

# **Antwerp Athletic Boosters Club, Inc.**

303 South Harrmann Road

Antwerp, Ohio 45813

419-258-5421

## **Constitution & By-Laws**

(Adopted October 2014)

(Revised March 25, 2015)

(Revised May 4, 2016)

(Revised October 20, 2016)

### **I- Title**

Section 1. This organization shall be known as the Antwerp Athletic Boosters Club, Inc.

### **II- Objective**

Section 1. The objective is to provide assistance to the various athletic programs at Antwerp Local Schools, while promoting unity between the athletes, community and the school district.

### **III- Board of Directors (BOD)**

Section 1. The officers of the board shall be President, Vice-President, Treasurer and Secretary, and there will be seven (7) board members. Ten members of the board will vote on issues with the President casting a vote in the event of a tie. The term of BOD members shall be two years (June Regular Business Meeting through June Organizational Meeting). The officer's will be voted on annually during the June organizational meeting. Six board seats will be voted on in the even years and the other five board seats will be voted on in the odd years.

Section 2. A quorum will consist of 2/3 of the BOD, or 7 members.

Section 3. New BOD members will be voted on at the June organizational meeting, which will be held directly before the June monthly meeting. Members of the public may qualify for a BOD position so long as they are 18 years of age and not attending high school, and reside within the Antwerp Local School District or have an immediate family member attending Antwerp Local School District. A nomination will have to be made from the floor for a BOD position, and voted on by the sitting BOD at the time of the nominations.

Section 4. An unexcused absence of any BOD member for three consecutive regular meetings shall constitute cause for declaring the office vacant, whereupon it shall be the duty of the BOD to appoint a successor to serve the remainder of the unexpired term.

#### IV- Meetings

Section 1. The regular meeting of the Antwerp Athletic Boosters shall be the first Wednesday of each month at 7:00 p.m. in the Board of Education Meeting Room of Antwerp Local Schools (August through June), to conduct business.

Section 2. Special meetings may be held when necessary, or phone calls made to all BOD in time sensitive matters, so long as at least 2/3 of the BOD are involved. These meetings may include financial matters.

#### V- Order of Business at BOD Meetings

- Section 1.
- A. Call meeting to order and roll call
  - B. Reading and approval of previous meeting minutes
  - C. Reading and approval of Treasurer's Financial report
  - D. Old Business
  - E. New Business
  - F. Adjournment

#### VI- Duties of Officers

Section 1. It shall be the duties of the **President** to preside over all meetings of the Antwerp Athletic Boosters. The President will cast a vote only in the event of a tie. He/she will develop and appoint committees when necessary. He/she will be the spokesperson of the Boosters at meetings and during special events as called upon.

Section 2. It shall be the duties of the **Vice-President** to assume all the duties of the President in the event of his/her absence or vacancy of office and to oversee the fundraising subcommittees as established by the President.

Section 3. It shall be the duties of the **Treasurer** to:


- A. Receive all money, and give a receipt for the same when practical, as to the amount and sources from which it came.
- B. Keep accurate records of all receipts and disbursements.
- C. Pay all bills.
- D. Keep a current itemized account of all receipts and expenditures of funds.
- E. Will be required to have 2 officer's signatures on all written checks, with 3 officer's having authority to sign.
- F. Has the authority to write checks up to \$200.00. Anything from \$200.00-\$500.00 may be approved by an email to all officer's with majority approval. Any expenditure over \$500.00 must be approved in a regular or special meeting with a quorum present.
- G. The Treasurer shall be bonded.

- Section 4 It shall be the duties of the **Secretary** to:
- A. Keep accurate records of all proceedings of booster meetings.
  - B. Notify all BOD of time and place of all special meetings.
  - C. Responsible for any written communication with media.

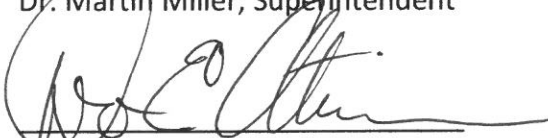
**VII- Amendments**

- Section 1 An amendment to the By-Laws may be proposed at the annual organizational meeting each June.
- Section 2 If more than one amendment is submitted at one time, they shall be so submitted as to enable the BOD to vote on each amendment separately.
- Section 3 If a majority of the BOD voting on the proposed amendment adopts such amendment, it shall become part of the Constitution & By-Laws.

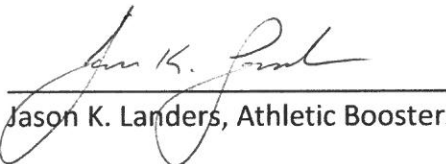
Originally adopted and signed by:

  
\_\_\_\_\_  
Dr. Martin Miller, Superintendent

11/22/2016  
Date

  
\_\_\_\_\_  
Drew Altimus, Athletic Director

11/22/16  
Date

  
\_\_\_\_\_  
Jason K. Landers, Athletic Boosters President

11/27/2016  
Date