has to be willing to accept the position he/she was nominated for.
- H.) The nominee has to be a LBC member.

### SECTION 2.

A simple majority of the members present, and voting shall be required for election. If on the first ballot, a majority of those voting is not obtained by a nominee, there will be a runoff between the two nominees receiving the highest number of votes on the first ballot. The nominee receiving the highest number of votes in the runoff shall be elected.

### SECTION 3.

In the case of someone being nominated from the floor. The Board of Directors will ensure that the nominee meets the criteria of SECTION 1. If so, the nominee will be placed on the ballot to vote.

#### Section 4. Vacancies

A.) In case of a vacancy in the office of the President, the Vice-President of Operations shall ascend to the Presidency.

B.) A vacancy occurring in any other elected office shall be filled for the remainder of the term by a person elected by a majority vote of the officers, notice of such election having been given.

#### Section 5.

By a majority vote of the LBC officers, an Officer or chairman may be removed from office for failure to perform duties or for conduct (either word or deed) which is damaging to the stated purposes of the LBC or the football program.

## **Article 6: Meetings**

All members are strongly encouraged to attend every meeting. You are a vital part of the LBC.

### SECTION 1. Scheduling of Meetings

- A.) The Board of Directors shall schedule regular meetings.
- B.) Members will be notified of these meetings via email or LBC social media platforms.

### SECTION 2. Regulation of Meetings

- A.) All meetings will be recorded by the secretary and minutes will be posted to the website within two weeks.
- B.) Attendance will be taken by a sign in sheet which will be present at every meeting.
- C.) Attendance will be recorded by the Secretary and included into the minutes.

### SECTION 3. Requests for Special Meetings

- A.) Special meetings may be called by the President or by any Officers, or may be requested by any member of the organization.
- B.) A member request must be submitted via to the President and the Secretary of the LBC at least 5 days prior to the requested meeting date. The request must state the intended purpose of the special meeting.

## **Article 7: Procedures**

### SECTION 1.

A quorum of 50% of current LBC Officers must be present at meetings in order for any official LBC business to be conducted.

### SECTION 2.

A quorum of 3 of the Executive Committee Members must be present at the meeting in order for any official LBC business to be conducted.

### SECTION 3.

Only a LBC Officer may make a motion to be voted on by the Board, and only a LBC Officer may vote on a motion presented to the Board.

### SECTION 4.

All LBC Officers in good standing are eligible to vote on any official matter brought before the Board.

SECTION 5. The act of a majority of Board members at any meeting of the Board shall constitute action by the Board of Directors, provided a quorum of Board Members are in attendance.

SECTION 6. "Roberts Rule of Order – Newly Revised" shall govern the association whenever applicable.



## **Article 8: Financial**

### SECTION 1.

All monies collected by and for the LBC shall be for the express purpose of supporting the football program for Sardis High School.

### SECTION 2.

The President, Principal, and the Etowah County Board of Education shall approve all purchase orders and other financial obligations of the LBC.

### SECTION 3.

A.) The LBC is responsible for contributing many thousands of dollars annually to Sardis High School Football Program to meet the needs that otherwise could not have been available from normal football budgets.

B.) Contributions from the LBC are to be expended in areas including, but not limited to the following: improvements of the football facilities at Sardis High School, Reconditioning of football equipment, Uniforms or warm-ups not provided via normal Athletic Department budgets, Participant award for football players participating in the program of Sardis High School, many events such as Youth Camps, 7 on 7, Mom's Morning, Meals ect.

### SECTION 4.

A.) The LBC will abide by the rules and guidelines set forth by Sardis Schools BOE regarding cash receipts and disbursements for support organizations.

B.) All monies collected will be remitted to Sardis High School to be placed in a fiduciary account for the benefit of the LBC. Such funds and activity shall be included in the Sardis High School financial records under the fiduciary control of the school's principal.

C.) Each member has the right to a financial report and or request for an audit.

## **Article 9: Amendments**

These bylaws may be amended by first presenting the proposed amendment(s) to the LBC Officers. The proposed amendment(s) must be approved by a majority of the Officers before it can be forwarded to the general membership. Having received the approval of the Officers, a copy of the proposed amendment(s) may then be introduced at a general membership meeting or be distributed to the membership thirty (30) days prior to the meeting at which the proposed amendment(s) is to be voted upon. The bylaws may be amended by a majority vote of members present.