

# Articles of Association for the TWINSBURG ATHLETIC BOOSTERS

## Preamble

Recognizing the need for the improvement of the Twinsburg City School District Athletic Program and Facilities and realizing that tax funds have not been sufficient for such purpose, the parents and other residents of the district have organized themselves in conformity with the constitution and by-laws herein after stated.

### **ARTICLE I            NAME**

The name of this association shall be “The Twinsburg Athletic Boosters” – herein after referred to as the “TAB”.

### **ARTICLE II            PURPOSE**

It shall be the purpose of this association to create interest in school athletic activities, give volunteer assistance to the Twinsburg High School Athletic Director, his staff, the Twinsburg City School Administrators and the Twinsburg City School Board of Education, and to help financially in maintaining the athletic fund when requested by the Athletic Director. The TAB shall be a non-profit organization whose purpose shall be to sponsor and/or support projects that are deemed by the executive committee of this association, as necessary to provide adequate facilities and other functions to promote and carryout the District’s activities.

### **ARTICLE III            MEMBERSHIP**

Section 1      Active membership shall be open to residents of the Twinsburg City School District, nineteen years of age and older, and to persons outside of the district, with an active interest in the TAB.

Section 2      Membership Rankings-

- A. White
- B. Blue
- C. Gold
- D. Platinum
- E. Corporate

### **Article IV            MEETINGS**

Section 1      Regular meetings shall be held on the 2<sup>nd</sup> Monday of the month at 7:00pm at Twinsburg High School.

Section 2      The May meeting shall be known as the “Annual Meeting” for the purpose of election of officers.

Section 3      Attendance shall be open to all members and to any other interested party.

Section 4      At least eight (8) members shall constitute a quorum of the transaction of business at any regular meeting of this association.

*ARTICLE IV Meetings Continued*

Section 5 The privilege of holding office, introducing motions, debating and voting shall be limited to members of the association.

Section 6 Special meetings of the association may be called by the Executive Committee.

**ARTICLE V OFFICERS AND THEIR ELECTION**

Section 1

A. The officers of this association shall be:

1. President
2. Vice President
3. Secretary
4. Treasurer

B. Officers shall be elected annually by ballot or by vote, in the month of May. The office of President and Secretary will be elected in even years; the office of Vice President and Treasurer will be elected in odd years. If there is but one nominee for any office, it shall be in order to move that the secretary cast the elective ballot of the association for the nominee.

C. Officers shall assume their official duties at the June regular meeting and shall serve for a term of two years, but not limited to one term.

D. To prevent a conflict of interest, no current Twinsburg Board of Education officer/member may be nominated, elected or appointed to office in the association. A coach may be elected for the position of Secretary or Treasurer with the understanding that he/she forfeits the right to vote on any financial issues pertaining to purchases for all athletic programs.

E. Officer nominees must have been a member for the current year prior to the end of the first semester.

Section 2

A. Any active TAB member can introduce a nominee. All nominations are to be introduced at the April meeting.

B. Only those who have consented to serve if elected shall be eligible for nomination, either by the committee or from the floor.

Section 3

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Committee, a notice of such election having been given. In case a vacancy occurs in the office of president, the vice-president shall serve as acting president the remainder of the term.

Section 4

Current Members, verified by the membership chair, must be present and signed in at the May meeting to vote for officers. No outside or absentee ballots will be accepted.

**ARTICLE VI DUTIES OF OFFICERS**

Section 1 The president shall preside at all meetings of the association and of the executive committee; shall perform such other duties as may be prescribed in these by-laws or assigned to him/her by the association or by the executive committee; and shall coordinate the work of the officers and committees in order that the objectives may be promoted.

*Article VI Duties of Officers continued*

Section 2 The vice president shall act as aid to the president and shall perform the duties of the president in the absence or inability of that officer to serve.

Section 3 The secretary shall record the minutes of all meetings of the association and shall perform other duties as delegated.

Section 4 The treasurer shall receive all monies of the association; shall keep an accurate record of receipts and expenditures; and shall pay out local funds in accordance with the approved budget as authorized by the association. The treasurer shall present a financial statement at every meeting of the association and at other times when requested by the executive committee. A full financial report at the last regular meeting of the school year is required. The treasurer's accounts shall be examined annually in June by an auditing committee of two members, who, when satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The executive committee shall appoint the auditing committee at least one week before the last meeting in May.

