

**BY-LAWS OF  
PCA ATHLETIC BOOSTER CLUB**

**Article I- Name**

Section 1. This organization shall be known as the PCA Athletic Booster Club, hereafter referred to as the "Booster Club."

**Article II-Purpose**

- Section 1. The purpose of the PCA Athletic Booster Club shall be as follows:  
To support PCA athletics through an organized effort of the friends and families of Palmetto Christian Academy. We will support our athletes through corporate sponsorship drives, fund raising, attendance at games, volunteer efforts and the constant promotion of school spirit.
- Section 2. To uphold and support the mission and policies of athletics at Palmetto Christian Academy and the South Carolina Independent Schools Association.
- Section 3. To support Palmetto Christian Academy Athletics in a strategic and financially responsible manner, the Booster Club requires that Palmetto Christian Academy, through the Athletic Director and Head of Schools, provide the Booster Club with Athletic Program updates. These updates are designed to provide the Booster Club with an understanding of the short and long-term vision, to become aware of any Palmetto Christian Academy current and projected athletic budget health, and to identify areas of concern with the Athletic Program so that the Booster Club can properly develop strategies to address issues and opportunities to assist the Athletic Program. These updates shall be provided at the August and March Booster Club Meetings, or the next available Booster Club meeting, if there is a conflict.

Expenditures by the Booster Club that result from these Athletic Program updates shall be made in accordance with the purposes of the Booster Club as specified in these by-laws and shall adhere to the following priorities:

- A. The first priority shall be the purchase of uniforms for varsity teams as specified by the Athletic Director.
- B. The second priority shall be the purchase of equipment for student-athlete use as approved by a simple majority of those members present (minimum of 10 present) at the Booster Club meeting where the fund request is presented.
- C. The third priority shall be the payment or reimbursement of the operating expenses of the Booster Club.
- D. The fourth priority shall be the establishment and maintenance of an adequate reserve fund deemed appropriate by the Booster Club board.
- E. Other expenditures may be requested by members, coaches, the Athletic Director or the Head of Schools. These expenditures will be voted on at the next Booster Club meeting after they are requested. A simple majority will be needed to approve new expenditures.

**Article III-Meetings**

Section 1. The Booster Club shall meet monthly as set by the board. All Booster Club meeting dates will be set at the beginning of the school year but may be rescheduled as needed due to conflicts with school events, holiday breaks or athletic schedules at the discretion of the chairman.

## **Article IV – Membership**

- Section 1. Any alumnus or friend (individual or business entity) of Palmetto Christian Academy who has a particular interest in the athletic program and its growth may become a member of the Booster Club by contributing at one of the designated giving levels.
- Section 2. The giving levels will be reviewed annually by the Booster Club Board and any proposed adjustments will be discussed with, and must be approved by, the Booster Club prior to finalizing any changes. Memberships and Sponsorships will be effective from August 1 until July 31 the following year.
- Section 3. The Chairman may recommend denying or revoking membership for any reason not inconsistent with law or these By-laws, including but not limited to: the failure to pay membership dues or sponsorship agreement in the current year. The denial or revocation must be in writing to the member and signed by the Chairman. The member has ninety (90) days from receipt of the registered letter to appeal in writing to the Booster Club Board.

## **Article V- Officers**

- Section 1. The officers of this organization shall be: Chairman, Vice-Chairman, Secretary, and Treasurer. The Chairman, Vice-Chairman, Secretary and Treasurer shall hold terms of two (2) years. If any officer in these positions is unable to complete his or her term, the Chairman, with approval of the Booster Club Board, shall appoint an individual to fill the unexpired term. These four officers, as well as two At-Large Members will constitute the Booster Club Board, who is empowered to act on the Booster Club's behalf when action is required before the next regularly scheduled board meeting, and when a special board meeting would be impractical.
- Section 2. The Chairman shall preside at all meetings of the Booster Club; shall be a member ex-officio (non-voting) of all other committees; and shall appoint, with the approval of the Booster Club Board, all standing committee chairs and may appoint special committees as deemed necessary with the approval of the Booster Club Members. The Chairman is empowered to approve invoices associated with Booster Club expenses.
- Section 3. The Vice-Chairman shall, in the absence of the Chairman, assume his or her duties and responsibilities. The Vice-Chairman shall fill any unexpired term of the Chairman. After this term expires, the Vice-Chairman will be eligible for re-election as Chairman for a new two year term.
- Section 4. The Secretary or designee shall keep the minutes of Booster Club meetings and shall submit the minutes from these meetings to the Chairman for distribution to the Head of Schools and the Booster Club Members no later than the one week prior to the next monthly the meeting.
- Section 5. The Treasurer shall make a monthly report to the Booster Club including a statement of income and expenditures, shall maintain contact with the finance office of ECBC to obtain these amounts, shall oversee deposit of all monies, and shall work with the Chairman and the Vice-Chairman to create a budget for each school year. This budget will then be presented to the Booster Club members for simple majority approval. The Treasurer is empowered to approve invoices associated with Booster Club expenses.
- Section 6. Any officer may be subject to removal from their position if it is proven that they have acted in a way that is not consistent with the rules, regulations and mission statement of Palmetto Christian

Academy or the By-Laws of the PCA Athletic Booster Club. A 3/4 majority vote from the Booster Club Board will be required to remove an officer from his or her position.

### **Article VI- Parliamentary Authority**

Section 1. The rules contained in Robert's Rules of Order, Revised, shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with the by-laws or special rules or procedures adopted by the board.

### **Article VII- Amendments**

Section 1. These by-laws may be amended by any regular or special meeting of the board by a two thirds vote of the members present provided written or electronic notice of the proposed amendments shall have been presented to each voting member at least one week prior to the date of the meeting, subject to approval by a majority of members present at the annual meeting.

### **Article VIII-Oversight**

Section 1. The Head of Schools of Palmetto Christian Academy and the PCA Executive Board shall monitor all matters and/or transactions relating to Palmetto Christian Academy, its resources and name.

### **Article IX- Dissolution**

Section 1. Should the PCA Athletic Booster Club ever be dissolved by either voluntary or involuntary action, all funds on hand at that date of dissolution shall immediately be paid to, and become the property of Palmetto Christian Academy to be used by it to further athletic goals at PCA.

Originated:

January 2015