

Hopewell-Loudon Athletic Boosters

Constitution & By-Laws

Hopewell-Loudon Athletic Boosters Association

Article I – Name and Purpose

Section 1.0 The name of this organization shall be the Hopewell-Loudon Athletic Boosters Association.

Section 2.0 The purpose and objective shall be to:

- 2.1 Cooperate and assist our school in bringing to the people of the community and the school district the finest athletic programs possible.
- 2.2 Encourage more attention, interest and action on Hopewell-Loudon School athletes.
- 2.3 Inspire our students to reach their utmost in functional health and physical development.
- 2.4 To build, develop and maintain community relations.
- 2.5 To consider and review all request for assistance from the Athletic Director or coaches.

Section 3.0 Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as except organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 4.0 No part of the net earning of the organization shall insure 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 purpose set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be carrying on of propaganda or otherwise attempting to influence legislation, in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for the public office. Not withstanding any other provision of this document,

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 (b) by an 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.

Section 5.0 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 disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine which are organized and operated exclusively for such purposes.

Article II – Policies

Section 1.0 This shall be a non-profit, non-sectarian and non-partisan organization.

Section 2.0 This organization will cooperate in all activities related to High School and Junior High athletics.

Section 3.0 This organization will not seek to direct the administrative activities of the school or to control its policies.

Section 4.0 This organization shall attempt to sponsor activities or projects pertaining to its athletic programs.

Section 5.0 *The organization will require all temporary licenses and permits required by law for all fundraising events.*

Article III – Membership, Dues and Meetings

Section 1.0 Membership shall be open to anyone (post high school age and over) interested who will uphold and support the aims and objectives of the Hopewell-Loudon Athletic Boosters Association.

Section 2.0 Membership fees shall be \$5.00 per member per year, \$10.00 per family, or \$25.00 per for a Super Booster membership. Dues must be paid by December 31st of each year in order to be considered a “member in good standing” with voting privileges.

Section 3.0 Membership year shall run from July1 to July 1.

Section 4.0 Athletic Director and Athletic Coaches are “ex-officio” members of the association.

Section 5.0 the regular meeting time of the Hopewell-Loudon Athletic Boosters Association shall be the third Wednesday of each month.

Article IV – Officers and Elections

Section 1.0 Officers of this organization shall be a President, Vice-President, Secretary and Treasurer.

Section 2.0 No officers of this organization shall be members of the coaching staff or administration of the Hopewell-Loudon School District.

Section 3.0 Officers shall be elected at the July meeting and assume their respective duties at the next regular scheduled meeting. Elected officers are to serve two-year terms.

Section 4.0 Election of officers shall be every two years, except when an officer resigns or is unable to complete their elected term. In this case, the Vice-President will present nominees to be voted upon by the Executive Board to complete the remaining term of the resigned officer.

Article V – Duties of Officers

Section 1.0 The President shall:

- 1.1 Preside at all meetings.
- 1.2 Appoint all standing committees and perform all other duties usually pertaining to this office.
- 1.3 Serve as Chairman of the Executive Board.
- 1.4 Obtain licenses and permits for organization events as required by law.

Section 2.0 The Vice-Presidents shall:

- 2.1 Assist the President.
- 2.2 Be Chairman of the nominating committee.
- 2.3 Conduct the meeting in the absence of the President.

Section 3.0 The Secretary shall:

- 3.1 Keep accurate record of all meetings of this organization.
- 3.2 Conduct all correspondences.

Section 4.0 The Treasurer shall:

- 4.1 Receive all moneys of the organization.
- 4.2 Keep an accurate record of all receipts and expenditures.
- 4.3 Dispense funds as approved by the organization or the Executive Board.
- 4.4 File a detailed annual report at the May meeting.
- 4.5 Ensure treasurer's books are audited annually by an executive appointed committee.

Article VI – The Executive Board

Section 1.0 The Executive Board shall consist of all the officers, committee chairmen and the Athletic Director when applicable.

Section 2.0 Duties of the Executive Board shall include:

- 2.1 Attend regularly scheduled meeting of the Executive Board.
- 2.2 Authorize purchases up to three hundred dollars (\$300.00).
- 2.3 Serve as agency between the organization and the Board of Education liaisons (two members).

Section 3.0 All minutes of the Executive Board meetings shall be presented to the organization at the next regular scheduled meeting.

Article VII – Rules of Order

Section 1.0 All meetings shall be conducted according to Newly Revised Robert's Rules of Order.

Article VIII – Purchasing Guidelines

Section 1.0 The organization will conduct business using the following guidelines:

- 1.1 Requests for all purchases or sponsorships must be presented to an officer and must be entered into the agenda for the next regular scheduled meeting. Purchases greater than five hundred dollars (\$500.00) must be made in writing and presented by the Athletic Director.

- 1.2 The organization will require three (3) bids for purchases greater than five hundred dollars (\$500.00). The selection of vendor will be based upon service, quality and price.
- 1.3 The organization will identify vendor for all sponsored sports apparel on an annual basis.
- 1.4 The organization will not accept request for reimbursement for any purchases without prior approval from the Executive Board or from the membership.
- 1.5 Projects involving improvements to school building or grounds with estimated cost greater than five thousand dollars (\$5000.00) must have three (3) written estimates, blueprints/drawing (as indicated), and a written description of work to be performed. Prior start of the project the organization will obtain the approval of the Board of Education. Upon completion of the project, ownership will be turned over to the Board of Education.

Article IX – Amendments

Section 1.0 Proposed amendment to these Constitution and By-Laws must be presented in writing, signed by the proponent.

Section 2.0 Amendments to these constitution and By-Laws shall be made only by the Executive Board in which two-thirds (2/3) of the members of the Executive Board agree.

Section 3.0 Notice of any proposed alteration in the Constitution and By-Laws shall be mailed to each member of the Executive Board five days prior to the regular scheduled meeting in which the change is to be considered.

Article X – Acknowledgement

By our signature below, the officers of Hopewell-Loudon Athletic Boosters Association approve this Constitution and By-Laws of the Hopewell-Loudon Athletic Boosters Association. This document is in effect on the date indicated below and supersedes previous versions of the Constitution and By-Laws of the Hopewell-Loudon Athletic Boosters Association.

Signature of Officers:

President _____ **Date** _____

Vice-President _____ **Date** _____

Secretary _____ **Date** _____

Treasurer _____ **Date** _____