

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

Amended \_\_\_\_\_, 2019

**BY-LAWS OF THE MIDDLE CREEK HIGH SCHOOL  
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 sanctioned by the Athletic Department at Middle Creek High School.
- B. To promote school spirit and sportsmanship and encourage attendance at all Middle Creek High School athletic events.
- C. To provide financial means to the Middle Creek Athletic Department for items not covered in the school budget.
- D. To honor Middle Creek athletes with yearly scholarship awards.
- E. To honor Middle Creek athletic teams for their accomplishments.

**Article III  
Membership**

- A. General Membership:
  - 1. General Membership is open to anyone interested in supporting Middle Creek High School athletic teams. The Club encourages each athletic team to send a representative to the monthly Membership Meetings.
  - 2. All general members must pay dues. General membership dues for the upcoming school year will be determined by the Executive Board.
  - 3. General membership entitles the member to one (1) vote per member, but no more than two (2) votes per family, for those having a family membership.
  - 4. The General Membership shall be entitled to vote on:

- a. The election of Officers, Committee Chairs and At-Large Members;
- b. The amendment of the By-Laws; and
- c. The dissolution of the Club.

B. Special Membership:

1. The Middle Creek Principal, the Middle Creek Vice Principal of Athletics, all Middle Creek athletic head coaches and the Middle Creek Athletic Director are considered Special Members of the Stampede Club.
2. There are no dues for Special Members.
3. The Athletic Director shall have voting privileges as a member of the Executive Board. The remaining Special Members do not have voting privileges.

**Article IV  
Organization and Dissolution**

- A. This Club 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 Club shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons except that the Club 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 Club shall attempt to influence legislation, and the Club 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. A vote to dissolve the Club must be presented to the General Membership and pass by a majority of the voting membership present.

**Article V**  
**Officers, Committee Chairs and At Large Members**

- A. Officers. The elected officers of the 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 (2) consecutive terms, with the exception of Treasurer, who shall serve for no more than three (3) consecutive terms. Only two (2) offices will expire in any given year.
- B. Duties of Officers. The duties of the Club Officers are as follows:
1. President: The President shall call and preside at all Club meetings and prepare meeting agendas. The President, or his/her 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.
  2. 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.
  3. Secretary: The Secretary shall record minutes of all Club meetings and report them to the membership, manage all correspondence and maintain all non-financial records for the Club. The Secretary shall be responsible for validating qualified votes on any actions brought before the 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. The Secretary shall give members timely notification of monthly general membership meetings.
  4. 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. An Assistant Treasurer may be appointed to 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 Club. The Treasurer shall have the accounts examined annually by either:

- a. a Review Committee (as set out in Article VII(A)(2)), who when satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report; or
- b. an independent accounting firm by an independent accountant. 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.

The President and the Treasurer cannot be related by blood or marriage.

- C. Committee Chairs. In addition to the Officers, the membership shall elect those Standing Committee Chairs as set out in Article VII, below. The Committee Chairs shall serve a term of two years.
- D. At-Large Members. In addition to the Officers and Committee Chairs, the membership shall elect At-Large Members. The At-Large Members shall generally assist the Officers and Committee Chairs in the day to day activities of the Club. The At-Large Members shall serve a term of two years.
- E. Nominations. The President, with concurrence of the Executive Board, shall present a slate of nominees (who have agreed to serve) for positions of Officers, Committee Chairs and At-Large members to the Membership at the April Board meeting. Additional candidates may be nominated from the floor at the May meeting. The slate shall strive to be representative of all athletic teams. No more than forty percent (40%) of the slate shall be comprised of parents of any one team.
- F. Election. The Officers, Committee Chairs and the At-Large members shall be elected by a majority of the voting membership present at the May meeting. All Officers, Committee Chairs and At-Large members must be current members of the Club.
- G. 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.

