



PARTNERS IN INTERSCHOLASTIC ATHLETIC TEAM ENHANCEMENT

# Constitution and By-Laws

# BY-LAWS OF THE PERRY PIRATE HIGH SCHOOL ATHLETIC BOOSTER CLUB

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LAST REVISIONS AND APPROVAL: April 25, 2017

# ARTICLE 1 – NAME, PURPOSE AND OBJECTIVES

**Section 1.01 Names** The name of this organization shall be the Perry Pirate Booster Club and here-in after be referred to as “BC”.

**Section 1.02 Purposes** The purpose of the “BC”, a non-profit organization, shall be to provide positive assistance, both financially and physically, to the coaches and Athletic Department in the promotion and support of athletic discipline, sportsmanship, and recognition in athletic competition.

## Section 1.03 Objectives

- A. Develop an organization with an active and involved membership that is concerned with the total athletic program and all of its participants.
- B. Support all participants and does not discriminate against individuals involved in athletic activities on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap in its athletic programs or activities.
- C. Promote school spirit, sportsmanship and attendance of all athletic events
- D. Encourage and support the academic endeavors of Perry athletes

**Section 1.04 Non-Profit Status** Notwithstanding any other provisions of these By-Laws, the Club shall carry out activities as permitted by an organization exempt from Federal Income Tax under Section 501(c)(3) of future United States Internal Revenue Law or by an organization, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Internal Revenue Law. Non-profit status shall be maintained as required by the State of Ohio rules and regulations.

# ARTICLE II – MEMBERSHIP

**Section 2.01 Membership** Membership will be extended to the Athletic Director, the elected Officers and the Individual Team Representatives designated by the coach. These individuals represent the ‘voting membership’ and are expected to be of respectable character, who in good faith demonstrate interest and/or support of the athletic programs at Perry Local Schools.

**Section 2.02 Participation** All parents and members of the community are invited to support and attend meetings and “BC” functions. These participants are not considered members of the ‘voting membership’.

# ARTICLE III – OFFICERS

## Section 3.01 Positions

The Officers of the “BC” shall be as follows: President, Vice President, Secretary, and Treasurer. The Athletic Director or school representative will also be considered an officer and will be the liaison between the school administration and the “BC” board.

- A. Nominations: Nominations for the above positions will be accepted by the Secretary a week prior to the Annual May meeting. Nominations can be submitted electronically or in writing. A nomination shall not be accepted unless the person nominated has agreed to serve as an officer.
- B. Election: The officers shall be elected by a majority of the voting membership (as defined in Article II) present at the Annual Meeting held in May of each school year
  - a. Elections shall be cast by ballot. Voting members may cast their vote in person at the May meeting.
  - b. Absentee ballots for individual members who are excused from the May meeting due to conflict of sporting event or health reason may be submitted to the Secretary prior to the May meeting.
- C. Terms of Office: Officers shall assume their duties in the month following the Annual Meeting. (Example – Officers elected in May 2017 shall hold office June 1, 2017 through May 31, 2018.)
- D. Vacancy: The President, with the majority approval of the Officers, shall appoint any officer vacancy, other than Presidency. A vacancy in the office of President shall be filled by a majority vote of the officers at their first meeting after the vacancy occurs.
- E. No member shall hold more than one office at a time.

## Section 3.02 Duties of Officers

- A. President
  - 1. Preside at all meetings
  - 2. Appoint standing committee chairpersons with concurrence of officers
  - 3. Appoint and/or dissolve committees as required
  - 4. Serve as ex-officio member of all committees – See Roberts Rule of Order for clarification (addendum)
  - 5. Serve as spokesperson for the organization, except as otherwise specified
  - 6. Establish goals with officers and members
  - 7. Monitor progress of goals and budget performance throughout the year

- B. Vice President
  - 1. Perform all duties of the President in his/her absence
  - 2. Work in conjunction with the President
  - 3. Perform annual review of the By-Laws (recommending revisions as appropriate)
  
- C. Secretary
  - 1. Keep record of all proceedings of meetings held for the "BC"
  - 2. Distribute meeting minutes with decisions made at these meetings to the general membership each month
  - 3. Update "BC" website with monthly meeting minutes
  - 4. Maintain a record of all member's names, addresses, phone numbers and email addresses.
  - 5. Maintain a record of all required meeting attendance in accordance with Article VI.
  - 6. Perform other such clerical duties that may be required as they relate to the office.
  
- D. Treasurer
  - 1. Maintain the "BC" funds and accounting
  - 2. Make disbursements as required and approved by the officers and Athletic Director
  - 3. Make deposits and record all monies received
  - 4. Reconcile monthly bank statement
  - 5. Report accounting of funds at monthly meeting
  - 6. Ensure proper tax filings are completed on time annually.
  
- E. Athletic Director
  - 1. Will act as the liaison between the school, coaching staff and the "BC"
  - 2. Advise the Officers on the needs of the athletic department and coaching staff
  - 3. Act as final decision maker and implement new policies when necessary
  - 4. Advise coaching staff on the purpose of the "BC" to seek assistance from the "BC" when the athletic department is unable to provide for a need.

## **ARTICLE IV - STANDING COMMITTEES**

**Section 4.01 Standing Committees** Standing committees are those required to function throughout the year. Chairpersons shall be appointed by the officers (board). These are suggested committees which may or may not be activated. Committees may be added, deleted or changed at any time as deemed appropriate by the officers of the "BC".

