

# **Constitution and By-Laws of the North Farmington Track Booster Club**

## **Article I. Name:**

- A. The name of this group shall be the North Farmington Track Booster Club (hereinafter referred to as the "North Farmington TBC"). The North Farmington TBC is a whole in and of itself. It has no affiliation with any other local, state, or national group, organization, or association.

## **Article II. Objectives:**

- A. To promote the welfare of the athletes participating in track and field
- B. To support the interaction between the coaching staff and the parent/guardians of the athletes participating in track and field
- C. To aid, where possible, in promoting good relations between North Farmington TBC and the community it serves
- D. To provide an open forum for discussion of matters of importance and/or concern to the members of the North Farmington TBC, or the community it serves

## **Article III. Basic Policies**

- A. The North Farmington TBC may act as a "voice" of the Track Team.
- B. The North Farmington TBC may participate directly in worthwhile community projects and take a position on athletic issues, but shall not in anyway use this to undermine the current coaches and their ability to coach/teach the members of the Track Team.
- C. The North Farmington TBC shall be non-political, non-sectarian, and non-profit.
- D. Organization year is defined as August through July.

## **Article IV. Membership**

- A. Any parent or guardian of a North Farmington High School student, North Farmington staff member, or resident of the community served by the North Farmington High School shall be eligible for membership in the North Farmington TBC.
- B. The North Farmington TBC may conduct an annual membership drive each year; however, persons may be accepted to membership at any time.
- C. Annual membership dues may be set by the Board at the first meeting of the athletic season. Payment of dues shall be encouraged to support the objectives of the North Farmington TBC. Payment of the dues shall not be mandatory to participate in the North Farmington TBC.

## **Article V. Officers and Elections**

- A. The officers of this North Farmington TBC shall consist of the following:
  - President
  - Vice President/Secretary

- Treasurer
- B. The term of the office shall be for one year beginning at the start of the organization year. No person shall serve more than two consecutive terms in the same office.
- C. All officers shall be members of the North Farmington TBC.
- D. Nominations for the officers of the North Farmington TBC shall be submitted prior to the last board meeting of the year. The list of proposed officers shall be available to the membership at the last board meeting of the year.
- E. Officers and chairpersons of the standing committees shall be elected during the last general meeting of the North Farmington TBC of the year. The members present at the meeting shall vote upon each officer separately. All officers shall assume their responsibilities at the beginning of the next organization year.
- F. Vacancies in the offices of the North Farmington TBC shall be filled as soon as possible by appointment of the Board for the remainder of the organization year.
- G. Officers or chairpersons of a standing committee of the North Farmington TBC may be removed from their office by a simple majority vote of the Executive Board followed by a simple majority vote of the members present at the general meeting, excluding the officer or chairperson being removed.
- H. In order to be an officer, his or her athlete must be a current member of the team. If the athlete quits or is asked to leave the team and a parent is holding an officer position, that position will then be immediately vacant.

#### Article VI. Duties of the Officers

- A. All officers of the North Farmington TBC are expected to attend all of the general meetings of the North Farmington TBC.
- B. The duties of the President shall be as follows:
  - 1) To preside at all meetings of the North Farmington TBC
  - 2) To prepare the agenda for each meeting in consultation with the other officers of the North Farmington TBC, the chairpersons of the committees, and the coaches of both the boys' and girls' track teams of North Farmington High School
  - 3) To be an ex-officio member of all committees
  - 4) To perform such duties as may be prescribed by these By-Laws, or assigned to the office by the Board of the North Farmington TBC, or by the general membership
  - 5) To solicit volunteers for all committees
  - 6) To provide assistance, as necessary, to the other officers and committee chairpersons of the North Farmington TBC in order to accomplish their goals and objectives
  - 7) To execute any and all necessary documentation on behalf of North Farmington TBC.
  - 8) To assume the responsibilities of the Vice-President/Secretary or Treasurer if they are unable to perform them