**Article VI**  
**Executive Board**

- A. The Executive Board shall be comprised of the Officers of the Club, the Committee Chairs, the At-Large Members of the Club and the Athletic Director.
- B. The Executive Board shall be responsible to act on behalf of the Club in the management of the day to day business affairs of the organization, except for those issues specifically set out in Article III. The Executive Board shall:
  - 1. Set the time and date of General Membership Meetings and give members timely notification;
  - 2. Approve goals and budget targets annually; and
  - 3. Vote on changes to the By-Laws before the General membership vote.
- C. 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. A report of the action taken shall be made at the next General Membership Meeting.
- D. The Executive Board shall meet at least once a month at a time and place to be decided at the first meeting and re-scheduled when necessary. The President or any two members of the Executive Board may call a special meeting, 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 a majority vote of the Officers, Committee Chairs, At-Large Members and the Athletic Director.
- E. Executive Board members shall be responsible for regular attendance at both General Membership and Executive Board meetings. After three consecutive absences from either General Membership or Executive Board meetings, the Executive Board may elect to replace that Executive Board member
- F. 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 VII**  
**Standing Committees**

- A. Standing Committees: The Standing Committees shall be chaired by the elected Committee Chairs. Each Committee Chair shall solicit committee members as necessary to fulfill the purposes of his/her committee. Each Committee Chair

shall provide a monthly report to the Executive Board and prepare a yearly budget for his/her committee and submit it to the Treasurer in July. The Chairperson shall also keep a historical file of the year's proceedings, financial records, vendor contacts, etc., for turnover to his/her successor.

The Standing Committees and their purposes are as follows:

1. Apparel: The Apparel Chair shall procure and sell spirit clothing and accessories. The Chair shall manage the inventory to meet the changing needs of the student body; evaluate vendor establishments where goods are purchased and determine the best vendor to meet the needs of the club. The Chair shall keep accurate and timely records of revenues and expenses within the approved budget, coordinating with financial operation with the Club Treasurer. The Apparel Chair shall coordinate with the Communication Chair to publicize sales.
2. Review Committee: The Review Committee shall be responsible for the review and examination of the year-end financial statements of the Club. The Committee shall be composed of the Vice President (who shall serve as Chair) and not less than three Executive Board members (excluding the other Officers), who when satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The Vice President has the discretion to select his/her committee members.
3. Communication: The Communication Chair is responsible for spreading information about Middle Creek High School athletic events, Middle Creek High School athletes and Club activities. The Chair shall maintain a social media account to publicize events and shall prepare weekly newsletter and distribute to the general membership. The Chair shall maintain the Club website.
4. Concessions: The Concessions Chair is responsible for concessions at athletic events sponsored by the Stampede Club. The Chair shall ensure that the concession stands (in all athletic stadiums and inside the school, beside the auditorium) are kept clean at all times. The Chair shall communicate with volunteer coordinators to ensure that the concession stand is well stocked with volunteers during games; that the equipment is working properly, that there is a sufficient inventory of food items and supplies when a sporting event is taking place at the venue.
5. Corporate Sponsorship: The Corporate Sponsorship Chair shall solicit companies for corporate sponsorship donations. The Chair shall annually evaluate the sponsorship package to make changes as needed, to be approved by Executive Board. The Chair shall contact existing sponsors each year for next school year (in late July or early August) requesting renewal. The Chair shall work with the Communications Committee to

advertise sponsor corporations. The Chair shall be in charge of all corporate signage, including but not limited to having signs made and installed.