Section 5 All officers shall:

- A. Perform the duties prescribed in the parliamentary authority in addition to those outlined in these by-laws and those assigned throughout his/her term.
- B. Deliver to their successors all official material within ten (10) days after the last regular meeting of the school year or immediately upon resignation.

**ARTICLE VII EXECUTIVE COMMITTEE**

Section 1 The executive committee shall consist of all the officers of the association and the chairperson of the standing committees. Three officers of the association must be present to constitute a quorum. The members of the executive committee shall serve until their successors are installed. Officers elect shall be ex-officio members of the committee until they are installed. The president may invite an advisor to attend an executive session for the purpose of presenting information. Only the members of the committee have voting privileges.

Section 2 The duties of the executive committee shall be:

- A. To transact business in the intervals between regular meetings and such other business as referred to it by the association.

- B. To appoint a new chairperson or sports representative in case of a vacated position or non-performance.
- C. To approve cash advances up to the amount of \$600; all additional expenditures shall be submitted to the TAB association for approval.

*Article VII Executive Committee continued*

- D. The officers of the association may approve the expenditure of funds less than \$300.00 by a majority vote of the officers without calling an executive committee meeting. The expenditure must be reported at the next monthly meeting.
- E. To create special committees as deemed necessary to promote and carry on the work of the association.

Section 3 A majority of the executive committee shall constitute a quorum. Special meetings may be called by any member of the committee. NOTE: A minimum of three (3) officers must be present.

**ARTICLE VIII STANDING COMMITTEES**

Section 1 General Rules:

- A. The chairperson of each standing committee shall be appointed by the president and approved for chairmanship by a simple majority of the members attending the monthly meeting of which he/she is presented.
- B. The president shall be an ex-officio member of all committees except the nominating committee.
- C. The committee shall consist of a chairperson and as many committeemen as the chairperson deems necessary.
- D. A committee chairperson shall assume their duties from the date of approval and shall serve a term of one year. A chairperson may be re-nominated and approved for additional terms.

Section 2 Membership Committee

- A. The committee shall maintain current membership records and stimulate active membership in the association.
- B. The committee shall be responsible for conducting a membership drive to be held annually, commencing in July and continuing throughout the school year.
- C. The committee shall provide current membership lists at each monthly meeting.
- D. The chairperson is to appoint an individual to verify that all participation and voting members are members in good standing (that is that they have paid their annual dues).

*Article VIII Standing Committees*

*Section 2 Membership Committee continued*

- E. The committee is responsible for communicating with and getting membership forms to all athletic coaches prior to their respective seasons.
  - 1. The committee should request attendance at preseason meetings held by the coaches and/or athletic department for athletes and parents.
  - 2. The committee should present membership forms at these meetings; explain our programs; invite active participation; explain the requirements for the Joseph J. Stumpf Award and TAB Awards.

*Section 3 Ways and Means Committee*

- A. The committee shall seek out new opportunities for fundraising and propose for approval to the membership.
- B. The committee shall coordinate all aspects of any fundraising event with appropriate chairpersons.
- C. The chairperson shall encourage participation of the entire membership and coordination with the membership committee shall be expected.

*Section 4 Publicity Committee*

- A. The committee shall be responsible for informing the membership and general public of all meetings, special functions and events held by the association by any or all means of communications.
- B. This shall include but not limited to contacting Cable 9, local access channel 27 (run by the police dept), Twinsburg Bulletin and the Board of Education.
  - 1. To include the TAB meetings on the calendar
  - 2. TAB fundraising events on channel 27
  - 3. Articles in Bulletin about meetings, special events, fundraising programs, etc.
  - 4. Communicating with the Board of Education about fundraising programs and special events

*Article VIII Standing Committees continued*

*Section 5 Twins Day Committee*

- A. The chairperson shall be responsible for any and all communication between the Twinsburg Board of Education, Twins Day Festival Committee (TDFC) and the TAB.
- B. The chairperson shall be responsible for coordination of all volunteers for the first full weekend in August.
- C. The chairperson shall select all committee persons to assist with this event.
- D. The chairperson is responsible to produce contracts with TDFC at the February meeting, at which time all contract terms will be discussed and affirmed.

