

**CONSTITUTION AND BY-LAWS OF THE  
WILLIAMSPORT WILDCAT ATHLETIC BOOSTER CLUB, INC.**

**ARTICLE I - NAME AND PURPOSE**

Section 1 - The club shall be known as the Williamsport Wildcat Athletic Booster Club, Inc.

Section 2 - The purpose of the Club shall be:

- a. To boost and otherwise create interest in athletics and related activities at Williamsport High School, and to cooperate and assist in the development and promotion of the entire program of athletics.
- b. To promote fellowship among the alumni, friends, and supporters of the Williamsport High School athletic teams.
- c. To endeavor to increase the interest of the citizens of the community in the athletic programs at Williamsport High School
- d. To encourage the participation of students in athletics and to promote good sportsmanship.
- e. To increase attendance at athletic events.

Section 3 - The Club or members of this Club shall not interfere with the administrative operation of the school's athletic program or personnel or present community sports programs. This incorporated organization will abide by the Board of Education of Washington County policies and administrative regulations that apply to school-based activities and fundraisers.

**ARTICLE II - MEMBERSHIP**

Section 1 - membership in the Club shall be available to all alumni, friends, coaches, and supporters of the Williamsport High School athletic program who are interested in the purpose and objectives stated in the preceding article. Members shall evidence their approval and support of the same by paying the annual membership fee as determined by the Booster Club and abiding by the By-Laws and rules of the Club. Membership shall run from July 1 - June 30.

**ARTICLE III - GOVERNMENT**

Section 1 - Executive Board - shall consist of the officers as defined in Article IV. All of these people shall be members in good standing. All officers shall be elected at a general membership meeting. One representative from the High School athletic department may serve as Ex-Officio member of the Board. The Executive Board shall meet when determined by the Board to transact business as necessary.

Section 2 - Function of the Executive Board -

- a. This group shall meet at the discretion of the President
- b. The Board will have authority to approve expenditures of no more than \$250 without Club approval. These requests can be facilitated and approved via email if necessary.
- c. The President will need a majority vote in order to make any decisions.
- d. The Board shall determine if any officer needs to be removed.

Section 3 - Club meetings - The Club shall meet at least once a month beginning in September and ending in June. If more frequent meetings are necessary, then the Executive Board and the President need to agree. If a member requests a special meeting, he/she will need to get the approval of the Executive Board and President.

- a. Only members in good standing shall be eligible to vote.

Section 4 - Election of Officers -

- a. Officers shall consist of: the President, Vice President, Secretary, Membership Coordinator, and Treasurer.
- b. At a date no later than the March meeting, the President shall publicize that nominations are open for Officer positions for the upcoming year. Those interested should submit their letter of interest to the President.
- c. At the May meeting nominations may also be made from the floor.
- d. All individuals nominated to officer positions must be Club members in good standing.
- e. Nominations will only be accepted for individuals who have given their consent to serve.
- f. A written vote will be taken at the May meeting to elect the Officers for the next year when there is more than 1 candidate for a position. Elected members will be those receiving the highest number of votes. If voting results in a tie, the ultimate decision will be made by the current Executive Board.
- g. Elected officers shall assume office with the June meeting, serve for a term of one year and shall be eligible for re-election.
- h. All current officers will deliver to their successors or the President all materials in their possession prior to the June meeting.

Section 5 – Standard Accounting Practices –

- a. Prompt deposit of all funds received
- b. Properly authorized and documented basis for disbursements
- c. Reconciliation of the bank statement on a monthly and timely basis with the transactions and balance in the general ledger

## **ARTICLE IV - OFFICERS & DUTIES OF OFFICERS**

President - presides at all meetings, sets the agenda, appoint any sub-committee, appoints and supervises the functions of all committees and in general sees that rules, policies and principles of the Club are observed.

Vice President - presides in the absence of the President, works with other officers and committee members, is a member of all committees, and carries out such duties as may be delegated by the President.

Secretary - records the minutes of all meetings and is responsible to see that the minutes are presented at the next meeting.

Membership Coordinator - shall be responsible for all membership related activities, club correspondence and assist with the administrative part of the boosters. This officer shall send out notices for the next meeting.

Treasurer - supervises the funds, reports on the financial status, and maintains all financial records, receives and deposits funds to the bank account. This officer shall have the books audited annually and file an auditors report with the President. All accounts will require a dual signature system and require the President and Treasurers signature.

It shall be the responsibility of all officers and directors to be in good standing and not miss more than three (3) consecutive meetings. If at any time the activities of any officer or Executive Board members shall not be in the best interest of the boosters, they may be subject to removal from office.

In the event the President is permanently unable to perform the duties of the office, the Vice President shall assume the office of President for a 90 day period and the Executive Board shall appoint a member of the organization to be Vice President for the same period. An election will be held to fill the vacated office within 60 days unless the general election is held within the 90 day period.

In the event the Vice President, Secretary, Membership Coordinator, or Treasurer is permanently unable to perform the duties of the office, the Executive Board shall appoint a member of the organization to fill the role(s) for a 90 day period. An election will be held to fill the vacated office within 60 days unless the general election is held within the 90 day period.

## **ARTICLE V - AMENDMENTS**

Section 1 - Any article may be amended at any meeting of the membership provided the notice of the meeting specifies the nature of any proposed amendments. The proposed amendment to the by-laws must be presented to the booster membership at least 20 days prior to the general meeting at which the amendment is to be voted on.

Section 2 - A two-thirds majority of members present is required to amend the Constitution.

Revised: (date)