

# Addison Panthers Booster Club By-Laws

*Revised November 27, 2016*

## **Article I:** Election of Officers

1. Nominations for Election of Officers will be presented at the May meeting. This slate of officers along with nominations from the floor will then be voted on at the June meeting. There shall be elected a President, Vice President, Secretary, and Treasurer and two (2) to four (4) Executive Committee Members. The President may appoint any other officers that may be necessary to operate the organization.
2. If a Member wishes to vote at the election of officers by absentee ballot, he must meet the following requirements:
  - a. Have a legitimate reason for not attending the election meeting in person, such as illness or out of town. The Executive Board will determine the validity of the excuse prior to the meeting.
3. A member wishing to vote in person at the election of officers must meet the following requirements:
  - a. Attend at least four (4) regular meetings during the previous 12 months (May to May).
  - b. Be a voting member for at least one (1) month prior to the election.

## **Article II:** Tenure of Office

1. All Elected Officers and Executive Committee Members shall take office at the July meeting and shall hold their respective offices until their successors have taken office.
2. An Elected Officer or Committee Member may succeed himself (if so elected).
3. If any Office cannot attend one out of four meetings, he will withdraw from that office and someone who can be more active will be appointed to take his place subject to Executive Board action.

## **Article III:** Duties of Officers

1. The President shall preside over all meetings, to follow the order of business and hold an orderly meetings. In the event of disorder, the President shall demand the Robert's Rules of Order be followed in order to expedite the business at hand. The President shall also appoint such committees he may see fit to benefit the Organization.
2. The Vice President shall assist the President and take over his duties when it is necessary for the President to be absent.
3. The immediate past President will assist the new President.
4. The Treasurer shall keep an accurate up-to-date record of all monies received and disbursed and shall issue all money by check only. These checks to be signed by the Treasurer and co-signed by the President. In the event that either the Treasurer or President is not available due to unusual circumstances, the Vice President is authorized to co-sign the checks. No checks shall be issued without proper authority.  
If the President and the Treasurer should be husband and wife or related in some other way, the President should relinquish his right to sign checks to the Vice President if he is in no way related to the Treasurer.

5. The Secretary shall keep a record of minutes of such correspondence as may be necessary to run an orderly organization and at all times follow the order of the President. At least two (2) copies of the minutes of each meeting should be made by the Secretary with duplicate copy going to the President.
6. The Executive Committee shall carry out duties as stated in Article IV of the Constitution and to hold audit of the books at least once each calendar year. This Committee shall carry out such duties that cannot be held until the next regular meeting of the organization. The Executive Committee shall contact the Board of Education and shall submit their plans to raise money for approval.

**Article IV:** Policy

1. This organization shall be non-political, non-sectarian and non-profit as long as the organization is in operation.
2. This organization shall not, at any time, request information regarding the actions of any member of the School Administration or the School's teaching members.
3. This organization shall not, at any time, request information regarding any student for any reason as a matter of information or as a matter of concern.
4. As set forth in the Constitution, Article II, Purpose – to arouse and maintain interest, to give all possible support, to cooperate with the School Board – not to settle matters of personal or administrative degree.

**Article V:** Miscellaneous

1. The By-Laws may be amended at any regular meeting provided the proposed amendment is submitted at a prior meeting and it is carried by majority vote of the voting members present at a subsequent meeting.
2. All matters of procedure not otherwise provided for in these By-Laws shall be governed by Robert's Rules of Order.

**Article VI:** Meetings

1. Regular meetings will be held year round on the third Monday of each month at 7:00 pm in the High School Media Center unless otherwise designated.
2. Rules and procedure of meetings of the club will be those that are set forth by Robert's Rules of Order.
3. Only Voting Members will be eligible to vote on matters brought up at the meetings.

**General Information on Executive Board:**

Board of Managers or Directors – In the case of the Addison Panthers Boosters Club is known as the Executive Committee (By-Laws Article III, and Article IV of the Constitution).

This Committee is small for deliberate assemblies; it is subordinate to the Body that appoints it, namely the General Assembly of the Addison Panthers Booster Club. Its duties (or the duties of the Executive Board are defined by the Parent Body as to regular meetings, quorums and authority). When defined authority from the Constitution, By-Laws and the Robert's Rules of Order as revised. The Executive Committee of the Addison Panthers Booster Club has all the power between its regular meetings as the General Assembly. This is in accordance with Article 50 of Robert's Rules of Order and

gives this Organization power to act quickly when the need presents itself. However, should either the Policy of the General Assembly, the General Assembly may, at its next regular meeting veto action and is the only veto power authorized in this Organization.

The Executive Board has the power to withdraw membership for the good of the Organization from any member who is not in agreement with Article IV Policy of the By-Laws.

**Suggested Agenda:**

Order of Business

- |                                |                                |
|--------------------------------|--------------------------------|
| 1. Opening by President        | 9. Reading of Communications   |
| 2. Roll call of Officers       | 10. Reports of Committees      |
| 3. Roll call of Members        | 11. Unfinished Business        |
| 4. Introduction of Visitors    | 12. New Business               |
| 5. Reading of minutes          | 13. Good of the Club -- Social |
| 6. Treasurer's Report          | 14. Voting - Executive Session |
| 7. Bills against Club          | 15. Adjournment                |
| 8. Introduction of New Members |                                |

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President Signature

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Date

# Addison Panthers Booster Club Constitution

*Revised November 27, 2016*

**Article I:** The name of this organization shall be known as the Addison Panthers Booster Club.

**Article II:** Purpose

1. To arouse and maintain interest in sports of the Addison Community School district.
2. To give all possible support, moral and financial, for the benefit of the school as a whole.
3. To cooperate with the school board and administration for the betterment of the community.

**Article III:** Membership

1. Two classes of membership will be recognized.
  - a. Card carrying member-any person subscribing to the Article II purpose of this organization is eligible.
  - b. Voting member-any card carrying member who has worked a minimum of four club functions during the preceding fiscal year or during the current fiscal year and has attended a minimum of six regular meetings.
2. Fiscal Year beginning July 1<sup>st</sup>, ending the last day of June.

**Article IV:** Administration

1. The administration affairs of this organization shall be vested in an Executive Board consisting of all elected officers and two (2) to four (4) elected committee members who will serve two year terms. Committee members will be staggered if possible. The immediate past president will automatically serve on the board until he or she is replaced.

**Article V:** Amendments

1. This constitution may be amended at any regular meeting provided the proposed amendment is submitted at a prior meeting and it is carried by a majority vote of members present at a subsequent meeting.

**Article VI:** Miscellaneous

1. If this organization were to cease in operation, the funds and or property of this organization would be directed to the Addison Community School District.

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President Signature

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Date