

Constitution
of
Tuscarawas Valley Athletic Booster Club
Revised: March 5, 2019

ARTICLE I – NAME

The name of this organization shall be the Tuscarawas Valley Trojan Booster Club

ARTICLE II – MISSION STATEMENT

The goals of this organization shall be to promote and support the interscholastic athletic programs of Tuscarawas Valley Middle and Senior High Schools and to promote community support for those programs and participation in this organization and its activities.

ARTICLE III – MEMBERSHIP

Section I Any person 18 years of age or older may become a member in good standing of the organization.

Section II Rights and duties of members in good standing:

1. The right to be elected to the Board of Directors
2. The right to attend all meetings and functions of the organization
3. The board members right to vote when in attendance at meetings or electronically if a majority is not present at the meeting
4. The duty to support the club
5. The duty to support the club morally and spiritually
6. The duty to participate in fundraisers and work sessions
7. The duty to set an example of good sportsmanship

Section III Any member may be suspended or expelled by a two-thirds majority vote of the Board of Directors for conduct unbecoming a member.

ARTICLE IV – OFFICERS AND ELECTION

Section I The Officers of this organization shall be President, Vice President, Secretary and Treasurer.

Section II Said Officers shall be elected at the Annual April Meeting by a majority vote of the newly elected members of the Board of Directors.

Section III Nominees shall be made from the floor, and all nominees shall have served at least one year of the Board of Directors during the previous five years unless waived by a majority two-thirds vote by the Board of Directors, and shall be a member of the Board of Directors for the forthcoming year.

Section IV The term of office shall be one (1) year.

Section V The duties of the Officers shall be as stated in the By-Laws of this organization.

ARTICLE V – BOARD OF DIRECTORS AND ELECTION

Section I The Board of Directors shall consist of the President, Vice President, Secretary, Treasurer and eight (8) other elected Board members. Thus, the Board of Directors shall have a total of twelve (12) members.

Section II The Board of Directors shall meet at the Annual Meeting, at all regular meetings, and at the call of the President. Members of the Board have limited authority to represent the Tuscarawas Valley Trojan Booster Club between meetings.

Section III Election of members to the Board of Directors shall be in accordance with the following:

1. A Nominating Committee consisting of three (3) current members of the Board of Directors shall be appointed by the President by February 1 of each year.
2. The term of Board membership shall be three years, with four Board members being elected or re-elected each year.
3. The Nominating Committee shall present a slate of nominees at the Annual Meeting. Nominations shall also be accepted from the floor. All nominees shall be members in good standing and signified their willingness to serve, if elected.
4. Elections shall be by ballot of members attending the Annual Meeting.

Section IV The duties of the members of the Board of Directors, who are not Officers, shall be as assigned by the President from among the various activities described in the By-Laws of this organization.

ARTICLE VI – AMENDMENTS

An amendment to the Constitution may be proposed in writing at any regular meeting of the organization. The vote must be taken at the next regular meeting, and the amendment will be adopted by a two-thirds majority vote of the members of the Board of Directors present and voting at that meeting.

By-Laws
of
Tuscarawas Valley Trojan Booster Club

ARTICLE I – MEETINGS

- Section I The Annual Meeting of this organization shall be held on the first Monday of April at 6:00 pm at such place as may be designated by the Board of Directors.
- Section II Regular meetings shall be held on the first Monday of the month at 7:00 pm. There will be monthly meetings with the exception of July.
- Section III Seven (7) members of the Board of Directors; at least one (1) Officer shall constitute a quorum.
- Section IV The Constitution and Bylaws will reviewed by the Board of Directors every three years.

ARTICLE II – DUTIES OF OFFICERS

- Section I The President shall preside over all meetings of the Tuscarawas Valley Trojan Booster Club members and the Board of Directors, and perform the duties required by the members of the Tuscarawas Valley Trojan Booster Club or the Board of Directors.
- Section II The Vice President shall perform all the duties of the President in case of absence or disability. If both the President and the Vice President are unable to perform their duties, the Board of Directors may appoint a President pro-tempore by majority vote.
- Section III The Secretary shall keep minutes of all meetings of the organization and make a proper record of same. The minutes, for each meeting, shall be read at the next meeting. The Secretary shall conduct the correspondence of the organization, shall send out proper notices of all meetings, and shall perform such other duties as required by the Board of Directors.
- Section IV The Treasurer shall receive and have in charge all moneys and securities belonging to this organization, and shall disburse or otherwise deal with the same, as shall be ordered by the Board of Directors. The Treasurer shall keep an accurate account of all moneys

received and disbursed, shall give a brief Treasurer's report at each regular meeting, and shall generally perform such other duties as may be required by the Board of Directors. At the expiration of the Treasurer's term of office, all moneys securities, stamps, records, equipment and other properties of the organization shall be transferred to a successor, or to the Board of Directors.

