

# **FINNEYTOWN BOOSTER ASSOCIATION CONSTITUTION**

Revised: 6-3-2018

Approved by vote:

## **Article I – Name**

The name of this organization shall be known as the **FINNEYTOWN BOOSTER ASSOCIATION**.

## **Article II – Principal Office**

The principal office of the Association shall be at the Finneytown High School.

## **Article III – Purpose**

The focus of this organization shall be to support and foster the development of student athletes and organizations within the Finneytown School District.

## **Article IV – Dues/Contributions**

The Association family membership dues shall be as follows:

Regular Membership  
Bronze Wildcat Membership  
Silver Wildcat Membership  
Gold Wildcat Membership

Amounts for each level of Membership will be determined at the beginning of each fiscal year by membership committee presentation to the board for vote.

General donations to the Association will be accepted.

The Association's fiscal year will run from July 1 through June 30.

## **Article V – Membership & Association Meetings**

1. Adult residents and friends of the Finneytown School District are eligible for membership in the Association.
2. Admission to the Association is accomplished by payment of membership dues.
3. Meetings may be held at the discretion of the President, the Board of Directors, or by petition of Fifty (50) percent of the members of the Association. The purpose of the meeting will be to hold discussion of topics of interests to the Association and, if appropriate, make recommendations for action to the Board of Directors.

4. A quorum will consist of at least 2/3 of active Board members plus a 2/3 majority of the Board of Directors present at the meeting.
5. Notification of the meeting will be made at least five (5) days prior to the meeting.

## **Article VI – Board of Directors**

### **Section I – Structure of the Board of Directors**

1. There shall be no more than twenty-five (25) and no less than ten (10) members on the Board of Directors.
2. The Athletic Director, Board of Education Member, and Secondary Campus principal shall be invited to serve as liaison representatives to sit with the Board of Directors, however, will have no voting power.
3. Finneytown Secondary Campus coaches or officers of other athletic organizations cannot serve on the Board of Directors.

### **Section II – Terms of Office of Board of Directors**

Members of the Board of Directors will be elected by the Board in June of each year to assume office following the June meeting for a term of three (3) years. A special election may be held at any given Board meeting to fill a vacated Board position

### **Section III – Executive Board of Directors**

The Executive Board of Directors will include the following: President, Vice President, Secretary, Treasurer, and Controller. An Executive Officer shall be elected to one (1) two year term from and by the Board of Directors at the June meeting following the vacancy of an Executive Board position, to assume office July 1. The filling of vacated but unexpired terms of an Executive Board position will be accomplished by Presidential nomination and approval of the Board of Directors.

### **Section IV – Powers of the Board of Directors**

The management and control of all affairs of the Association shall be in the hands of the Board of Directors.

If a board member has a potential conflict of interest as determined by the Board with a matter brought to vote, he/she can recuse him/herself or the Board can vote to bar the member from discussing or voting on the matter with a 2/3 majority of members present.

Board of Directors will receive free admission to all home athletic events, excluding tournaments.

### **Section V – Organization Meeting of the Board of Directors**

The organization meeting of the Board of Directors will be held in either June or July after election of Officers in June.

1. A quorum will consist of a majority of the Directors.

2. Notification of the meeting shall be given at least three (3) days prior to the meeting.
3. At this meeting the new officers will be announced to the membership and Board of Directors.
4. Committees identified in Article VIII will be formed.

#### **Section VI – Board Meetings**

1. Meetings of the Board of Directors will be held monthly unless waived by the President.
2. Business of the Association will be conducted by a quorum, which will consist of a majority of the Directors. Directors may give their proxy vote in writing to the President if they are unable to attend the meeting.
3. Notification of the meeting of the Board of Directors shall be given at least three (3) days prior to the meeting except as noted in Section VIII below.
4. A special meeting can be called by the President, or his/her delegate, or by 2 or more Board members. Voting at the meeting will require a quorum and notice of the special meeting will be required to be given at least three (3) days prior to the meeting.

#### **Section VII – Resignations**

Board members or Executive Officers may resign by giving notice to the Board of Directors to the effect.

#### **Section VIII – Removal from Office**

Any member of the Board of Directors may be removed there from by two-thirds vote of the entire Board at a meeting called for that purpose. Ten (10) day notice shall be given before such meeting. Causes for removal of a Board Member are, but not limited to:

1. Absence from three (3) consecutive meetings without notice.
2. Conduct and actions unbecoming of a representative of a school supported organization on or off school property, booster functions or school activity.

