



BY-LAWS FOR THE APEX FRIENDSHIP PATRIOTS ATHLETIC CLUB, INC.

ARTICLE I

The name of this organization shall be “Apex Friendship Patriots Athletic Club, Inc.”, (AFPAC) (The Club) a non-profit organization formed under and by virtue of the laws of the State of North Carolina, as contained in Chapter 55A-501c3 of the General Statutes of North Carolina entitled “non Profit Incorporation Act”, as amended.

ARTICLE II

PURPOSE

The purpose of the The Club, in conjunction with, and support of, the Athletic Director, shall be:

- To provide financial support for the Athletic Programs of Apex Friendship High School (AFHS).
- To generate a spirit of awareness and enthusiasm for these athletic programs within AFHS and the surrounding community.
- To promote interscholastic athletics as a means of improving the physical condition, enhancing the mental well-being, and strengthening the moral fiber of the students of AFHS

ARTICLE III

MEMBERSHIP

Is for persons who are interested in the total athletic and educational programs of AFHS and agrees to be active participants in support of The Club and its purposes.

- Regular membership in the Apex Friendship Patriots Athletic Club, Inc. shall be open to all parents of students at AFHS, in addition to other members such as faculty, alumni, current students, community members and relatives.

- Special sustaining memberships may be established for large financial and corporate contributors or other individuals as determined by the board.
- Membership is open to anyone interested in enhancing the total athletic program at AFHS regardless of race, creed, national origin, gender or physical capability.
- All the active coaches, the Principal and the athletic director shall automatically be considered as ex officio members of the Apex Friendship Patriots Athletic Club, Inc. The ex officio members shall not have voting privileges.
- There will be annual membership dues for the Apex Friendship Patriots Athletic Club Inc, as determined by the Board of Directors and adjusted from time to time.

ARTICLE IV

OFFICERS

Section 1

Officers and the Board of Directors shall consist of a President, a Vice President, a Secretary, up to two Treasurers, one at-large member and six (6) committee chair persons.

Section 2

Election of officers shall take place at a called meeting of the Apex Friendship Patriots Athletic Club, Inc. The proposed slate shall be nominated by a committee, hereafter defined, and the committee may nominate more than one proposed officer for each position. The full slate as nominated by the nominating committee must be accepted by the Board of Directors and presented and voted upon at the election meeting. The floor shall be opened for nominations at the election meeting.

Section 3

The nominating committee shall be appointed by the President and shall consist of three (3) members.

Section 4

The terms of the officers shall be two years and not more than two consecutive terms in the same office in the initial year of the club, the President and Secretary will only serve a one year term. The club will strive to not have more than half of the members on the board of directors come up for election in one year.

Section 5

Vacancy in any elected office shall be filled by a presidential appointment with approval by a majority vote of the general membership present at regularly scheduled meetings, except in the case of the President. A presidential vacancy shall be automatically filled by a Vice President, as voted on by the Board of Directors. Any replacement board member shall serve the remainder of the unexpired term to which appointed. Board vacancies should be filled at next regular membership meeting.

Section 6

Only regular members with current dues paid and in good standing shall hold office or vote in elections.

Section 7

Voting shall be a secret ballot at the called election meeting. The President, with the consent of the nomination committee, may forego the secret balloting and call for election by voice if it deems that the electors are clearly in favor of such a procedure. Elections shall be determined by majority of voters present.

Section 8

Officers shall take over the duties of their office as soon as practical after the election.

Section 9

The club shall endeavor to have a minimum of four (4) general membership meetings at AFHS per year. The club will hold at a minimum of ten (10) Board of Directors meetings per year.

Section 10

Each officer and member of the board of directors will sign and abide by The Club's Code of Conduct referenced in Appendix A

ARTICLE V

DUTIES OF OFFICERS

Section 1-President

- Consults with and endeavors to keep the AFHS community informed of Apex Friendship Patriot Athletic Club Inc. affairs.
- Acts as spokesperson for the Apex Friendship Patriots Athletic Club Inc.
- Sets up, coordinates, and prepares agendas and notifications of the Apex Friendship Patriots Athletic Club Inc. Meetings.
- Conducts all General and Board Meetings.
- Oversees the Apex Friendship Patriots Athletic Club, Inc. functions.
- Appoints from the general membership chairs of the standing committees.
- Establishes special committees or sub-committees as needed for specific functions and appoints committee chair people from the other Directors on the Board; and shall be a member of all committees.

Section 2-Vice President

- Reports to and assists the President as required.
- Oversees development and updates of by-laws.
- Updates and maintains logos and forms for Apex Friendship Patriot Athletic Club.

