

Knights Club

GREENFIELD SCHOOL



Promoting the development of the total student

Mission Statement

The Knights Club is an organization of parents, alumni and friends from the Greenfield family whose purpose is to support all aspects of our athletic programs at Greenfield School through the promotion of school spirit, good sportsmanship and volunteer commitment.

BY-LAWS OF THE GREENFIELD SCHOOL ATHLETIC BOOSTER CLUB

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BY-LAWS OF THE GREENFIELD SCHOOL ATHLETIC BOOSTER CLUB

ARTICLE I – Name, Purpose and Objectives

Section 1.01 Name. The name of this organization shall be the Greenfield Knights Athletic Booster Club, commonly known as The Knights Club, hereafter referred to as the “Knights Club.”

Section 1.02 Purpose. The purpose of the Club is to promote athletics at Greenfield School in an atmosphere that is consistent with the educational philosophy of the school community.

Section 1.03 Objectives. The objectives of the Club are as follows:

- (a) Develop an organization with an active and involved membership that is concerned with the total athletic program and all of its participants regardless of sex, race, socio-economic status or chosen sports activity.
- (b) Promote school spirit and sportsmanship and encourage attendance at all Greenfield athletic events.
- (c) Encourage and support the academic endeavors of Greenfield student athletes.
- (d) Provide supplementary financial support for the various athletic activities at Greenfield.
- (e) Aid the Athletic Director and staff in organizing and staging special events and projects.
- (f) Aid and support the Athletic Department and school staff in the areas of sports promotion, publicity and program development.

Section 1.04 Non-profit Status. Notwithstanding any other provisions of these By-Laws, the Club shall carry out activities permitted by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law or by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Internal Revenue Law.

ARTICLE II – Membership and Fees

Section 2.01 Membership. There shall be two classes of membership in the Club;

1. The adult members of any household who have paid a current annual membership fee
2. Lifetime memberships

Section 2.02 Membership Fee. A non refundable membership fee, established by the Knights Club Executive Committee, shall accompany each application for membership and shall become the property of the Club.

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Section 2.03 Members Right to Privacy. Any personal information gathered or requested by the Knights Club is for the sole use of the Knights Club and will not be made available to any other organization and the HeadMaster.

ARTICLE III – Officers

Section 3.01 Officers. The officers shall consist of the Chairman, President, Vice-President, Secretary, and Athletic Director. There shall also be an elected at-large member and one chairperson of each Standing Committee.

- (a) Election/nominations. The officers and the at-large member shall be elected by a majority of the voting executive committee and presented at the Annual Business Meeting. All elected officers, at-large and standing committee chairs must be current members of the Club.
- (b) Terms of office. A term is one fiscal year, July 1 through June 30. An individual may not serve in the same elective capacity for more than three consecutive terms.
- (c) Vacancy. The President, with the approval of the Knights Club Executive Committee, shall appoint any officer vacancy, other than the Presidency. A vacancy in the office of the President shall be filled by a majority vote of the Knights Club Executive Committee at their first meeting after the vacancy occurs.

Section 3.02 Duties of Officers.

- a. Chairman: The Chairman shall:
 - 1) Be a member of the Greenfield Board of Trustees
 - 2) Direct Goals and budget performance
 - 3) Report monthly status to the Knights Club Executive Committee and The Greenfield Board of Trustees
- b. President. The President shall:
 - 1) Preside at all meetings
 - 2) Appoint standing committee chairpersons with the concurrence of the Knights Club Board
 - 3) Appoint and/or dissolve all other committees as required
 - 4) Serve as ex-officio member of all committees
 - 5) Serve as primary spokesperson for the Club
- c. Vice President. The Vice President shall perform all the duties of the President in his/her absence and shall be responsible for an annual review of the By-Laws, recommending revisions as deemed appropriate.
 - 1) Oversee annual fundraiser
 - 2) Oversee gym advertising
 - 3) Oversee celebration event for athletes

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- d. Secretary. The Secretary shall keep a record of all the proceedings of the General Membership Meetings of the Club. All minutes shall be kept in a regular bound Secretary's Book. A record of the decisions of the Knights Club Executive Committee shall be kept in the bound Secretary's Book. A summary of the decisions made in these Meetings should go out to the general membership each month.

