

**BY-LAWS OF THE  
MIDDLE CREEK HIGH SCHOOL  
STAMPEDE CLUB, INC.**

**Amended May 12, 2009**

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STAMPEDE CLUB**

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## **Middle Creek High School Stampede Club By-Laws**

### **Article 1 Name**

Middle Creek High School Stampede Club, commonly known as The Stampede Club, hereafter referred to as the "Club."

### **Article II Purpose**

- A. In accordance with and subject to the bylaws and at the discretion of the Executive Board, the primary purpose of the Stampede Club is to provide support to those students participating in extracurricular athletic activities at Middle Creek High School.
- B. Promote school spirit and sportsmanship and encourage attendance at all Middle Creek High School athletic events.
- C. To provide financial means to the athletic department for items not covered in the school budget.
- D. To honor athletes with yearly awards.

### **Article III Membership**

#### General

- A. General Membership is open to anyone interested in supporting Middle Creek High School athletic teams that **agree to be active participants in support of the organization and its purpose.**
- B. General membership dues for the upcoming school year will be determined by the Executive Board. There are no dues for special members.
- C. The principal, all coaches and representatives of the Athletics Department are considered special members of the Stampede Club
- D. General membership entitles the member to one (1) vote per member, but no more than two (2) votes per family as outlined in Article IX. Responsibilities associated with general membership are outlined in Article XII.

**Article IV  
Organization and Dissolution**

- A. This organization is organized exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.
- B. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth. No substantial part of the activities of the organization shall attempt to influence legislation, and the organization shall not participate in, or intervene in any political campaign on behalf of or in opposition to any candidate for public office.
- C. Dissolution of the Club entity. Should the Club cease to operate as a legal entity, the Treasurer, after adequately providing for the debts and obligations of the organization, is directed to pay the remaining funds in his/her possession to the Middle Creek High School Athletic Department. A full accounting of all receipts and expenditures made since the last Treasurer's report shall be incorporated in the "Minutes Book" as the final permanent bill record of the Middle Creek High School Stampede Club, Inc.

**Article V  
Officers, Executive Board and Responsibilities**

Section 1 Officers

- A. The elected officers of the Stampede Club shall be a President, Vice President, Secretary, and Treasurer. A term of office shall consist of two (2) fiscal years. A fiscal year is July 1 through June 30. An individual may not serve in the same elective capacity for more than two consecutive terms, with the exception of Treasurer, which is for no more than three consecutive terms. Only two (2) offices will expire in any given year. There shall also be elected at-large members whose responsibilities are described in Section 6 below.
- B. Vacancy. The President, with the approval of the Executive Board, 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 Executive Board at their first meeting after the vacancy occurs.
- C. Nominations. The President, with concurrence of the Executive Board, shall present a slate of nominees (who have agreed to serve) for positions of officers and at large members with reasonable notice prior to the May meeting. Additional candidates may be nominated from the floor at the May meeting.
- D. Election. The officers and the at-large members shall be elected by a majority of the voting membership present at the May meeting. All elected officers and at-large members must be current members of the Club.

## Section 2 President

President shall call and preside at all Stampede Club meetings and prepare meeting agendas. The President, or their designee, shall serve as an ex-officio member on all standing or ad hoc committees. The President can create ad hoc committees. The President shall appoint standing committee chairpersons with the concurrence of the Executive Board; appoint and/or dissolve all other committees as required; serve as primary spokesperson for the Club, except as otherwise specified; and direct goals and budget performance.

## Section 3 Vice President

The Vice President shall assist the President and preside in all matters in the absence of the President; be ex-officio and member of all committees; serve as President-elect; shall be responsible for an annual review of the By-Laws, recommending revisions as deemed appropriate; and shall perform functions or duties as is prescribed by the President or Executive Board in order that the "Purposes" of the "Club" may be achieved.

## Section 4 Secretary

The Secretary shall record minutes of all Stampede Club meetings and report them to the membership, manage all correspondence and maintain all records; excluding financial, for the Stampede Club. The Secretary shall be responsible for validating qualified votes on any actions brought before the Stampede Club. All minutes shall be kept in a regular bound Secretary's Book. A record of the decisions of Club meetings shall be kept in a separate bound Secretary's Book. A summary of the decisions made in these Meetings should go out to the general membership each month. Give members timely notification of monthly general membership meetings.