- Oversees non-executive board positions and chairs.
- Oversees the Apex Friendship Patriots Athletic Club, Inc. scholarships (when applicable)
- In the event the President is unable or unwilling to serve the remainder of their term as President, the Vice President will assume the position of President for the remainder of the term.

Section 3-Secretary

- Reports to the President of the Apex Friendship Patriots Athletic Club Inc.
- Maintains minutes of the Apex Friendship Patriot Athletic Club Inc. meetings.
- Distributes meeting agenda, notifies Board and/or General Membership of meetings, events, and activities through emails, newsletters and website.
- The Secretary is the custodian of the Apex Friendship Patriots Athletic Club, Inc. records, reports and by-laws.
- Maintains contact information of Board members, chairpersons, and committee members.
- It shall also be the duty of the Secretary to maintain a procedure book.

Section 4-Treasurer

- Reports to the President of the Apex Friendship Patriots Athletic Club, Inc.
- The Treasurer shall disburse the funds of the Apex Friendship Patriot Athletic Club, Inc. only for the purposes approved by the Board.
- Handles all the Apex Friendship Patriots Athletic Club, Inc. moneys and deposits as required for the proper and efficient operation of the Club in approved depositories (including, but not limited to, all monies collected as dues, raised in AFPAC fundraising activities, received as contributions, or otherwise acquired).
- The Treasurer, with the advice and consent of the Board, shall employ standard accounting practices and other reasonable and adequate safeguards to protect the integrity of the Apex Friendship Patriots Athletic Club, Inc. financial operations, including an annual Financial Review to be conducted in July and submit the report to the president, treasurer and Financial Review committee (*see Article IX Financial Review Committee*).
- Provide assistance to the Financial Review Committee upon request.
- Maintain a clear and standardized ledger or chart of accounts of general and restricted incoming funds and itemized disbursements, in a standardized computer format, which can be easily transmitted to other officers and an Apex Friendship Patriot Athletic Club, Inc. accountant, as needed.
- Shall present statements of the Apex Friendship Patriots Athletic Club, Inc. financial condition at all regular Board meetings and at other times as requested by the President or the Board and this presentation should be reflected in the Board minutes.
- At the end of their term, shall deliver over to their successor all books, monies, and other property in their charge, or, in the absence of a successor, shall deliver such properties to the President.

- Disburse funds in accordance with the annual budget adopted by AFPAC, and maintain records identifying the purpose and payee of all disbursements.
- Maintain a current record of income, expenditures, assets and liabilities for AFPAC, and make all financial records available for inspection and review by the annual audit committee, Board and Membership.
- File all required tax forms and reports in a timely manner, including but not limited to tax returns for the previous fiscal year, and submit copies of all such filings to the secretary of this local AFPAC.
- Provide monthly financial reports to the Athletic Director and Coaches in Season that reflects each team's current income and expenses position.
- Shall prepare a budget for the fiscal year and submit that proposed budget to the general membership for adoption at its first meeting in the fiscal year based on the information provided by the Athletic Director/Principal/President.

Section 5-Member at Large

- Reports to President of the Apex Friendship Patriots Athletic Club Inc.
- Represents the general membership at Board of director meetings.
- Assists the secretary in Distributes meeting agenda, notifies Board and/or General Membership of meetings, events, and activities through emails, newsletters and website.
- Recruits promotional person to assist in relaying information to AFHS and its neighboring community.

Section 6- 1st Committee Chairperson – Membership

- Reports to the President and Board of Directors.
- Recommends membership levels and prices for membership.
- Prints sports passes and maintains a ledger to keep records of passes issued.
- Maintains the general membership list.
- Communicate with the board and promote membership in the club and the sale of sports passes.

Section 7- 2nd Committee Chairperson – Corporate Sponsors

- Reports to the President and Board of Directors.
- Solicit companies for corporate sponsorships.
- Recommend levels and fees for corporate sponsorship.
- Establish relationships with signage vendors.
- Oversee placement of signage.
- Collect corporate sponsorship fees and report treasure amounts owed and collected.

- Maintain correspondents with all existing and potential sponsors.

Section 8 – 3rd Committee Chairperson – Fundraiser and Special Events coordinator

- Reports to the President and Board of Directors.
- Research and evaluate all potential fundraisers.
- Assist the athletic teams in their annual fundraisers.
- Coordinate and run the clubs fundraisers
- Work with corporate sponsorship to help establish on going fundraising campaigns
- Keep ledger and report to treasure all funds raised in fundraising campaigns

Section 9 – 4th Committee Chairperson – Concessions

- Reports to the President and Board of Directors.
- Establish relationships with food service vendors.
- Establish the menu and pricing for concessions at sporting events.
- Schedule volunteers to make sure concession stands are staffed.
- Keep ledgers and track moneys collected and spent for concessions, and report this to the Treasurer.