- A. Standing committee chairpersons shall recruit as many members and parent volunteers as necessary to execute the responsibilities of the committee. They shall also maintain records of the year's activities for turnover to his/her successor.
- B. Each committee chairperson will establish tasks and goals specific to their committee.

**Section 4.02 Concessions Committee** – shall be responsible for the management of the concessions and include, but are not limited to the following duties:

- A. Athletic Director to create a concession schedule for each season and recruit teams to provide volunteers to work the assigned events.
- B. Obtain all standard provisions required to operate the concession stands. Ensure special provisions have been ordered and will be delivered (Pizza, Chick-Fil-A, ect) for specific events.
- C. Train the Team Representatives (Article VI) on set-up, clean-up and operating of the concessions.
- D. Communicate with each team representative their specific concession assignments and expectations for the event. Email details to volunteers one week prior to the event

### **Section 4.03 Other Committees**

- A. Bonfire / Pep Rally / Tailgate
- B. Pirate Discount Card
- C. Golf Outing
- D. 50/50
- E. Spring Fundraiser
- F. Booster Scholarship
- G. Spirit Shop

## **ARTICLE V – COACH AND TEAM REPRESENTATIVE**

**Section 5.01** Every sport must have a team representative(s) designated by the head coach. The team representative’s name(s), phone number(s) and email address(es) must be submitted in writing to the “BC” Secretary at the annual meeting in September.

**Section 5.02** If a team fails to provide a representative at the current monthly meeting, that team forfeits it’s right to vote on “BC” matters for that month.

**Section 5.03** The Athletic Director will communicate with the coaching staff and encourage communication between the coach and team representative(s). Coaches are not required to attend monthly meetings, however, they are welcome to by choice.

**Section 5.04** Attendance by the team representative(s) must consist of a minimum of six (6) monthly meeting per year.

**Section 5.05** Coaches and team representatives are responsible for contributing to projects and fundraising activities as called upon.

## ARTICLE VI – MEETINGS

**Section 6.01 Annual Business Meeting** The Annual Meeting shall be held at the May general membership meeting unless otherwise specified by the officers.

**Section 6.02 General Membership Meetings** Annually, there will be eleven (11) general membership meetings: May, June, August, September, October, November, December, January, February, March, April. Meetings shall be held on the first Monday of the month and will start at 6:30 pm unless otherwise specified.

**Section 6.03 Officers Board Meetings** Officers will meet monthly on a to-be-scheduled (as needed) date for the smooth operation of the organization.

**Section 6.04** A special meeting of the “BC” may be called at any time by the Athletic Director, President or Vice President.

**Section 6.05 Voting** Officers, and the Athletic Director will vote on items specific to general “BC” items. Regarding matters for which it is appropriate to ensure equal and fair representation for each team, the Officers, team representatives, and the Athletic Director will comprise the voting membership.

**Section 6.06 Quorum** A quorum shall consist of 3 or more elected officers and the Athletic Director.

**Section 6.07 Robert’s Rules of Order** Robert’s Rules of Order shall be recognized as the process for governing the meetings of the organization, officers and its committees.

## ARTICLE VII – COMPENSATION

**Section 7.01** No salary, or unapproved compensation, shall be paid to any member of the “BC”

## ARTICLE VIII - FINANCES

**Section 8.01** All monies received by the organization shall be deposited to the credit of the “BC” in a recognized financial institution.

**Section 8.02** No disbursements to pay funds of the “BC” shall be made unless so approved by the Officers, except for postage, stationary and other office expenses of minor nature.

**Section 8.03** No funds of this “BC” shall be disbursed for any other purpose other than promoting athletics and supporting the After Prom in the Perry Local School District.

**Section 8.04** At the end of May of each school year, the Treasurer will transfer all team account balances to the School Team Activity (300) account. Beginning June 1<sup>st</sup> of each school year, all team account balances with the “BC” will be \$0.00.

**Section 8.05 Team Funds** Team specific “BC” funds are to be used at the discretion of the Coach and if necessary, the Athletic Director. All purchases must be pre-approved by the coach and/or Athletic Director. These funds are a result of team fundraising and should be used to enhance the athletic team’s culture. These funds are not to be used for voluntary team dinners during the regular season.

**Section 8.06 Reimbursement of Expenses** Reimbursement for team specific expenses must be submitted in writing with supporting receipts and documentation no later than one month after that sport’s season ends. Reimbursements will not exceed the specific team account balance.

## **ARTICLE IX – AMENDMENT OF THE BY-LAWS**

**Section 9.01 Amendments** The by-laws may be amended by majority vote of the Officers and the Athletic Director present at the Annual Meeting held in May.

## **ARTICLE X – FISCAL YEAR**

**Section 10.01 Fiscal Year** The Fiscal year of the “BC” shall be September 1 to August 31.

## **ARTICLE XI – DISSOLUTION**

**Section 11.01 Dissolution** In the event of dissolution of the “BC”, all of the assets after payment of its debts and liabilities, will be donated to the Perry Local Schools Athletic Department.

## **ARTICLE XII – AMENDMENTS**

Revised: August 3, 2004

Reviewed and accepted June 5, 2006.

Revised: May 1, 2008

Reviewed, Revised and Accepted: April 25, 2017