

The Constitution of Athletic Club of J.L. Mann Academy

ARTICLE I

Name

The official name of this organization shall be the J. L. Mann Athletic Booster Club.

ARTICLE II

Purpose

The purpose of this organization shall be: to support all athletic programs at J. L. Mann Academy, through encouragement, and assistance. The organization shall encourage, parents, guardians and community involvement and strive to ensure opportunities continue to be available to the athletic programs at J.L. Mann Academy.

ARTICLE III

Chapter Officers

The officers of this organization shall be: President(s), Vice-President(s), Secretary and Treasurer. These officers shall be elected by the members of the club, in any manner that may be agreed upon at the regular meeting, and shall hold office for a period of one year. In addition, there will be an Executive Committee composed of President(s), Vice-president(s) Secretary, Treasurer, Principal, and Athletic Director. Vacancies shall be filled by appointment by the Executive Committee for any unexpired term. The Board of Directors will consist of the President(s), Vice President(s), Secretary, Treasurer, Athletic Director, School Principal, Standing Committee Chairman and any ad hoc committee chairmen so appointed to the board by the Executive Committee.

ARTICLE IV

Duties of Officers

1. Duties of the President(s)
 - a. The President(s) shall preside over all general meetings and at all meetings of the Executive Boards.
 - b. The President(s) shall call special meetings as may be deemed necessary.
 - c. The President(s), or designee, shall preside, over ceremonial events and provide general representation for the organization at all athletic events requiring representation.
 - d. The President(s) and Secretary shall have custody of the Constitution and Bylaws of the organization.
 - e. The President(s) shall automatically be an ex officio member of any and all committees.
 - f. The President(s) shall assist and train the Vice President.
 - g. The President(s) shall be a designated co-signer of checks.

- f. The Treasurer shall submit annual proposed budget at general membership meetings for approval.
- g. The Treasurer shall file tax returns for the club on an annual basis.
- h. The Treasurer will cosign all checks issued on the account of the J.L. Mann Athletic Club.

ARTICLE V Membership

Membership is based upon complying with the terms and conditions for membership that may be set from year to year by the Executive Committee.

ARTICLE VI Colors

The colors of the club shall be the school colors.

ARTICLE VII Standing Committees

Section 1. The following shall constitute the standing committees of the organization: Executive Committee, Fall Sports Program, Fundraising, Concessions, and Membership.

Section 2. The Committee Chairpersons shall be approved by the President with the consent of the officers. Any voting member in good standing shall be eligible for committee chairperson or committee membership.

Section 3. A Nominating Committee shall be responsible for coordination of the annual officer election process. A **Nominating committee** shall be appointed each year by the Executive Committee and shall consist of at least three active members of the Club. It shall nominate one or more candidates to be officers of the Club. Such nominations shall be presented to the membership at the regularly scheduled meeting in May. In addition to those nominations presented by the Nominating Committee, nominations from the floor may also be made.

Section 4. Additional, ad hoc committees may be appointed by the President or the Executive Board at any time needed.

Section 5 In addition to the Executive committee whose responsibilities are enumerated throughout this document, the additional standing committees will have the following responsibilities:

1. The **Fall Sports Program Committee** shall publish a fall sports program, sell ads for that program and coordinate program sales at athletic events.
2. The **Fundraising Committee** shall be responsible for coordinating and overseeing J.L. Mann Athletic Club fundraising projects. They shall develop and oversee long/short term fundraising plans that will support the athletic program.
3. The **Concessions Committee** shall be responsible for (a) ensuring the efficient operations of the concession stands for all sports that concessions are offered, (b) the scheduling of volunteers and accounting of receipts and (c) reporting to the Treasurer.
4. The **Membership Committee** shall be responsible for soliciting potential members and shall maintain a database of members. The committee shall keep a membership book containing the name, address, phone number and e-mail addresses of each member. The Committee is responsible for planning, organizing and implementing the membership solicitation campaign including direct mail and special events. They shall also be responsible for coordination of membership benefits including gate and parking passes and distribution of these to members.

ARTICLE VIII

Finances

Section 1. The financial affairs of the Club shall be governed by the annual operating budget prepared by the Executive Committee and presented to the membership for its approval at the regularly scheduled September meeting. The immediate past presidents will be required to assist the Executive Committee in preparation of the budget. Any amendments to the budget will be submitted to the Executive Committee for consideration. If approved by a majority of the Executive Committee, the request will be placed on the agenda of the next regularly scheduled membership meeting for its discussion and approval or disapproval. Approval will require majority vote of board members present. If the request is time sensitive the executive committee may call a special board meeting to vote.

Section 3. Any vote authorizing loans or an increase in any existing credit line must pass by a 2/3 vote of those board members present.

ARTICLE IX

Meetings

The club shall have a regular meeting at least once a month. The budget meeting shall be held prior to the opening of school. Special meetings may be

called at any time by the President in addition to its regular meetings. Roberts Rules of Order may be invoked to keep the meeting timely and orderly.

ARTICLE X Amendments

This Constitution may be amended by a majority of board members present at any regular meeting. The amendments must have been presented at the preceding regular meeting of the organization or sent to the members of the board five days in advance of the meeting and posted at the school.

This Constitution was approved by the Board April 2009.