

Constitution

Lexington High School Wildcat Athletic Booster Club

Article I

Name

The name of this organization shall be the "Lexington High School Wildcat Athletic Booster Club."

Article II

Objective

The purpose of this organization shall be to actively promote and support all phases of Lexington High School with emphasis on athletic programs.

Article III

Membership

Membership is by category which shall be determined annually by the Board of Directors. Membership categories are to be determined by the level of contribution. Memberships are annual, running from August 1 to July 31.

Article IV

Board of Directors

Section 1 The Board of Directors of the Club shall be the Athletic Director, the High School Principal, and not less than twelve board members who shall be nominated from Club membership. The High School Principal and Athletic Director shall serve in an advisory capacity and shall be non-voting.

Section 2 Each board member will be elected to a one year term, with new board members being elected each year as necessary.

- Section 3 Vacancies on the Board of Directors may be filled for the unexpired term by the Board of Directors.
- Section 4 Board members are expected to participate in all activities of the club during the club year.
- Section 5 Board Members are expected to be a current paying member of the Lexington Wildcat Athletic Booster Club.
- Section 6 Board members are expected to attend all Board Meetings. Missing 4 Board Meetings in a row would constitute removal from the Board.

Article V
Offices and Duties

- Section 1 The offices of this organization shall be President, three (3) Vice Presidents, Recording Secretary, Treasurer, and Assistant Treasurer.
- Section 2 President. The President shall:
- a. Preside at all meetings of this organization.
 - b. Preside at all meetings of the Board of Directors.
 - c. Report to the general membership any action taken by the Board of Directors.
 - d. Sign checks in the absence of the Treasurer and or Assistant Treasurer.
 - e. Serve as Ex-Officio, a member without vote, of all committees except nomination committees.
 - f. Present an outline of activities for the coming year at the September meeting of this organization.
 - g. Schedule meetings of the organization.
 - h. Turn all papers and reports in his/her possession over to his/her successor at the termination of his/her term.
- Section 3 Immediate Past President. The Immediate Past President shall:
- a. Assist the incoming President with any and all questions to make a smooth transition.

- Section 4 Vice President. The Vice President shall:
- a. Act as designated by the President or Board of Directors, assume all duties of the President in his/her absence.
 - b. Be responsible for the coordination of activities in fund raising, membership, program ads, and special events.
 - c. Turn in all papers and reports in his/her possession over to his/her successor at the end of his/her term.

- Section 5 Recording Secretary. The Recording Secretary shall:
- a. Keep accurate records of all current and past minutes of all meetings of this organization and the Board of Directors.
 - b. Provide to the President and Board of Directors a copy of the current minutes by the next scheduled meeting.
 - c. Maintain a complete membership roll of voting and non-voting members.
 - d. Notify the Board of Directors of all special called meetings.
 - e. Notify the general membership of the meetings.
 - f. Turn all papers and reports in his/her possession over to his/her successor at the termination of his/her term.

- Section 6 Treasurer. The Treasurer shall:
- a. Receive all dues and funds of this organization with all such funds to be deposited in a financial institution approved by the Executive Board.
 - b. Pay all bills with proper authorization and documentation.
 - c. Keep accurate account of all income and disbursements.
 - d. Close all books by June 15 of each year and turn over for a full financial audit, with such auditor to be determined by the Board of Directors.
 - e. Be bonded in an amount to be determined by the Executive Board at the expense of the organization.
 - f. Sign all checks.
 - g. Present a financial report at all meetings.
 - h. Turn all papers, checks, and reports in his/her possession over to his/her successor at the termination of his/her term.

- Section 7 Assistant Treasurer. The Assistant Treasurer shall:
- a. Assume the duties of the Treasurer in his/her absence.

- b. Be responsible for all billing.
- c. Assist the Treasurer in any matter needed.
- d. Turn all papers, reports, checks in his/her possession over to his/her successor at the termination of his/her term

Section 8 Length of office for each officer and committee chairperson shall be for one year.

Section 9 Should a vacancy occur in the Office of the President, the Board of Directors shall appoint a successor. Should a vacancy occur in other offices, the President shall appoint a successor from the Board of Directors.

Section 10 The Executive Board shall be comprised of all officers plus the committees of Membership, Program Ads/Sales, and Miss Wildcat.

Section 11 Standing Committees. These shall be chaired by Board Members as are designated by the President. The committees include but are not limited to the following:

- a. Membership
- b. Wildcat Night
- c. Publicity/Communications
- d. Miss Wildcat Pageant
- e. Nominating
- f. Hall of Fame
- g. Program Ads/Sales
- h. Spirit Promotions
- i. Technology
- j. Volunteer Coordinator

Section 12 Seven members of the Board of Directors shall constitute a quorum for the transaction of business.

Section 13 The authority for the disbursement of Club funds shall be vested with and by a majority vote of the Board of Directors. All disbursements shall be made by check.

Article VI Elections

Section 1 There shall be a nominating committee of three persons appointed by the President.

Section 2 The nominating committee shall present the names of the nominees for each office and the Board of Directors at the March meeting. Nominations may also be made from the floor at the April meeting.

Section 3 Election of the Board of Directors shall be held at the April meeting. Votes shall be by written ballot and counted by the President and Recording Secretary. The Board of Directors shall appoint someone to count the ballots in the event that the President and/or Recording Secretary is nominated and/or absent.

Section 4 From the Board of Directors, the Offices of President, Vice President, Secretary, and Treasurers shall be elected by a majority vote of the Board members.

Article VII Meetings

Section 1 Scheduled meetings of the Club will be scheduled by the President and Board of Directors. Additional meetings will be scheduled at the discretion of the President and/or the Board of Directors.

Section 2 Meetings of the Executive Board shall be called at the President's request or at the request of a minimum of three members of the Board of Directors.

Article VIII

Dues

The dues for yearly membership shall be set by the Board of Directors

Article IX

Project Approval

All projects of the organization are subject to the approval of the administration of Lexington High School.

Article X

Amendments

Proposed amendments to the Constitution must be submitted to the President seven days before a scheduled meeting. Proposed amendments shall be approved by the Board of Directors and presented at the general membership meeting. A two-thirds majority of all members present and voting shall be required for adoption.

Article XI

Parliamentary Law

Robert's Rules of Order (revised) shall be parliamentary law governing this organization.

Article XII

Dissolution

In the event that, for any reason, the Lexington High School Wildcat Athletic Booster Club is dissolved, all of the Club's assets, as set forth in this Constitution, will become the property of the Lexington High School athletic program, unless that program is dissolved also, in which case the assets will become property of the Lexington School District 1.

