

PENNFIELD ATHLETIC BOOSTERS CLUB CONSTITUTION

ARTICLE I – NAME

The official name of the organization shall be the PENNFIELD ATHLETIC BOOSTERS CLUB and will hereinafter be referred to as “the Club”.

ARTICLE II – PURPOSE

The purposed of the Pennfield Athletic Boosters Club is to compliment the Athletic Department by supporting, encouraging and promoting the athletic programs at all Pennfield area schools. To help establish proper communication and relationships between parents, community, athletes, students, and the Athletic Department; to encourage and stimulate good sportsmanship and better understanding of athletics, rules, objectives, and attitudes. To initiate and support worthwhile fundraising projects sponsored by the Athletic Department.

ARTICLE III - MEMBERSHIP

Any person whose high school class has graduated and who is interested in the athletic program of Pennfield Schools shall automatically become a member, with voting rights, at regular or special meetings, if in attendance. Coaches shall be most welcome guests with no voting rights.

ARTICLE IV - OFFICERS

Any member shall be eligible to hold office. Offices shall be:

President
Vice President
Secretary
Treasurer

ARTICLE V - DUTIES OF OFFICERS

President- It shall be the duty of the President to present at all meetings of the Club, to preserve decorum to decide all questions of order, subject, however, to an appeal to the members present, and to enforce the Constitution. In the event the Treasurer is not available, the President, with the approval of the Executive Board, shall be authorized to perform all the duties of the Treasurer.

Vice President- It shall be the duty of the Vice President to assist the President in the duties of his office and, in the absence of the President; the Vice President shall perform all the duties of the office.

Secretary- It shall be the duty of the Secretary to have charge of all books and paper pertaining to the office and they shall be kept in a convenient place where the Secretary can have access to them at all times. The Secretary shall keep a true record of all meetings of the Club, which shall be placed in the record book and shall, prior to all meetings, mail a report of the previous meeting to all members. It shall also be the Secretary's duty to provide a copy of the minutes to all members who are present at the meeting and shall notify candidates of their election within one week after such election shall have taken place. In the absence of the Secretary, the President will appoint some member of the Club present at the meeting to perform the duties of this office.

Treasurer- It shall be the duty of the Treasurer to have charge of all books and papers pertaining to the office and they shall be kept in a convenient place where the Treasurer can have access to them at all times. The Treasurer shall keep the Club accounts in such form that may give the total amount of orders on treasury and balance in the treasury at each meeting and shall record balance in the record book. The Treasurer shall receive all monies paid to the Club, giving receipt therefore, and shall keep a true account of the same and shall deposit all monies in a bank designated by the Club, disbursing none of the funds in the Treasurer's possession except for Club purposes and with the authority given by the Executive Board. The Treasurer's books shall be audited out by outside auditor annually. It will be the responsibility of the Audit Committee to contract the audit service. At the expiration of the Treasurers' official term, the Treasurer shall deliver to the successor all books, papers, and monies belonging to the office.

ARTICLE VI - EXECUTIVE BOARD

The Executive Board shall consist of the four elected officers and two members elected by the membership at large. It shall be the responsibility of the Executive Board to appoint all chairmen of the Standing Committees. In addition, they shall appoint an Auditing Committee and a Nominating Committee. Expenses greater than \$250. but less than \$1500. to be approved by the Executive Board. Expenses in excess of \$1500. require Membership approval at the next meeting.

ARTICLE VII - ELECTION OF OFFICERS

The election of officers shall be held each year at the April meetings. A Nominating Committee appointed by the Executive Board shall make nominations for office at the March meeting. Other nominations may be made from the floor. Newly elected officers shall assume office beginning with the May meeting.

