

Constitution and By Laws

Of the

Friess Lake School District

Athletic Committee

(unratified revision)

**Constitution and Bylaws
for the
Friess Lake School Athletic Committee**

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**Constitution and Bylaws
for the
Friess Lake School Athletic Committee**

MISSION STATEMENT

To foster athletics as an important part of student growth that teaches teamwork, self-discipline and an appreciation for goal setting by creating an athletic atmosphere that utilizes our current and future facilities.

CONSTITUTION

Article I: Name

This organization will be known as *The Friess Lake School Athletic Booster Club (FLS ABC)*.

Article II: Purpose and Objectives

The purposes of the FLS ABC:

- (a) To serve as an organizing and sponsoring body of extracurricular sport activities, in accordance with the guidelines of the School Board and District Administrator.
- (b) To provide such means as necessary to assist the finance of athletic related events and to support our school and school community as deemed appropriate by the FLS ABC.
- (c) To act as a resource and means to research information for the School Board, District Administrator, coach or any other entity desiring athletic information pertaining to Friess Lake school District athletics.

Article III: Membership

The membership of the FLS ABC shall consist of:

- (a) All adult residents of the Friess Lake School district;
- (b) Adult parents or legal guardians of students attending the Friess Lake School district:

Article IV: Officers

Section 1~ Elected Officers: The elected officers of the FLS ABC shall be:

- (a) President
- (b) Vice President
- (c) Secretary
- (d) Treasurer

- (e) Member-at-Large
- (f) The District Administrator shall act as an ex-officio member.

Section 2~Officer Voting Ability Concerning Policy: The elected officers, who must be active members in good standing, will be the voting members for establishing the policies of the FLS ABC.

Section 3~Veto Rights:

- (a) The District Administrator has the right to veto any recommendation of the FLS ABC at any time.
- (b) A majority vote of the elected officers as defined under Article IV, Section 1, (a) - (e), is needed in order to petition the FLS ABC to override a District Administrator's veto.

Section 4~Term of Office for the President: The term of office for each officer shall be:

- (a) The President, Secretary, and Member-at-Large will be elected every two years, which will be on the even numbered years, for a two (2) year term by secret ballot at the last regular meeting of that even numbered year.
- (b) The Vice President and Treasurer will be elected every two years, which will be on odd numbered years, for a two (2) year term by secret ballot at the last regular meeting of the year.

Section 5~Vacancies:

- (a) In the event of a vacancy in the office of President arising by death, resignation, disability rendering the President unable to perform the duties of the office, or by any reason whatsoever, the Vice President will assume the duties and have the same authority as the President for the remainder of the term.
- (b) In the event of a vacancy of any office other than the office of President, arising by death, resignation, disability rendering the Officer unable to perform the duties of the office, or by any reason whatsoever, the remaining Officers will appoint a replacement for the remainder of the term.

Section 6~Removal of Office: Any elected officer may be removed from office for cause by the affirmative vote of two-thirds (2/3) of the remaining officers as defined in Article IV: Section 1. A replacement will be immediately elected by a majority vote of the remaining officers.

Section 7~Officer Responsibility to the Committee: The operations of the FLS ABC will be the responsibility of the Officers.

Section 8~Officer Compensation: Officers receive no compensation for their positions.

Article V: Meetings

Section 1~Regular Meetings: Regular meeting of the FLS ABC will be scheduled during the months of August, September, November, December, January, March, April and May. Meeting

dates and times will be determined at the previous Regular Meeting which will be properly posted by the Secretary.

Section 2~Special Meetings:

- (a) Special meetings of the FLS ABC may be called by the President at such time and place as he/she shall determine, and or
- (b) Shall be called by the President upon the request of two (2) other Officers, provided that
- (c) The meeting shall be held no sooner than three (3) days following the request and no later than ten (10) days after.
- (d) Written and/or verbal notice of such meetings shall be made available to each Officer, District Administrator and members in good standing as determined by the Member-at-Large.

Article VI: Finances

Section 1~Fiscal Year: The fiscal year for the FLS ABC will be the twelve (12) months beginning July 1st and ending June 30th.

Section 2~Bank Account Signatures: The FLS ABC bank account will be maintained by the Treasurer who along with the District Administrator must co-sign all checks.

