

Northwestern All-Sports Association Constitution and By Laws Code of Regulations
Last revision: April 2008

Booster Club

ARTICLE I - NAME

SECTION 1. This organization shall be known as Northwestern All-Sports Association.

ARTICLE II - PURPOSE

SECTION 1.

The specific and primary purpose for which this organization exists is to provide assistance to the Northwestern School System's athletic programs, in the form of volunteers, equipment, and supplies, so as to lessen the burdens of government in the furtherance of and carrying out the duties of the Northwestern School System of Wayne County, Ohio.

Areas of focus include:

- promoting, encouraging, and financially supporting athletics and athletes in the Northwestern School system.
- promoting scholarship and recognizing scholar athletes.
- closely cooperating with the athletic director and administration of the Northwestern Local School District.

SECTION 2. Said organization is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

SECTION 3. No part of the net earnings of the organization shall inure to the benefit of or be distributable to its members, trustees, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by a organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE III - MEMBERSHIP

SECTION 1. Any person may become a member of the Association by:

- Purchasing an annual membership.
- Purchasing a membership in an affiliated recognized sport club. To be a recognized sports club, an affiliated sport club must pay the All Sports Association for the cost of membership for it's members. If the affiliated sport club does not charge a fee, an individual must pay the All Sports membership fee to be a member of the All Sports Association.

SECTION 2. Voting members will conduct the business of the Association.. A voting member is any member who attends a minimum of three meetings in the fiscal year. In order to be a voting member for the first three meetings of the fiscal year, a member must have been a qualified voting member in the past fiscal year.

ARTICLE IV: - Executive Committee

SECTION 1. Executive Committee. The committee shall consist of the President, Vice-President, Secretary and Treasurer. The immediate past President and Athletic Director shall serve as ex-officio members.

SECTION 2. Powers and Duties of the Executive Committee. The Executive Committee shall: (1) establish the annual budget for presentation to the All-Sports Association for approval, (2) fill coordinator positions, (3) establish the dues structure, (4) approve expenditures on behalf of the All-Sports Association for Association purposes in individual amounts not to exceed \$500.00, (5) take any emergency action on behalf of the All Sports Association and (6) establish and maintain a list of recognized individual sport clubs.

SECTION 3 Executive Committee Meeting

The Executive Committee shall hold meetings on an as needed basis, as called by the President.

ARTICLE IV - OFFICERS AND THEIR DUTIES

SECTION 1. The officers of the Association shall be a President, a Vice President, a Secretary and a Treasurer. All officers shall be members of the Association.

SECTION 2. The President shall preside at all meetings. The President shall be responsible for calling special meetings, coordinating organization activities, and appointing committees. The President shall be an ex-officio member of all standing committees.

SECTION 3. The Vice President shall preside or act in the absence of the President.

SECTION 4. The Secretary shall keep an accurate record of the proceedings of all meetings and handle correspondence. The Secretary shall present, at the regular meetings, the minutes of any interim special meeting(s). All minutes shall be kept in such order that they are usable and must be passed on to the succeeding Secretary. The Secretary will send information to local newspapers and radio as requested.

SECTION 5. The Treasurer shall receive all monies belonging to the Association or receipts of deposits made to the Association's account. The Treasurer shall make payments when properly authorized, shall keep an itemized account of receipts and expenditures, and shall prepare a written report for each meeting. The Treasurer is responsible for filing IRS tax returns within the timelines set out by the IRS.

SECTION 6. No member of the Association shall have any power of authority to incur any debt in the name of the Association without prior authorization, with the exception of the Executive Committee (Article IV, SECTION 2).

ARTICLE V - ELECTIONS

SECTION 1. Officers shall be elected in May of each year, with newly elected officers assuming their official duties on June 1. All officers shall be members of the Association. Officers of All-Sports may not hold office in a recognized individual sports club during their tenure.

SECTION 2. All nominations for officers shall be made in either or both of the following ways:

- a. By the Elections Committee, formed in April, consisting of the President, membership chair, and two (2) voting members of the Association.
- b. By nominations taken from the floor, prior to a ballot being taken.

SECTION 3. When the office of the President becomes vacant, the Vice President shall automatically assume the Presidency.

SECTION 4. When the office(s) of the President and Vice President both become vacant, the membership shall vote a President Pro-Tempore for the remainder of the term.