- 9) To maintain and review the files containing the documents which describe all of the North Farmington TBC activities
- C. The duties of the Vice-President/Secretary shall be as follows:
- 1) To assist the President as needed
  - 2) To assume the responsibilities of the President if the President is unable to perform those duties
  - 3) To prepare and maintain minutes of all meetings, including any action taken
  - 4) To prepare all official correspondence of the North Farmington TBC, and to respond to all written inquiries on behalf of the North Farmington TBC
- D. The duties of the Treasurer shall be as follows:
- 1) To receive all monies of the North Farmington TBC
  - 2) To maintain accurate records of all receipts and disbursements of the North Farmington TBC
  - 3) To disburse funds only as provided for in the By-Laws of the North Farmington TBC, or as directed by action of the North Farmington TBC or its Executive Officers, as a whole
  - 4) To annually review the financial records of the North Farmington TBC
  - 5) To work in conjunction with the other officers, committee chairs, and coaches to prepare an annual budget for the North Farmington TBC
  - 6) To assume the responsibilities of the Vice-President/Secretary if he/she is unable to perform them
  - 7) To have budget reports available for review at all general and board meetings.

#### Article VII. Committees

- A. Standing committees are permanent committees of the North Farmington TBC concerned with the following topics:
- 1) Concessions
  - 2) Boys' banquet
  - 3) Girls' banquet
- B. Chairpersons of standing committees shall be appointed by the President annually at the same time as the officers of the North Farmington TBC are elected by the membership, and they must also be members of the North Farmington TBC.
- C. Working committees may be created by the North Farmington TBC as required. Ad-hoc committee chairs will abide by the same by-laws as standing committee chairs.
- D. The Chair of each standing committee and each working committee shall present periodic status reports to the general membership, and a written report shall be submitted at the conclusion of each major activity or at the end of the school year.
- E. Concession activities must comply with Health Department requirements.

#### Article VIII. Executive Board

- A. The Executive Board shall consist of the officers of the North Farmington TBC, the head coaches for the boys' and girls' track teams at North Farmington High School, and the Chairpersons of each standing committee.
- B. The Executive Board shall be responsible for the interpretation of these By-Laws.
- C. In the event that immediate action must be taken on a matter, a majority of members of the Executive Board may be polled to determine what action may be necessary for the North Farmington TBC. Said actions shall be formally noted in the minutes of the next general meeting of the North Farmington TBC. In the event that a simple majority is not reached, the officers' votes will decide the action to be taken.
- D. In order to ensure that these By-Laws remain relevant and viable, the Executive Board shall formally review this document at least once every five years.

#### Article IX. Financial Regulations

- A. Expenditures of the North Farmington TBC shall require the consent of simple majority of the members present at the first board meeting of the North Farmington TBC. It is recommended that the first board meeting take place before February 1 of the organization year.
- B. The Treasurer may be bonded, and the cost of the bonds shall be borne by the North Farmington TBC.
- C. In the event of the dissolution of the North Farmington TBC, its assets shall be transferred into the North Farmington High School accounts and shall be used for school related activities which will benefit the majority of the athletes.
- D. It is recommended that prior to transferring the Treasurer's responsibilities from one person to another, a committee appointed by the Executive Board shall review the status and accuracy of the North Farmington TBC accounts and records prior to such transfer.
- E. Any expenditures not included in the approved budget must be approved by a majority of the members of the Board of the North Farmington TBC using a telephone or e-mail poll of each person. Such action shall be noted in the minutes of the next meeting of the North Farmington TBC.

#### Article X. Meeting of the North Farmington TBC

- A. The Executive Board shall meet approximately once a month during the track season. These meetings shall be held on school property, or athletic venue, and shall be considered General Membership meetings.
- B. Special meetings may be requested by any Executive Board member to discuss a single topic. Upon receiving such a request, the President shall make the necessary arrangements including: scheduling a meeting place and notifying all of the members of the Executive Board. Minutes of the Special meeting shall be presented at the next General Membership meeting.
- C. North Farmington TBC meeting shall be conducted under the general guidelines set forth in Robert's Rules of Order for small organizations. The President shall assume the roll of Chairperson, and the Vice President shall assume the role of Parliamentarian.

Article XII. Amendments

- A. All amendments to these By-Laws must be approved by a vote of the 2/3 of the Executive Board at the General Membership meeting, and ratified by a vote of 2/3 of the members present at the next General Membership meeting following the General Membership meeting at which the Executive Board voted for the amendment. Efforts should be undertaken to advise all North Farmington TBC members of the proposed change.

Dated March 14, 2012

Unanimously Ratified as of \_\_\_\_\_  
Members present: