

Constitution of the Antigo Volleyball Boosters

Article I Name and Eligibility

Section I The name of this organization shall be the Antigo Volleyball Boosters.

Article II Purpose

Section I The purpose of the Antigo Volleyball Boosters shall be:

- 1) To promote the girls' volleyball program in the Antigo area and to accept, monitor, invest, and distribute money for the girls' volleyball programs.

Article III Officers and Executive Board

Section I The officers shall consist of President, Vice-President, Secretary, and Treasurer.

Section II Executive power shall be vested in the Executive Board composed of the present officers and 5 elected/appointed Board Members.

Section III The Executive Board shall be empowered to act in an emergency when there is not time to call a general meeting. A quorum at an executive meeting shall be five (5).

Section IV In the case of term vacancy, there shall be a special election at the regular meeting following any such office vacancy. Nominations shall be made from the floor.

Section V The Antigo High School varsity coaching staff will serve as advisory, non-voting members of the Board. The retiring president may become an advisory, non-voting member of the Board.

Article IV Amendment Procedure

Section I The constitution or any part thereof may be amended provided the proposed amendment is submitted at one meeting and voted on at the next. A simple two-thirds majority of members present is needed to pass any amendment.

By-Laws

Article I **Duties of the Officers**

Section I The duties of the President shall be:

- 1) To consult with the Executive Board and varsity coaching staff, prepare the meeting agenda, and preside at all meetings.
- 2) To call a special meeting when deemed necessary.
- 3) To appoint special committees whenever needed.

Section II The Vice-President shall preside at meetings in the absence of the President and be prepared to assume the presidential duties should the President become ill or incapacitated. The Vice-President will oversee fundraising activities.

Section III The Secretary shall keep the minutes of all meetings, submit those minutes for approval at the following meeting and email a copy to all members and provide paper copies upon request.

Section IV The duties of the Treasurer shall be:

- 1) Receive all money and keep an accurate record of all receipts and disbursements.
- 2) Keep a complete record of any accounts receivable.
- 3) Pay all bills that are signed by the President and/or authorized committee chairpersons.
- 4) Present a financial statement at each monthly meeting to include bills paid, receipts and account balances.

Article II **Meetings**

Section I The biannual meetings of the Antigo Volleyball Boosters shall be in March and August. Notice of annual meetings will be given at least two weeks prior to the meeting.

Section II Regular meetings shall be held the third Wednesday of every month.

Section III A quorum of the Executive Board- all must be present to make any amendments to the constitution or by-laws.

Article III Elections and Transfer of Duties

Section I A nomination committee shall be appointed by the President to prepare a slate of candidates for election. Additional nominations will be taken prior to the vote.

Section II Election of all officers/board members shall be held at the meeting in April and assume office in June. Outgoing and in-coming officers shall meet in joint Executive Council within the month of June to insure a smooth transition of organizational business.

Section III The term of office for officers shall be two (2) years for the President, three (3) years for the Vice-President, two (2) years for the Treasurer, and one (1) year for the Secretary. The 5 board members terms shall be staggered 1 year, 2 years, and 3 years as determined by the executive board at their initial meeting. Thereafter, 1 new board member will be elected each year. Officers and board members may run for additional terms. After serving one (1) full term, the President will not be eligible for re-election until 1 full year has passed.

Article IV Annual Financial Report

Section I The Treasurer shall be required to prepare a financial report at the close of his or her term. Copies of this report shall be filed with the Executive Board.

Article V Parliamentary Authority

Section I The business meetings of the Antigo Volleyball Boosters shall be governed by Robert's Rules of Order, Revised.

Article VI Expenditures

Section I Volleyball program needs shall be approved by a majority vote of the membership at a scheduled meeting. The varsity coach shall present a budget prior to the Fall Season (preferably May or June). Any requests from the youth volleyball program shall also be made at this time. Once the budget is approved, the treasurer will be authorized to proceed with payment of invoices related to the budgeted items. All checks shall be signed by both the Treasurer and President.

Section II Expenses for an amount up to three hundred dollars (\$300) by the high school varsity coach shall have the approval of a majority of the Executive Board.

Section III All financial transactions shall follow the Antigo School District Student Activity Accounting Procedures and/or the Antigo Rec Foundation procedures with an annual audit.