ARTICLE VIII - STANDING COMMITTEES

Standing Committees shall be:

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| Tournament | whose goal shall be, in concert with the Athletic Department, to define all responsibilities in the conduct of the tournaments sponsored or endorsed by the Athletic Department. |
| Fundraising | whose goal shall be to initiate and support worthwhile fundraising projects for the sole purpose of enhancing the athletic facilities, equipment and programs sponsored or endorsed by the Athletic Department. |
| Auditing | shall be appointed at the May regular meeting and whose goal shall be to provide written reports of the audit findings to the Club at the August meeting. |
| Nominating | shall be appointed at the February regular meeting and whose goal shall be to furnish annually, at the March meeting, a list of candidates willing to serve in the offices of President, Vice President, Secretary, and Treasurer, and the names of two persons from the membership at large to serve on the Executive Board. |
| Publicity | whose goal shall be to plan, organize, and conduct the publicity or advertising of the Club. This committee shall work in concert with other committees and the Executive Board as required. |
| Projects | whose goal will be to receive a list of projects initiated by the Athletic Department or membership at large. This committee will research projects for cost, quality, feasibility and installations. This committee will present information to the membership prior to a vote for approval. They shall work in concert with other committees and the Executive Board as required. This committee will be responsible for ordering, acquiring, or providing services to complete projects approved by the membership and shall see that arrangements are made for installations when required. |
| Athletic Events | whose goal shall be to furnish manpower for various athletic events in the active school year. |

ARTICLE IX - MEETINGS

Regular business meetings shall be held on the second Monday of each month at 7 p.m., unless otherwise announced. All members present at the regular meetings may make and/or second motions and shall have full voting rights, except for the President, Athletic Director, and coaches. The President shall have voting rights only in the vent of a tie.

Special business meetings may be called at any time by the President or four (4) members of the Executive Board upon notification of all members stating the time, place, and purpose of the special business meeting. No business shall be transacted other than that stated in the notification of the special business meeting.

ARTICLE X - AMENDMENTS

The Constitution of the Pennfield Athletic Boosters Club may be amended at any regular meeting by a two-thirds (2/3) vote of the members present. The proposed amendment must be read at the previous meeting.

ARTICLE XI – DISSOLUTION

In the event that this Club shall dissolve, all assets and real property will revert to the Pennfield Athletic Department, Battle Creek, MI.

ARTICLE XII- CHARITBLE CONTRIBUTIONS

Charitable donations/contributions whether being made to an organization or an individual by the Athletic Boosters will be assessed on a case by case basis with consideration being given to, but not limited to, funds available in the treasury at the time, situation/need and purpose. Donations/contributions made at any given time do not set precedent or affect the outcome/conclusion of future requests. Any donations/contributions will be prepared from the Athletic Boosters checking account.

PENNFIELD ATHLETIC BOOSTER CLUBS

POLICIES AND STANDARD PRACTICES

1. The Pennfield Athletic Booster Club shall provide one (1) plaque for all League, Regional and State championships to be displayed in the trophy case.
2. The Pennfield Athletic Booster Club shall adhere to school district policy that all projects be completed by, or in conjunction with, Pennfield Schools shall become the property of the school (Athletic Department) for proper maintenances (ie: signs, scoreboards, buildings, etc)
3. The Pennfield Athletic Booster Club shall provide funds for a congratulatory meal not to exceed twenty (\$20.00) dollars per team member & two (2) coaches for any team advancing to the State level, including individual members (ie: golf, wrestling, tennis, etc) State level will be determined by the Athletic Director.
4. Any Pennfield Athletic Booster Club member who is hospitalized, suffers a loss in the family, etc, shall be acknowledge by the Pennfield Athletic Booster Club (ie: cards, donation to charity, visits, etc) Any donation to charity, flowers, etc is to be decided by the Executive Board
5. Any Pennfield Athletic Booster Club member may propose to honor the departing President with a plaque or appropriate memento.
6. The Pennfield Athletic Booster Club may support local and area activities via advertisement or donation (ie: Ultimate Party) by resolution of the Board.
7. Tournaments: The Pennfield Athletic Booster Club shall co-sponsor two (2) tournaments in conjunction with the Pennfield Athletic Department:
 - a. The annual Pennfield Alumni Basketball Tournament held in December.
 - b. The annual Pennfield Middle School Basketball Tournament held in January.

8. Fundraising: The Pennfield Athletic Booster Club holds the following fundraisers:
 - a. Golf Outing (together with the Band Boosters)
 - b. Sportswear Sale (exclusively)
 - c. Baseball fence signs
 - d. Concessions

Revised: 11/4/4