#### **Section IX-Election of Board Members**

In order to be considered for a board position, an individual must be an active member of the Boosters. Existing board members may nominate another member to be considered for the Board of Directors. However, the nominating board member must ask the President to add the nomination to the agenda two days ahead of time. The member under consideration for a board position needs to submit a paragraph stating why he or she wants to serve on the Board of Directors. The nomination will be submitted to the Board for consideration at the meeting. The individual being considered for the Board of Directors shall not be present at the meeting when his or her nomination is discussed. The vote shall be taken at an executive session and the results announced at the following meeting.

#### **Article VII – Executive Board Officers**

##### **President**

The President shall be an elected Trustee of the Association. The President shall be the Chief Executive Officer and shall preside at all meetings of the Association and of the Board of Directors; shall appoint all standing and special committees and is an ex-officio member of all committees; shall perform generally all duties usually incident to such office; and shall perform such other and further duties as may, from time to time, be required by the membership or the Board of Directors of the Association. A vacancy in the presidency will be filled by the Vice President or, if there is none, by special election of the Board of Directors.

#### **Vice President/Controller**

The Vice President/Controller shall be an elected Trustee of the Association. The Vice President/Controller shall perform all of the duties of the President in case of the President's absence or disability, the role of the Controller, and shall perform such other and further duties as may be required by the President or the Board of Directors. In his/her role as Controller, he/she shall keep an accurate account of the financial and other assets of the Association; shall keep an accurate record of all property, equipment, and other inventory items belonging to the Association; shall provide the Board of Directors with such an account as requested. If both the President and Vice President/Controller are absent or disabled, the members of the Board may appoint a President Pro Tempore. The Vice President/Controller is an ex-officio member of all committees. Despite serving two roles, this individual has one vote on the Executive Board.

#### **Secretary**

The Secretary shall be an elected Trustee of the Association. The Secretary shall keep an accurate record of all the meetings of the Association and the Board of Directors and shall give notices of all meetings as required within these by-laws; shall maintain a current roll of membership of the Association; keep a minute book and record in it the minutes of the meetings and other transactions of the members, Board of Directors, and Executive committee, and provide such minutes to the Publicity Chairperson for distribution to the general membership and community; keep documents, correspondences, and other records which it is necessary or advisable to preserve; shall hold all books, papers, and other property in his/her custody available for inspection by the Board of Directors or persons appointed by the Board of Directors, and when leaving office, shall turn the same over to his/her successor or to the president; and shall perform such other and further duties as may be required by the President or the Board of Directors.

#### **Treasurer**

The Treasurer shall be an elected Trustee of the Association. The Treasurer shall assume responsibility and accountability for the funds of the Association; shall receive, deposit, and accurately account for all monies, belonging to the Association and shall disburse such monies on proper invoices, upon direct and proper authorizations of any member of the Board of Directors. Proper records shall be kept for all such disbursements. The Treasurer shall make written financial reports to the Board of Directors and to the Association. The Treasurer will maintain the name, address, phone number or other contact information, of the insurance carrier, tax consultant and attorney utilized, as applicable

### **Article VIII – Committees**

#### **Section I – Chairpersons**

The Chairperson of each committee shall be a member in good standing appointed by the President.

#### **Section II – Standing Committees**

1. Concession - consists of a chairperson and appointed members. Their duties include but are not limited to:
  - Inventory and order necessary products and supplies to stock concession areas.
  - Maintain the working order of concession areas.

- Schedule volunteers to work the concession areas during scheduled events.
  - Provide food services at scheduled school events.
2. Publicity - consists of a chairperson and appointed members. Their duties include but are not limited to:
    - Promote the policies and activities of the organization through messages to the public via all appropriate modes of communication.
    - Maintain the Association's website.
  3. Membership - consists of a chairperson and appointed members. Their duties include but are not limited to:
    - Encourage membership through communication and distribution of membership information.
    - Organize membership drive and other opportunities to enhance membership.
    - Collect and confirm with members their dues received
    - Maintain an accurate record of active members.

### **Section III - Special Committees**

Will be appointed by the President as a need arises and will consist of a chairperson and appointed members. Their duties will be designated by the President.

### **Article IX – Rules of Order**

In all instances not covered by this constitution, Roberts Rule of Order will be the authority for parliamentary procedures.

### **Article X – Amendments**

This Constitution may be amended by a two-thirds vote of the total membership of the Board of Directions.

**Amendment I** - Should the Finneytown Booster Association be disbanded or dissolved for any reason, an audit shall be made of the books, after which all proper outstanding bills shall be paid. Any balance of money on hand shall be distributed as athletic or other scholarships as determined by the remaining members of the Executive Booster Board or a committee appointed by such members until such time as all funds are depleted. No single scholarship shall exceed five thousand dollars (\$5,000).