## Section 5 Treasurer

The Treasurer shall maintain a complete set of books of account in accordance with generally accepted accounting principles and practices. The Treasurer shall make disbursements from the teams' encumbered funds and the general fund, and shall pay expenses approved by the Executive Board and shall secure proper vouchers thereof and shall receive and deposit moneys of the Club in the Club's checking and/or savings account. The Treasurer shall report the amount of money available in the general fund and encumbered funds at each monthly General Membership Meeting. The monthly financial reports shall include an accurate representation of Club funds. The Assistant Treasurer shall assist the Treasurer with petty cash management and deposits. At the August meeting, the Treasurer shall present an annual financial report and review to the membership of the Stampede Club. The Treasurer shall have the accounts to be examined annually by either a.) a review committee composed of not less than three Executive Board members, who when satisfied that the Treasurers annual report is correct, shall sign a statement of that fact at the end of the report; or b.) by an independent accounting firm. The outgoing treasurer will insure that the new treasurer has the necessary authority for the checking

account. The new treasurer will amend the signature card to remove all authority held by outgoing officers.

## Section 6 Executive Board

A. An Executive Board, will govern the organization in accordance with its rules and regulations. The Athletic Director shall serve as a member of the Executive Board. The Executive Board shall meet at least once a month at a time and place decided at the first meeting and re-scheduled when necessary. The President or any two members of the Executive Board may call special meetings, provided that notification shall be given to all members of the Executive Board at least five (5) days in advance, and said notification shall include the topics to be voted upon. Executive Board decisions shall be determined by Majority vote.

The Board shall be responsible to act on behalf of the Club in the management of the business affairs of the organization, except for matters decided by a vote in the General Membership Meetings. The Executive Board shall consist of:

- (a) President
- (b) Vice-President
- (c) Secretary
- (d) Treasurer and Assistant Treasurer
- (e) Elected At-large Members
- (f) Athletic Director of Middle Creek High School
- (g) One Chairperson of each Standing Committee as defined in Article VI.

The Executive Board shall:

- (a) Approve the President's creation and dissolution of all necessary Committees and Chairpersons. Committee Chairpersons may also be recruited by the Executive Board.
- (b) Set the time and date of General Membership Meetings and give members timely notification;
- (c) Approve goals and budget targets annually; and
- (d) Vote on changes to the by-laws before the General membership vote.

If action on behalf of the Club is necessary before it is reasonable to convene the General Membership Meeting, the President shall take such action based on the majority vote of the Executive Board, comprised of the four officers, the at large members, one chairperson of each Standing Committee, and the Athletic Director. A report of the action taken shall be made at the next General Membership Meeting.

B. Executive Board members shall be responsible for regular attendance at both regular Stampede Club and Executive Board meetings. After three consecutive absences from either

Stampede Club or Executive Board meetings, the Executive Board may elect to replace that Executive Board member.

- C. A quorum is defined as a simple majority of the Executive Board. A quorum must be present to bring an issue to vote. In the event of a tie vote the Executive Board will call for a vote by the General membership.

## **Article VI Standing Committees**

### Section 1

Standing Committees are those required to function throughout the year. Chairpersons shall be appointed by the President, subject to the approval of the Executive Board. 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 the Executive Board majority.

Standing committees may be recognized but not limited to:

- A. Apparel: Manage the inventory to meet the changing needs of the student body; Record an accurate and timely account of revenues and expenses and coordinate the financial operation with the Club Treasurer. Procure and sell spirit clothing and accessories; monitor budget; obtain cash box from Assistant Treasurer for sale of goods; count cash, record gross profit for budget preparation and return cash box to Co-Treasurer; evaluate vendor establishment where goods are purchased and make changes if necessary; feed relevant information to Communications Committee for publicity; prepare yearly budget and submit to Treasurer in July; report the ongoing operational and financial status to Executive Board for monthly meetings.
- B. Review Committee: Responsible for the review and examination of the year end financial statements of the Club. The financial accounts are to be examined annually by a review committee composed of not less than three Executive Board members, who when satisfied that the Treasurers annual report is correct, shall sign a statement of that fact at the end of the report. The committee shall be selected from non officers of the Executive Board by a simple majority of the Board.
- C. Communication: Responsible for spreading knowledge of the Club, its events throughout MCHS and MCHS athletic events by the following means: build rapport with local media personnel (TV, radio and local newspapers); support media function for other committees - make signs/flyers and advertise for various events (i.e apparel, membership, auction, tourneys...); attend events to take photos for web site and media; prepare weekly newsletter (updates) and distribute to membership; liaison for Club web site; keep site up to date and informative; assist teams in setting up and maintaining a team web site; publish weekly newsletter, include Club and

athletic events; prepare yearly budget and submit to Treasurer in July; provide report to Executive Board for monthly meetings.