Section 10 - 5th Committee Chairperson Facilities Committee Chair-

- The Facilities Committee will develop and coordinate an annual facilities project plan and calendar and will provide updates as necessary at Apex Friendship Patriots Athletic Club, Inc. Board meeting.
- Responsible for coordination of field maintenance for all sport playing and practice fields between the AFHS Coaches, AD and approved vendors.

Section 11- 6th Committee Chairperson Communications Committee Chair:

- Coordinates and maintains Website and all Apex Friendship Patriots Athletic Club, Inc. Social Media (Facebook, Twitter etc.) leveraged for Apex Friendship Patriots Athletic Club, Inc. communication purposes.
- Works to ensure consistent and professional look and feel across Apex Friendship Patriots Athletic Club, Inc. Website and all social media communication mediums.
- Collaborates and coordinates content development and distribution through AFPAC website and social media with Apex Friendship Patriots Athletic Club, Inc. Board of Directors and Committee Chairs for optimal communications to the Apex Friendship Patriots Athletic Club, Inc. Membership and AFHS Parents, Staff and Students and the General Public
- Review web site content periodically to ensure information is accurate, current and functioning correctly, the links are not broken, and pages are rendered properly

- Liaison to Webmaster and other vendors related to website
- Upload meeting minutes after every Board or General Membership Meeting.
- Develops and maintains policies for appropriate website content and volunteer access

ARTICLE VI

BOARD OF DIRECTORS

Section 1

The board shall consist of a President, a Vice President, a Secretary, up to two Treasurers, one at-large member and six (6) committee chair persons. Additional members of the board shall be the AFHS Principal, or their designee and the AFHS Athletic Director, who will serve as ex officio members.

Section 2

The duties of the board shall be:

- A. To approve the slate of officers nominated by the nominating committee.
- B. To transact necessary business of the club and such other business as may be referred to it.
- C. To approve the plans of work and develop committees.
- D. To prepare and submit to the Apex Friendship Patriots Athletic Club, Inc. membership, a budget for the school year. The budget will be presented at a called meeting and adopted by a majority of the board members present. All modifications to the budget and appropriation of funds shall be adopted by a majority vote of the board, with a quorum present. The board may authorize the treasurer to dispense funds according to the approved budget without direct vote on each item.
- E. To approve appropriation of funds and fundraising programs.

Section 3

Regular meetings of the Board of Directors shall be held monthly, and may be held in conjunction with the general meeting, the time to be fixed by the President. Four (4) board members shall constitute a quorum for the transaction of business at any meeting. Special meetings of the board may be called by the President or by a majority of the members of the board.

ARTICLE VII

MEETINGS

Section 1

General meetings of the Club shall be held at least quarterly at Apex Friendship High School during the school year, unless otherwise provided by the Board of Directors, five (5) day notice having been given.

Section 2

Special meetings may be called by the Board of Directors.

Section 3

Meetings shall be conducted by Robert's Rules of Order.

ARTICLE VIII

COMMITTEES

Section 1

The President shall create committees as necessary to promote the objectives and to carry on the work of the Apex Friendship Patriots Athletic Club, Inc. The committees will be referred to as ad-hoc committees and the chairperson will not be a member of the board of directors. These committees may be formed and disbanded as the president and board of directors sees fit.

Section 2

The President shall be a member ex officio of all committees except the nominating committee.

ARTICLE IX

FINANCIAL REVIEW COMMITTEE

Section 1

The review committee shall be composed of no fewer than three AFPAC members. Individuals with check signing authority and their family members may not serve on the audit committee, nor may the current, outgoing or incoming treasurer.

Section 2

The Review committee appointed by the Board will complete their review by August 31st following the fiscal year end.

Section 3

The information reviewed includes reports showing the total income and expenditures for the fiscal year, comparing those figures with the budget approved at the beginning of the fiscal year, and the assets and liabilities of the local AFPAC as well as all checking account and depository fund activity.

Section 4

The board shall review and approve the report of the Financial Review committee, and thereafter the committee shall present its report to the general membership at its next meeting. The committee, at any time, may recommend to the Board that an independent review of the financial records by a certified public accountant should be conducted.

ARTICLE X

RECEIPTS AND DISBURSEMENTS

Section 1

All bills of AFPAC shall be paid by check or debit card. Checks above \$500 must be signed by two of the authorized board of directors (President, Co-treasurers or Vice President), except that none of these officers so authorized shall be related, and at least one of these authorized officers shall be the co-treasurer. The signing of blank checks is prohibited.