- e. Athletic Director: The Athletic Director shall:
 - 1) Maintain a complete set of books of account in accordance with generally accepted accounting principles and practices;
 - 2) Request disbursements from the Athletic Department based on expenditures approved by the Knights Club Executive Committee and shall secure proper vouchers thereof;
 - 3) Report the amount of money available in the general fund at each General Membership Meeting. The monthly financial reports shall include an accurate representation of Club funds;
 - 4) The Athletic Director will control overall responsibility for procuring necessary items to support any athletic event or delegate that to a member of the Knights Club. To include: transportation, officials, uniforms and concession supplies.

ARTICLE IV – Knights Club Executive Committee

Section 4.01 The Executive Committee shall be responsible to act on behalf of the Club in the management of the business affairs of the organization,

The Knights Club Executive Committee shall consist of:

- (a) Chairman
- (b) President
- (c) Vice-President
- (d) Secretary
- (e) Headmaster
- (f) one elected At-large Member
- (g) Athletic Director of Greenfield School

Section 4.02 The Knights Club Executive Committee shall be responsible for reviewing and deciding the approval of the following:

- (a) All projects funded by the Knights Club must be approved by the Executive Committee
- (b) The President's creation and dissolution of all necessary Committees and Chairpersons
- (c) The time and date of General Membership Meetings and give members timely notification
- (d) Projects and budget targets annually
- (e) The annual budget and monthly financial reports
- (f) Any & all athletic apparel, logos, memorabilia, etc., that would bear the Greenfield name, initials, and mascot

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ARTICLE V – Standing Committees

Section 5.01 Standing Committees. Standing Committees are those required to function throughout the year. Chairpersons shall be appointed by the President, subject to the approval of the Knights Club Executive Committee. Standing Committees and their primary functions follow. Note: No individual has the authority to use or remove any funds from any Club checking or saving account for investment purposes or otherwise, unless directed and approved by four of the seven Knights Club Executive Committee members.

Section 5.02 Membership Committee. The Membership Committee shall conduct on-going efforts to recruit new members. Membership applications and payments should be turned in to the athletic director. Applications will be available in the office, and in the gym with the staff or the membership committee. The membership committee shall maintain a complete and current list of all annual and lifetime members, track dues reported to the Athletic Director.

Section 5.03 Concessions Committee. The Concessions Committee shall be responsible for the management of all concessions using the indoor, outdoor or off-site facilities. Any off-site concession Chairperson will report directly to the Concessions Committee. Each seasonal concession payout report shall be produced for distribution by the Athletic Director and simultaneously be shared with the Club's General Membership.

The Concessions Committee shall:

- (a) Recruit and schedule parent volunteers (representing the various sports teams) to manage the concession for specific events
- (b) Make reminder phone calls to volunteers prior to the event

Section 5.04 Spirit Shop Team. The Spirit Committee shall coordinate the promotion of school spirit through the sale of apparel and memorabilia, bearing the Greenfield logo, at a competitive price.

The Spirit Shop Committee shall:

- (a) Manage the inventory of the Shop to meet the changing needs of the student body
- (b) Record an accurate and timely account of revenues and expenses of the Shop and coordinate its financial operation with the Athletic Director
- (c) Report the ongoing operational and financial status of the Shop's operation to the Club's Knights Club Executive Committee on a periodic basis
- (d) All expenditures must be preapproved by the Knights Club Executive Committee
- (e) All orders must be placed by June 15 for the kick off of the upcoming school year
- (f) Have all apparel, logos, memorabilia, etc., that would bear the Greenfield name, initials, mascot, or likeness approved by the Knights Club Executive Committee

Section 5.05 Standing Committee Chairpersons shall recruit as many members as necessary to accomplish the responsibility of the Committee. The Chairperson shall also keep a historical file of the year's proceedings, financial records, vendor contacts, etc., for turnover to his/her successor. At the end of each fiscal year, these committee records should be turned over to the Committee Chairperson successor.

