

AMENDED 7/7/2010

CONSTITUTION AND BY-LAWS
OF THE
GENOA-KINGSTON ATHLETIC BOOSTER CLUB

CONSTITUTION

ARTICLE I

- Section 1. This organization shall be known as the G-K Athletic Booster Club.
- Section 2. The object of this organization shall be to:
- a. Promote harmony among parents, spectators, coaches and players of the G-K High School and G-K Middle School Athletics and should in no way bring criticism upon the coaches or the program.
 - b. Raise funds to supplement the monies of the G-K High School and G-K Middle School athletic programs.
- Section 3. This organization shall be governed by the G-K Athletic Booster Club officers composed of the president, vice-president, secretary, treasurer, and the G-K Athletic Director

BY-LAWS

ARTICLE I Membership

- Section 1. The members of the organization shall consist of parent representatives appointed by each coach, committee chairpersons, elected board members and other persons interested in the support of the G-K athletic programs.
- Section 2. Each coach will inform the athletic director of their choice for parent representative. No person can be a representative for more than 1 sport. No board member can be a representative. Parent representatives will be introduced at the 1st August meeting. The parent representative will be required to attend booster club meetings and cannot miss more than 3 regularly scheduled meetings per year. If the parent cannot attend, the coach can attend in his/her place. If the parent chooses not to continue as a representative, the coach will select another person to represent them at the meetings.

Section 3. Parent representatives will be responsible for contacting parents within their represented sport to assist with booster club activities such as concession stand workers for football and track seasons, Genoa Days workers, 50/50 raffles etc. Representatives are also responsible for making the voting wishes of their coach known to the booster club, as well as requesting items for purchase previously approved by the athletic director.

ARTICLE II Officers

Section 1. Officers in this organization shall consist of president, vice president, secretary, and treasurer, all of who shall hold their offices for a term of one year.

Section 2. The duty of the board shall be to govern all activities of this organization.

Section 3. It shall be the duty of the president to preside over the meetings, call special meetings at the request of the officers or Athletic Director, and appoint committees.

Section 4. It shall be the duty of the vice-president to preside over the meetings in the absence of the president and to officiate as president at such time as the president may be unable to perform the duties of his/her office.

Section 5. It shall be the duty of the secretary to keep a correct record of the transactions of the organization, take roll call at the beginning of each meeting, answer communications when requested, send out notices at the request of the president, do such clerical work as they may be called upon to do from time to time by the organization, to turn over all books and property belonging to the organization to their successor.

Section 6. It shall be the duty of the treasurer to receive all monies paid onto the organization, to make a report at each meeting of all monies received and disbursed, and turn over all monies and records to their successor.

Section 7. During the August meeting, the officers of the Booster Club shall present to the general membership a planned years budget based upon the accepted wish list and projected operating expenses for the coming school year. Budget can be accepted "as is", or revised by the September meeting

ARTICLE III Election

- Section 1. Election of the officers shall be held at the first meeting in April of each year and the newly elected officers will assume their duties beginning May 1st of that year.
- Section 2 A majority of all votes cast shall be necessary for the election of any officer.
- Section 3. Candidates for office shall be nominated by a nominating committee consisting of two people. Names sent to the nominating committee can come from voting or non-voting members. Names will be accepted by the nominating committee from the March meeting until 1 week prior to the April election.
- Section 4. The nominating committee shall submit its slate of officers at the April meeting of the organization each year.

ARTICLE IV Meetings

- Section 1. Meetings shall be held as designated by the president during the sporting event in season, this must be determined yearly. The first Wednesday of each month will be designated as the regular time for meetings.
- Section 2. Special meetings of this organization may be called by the president or when an officer requests such a meeting. All members must be notified 24 hours prior to the meeting.

ARTICLE V Voting

- Section 1. Votes will be cast by anonymous paper ballot if the request is over \$500.00, for election of officers, or by request of a member. Votes can only be cast by parent representatives, standing_committee co-chairs and board members; limited to one vote per person. The president will withhold vote, to be cast in the event of a tie.
- Section 2. Majority of voting members must be present to vote upon purchase items. Vote will be held over until the next meeting if a majority is not present, or if item requested is over \$ 500.00. If the Athletic Director and Board deem a request an emergency purchase, voting can occur at the same meeting as the request.

Section 3. Requests for purchase outside the annual wish list cannot be made until the coach has discussed the purchase item with the athletic director. After the Athletic director has approved, the coach can inform the parent representative, who then makes the request from the booster club.

ARTICLE VI Amendments

Section 1. Any part of the constitution or by-laws may be amended by bringing it before the G-K Athletic Booster Club membership at a regular meeting. To adopt an amendment a majority of all votes cast by members in good standing present at a specific meeting will be required.

ARTICLE VII Financial Responsibilities

Section 1. Financial reimbursement for purchases made on behalf of the G-K Athletic Booster Club must be approved prior to purchase at a general Booster Club meeting so the operating budget can be amended.

Section 2. Each year, the head varsity coach shall submit to the Athletic Director a list of needs for consideration for the coming school year. The Athletic Director shall review the requests and then submit the list to the G-K Athletic Booster Club at the April meeting. Booster club votes to approve the list during the May meeting.

Section 3 Financial obligations to vendors and Booster Club members will be paid on a monthly basis or per the condition of the vendors' terms.

ARTICLE VIII Committees and Parent Representatives

Section 1. The G-K Athletic Booster Club Board will govern all committees. All committees must report directly to the G-K Athletic Booster Club Board.

Section 2 Standing Committees are: Concessions, Apparel, 50-50, Sports Program. Special event committees can be formed as needed, but do not get an additional vote.

Section 3 Sports eligible for representatives are: Football, Cross Country, Boys Soccer, Volleyball, Girls Basketball, Boys Basketball, Wrestling, Girls Golf, Boys Golf, Girls Track, Boys Track, Softball, Baseball, Girls Soccer, Bass Fishing, Dance and Cheer. Middle School programs will be treated as a consolidated entity with a single representative.

ARTICLE IX Booster Club Policies

Section 1 Purchases made with Genoa Booster Club monies will be in the school colors of Royal Blue, Orange or White.

Section 2 Purchases made will be in support of the athletic team, and will not be made for individual recognition only.