- D. Concessions: Responsible for concessions at athletic events sponsored by the Stampede Club. Ensure the concession stands (in the athletic stadium and indoors, beside the auditorium) are kept clean at all times. We are subject to unannounced inspections by the Wake County Health Department. Communicate with your volunteer coordinators to ensure that: concession is well stocked with volunteers during games; equipment is working properly, etc. Generally, be responsible for keeping the concession stands stocked and in good working order during the necessary athletic seasons. Maintain necessary inventory of food items and supplies in both concession stands when there are sporting events taking place at the venues. This requires communicating closely with Team Parent Volunteer Coordinators and doing onsite inventory checks. This also involves placing orders with vendors and shopping for food and drink items. Communicate any major appliance repair or replacement needs with the Stampede Club officers and general membership. Provide report to Executive Board for monthly meetings.
- E. Corporate Sponsorship: Evaluate sponsorship package yearly to make changes as needed, to be approved by Executive Board. Solicit companies for corporate sponsorship donations. Mail out letter to existing sponsors for next school year (in late July or early August) requesting renewal. Feed advertising info to Communications Committee. Evaluate retail establishment where signs are purchased and make changes if necessary. Contact sign company and have signs made. Ensure that Treasurer receives invoice. Collect corporate sponsor fee from sponsors. Communicate amounts owed to the Treasurer. Once signs arrive or are picked up have them installed in various school locations as necessary. Assess signage display at school locations to determine if any upgrades/changes are needed; prepare quotes for new plan and present to Stampede Club board at monthly meeting. Provide report to Executive Board for monthly meetings.
- F. Fundraising Committee: Responsible for generating ideas and coordinating events that's sole purpose is to fund the Middle Creek High School Stampede Club. Evaluate potential fundraising events for Club. Present to Executive Board for approval. Coordinate and execute fundraising events. Feed advertising info to Communications Committee.
- G. Hospitality: Provide food, snack and refreshments for non concession athletic and Club events. (Events include Meet the Coach's Night – August, auction, golf tourney, 2 athletic awards nights – fall and winter and Coach's Appreciation Dinner...). Procure donations from local establishments. Provide report to Executive Board for monthly meetings. Prepare yearly budget and submit to Treasurer in July.
- H. Membership: Responsible for an annual membership drive and for volunteer personnel resources of the Stampede Club. Publish a database of membership. Ensure that new membership cards are procured in July, vary color each year. Feed advertising info to Communications Committee. Update membership application annually, distribute and sell all year. Attend Team parent meetings to recruit members and volunteers. Provide volunteer personnel resources for the Stampede Club committees/events. Provide report to Executive Board for monthly meetings.



- I. **Nomination Committee:** Responsible for selecting members of the Stampede Club in good standing for vacant positions within the Officers and at large members. The committee will be composed of an uneven number of not less than three Executive Board members in good standing elected by the Board at the January meeting each year. Shall nominate an eligible person or persons for each office to be filled and report its nominees at the regular May meeting at which time additional nominations may be made from the floor. Officers and at large members shall then be voted upon. Only those members who are in good standing are eligible to be nominated for or elected to such office.
- J. **Scholarship Committee:** Responsible for the nomination and selection of Middle Creek High School student athletes for scholarship awards. Update scholarship application annually. Feed advertising info to Communications Committee. Collect, process nominate and award student athletes scholarships. Print certificates and provide to President for Senior Awards Night.
- K. **Spirit:** Responsible for rallying and leading MCHS students in the support of athletic events and teams. Increase attendance at home games. Creating spirit activities, i.e. giveaways to audience, etc. Feed advertising info to Communications Committee. Prepare yearly budget and submit to Treasurer in July. Provide report to Executive Board for monthly meetings. Committee members to be students and Chaired by an adult.

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.

## Section 2

**Ad Hoc Committees:** Responsible for the completion of a specific project generally completed within the school term and does not represent an ongoing need of the Stampede Club.

Committee Chairperson appointments will last for a term not to exceed one (1) year.

## **ARTICLE VII Team Representatives**

Each team shall have a team representative present at each General Membership Meeting. Team Representatives shall disseminate information from the General Membership Meeting to the team coach, athletes, and parents. Teams are responsible to contribute to projects and fundraising activities as called upon.

For voting purposes, on matters for which it is appropriate to ensure equal representation for each team sport, the following rules apply:

- (a) Only the team representative, alternate or team coach may vote.
- (b) Team representatives can represent no more than two teams and have no more than two votes.
- (c) No proxy votes will be accepted.

## **Article VIII Meetings**

### Section 1

**General Membership Meetings.** General Membership Meetings shall be held monthly unless otherwise specified by the Executive Board and reasonable notice is provided to the General Membership. Meetings shall be open to all interested persons.

