

By-Laws of the JAGUAR ATHLETIC ASSOCIATION

Article 1 – Purpose

Section 1. The Jaguar Athletic Association is a non – profit organization (“the Organization”) whose purpose is to promote enthusiastic interest in the Glen Allen High School Athletic Programs.

Section 2. The Organization shall assist the athletic program of the school by providing financial, advisory and volunteer support.

Section 3. The Organization shall cooperate and work in conjunction with those in charge of the Athletic Program at Glen Allen High School, the School Administration, and the Henrico County School Board.

Section 4. The Organization shall operate under Section 501 (c) (3) of the Internal Revenue Code and be limited to activities permitted under this code. The principal office of the Organization will be Glen Allen H.S., 10700 Staples Mill Rd., Glen Allen, VA 23060.

Article 2 – Membership and Dues

The membership of this Organization shall be open to parents/guardians of any student at Glen Allen High School or community members interested in the athletic program at Glen Allen High School. All memberships shall be valid for one year (August to July) when dues are paid in full. Dues amounts will be determined by the Board of Directors each August. Memberships will expire on July 31 of each school year.

Article 3 - Officers

Section 1. The officers of the Organization shall be President, Vice President, Secretary, Treasurer, and Parliamentarian. Officers shall be elected annually from all members in good standing and serve a term of one year.

Section 2. Any officer’s post, which becomes vacant, shall be filled by appointment by the board to fill the unexpired term. The only exception to this shall be the office of President which will be filled by the Vice President.

Section 3. Immediate family members cannot serve simultaneously as officers of the Organization.

Article 4 – Membership Meetings

Section 1. Regular meetings shall be held once each month from August through June of each year, or at the discretion of the Board of Directors. Meetings will be held at Glen Allen High School. Roberts Rules of Order shall be standard for conducting meetings.

Section 2. A quorum of one half of the Board members is required to conduct business of the Organization (exclusive of the Glen Allen High School Principal and Activities Director).

Article 5 – Amendments

These By-Laws may be amended by a majority vote of the members present and voting at any membership meeting. The membership must be notified by email of proposed amendments seven (7) days prior to such meeting. Members of the same immediate family share one vote. Any vote resulting in a tie will be broken by the Principal and Activities Director sharing one vote.

Article 6 – Board of Directors

Section 1. The Board of Directors shall consist of:

- A. Officers of the Organization as listed in Article 3.
- B. Chairpersons of Standing Committees as listed in Article 9.
- C. The Activities Director at Glen Allen High School (non-voting member).
- D. The Principal of Glen Allen High School. (non-voting member).

Section 2. The Board of Directors shall meet once each month from August through June of each year, or at the discretion of the Board of Directors. Meetings will at Glen Allen High School.

Section 3. A quorum of one half of the Board members is required to conduct business of the Organization (exclusive of the Glen Allen High School Principal and Activities Director.)

Section 4. The Board of Directors shall supervise the affairs of the Organization including the creation of the succeeding year's operating budget.

Section 5. Each Board of Director position shall receive one vote on Board decisions. Members of the same immediate family share one vote. Any ties will be broken by the Principal and Activities Director sharing one vote.

Article 7 – Duties of Officers

Section 1. The Duties of officers of the Organization shall be:

- A. President - Shall preside over all meetings of the Organization. The President shall be the ex officio member of all standing and special committees except the nominating committee.
- B. Vice President - Shall assume the duties of the President in his/her absence. Be responsible for promoting active membership in the Organization.
- C. Secretary – Shall keep records of all meetings of the Organization. Present a written copy of the minutes of all meetings to each Board Member and Standing Committee Chair. Conduct all correspondence as directed by the Board. Secure approval of the Board for all letters sent under the name of the Organization. Keep accurate records of the members of the Board of Directors. Keep copies of all legal documents of the Organization including by-laws, articles of incorporation, and records of group functions.
- D. Treasurer – Shall collect, record and have custody of all funds, securities and other assets of the Organization. Shall maintain and provide full and complete records of assets and liabilities, reporting the financial position of the Organization at monthly meetings to the Board and Membership. Shall be responsible for depositing funds in accounts as directed by the Board, make payment for all Organization liabilities approved by the Board. Shall be responsible for filing appropriate IRS tax returns by November 30 following the end of the Organization’s fiscal year.
- E. Parliamentarian – Verify that a quorum exists for all meetings. Ensure meetings are conducted in proper manner under Roberts Rules of Order.