Section V The fiscal year shall be from July 1 to June 30, with all moneys remaining in team and fundraiser accounts.

Section VI In emergency situations, the President may authorize the Treasurer to disburse up to \$250.00 for a purpose compatible with the Mission Statement of this organization. Such disbursement must be reported by the Treasurer at the next meeting, and duly recorded in the minutes by the Secretary.

ARTICLE III – COMMITTEES

Section I This organization shall have standing committees for planning, organizing, and conducting routine functions and activities that fulfill the Mission of this organization. As a minimum these committees shall be as designated in the following areas, as requested by the Board of Directors.

Section II Booster Drive Committee – to manage the Annual Membership and Fan Patron Drive in August.

Section III Sports Program Committee – to sell advertisements and coordinate printing of the Fall Sport Program and the Winter Sports Program, and the sale of the same.

Section IV Concession Management – to handle concession management for all interscholastic athletic events and to support athletic activities.

Section V Manpower Committee – to handle special building, service, renovation or other construction projects.

Section VI Auditing Committee – to audit annually, immediately prior to presenting the books of the Tuscarawas Valley Trojan Booster Club to the newly elected Treasurer, and to report their findings at the Annual Meeting.

Section VII Fundraising Committee – to organize individual fundraising events and investigate new opportunities.

ARTICLE IV – ATHLETIC BOARD REPRESENTATIVE

Each year, at the Annual Meeting, the newly elected or re-elected President, shall become a voting member to the Tuscarawas Valley Middle and Senior High School Athletic Board for the next fiscal year. The President or his representative shall attend all Athletic Board meetings and report on same at the next meeting of this organization.

ARTICLE V – RULES FOR GUIDANCE OF THE ATHLETIC DIRECTOR AND HEAD COACHES

- Section I The Athletic Director, or a designated representative, shall attend all regular meetings of this organization. He shall coordinate the scheduling of the special Booster Club events with the Athletic Department. He shall advise, as necessary or requested by the President of the Board of Directors, in all matters related to fulfilling the Mission of this organization.
- Section II The Head Coach of each varsity sport shall support the activities of this organization to the best of their ability. It is strongly recommended that:
1. Each Head Coach attend at least one (1) meeting during the competition portion of their sports season, and verbally report on highlights, progress or problems. Additionally, attend the meetings directly before and directly after their sports season.
 2. Each Head Coach attend the May meeting, at which time they will present in writing an itemized estimate of the financial assistance they are requesting from the Booster Club for that sports' entire season.
 3. Each Head Coach will find at least one parent representative from their team to either be a booster club board member or a booster committee member. With a limit of one person representing a maximum of two teams per year.

ARTICLE VI – EXPENDITURES

There are two types of expenditures; those which are automatically paid as needed and those that require board approval. All receipts are subject to review by the Board prior to reimbursement being made.

1. Expenditures that are automatically paid as needed:
 - a. Food Money for Athletes and Coaches
(paid out of the Booster Club General Account)

Food money will be given to only the athletes and coaches that advance to the last tournament before qualifying to state (will vary by sport). The amount will be \$15 per player and coach for the last day of the tournament only. Money will be given to the Athletic Director for disbursement. The Head Coach should provide receipts, as well as leftover money to the Treasurer of the Booster Club at the meeting following return from the event.

Food money will be given to only the athletes and coaches that advance to the state tournament(s). The amount will be \$30/day per player and coach. Money will only be paid as long as an athlete is still competing in tournament. Money will be given to the Athletic Director for disbursement. The Head Coach should provide receipts, as well as leftover money to the Treasurer of the Booster Club at the meeting following return from the event.

- b. T-shirts for League Champions, State Qualifiers and State Winners
(paid out of the Booster Club General Account)

T-shirts are awarded only to participants that are recognized as a qualified competitor for that sport and event as recognized by the OHSA.

Each coach and player who is on a League Winning Team will receive a League Championship T-Shirt. Coaches must submit a list of player's and coaches last names and shirt sizes to the Booster Club Secretary upon winning the title. The Secretary will order the t-shirts and, when they arrive, give them to the Athletic Director for disbursement.

Each coach and player who is competing on a team or as an individual qualifies for the State Tournament in their sport will receive a State Qualifier T-Shirt. Coaches must submit a list of player's and coaches last names and shirt sizes to the Booster Club Secretary upon winning the title. The Secretary will order the t-shirts and, when they arrive, give them to the Athletic Director for disbursement.