**Executive Board Meetings.** Executive Board Meetings shall be held monthly unless otherwise specified by the Executive Board. A summary of the decisions reached and Executive Board members present at each meeting should be distributed to all Executive Board members and Team Representatives within a reasonable timeframe following the meeting and before the next General Meeting.

Robert's Rules of Order, the latest edition, shall be recognized as the authority governing the meetings of the Club, its Executive Board, and its Committees.

The following order of all business shall apply at all meetings:

- A. Call meeting to order.
- B. Circulate attendance roster.
- C. Minutes of previous meeting.
- D. Treasurer's report
- E. Committee Reports
- F. Old Business
- G. New Business
- H. Adjourn

### Section 2

Procedure:

- A. Ask for a motion.
- B. Ask for a second.

- C. Ask if there is any discussion of subject before voting.
- D. Ask for voting in “favor” and voting in “opposed.” If verbal vote sounds close, the president or committee chairperson may ask for a hand count.

## **Article IX Voting**

### Section 1

The General Membership votes:

- 1. To elect the Officers, which are made up of the President, Vice President, Treasurer, and Secretary, and the at large members.
- 2. To revise the by-laws.
- 3. To dissolve the club.
- 4. On other issues not specifically outlined in officer or committee responsibilities

### Section 2

For all Middle Creek High School Stampede club business, a majority vote will pass a motion. Each member is allowed one vote, but no family can have more than two votes. All members who have paid a membership fee for the current year may vote, except on matters for which it is appropriate to ensure equal representation for each sport team. In these cases, only Team Representatives for each sport may vote. Voting may be done via email or any way necessary to achieve Club purpose.

## **Article X Expenditures**

- A. The Officers shall have authority to approve non-budgeted operational expenditures at and under \$500.00 provided an invoice is submitted with the request.
- B. All non-budgeted expenditures over \$500.00 must be presented at an General Membership meeting and passed by 2/3 of the members present.
- C. A member in good standing on the Executive Board may request unbudgeted funds and must do so in person at an Executive Board meeting.
- D. No requests may be made for supplies considered “consumable” or owned by the athlete.
- E. Checks shall be signed by one officer, the Treasurer or President.

**Article XI**  
**By Laws and Proposed Changes**

These by-laws shall be amended only at a regular meeting of the organization, provided that notice of the proposed amendment(s) have been given at the previous meeting and provided that the amendment(s) is not in conflict. In the first year that these by-laws are in effect, they may be amended by a majority vote of all active members present, thereafter, proposed amendments might only be implemented with a minimum of two-thirds (66.6%) majority vote of all active members present.

**Article XII**  
**Responsibility of Members, Code of Ethics**  
**and Dispute/Disciplinary Procedures**

Section 1 – Responsibility of Members

- A. Permission for their child's participation in any team sport is acknowledgement, by the parent, of their approval and support of the program.
- B. Comments with regards to coaching decisions should be avoided unless specifically requested by the coach.
- C. It is mandatory to support the Stampede Club's activities through donation of time. In the event of concern or disagreement with a club activity, policy or action of any individual member, discretion should be used. Any concern should be voiced to the Executive Board. The Executive Board will determine what, if any, action will be taken.
- D. Recognition of the impact of one's action upon the image of the school and this organization is vital. Just as the actions of the players and coaches reflect directly on the Stampede Club, school, children and community, so do the actions of parents and Stampede Club members.

Section 2 – Code of Ethics

- A. Volunteering for specific activities will be expected of all members. Members should realize that they represent the school in their capacity as boosters and fans and that their support of school extra-curricular athletic activities is important.
- B. The coaches, timekeepers, scorekeepers and officers are some of the most generous people in the community with respect to the donation of time. Without question, no other individual action can reflect opinion on the community as quickly and directly as that of the coach. He or she is almost constantly in the "limelight" of the public and often serves as a role model for the young athletes they coach. As a result there are certain actions by members, which are deemed necessary to project an appropriate attitude to the players and the public. The following should be used as a guideline by any member of the Stampede Club.

- 1. Profanity is absolutely prohibited.

2. Open displays of anger should be avoided at all costs.
3. Loud, boisterous criticism and/or humiliation of play should be avoided.
4. Open criticisms, arguments and/or confrontation with referees, opposing coaches, fans or players should be avoided.
5. Conflicts arising from opposing coaches, fans or players should be avoided.
6. Decisions should be taken with a view to what is best for the children.

Original Issue – September 4, 2002

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President – Eddie Watkins

Vice President –Sean Gallaher

Secretary –Julie McRae

Treasurer –Nadia LoVerde