Article VII: Amendments

This Constitution may be amended only at the last Regular meeting of the fiscal year by a two-thirds (2/3) majority vote of registered voters as indicated in the By-Laws Article I: Section 2 - 3. No amendment shall be reported for a vote unless and until:

- (a) The Officers approve of the proposed amendment by a majority vote, and
- (b) Such amendment has been officially published at least thirty (30) days prior to the meeting at which it is to be voted on.

BYLAWS

Article 1: Nominations and Elections

Section 1~Nominations and Elections: Prior to the March Regular meeting, the President shall appoint a Nominating Committee of three delegates, none of whom are Officers but are members of good standing. Said Nominating Committee shall:

- (a) Receive nominees during the April Regular Meeting.
- (b) Receive nominees during the April Regular Meeting.
- (c) Officially call to close the nomination process prior to the end of the April Regular Meeting.

- (d) Determine the order and printing of names for the election ballot.
- (e) Post the nominees names such that they are available to members.
- (f) Print ballots in a legible format.
- (g) Assist the Member-at-Large as needed during the May election.

Section 2~Method for Voting: The election shall be held thusly:

- (a) By secret printed ballot and
- (b) Such that an absentee ballot may be obtained from the Member-at-Large following the close of nominations and submitted up to and prior to the May Regular meeting.
- (c) A majority of ballots cast for each office will decide an election and
- (d) In the event of a tie vote, the incumbent Officers shall elect the one to serve from the tying votes.

Section 3~Eligible Voters: Those who are eligible to place one (1) vote per office are:

- (a) Current Officers;
- (b) The District Administrator;
- (c) All members who have attended at least four (4) of any combination of Regular meetings, Special meetings and or a committee meeting. The Member-at-Large must certify eligibility.

Section 4~Beginning of Term of Office: The Officers-elect will take office at the end of the September Regular Meeting.

Section 5~Tenure of Office: The tenure of current office will be as stated elsewhere and will not exceed three (3) consecutive terms.

Article II: Duties of Officers

Section 1~President: The President will:

- (a) Plan the Regular meeting dates of the FLA ABC;
- (b) Call Special meetings as the need may arise;
- (c) Preside over all meetings of the FLA ABC
- (d) Hold the elected officers responsible for their duties;
- (e) Handle all school tournament activities; and
- (f) Perform such other duties as are usually attached to the office of President.

Section 2~Vice President: The Vice President will:

- (a) Perform the duties of and have the same authority as the President if for any reason the President is unable to perform his/her duties;
- (b) Present a calendar of upcoming events at all Regular meetings;
- (c) Coordinate, oversee and be responsible for all areas surrounding the FLA ABC website.

Section 3~ Secretary: The Secretary will:

- (a) Keep a record of the proceedings of the FLA ABC and its sub committees and read those minutes at the following meeting;
- (b) Conduct the correspondence of the FLA ABC;
- (c) Notify the members of the FLA ABC, Friess Lake School District residents and parents or legal guardians of students of Friess Lake School of the date and time for Regular meetings. Such notice may be but is not limited to the Friess Lake Flyer, newspaper, radio, school bulletin board and school web site;
- (d) Promptly forward a copy of the minutes of all meetings to the District Administrator, School Board Members and the Friess Lake School office;
- (e) Handle all team uniform/equipment needs.

Section 4~Treasurer: The Treasurer will:

- (a) Supervise the financial affairs of the Friess Lake School Athletic Committee;
- (b) Maintain an accounting record and present this record at each Regular meeting;
- (c) Be an authorized signature on the FLA ABC bank account; Prepare financial statements for audit purposes;
- (d) Handle concessions activities.

Section 5~Member-At-Large: The Member-at-Large will:

- (a) Maintain order at all meetings when called upon by the presiding officer to do so;
- (b) Maintain an accurate membership roster and attendance record of Regular, Special and Committee meetings;
- (c) Be responsible for determining the eligibility of members voting rights and tally votes;
- (d) Be responsible for welcoming new members.

Article III: Standing Committees

Section 1~Committee List

Section 2~General Chair Responsibilities

Section 3~Specific Committee Chair Responsibilities

Article IV: Amendments

These By-Laws may be amended only at the last Regular meeting of the fiscal year by a two-thirds (2/3) majority vote of registered voters as indicated in the By-Laws Article I: Section 2 –

3. No amendment shall be reported for a vote unless and until:

- (a) The Officers approve of the proposed amendment by a majority vote, and
- (b) Such amendment has been officially published at least thirty (30) days prior to the meeting at which it is to be voted on.

Article V: Effective Date