Section 2

No reimbursement is paid without a receipt and signed expense form. Reimbursements must be from an approved budget line item and will follow the guidelines found under Section 1 above.

Section 3

All expenditures of AFPAC must be consistent with the approved budget and based on actual fund availability. All reimbursements for expenditures will be contingent upon actual fund availability.

Section 4

Every effort must be made to deposit monies on the day received. If not possible, they must be locked up on school premises. Monies should never be deposited in a personal or school account. Money is counted by at least two people at the same time, and an itemized receipt form is signed by both persons.

ARTICLE XI

Fiscal Year Definition

Section 1

The fiscal year of the Apex Friendship Athletic Club shall begin on June 1st of each year and end on May 31st of the following year.

ARTICLE XII

PROPERTY RIGHTS

Section 1

Membership in the Apex Friendship Patriots Athletic Club, Inc. shall not title or vest any of the members with any property rights or rights having any monetary value whatsoever, including but not limited to, property rights or monetary rights in the school or in the Apex Friendship Patriots Athletic Club Inc.

Section 2

No part of the net earnings of the organization shall be used to benefit any of its members, directors, or other persons except that the organization shall be empowered to pay reasonable compensation for services rendered and to make payments and distributions, in furtherance of the tax exempt, not for profit status purposes of the corporation.

ARTICLE XIII

RELATIONSHIP WITH SCHOOL PRINCIPAL AND ATHLETIC DIRECTOR

Section 1

The Apex Friendship Patriots Athletic Club, Inc. serves to support the school's athletic and education programs and in no way interferes with the direction of policy established by the school Principal or Athletic Director.

Section 2

The Apex Friendship Patriots Athletic Club, Inc. shall under no circumstances interfere with the organization or operations of Apex Friendship High School, the coaching staff, or its functions.

Section 3

The Apex Friendship Patriots Athletic Club, Inc. shall coordinate with the Principal and Athletic Director in order to determine the best use of funds.

Section 4

The Apex Friendship Patriots Athletic Club, Inc. shall not incur any kind of financial obligation in the name of Apex Friendship High School or the Wake County Public School System.

Section 5

If at any time the Apex Friendship Patriots Athletic Club, Inc. is to disband, all assets shall become the property of Apex Friendship High School.

ARTICLE XIV

ADOPTION OF BY LAWS

Section 1

These initial bylaws shall be approved by a meeting of the Board of Directors. This approval shall be done by a simple majority vote of those directors eligible to vote and actually casting their vote at said meeting. These bylaws may be amended by a two-thirds vote of the general membership in attendance of any regularly scheduled meeting. Such amendments may only be recommended by the Board of Directors and shall be presented in writing and read at the regular meeting prior to the time of voting.

Adopted June 2, 2015

Appendix A

Code of Conduct

As a member of the Apex Friendship Patriots Athletic Club Board of Directors, I will do my utmost to represent the public interest in education & athletics by adhering to the following standards and principles:

1. I will represent all school districts constituents honestly and equally and refuse to surrender my responsibilities to special interest or partisan political groups.
2. I will avoid any conflict of interest or the appearance of impropriety which could result from my position, and will not use my board membership for personal gain or publicity.
3. I will recognize that a board member has no legal authority as an individual and that decisions can be made only by a majority vote at a board meeting.
4. I will take no private action that might compromise the board or administration and will respect the confidentiality of privileged information.
5. I will abide by majority decisions of the board, while retaining the right to seek changes in such decisions through ethical and constructive channels.
6. I will encourage and respect the free expression of opinion by my fellow board members and will participate in board discussions in an open, honest and respectful manner, honoring differences of opinion or perspective.
7. I will prepare for, attend and actively participate in board and booster meetings.
8. I will be sufficiently informed about and prepared to act on the specific issues before the board, and remain reasonably knowledgeable about local, state, national, and global educational and athletic issues.
9. I will respectfully listen to those who communicate with the board, seeking to understand their views, while recognizing my responsibility to represent the interest of the entire community.
10. I will strive for a positive working relationship with the administrative/athletic director, respecting the administrative/athletic director's authority to advise the board, implement board policy, and administer the district.
11. I will model continuous learning and work to ensure good governance by taking advantage of board member development opportunities, such as those sponsored by my state and national board associations, and encourage my fellow board members to do the same.
12. I will strive to keep my board members focused on its primary work of clarifying the district purpose, booster purpose, direction and goals, and monitoring school spirit, education and athletics school performance.

AFPAC Board Member

Position/Title

Date Signed