Article 8 – Elections

The initial election of officers of the Organization shall take place at a time and place and in a manner determined by the Activities Director of Glen Allen High School. Thereafter, the officers of the Organization shall be elected at the annual meeting of the Organization held in May. The officers shall assume the official duties on the first day of August, following the annual meeting.

Section 1. The President shall appoint a nominating committee in March, consisting of at least three (3) but not more than five (5) members of the Glen Allen High School Athletic Association Board of Directors.

Section 2. The nominating Committee shall select at least one (1) candidate for each elective office. All nominees must be Organization members in good standing and consent to their nomination. The nominating committee shall present the slate of candidates to the Board of Directors and the regularly scheduled April meeting – one month prior to the annual May meeting.

Section 3. The Secretary shall notify the membership by email of the list of candidates at least fifteen (15) days prior to the May meeting.

Section 4. Nominations for the Board of Directors may also be made from the floor at the annual meeting, providing the nominee is an Organization member in good standing, is present at the meeting and consents to the nomination.

Section 5. The Organization may elect each officer by acclamation, if there is a single nominee for a particular office. If there is more than one candidate for an office, the election shall be by written ballot, with a majority of votes required for election. In the event that no candidate receives a majority, a second ballot shall be taken between the two (2) candidates receiving the highest number of votes.

Section 9 – Standing Committees

Section 1. The chairperson of the following standing committees shall be elected by the Organizations officers. Each chairperson will then become a member of the Board of Directors for the year they serve as committee chair. Each chairperson shall identify a number of Organization members to serve on their committee. The size of the committee shall be dictated by the purpose and scope of work.

The standing committees include:

- A. Membership Committee – Shall actively engage in the recruitment of members for the Organization and maintain a list of active members.
- B. Volunteer Committee – shall work with the Activities Director as well as coaches and personnel in the Athletic program to provide volunteers as needed to help conduct the Athletic Program.
- C. Public Relations, Advertising and Marketing – shall collect and disseminate appropriate information pertaining to the Glen Allen High School Athletic program. Such information shall be directed to the school and community in order to create support and enthusiasm for the athletic program.
- D. Communications – shall be responsible for publishing and distributing the Organizations Newsletter to members, as well as all other internal communications including team liaisons.
- E. Merchandise/Spirit wear – shall develop plans for raising funds to support the various programs of the Organization through the sale of merchandise selected by the committee such as clothing, decals, passes, stadium seats, etc.
- F. Hospitality – shall plan and arrange for hospitality at Organization supported activities such as award nights and other activities deemed necessary by the Board.
- G. Concessions – shall develop plans for raising funds to support the various programs of the Organization through the planning, purchasing and organization of concessions to be sold during athletic activities.
- H. Ways and Means – shall develop and/or study fund raising ideas to be presented to Board for approval.

- I. Equipment - shall work with the Activities Director and coaches to plan and purchase items necessary for the ongoing running of the Athletic program such as uniforms and other items.
- J. Webmaster – shall design and maintain the Organizations web site while following Henrico County School Board policies and procedures.

Section 2. The President shall appoint and constitute special committees as deemed necessary to carry out the purpose of the Organization.

Article 10 – Audits

Section 1. The financial records of any Organization accounts shall be audited annually. The audit shall be conducted and completed by a non board member during the month of July. A copy of the audit will be given to the school and the Henrico County School Board office.

Section 2. An external audit of the Organizations yearly financial records shall be done once every three (3) years by an outside accounting firm. Said firm shall be chosen by the Board of Directors and have a copy of such audit report filed with the school and the Henrico County School Board office.

Article 11 – Dissolution

Section 1. If the Organization shall at any time disband, any monies in the treasury (after all Organization liabilities have been satisfied) and/or any items purchased by the Organization shall be turned over to and become property of the Glen Allen High School Athletic Department.