6. Fundraising Committee: The Fundraising Committee Chair shall be responsible for generating fundraising ideas and coordinating those events to fund the Middle Creek High School Stampede Club. These events may include the Stampede Club Auction and the Mustang 5K. The Chair may select other individuals to run the operations of any given fundraising event.
7. Hospitality: The Hospitality Chair shall be responsible for providing food and refreshments for non-concession athletic and Club events, including but not limited to: Meet the Coach's Night, Signing Days and a Coaches Appreciation Dinner. The Chair shall procure donations from local establishments, when possible.
8. Membership: The Membership Chair shall be responsible for the annual membership drive and shall maintain the database of the membership. The Chair shall determine the best way to utilize technology for the annual membership cards and shall coordinate the purchase of cards or use of technology as applicable. The Chair shall ensure that the Committee will have a presence at the beginning of the year events (including but not limited to: Freshman Orientation, Meet the Teacher, Home Football Games, Team Sports Meetings) to promote and sell memberships.
9. Nomination Committee: The Nominations Committee shall be chaired by the Vice President and be 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. The Committee shall nominate an eligible person or persons for each office to be filled and report its nominees at the regular May meeting. Notwithstanding this Committee, the Executive Board may take additional nominations from the floor of the May meeting.
10. Scholarship Committee: The Scholarship Chair shall be responsible for the nomination and selection of Middle Creek High School student athletes for scholarship awards. The Chair shall review the scholarship application annually and update as necessary. The Chair shall advertise the scholarships in coordination with the Communications Committee. The Chair shall be responsible for printing certificates and providing them to the President for Senior Awards Night.

11. Spirit: The Spirit Committee Chair shall be responsible for the Rent-A-Mustang program each year. This program shall include the painting of Mustangs on the walkway leading up to and in the Stadium. The Chair shall be responsible for the application process as well as the painting process. In addition, the Chair shall coordinate, as necessary, with the Corporate Sponsorship Chair to create corporate giveaways at athletic events as well as coordinate with the Creek Crazies, as necessary, to help promote spirit for the Athletic Department.
  12. Hall of Fame Committee. The Hall of Fame Committee Chair shall manage the Athletic Hall of Fame as set out in the by-laws of the Middle Creek High School Hall of Fame. This committee is a program of the Club and shall be operated and funded by the Club in accordance with the HOF by-laws.
- B. Ad Hoc Committees: Ad Hoc Committees are created, as necessary, by the Executive Board to be responsible for the completion of a specific project generally completed within the school term. The Ad Hoc Committee Chairperson appointments shall last for a term not to exceed one (1) year.

### **Article VIII Meetings**

- A. 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.
- B. 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 within a reasonable timeframe following the meeting and before the next General Meeting.
- C. 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:
1. Call meeting to order.
  2. Circulate attendance roster.
  3. Minutes of previous meeting.
  4. Athletic Director's Report
  5. Treasurer's report
  6. Committee Reports
  7. Old Business
  8. New Business

9. Adjourn

The motion procedure shall be as follows: The President (or the Vice President in his/her absence) shall:

1. Ask for a motion.
2. Ask for a second.
3. Ask if there is any discussion of subject before voting.
4. Ask for voting in "favor" and voting in "opposed." If verbal vote sounds close, a hand count may be requested by the President.

**Article IX  
Expenditures**

- A. The Officers shall have authority to approve non-budgeted operational expenditures for \$500.00 or less, provided an invoice is submitted with the request.
- B. All non-budgeted expenditures over \$500.00 must be presented at an Executive Board Meeting and passed by a majority of those 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. Checks shall be signed by either the Treasurer or President.

**Article X  
By-Laws and Proposed Changes**

These By-Laws shall be amended only at a General Membership meeting of the Club, provided that notice of the proposed amendment(s) has been given at the previous General Membership meeting. 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 majority vote of all active members present.

**Article XI  
Responsibility of Members and Code of Ethics**

- A. Responsibility of Members: Members are strongly encouraged to support the Club's activities through the donation of time. Members may be banned from Club activities if the Executive Board determines, in their discretion, that any member fails to uphold the Code of Ethics set out below.

B. Code of Ethics: Each member of the Club, while representing the Club, should conduct themselves in dignified and appropriate manner. Specifically:

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.

Original Issue – September 4, 2002

Amended – May 12, 2009

Amended--

President – Eric Hunley

Vice President – Brian Dillenback

Secretary – MaryAnn Kearns

Treasurer – Wendy Bernard