Any player or team that wins a State Championship will receive a State Championship t-shirt. Coaches must submit a list of players and coaches last names and shirt sizes to the Booster Club Secretary upon winning the title. The Secretary will order the t-shirts and, when they arrive, give them to the Athletic Director for disbursement.

b. Fundraiser Invoices
(paid out of the Team/Booster Club Accounts)

When fundraising money is turned in by a coach, the invoice from the company that provided the fundraiser goods should also be turned in at the same time. The invoice will automatically be paid by the Treasurer from the money brought in by the fundraiser. All expenses that are submitted must be for direct support of the fundraiser and relevant to that event and our by-laws.

c. Pizza
(paid out of the Booster Club General Account)

Pizza will be provided one time per season for each team. The Coach should provide the Treasurer with an estimate/invoice ahead of time or pay for it and then present the invoice to the Treasurer for reimbursement.

d. All-Star Team Fees
(paid out of the Booster Club General Account)

The Booster Club will pay for fees for athletes who get selected to play on All-Star teams as a result of their excellent achievement while playing on a Tusky Valley team. The Athletic Director will present the Treasurer with a list of students from each sport who are chosen, along with the cost. The Treasurer will provide payment to the Athletic Director, who will send it where appropriate.

e. Miscellaneous Expenses during the Season

The Booster Club will pay up to \$650, from the team account, per sport per season for miscellaneous expenses incurred by the team or coach. Examples of expenses that would be reimbursed are: candy for pep

rallies, water for teams, food service items such as napkins or paper plates.

2. Expenditures that need approval to be purchased:

- a. Uniforms or Warm-Ups
(paid out of the Booster Club General Account)

Each team is permitted new uniforms and warm-ups every 4 years from the time they last received them. If circumstances require a shorter cycle, the Booster Club will prorate their contribution at a rate of 25% per year. The Head Coach should submit a cost estimate at the May meeting for any uniforms or warm-ups that will need to be purchased the following fiscal year. The board will review the estimate and put it to a vote. If the uniforms or warm-ups are approved, after they come in and are correct, the Treasurer should receive a copy of the invoice for payment. All uniforms or warm-ups must be left with the sport after the season is over.

- b. Summer Shoot-Outs, Summer Camps and Tournaments
(paid out of the Booster Club General Account)

Each team may submit for approval a list of Summer shoot-outs/tournaments/summer camps up to \$600/team per year. The Booster Club will pay for them provided they are team tournaments, all members of the sports team are asked to participate and all players are from Tusky Valley High School. The coach should give the Treasurer a list of shoot-outs/tournaments they would like to attend. After board review/approval, the Treasurer will provide the coach with checks that will cover the entry fees for the tournaments approved.

The cost of shoot-outs, summer camps and tournaments above the \$600/year should be presented for approval by the Board and will be taken out of the team account.

- c. Equipment
(paid for out of the Team Account)

The Booster Club pays for equipment that the teams need to participate in their sport. Examples would be weights, hurdles, poles for pole vaulting, bats, catcher's

gear, mats, nets, pom poms etc. All equipment must be left with the sport after the season is over. The Head Coach must present an estimate for the equipment, in writing, that needs to be purchased and the board will vote on it.

d. Subscriptions

The Booster Club pays for subscription renewals when necessary. One example is the Hudl software. The Head Coach must present an estimate for the subscription that needs to be purchased, and may be asked how the subscription/software is intended to be used and by whom, the board will vote on it.

2. Examples of expenses not subject for reimbursement, in total or part:

- a. Individual athlete banners, any item that an athlete would take with them upon completion of the sports season, personal services or items such as salon visits, team dinners, shoes, hair bows, gloves, knee/elbow pads, team parties, alcoholic beverages, drugs.
- b. Any expense that is thought, by the Booster Board, to be non-supportive of the Mission Statement and By-Laws will be rejected.

3. Variations and judgements

- a. Any flexibility to this document is at the discretion of the Booster Board and all decisions are final.
- b. In extreme circumstances when questions and violations are presented and a ruling is necessary, the issue will follow due process.

ARTICLE VII – PARLIAMENTARY PROCEDURE

The rules contained in ROBERT’S RULES OF ORDER shall govern this organization in all cases to which they are applicable, and in which they are not inconsistent with the By-Laws of this organization.

ARTICLE VIII – AMENDMENTS

An amendment to the By-Laws may be proposed in writing at any regular meeting of the organization. The Vote must be taken at the next regular meeting, and the

amendment will be adopted by a majority vote of the members of the Board of Directors present and voting at that meeting.

ARTICLE IX – DISSOLUTION

Upon the dissolution of this organization, the President or Treasurer shall, after paying or making provision for the payment of all liabilities of the organization, transfer all assets of this organization to the Tuscarawas Valley High School Athletic Department.