

Constitution of the
Tuscarawas Valley Trojan Booster Club
Revised: March 1, 2022

ARTICLE I- NAME

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

ARTICLE II- MISSION STATEMENT

The goal 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;
 The duty to attend two-thirds of all scheduled monthly meetings, August through June. Failure to remain an active participant will permit the Board of Directors to withdraw said member(s) good standing and terminate their membership at the end of the fiscal calendar year, so another member can be elected, before terms end.
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 in its mission.
5. The duty to support the club morally and spiritually.
6. The duty to chair, co-chair and/or 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 or electronically if needed, and all nominees shall have served at least one year on 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 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 by 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 (3) 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 or electronically, if needed. 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, unless an electronic vote is needed.

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 in 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 7:00 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.

Section III Seven (7) members of the Board of Directors; at least one (1) Officer shall constitute a quorum; or two-thirds Board members.

Section IV The Constitution and By-Laws will be 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 a 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 monies received and disbursed, shall give a brief Treasurer's report at each regular meeting, and shall generally perform other duties as may be required by the Board of Directors. At the expiration of the Treasurer's term of office, all monies, 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 monies 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 Membership Committee- to manage the Annual Membership and fan Patron Drive in August.
- Section III Sports Program Committee- to see advertisements and coordinate printing of the Fall Sports Program and the Winter Sports Program, and the sale of the same.
- Section IV Concessions Management- to handle concession management for all interscholastic athletic events and to supply athletic activities.

- Section V Maintenance Committee- to handle special building, service, renovation, or other construction projects.
- Section VI Auditing Committee- to audit annually, immediately prior to presenting 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 High School Athletic Board for the next fiscal year. The President or his representative shall attend all Athletic Board meetings and report on the 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/she shall coordinate the scheduling of the special Booster Club events with the Athletic Department. He/she 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, especially uniforms and large item purchases.
 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.

4. Each Head Coach request for reimbursement two weeks in advance to receive payment for approved expenditures. This allows the Treasurer ample time to verify invoice(s), write check(s) or obtain cash necessary.

5. Each Head Coach shall require player participation in Booster fundraising events and activities.

6. If Head Coach will be requesting a purchase greater than \$5,000, it must be requested at the May meeting, so the Booster Club will have ample time to fundraise for the project.

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 tournament days only. Money will be given to the AD or Head Coach for disbursement. The Head Coach should provide receipts, as well as leftover money to the Treasurer of the Booster Club at the meeting following the return from the event.

Food Money will be given only to 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 AD or Head Coach for disbursement. The Head Coach should provide receipts, as well as leftover money to the Treasurer of the Booster Club at the meeting following the return from the event.

b. T-shirts for League Champions (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 OHSAA. Additional T-Shirts may be purchased from the Team(s) account.

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 Head Coach for disbursement. If a Head Coach decides to order T-Shirts on his/her own, they must contact the Secretary for the current price/T-Shirt and only be reimbursed for those shirts. All other shirts must come out of team(s) accounts.

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

When fundraising money is turned in by a coach to the Treasurer, the deposit should be counted and verified at the time it is turned in. All invoices 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.

d. Pizza (Vote and Provide As Needed, per requests)

e. All-Star Team Fees (paid out go the Booster Club General Account)

The Booster Club will pay for fees for athletes who get elected to play on All-Star teams as a result of their excellent achievements while playing for 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.

f. Miscellaneous Expenses during the Season

The Booster Club will pay for misc expenses from the team account. Examples of expenses that would be reimbursed are: candy for pep rallies, water for teams, food service items such as napkins or paper plates. Invoices or receipts need turned in to the Treasurer, and a two (2) week turnaround timeframe will be followed.

2. Expenditures that Need Approval to be Purchased:

a. Uniforms (paid out of the Booster Club General Account)

Each team is permitted new uniforms every 4 years from the time they last received them. This uniform includes both a home and away

jersey, bottoms, with exception to the Football uniforms, which will be purchased every two (2) years alternating home and away. The Head Coach should submit a cost estimate (2-3 quotes minimum) prior to their season for any uniforms that will need to be purchased during the fiscal year. The Board will review the estimate and put it to a vote. If the uniforms are approved, after they come in and are accurate, the Treasurer should receive a copy of the invoice for the payment. All uniforms must be left with the sport after the season is over. If uniforms are reported missing, it is the responsibility of the Head Coach to track them down. If additional uniforms are needed to be purchased because they were taken/missing, they will be replaced out of the team account.

Note: If the bottoms can be worn for both home and away then only one pair of them will be purchased.

Uniforms per sport:

Baseball/Softball: Home and Away jersey, one pair of pants, socks, belt (2nd pants at discretion of team, out of team account)

Volleyball: Home and Away jersey, spandex (1)

Football: (every two years) Home then an Away jersey will be purchased, belt. A pair of pants will be purchased with the initial jersey, a second pair will only be purchased as needed/voted on.

Girls/Boys Basketball: Home and Away jersey, matching home/away shorts

CC/Track: Shirt, coordinating shorts

Wrestling: Home and Away singlet(s) or top/bottom

Cheer: Vest with midriff, skirt

Soccer: Home and Away jersey, matching home/away shorts, socks

Boys/Girls Golf: Polo shirt

b. Out of Season Training (paid out of the Booster Club General Account)

Each team will be rewarded a stipend of \$600 for out of season training. This may include (school sanctioned) shoot-outs, in-door winter leagues, summer sessions and other additional training services. Each Head Coach must submit invoice for payment to the Treasurer. This is a one time stipend provided each fiscal year, for team events. All additional fees for training and camps must come out of the team accounts.

The cost of training 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 needs 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 when 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. If it exceeds \$5,000, it must be requested at the May meeting for the following year/season.

d. Subscriptions

The Booster Club pays for subscription renewals when necessary. One example is 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.

3. Examples of Expenses that are not subject for reimbursement, in total or part:

- a. Individual athlete banners, individual off season play (JO, AAU, etc), any item that an athlete would take with them upon completion of the sports season, personal services, or items.
- b. Any expense that is thought, by the Booster Board, to be non-supportive of the Mission Statement and By-laws will be rejected.

4. Variants 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 issues will follow due process.

5. Expenditure Guidelines

- a. Requests for funds must come from Head Coach, Athletic Director or Board Members.
- b. Requests must be in writing and submitted two weeks prior to funds needed. Form is provided by the Treasurer.
- c. Requests must include invoices and receipts; invoices should be submitted to the Treasurer in a timely manner to prevent having to pay late fees. Text or email Treasurer when an invoice needs picked up from Booster mailbox or provide them at the monthly board meeting.
- d. All deposits should be counted by coach and verified at the time of deposit.
- e. Reimbursement checks will only be provided to coaches when all receipts have been received by the Treasurer.

f. All financial disputes need to be in writing and submitted to the Treasurer and President simultaneously.

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 two-thirds majority vote of the members of the Board of Directors present and voting in 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.