Section 6 Program Ads and Printing Committee

- A. The committee shall be responsible for selling ads to appear in the fall, winter and spring programs.
- B. The committee is to select a printer and provide him the necessary information for ads and photographs and applicable rosters. The timing must be coordinated making programs available for home events in the fall and winter seasons.

Section 7 Athlete Achievements & Honors

- A. For teams and/or individual athletes that reach certain levels of athletic excellence, recognition will be given. The chairperson will present this information at each meeting, if applicable.
- B. This committee shall be the event promoter for the Hall of Fame and Award activities.
  - 1. To include the announcement of each event to the media and the public.
  - 2. To distribute and make available the necessary forms.

Section 8 Apparel Committee

- A. The committee is to source apparel and pricing for organization approval.
- B. The committee is responsible for the display of articles for sale at any and all events.

Section 9 Gate Admissions

- A. To schedule any and all workers for any athletic event, tournaments or fundraising event that a paid admission is required for all spectators.

Section 10 Hospitality

- A. This committee is responsible for supplying and staffing the following:
  - 1. Banquets – to include season and championship banquets
  - 2. Tailgate parties
  - 3. Any team special request – such as football scrimmage cookout
  - 4. Tournament Hospitality Room (for coaches, officials and workers)
  - 5. Concession stands

**ARTICLE IX SPECIAL COMMITTEES**

- Section 1 The duties of a special committee are to function for a limited time to perform a specific task and to dissolve upon completion of that task. Upon such completion they shall file a report with the association at a regular meeting.
- Section 2 When the need for a special committee is identified, the chairperson who is appointed by the president may request the necessary number of committee members to effectively carry out the task.
- Section 3 The chairperson of special committees has only reporting privileges at executive committee meetings during the length of their appointment and/or assignment.

**ARTICLE X STANDING RULES**

- Section 1 Requests for Association Funds - All requests for association funds must be formally presented by the Athletic Director to the Budget and Finance Committee or at a regular monthly meeting. A request for funds not included in the budget will be entertained. A request for funds in the Athletic budget is to serve as an indicator to the membership the relative needs for each sport. No disbursement of funds is to take place unless voted on by the membership at a regular monthly meeting.
- Section 2 Assets - All assets of the Twinsburg Athletic Boosters in the case of dissolution thereof shall be given to the Athletic Department of the Twinsburg City School District. The Athletic Director will be executor.
- Section 3 No member shall be appointed chairperson of more than one standing committee.
- Section 4 The president shall have available at all times a complete membership list of members in good standing as a guide to assist him/her in making appointments.
- Section 5 TAB funds should not be used to support athletic camps, clinics, private instruction or any activity outside of the school.

**ARTICLE XI JOSEPH J. STUMPF JR. AWARD AND TAB AWARDS**

- Section 1 An Awards Committee will be selected by the president of not more than ten (10) members to determine the winners of the scholarships. The TAB may award a maximum of six (6) awards for \$500.00 each to any qualifying senior.
- Section 2 The Athletic Department will provide the completed applications to the Award Committee at a separate meeting in April. A copy of the complete membership list is to be at this meeting. The number of scholarships will be determined based of current financial viability and will be set during the April meeting.
- Section 3 Certain criteria are to be met by each applicant. The criteria is as follows:
  - A. Twinsburg High School graduating senior athletes whose parent(s) or guardians are members in good standing of the TAB by the end of the first semester of the current school year will be considered eligible for the Joseph J. Stumpf Jr. Athletic Booster Award.
  - B. The athlete has been accepted and will be attending a four-year college, a two-year college, or trade school

C. Application received by the deadline.

D. It is the responsibility of the chairperson to review and revise the application when deemed necessary.

Section 4 No member has the privilege participating in the awards selection when a family member(s) has submitted an application.

## **ARTICLE XII AMENDMENTS**

Amendments to these Articles may be proposed at a membership meeting and adopted after at least one reading of same; by two-thirds of the members present.

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