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ARTICLE VI – Team Representatives

Section 6.01 Each team shall have a team representative present at each General Membership Meeting.

Section 6.02 Team Representatives shall disseminate information from the General Membership Meeting to the team coach, athletes, and parents.

Section 6.03 Teams are responsible to contribute to projects and fundraising activities as called upon.

ARTICLE VII – Meetings

Section 7.01 Annual Business Meeting. The Annual Business Meeting of the Club shall be held at the May General Membership Meeting unless otherwise specified by the Knights Club Executive Committee. Any change to the Annual Business meeting date, time or location shall be announced a minimum of two weeks in advance of the proposed change.

Section 7.02 General Membership Meetings. General Membership Meetings shall be held quarterly unless otherwise specified by the Knights Club Executive Committee and reasonable notice is provided to the General Membership. Meetings shall be open to all interested persons.

Section 7.03 Knights Club Executive Committee Meetings. Meetings shall be held monthly unless otherwise specified by the Knights Club Executive Committee. A summary of the decisions reached will be distributed to the general membership.

Section 7.04 Robert’s Rules of Order. Robert’s Rules of Order, the latest edition, shall be recognized as the authority governing the meetings of the Club, its Knights Club Executive Committee, and its Committees.

ARTICLE VIII – Finances

Section 8.01 All monies received by the Club for any purpose shall be deposited to the credit of the Club in a financial institution designated by Greenfield School Head Master.

- a. 2 people counting the registers/receipt boxes before each event, and two people counting afterwards, with ticket revenue reconciled.
- b. To include tracking of families with a season pass.

Section 8.02 Funds raised by and/or allocated to specific sports teams, although deposited in the Club’s account, shall be separately tracked as “club funds” for each sports team. Expenditures from these funds do not require Knights Club Executive Committee approval but may be expended on behalf of these teams at the discretion of the team’s Head Coach and/or duly authorized member by the Athletic Director. No team or committee should submit a payment request which exceeds the amount of funds available, at the time of the request in the team or the committee encumbered funds account. The Knights Club Executive Committee may decline a request for funds if the team balance is inadequate to cover the expenses.

Section 8.03 Funds raised by the Club that have a specific advertised purpose, shall be deposited (and separately tracked) in the Club’s general fund to ensure that it is disbursed for the advertised purpose and to safeguard the integrity of the Club and the School. No vote is required by the general membership unless the advertised purpose has been altered or changed since the project’s inception. Funds raised by a Greenfield organization outside of the Club, but whose funds are directed to the Club for financial record keeping, also require the same Club procedures for disbursement.

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Section 8.04 At the end of each fiscal year, after all fiscal year income and expenses have been recorded and deposited to the credit of the Club the balance will be carried over to the following year.

Section 8.05 Funds raised by any of the Club fundraising programs can only be directed to an approved Greenfield sport or team. All requests to direct money elsewhere must have prior approval of the Knights Club Executive Committee.

ARTICLE IX – Amendment of These By-laws

Section 9.01 Amendments to the By-laws are to be submitted in writing at a regular Knight Club Executive Committee Meeting prior to the Annual Business Meeting. Notice of the amendments shall be publicized by direct mail or e-mail to the membership at least two weeks prior to the Annual Business Meeting.

Section 9.02 Amendments may be adopted by the Knight Club Executive Committee and must be submitted in writing two weeks prior to the meeting.

ARTICLE X – Dissolution of Club

Section 10.01 Dissolution of the Club entity. Should the Booster Club cease to operate as a legal entity, all of the Club assets and cash will be distributed equally to all active athletic teams and clubs having an encumbered fund with the Club. Distribution to the teams will be calculated in the following manner; the total sum of the Club's ending cash balance, including assets converted to cash, divided by the total of all Greenfield's athletes participating in the previous three sport seasons as determined by ending varsity, junior varsity and freshman rosters prior to the Club's dissolution. Example: \$50,000 available divided by 750 athletes participating in the three prior sports seasons equals \$66.66 dollars given to each team based upon their athlete roster totals. Once distributed, the funds can be used at the discretion of the Greenfield Board of Trustees.