SECTION 5. When the office(s) of Secretary and/or Treasurer become vacant, the President shall appoint replacement(s) for the remainder of the term.

SECTION 6. Terms of Office

- The length of the term for President, Vice President, Secretary, and Treasurer shall be two years.

- Beginning in the 2008-09, the Vice President and Treasurer shall be elected in even numbered years. (2008/09, 2010/11, 2012/13....)
- Beginning in 2009-10, the President and Secretary shall be elected in odd numbered years. (2009/10, 2011/12, 2013/14.....)
- Officers may be elected to serve for two terms consecutively. The Executive Committee may vote, by a majority, to extend the term limits if there are no other candidates and the officer currently serving is willing to continue in that capacity.
- No person may hold more than one elected office at a time.

ARTICLE VI. – COMMITTEES

SECTION 1. Project/Activity Committee

- A. The Project/Activity Committee shall have the responsibility of presenting ideas for, and the coordinating of projects and activities of the Association, as assigned by the executive committee.

SECTION 2. Election/Membership Committee

- A. The Election/Membership Committee shall have the responsibility of presenting a ballot for election of Association officers, and to help with the annual membership drive.

SECTION 3. Task Committee

- A. The Executive Committee shall have the right to appoint Task Committees as needed.

SECTION 4. Audit Committee

- A. The Audit Committee shall have the responsibility of auditing the books at least once a year and reporting the results of the audit to the Executive Committee. Members of the Audit Committee will be assigned by the Executive Committee.

SECTION 5. Fundraising Committee

- A. The Fundraising Committee shall have the responsibility of coordinating fundraising efforts. The main focus will be to keep all clubs working together, relative to the spacing and types of fundraising activities. Designated representatives of recognized individual sport clubs, the All-Sports Vice President and the All-Sports Treasurer will comprise this committee

SECTION 6. Youth Sports Committee

- A. The Youth Sports Committee shall have the responsibility to oversee youth sport programs that are associated with the All Sports Association. The committee will be responsible for appointing coordinators and reviewing the program budgets. The committee will receive timely reports, relative to associated youth sports, from the appointed coordinator(s).

ARTICLE VII. – GENERAL MEETINGS

SECTION 1. Special general membership meetings may be called by the President or Vice-President if acting in the President's absence. Only voting members can vote at general or special meetings.

SECTION 2, All decisions, including the expenditure of funds, shall be made by a majority vote of voting members present. Absentee ballots will not be accepted.

SECTION 3. Any concerns, requests, ideas, suggestions, etc., should be presented at the general meetings. It is suggested that the President be made aware of the particular item of business prior to the meeting so it can be included on the agenda.

SECTION 4. All requests for funds, exceeding \$500.00, will be presented to the All-Sports Association by the High School Athletic Director/designee, with the exception of those expenditures necessary to operate the club. Request for funds for Middle School or other youth programs will go through the appropriate High School Head Coach and/or Middle School Athletic Director to the High School Athletic Director. These requests should be made at least one week prior to the scheduled All-Sports Association Meeting so

that they can be placed on the meeting agenda. Requests made later than the deadline will be presented or held to the next meeting at the discretion of the High School Athletic Director.

SECTION 5. All sports with an individual sport club, recognized by the All Sports Club, must have a designated representative, preferably an officer, from the individual club as an active member to the All Sports Association to receive funds from the All Sports Association. In addition to serving as a liaison between the clubs, this representative will serve on the Fundraising Committee. This provision is in place to foster communication between the clubs and avoid duplication of efforts. Individual sport clubs recognized by the All Sports Association are those clubs, operating within the Northwestern Local School District, which raise funds to help support a sport and the athletes participating in the sport.

SECTION 6. Robert's Rules of Order, Revised, shall be the parliamentary authority for the Association on all questions not covered by the Constitution.

ARTICLE VIII - AMENDMENTS

SECTION 1. No alterations, additions, deletions, or amendments shall be made to this Constitution except by a vote of two-thirds of all voting members present at any regular general meeting called specifically for that purpose.

SECTION 2. Proposed amendments of the Constitution and Bylaws of the Northwestern All Sports Association shall be presented to the Executive Committee, read at a general meeting, and voted on at the following general meeting.

SECTION 3. Amendments take effect immediately upon affirmative vote of the membership.

ARTICLE IX - DISSOLUTION OF ORGANIZATION

SECTION 1. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization or organization, as said Court shall determine, which are organized and operated exclusively for such purposes.