



Pickerington North Athletic Booster Club (PNABC)

Constitution & By-Laws Effective July 1, 2006

Article I – Corporation

Section 1 – Name

The corporation shall be known as the Pickerington North Athletic Booster Club, Inc. (PNABC)

Section 2 – Purpose

The PNABC is to aid and support the athletic programs of the Pickerington High School North and Lakeview Junior High Schools.

Section 3 – Incorporation

The PNABC will be organized in the State of Ohio as a not-for profit corporation and shall make the necessary filing with the Ohio Secretary of State to continue its existence.

Section 4 – Governing Principles and Structure

The PNABC shall operate consistent with all legal requirements, rules, regulations and policies of:

- a. State of Ohio (*not-for profit corporations*);
- b. Internal Revenue Service (*tax exempt organization under the Section 501(c)3 of the Internal Revenue Code*);
- c. Ohio High School Athletic Association; and
- d. Pickerington Local School District.



Article II – Operating Functions

Section 1 – Board of Directors

The PNABC Board of Directors shall consist of:

- a. Elected Officers (*President, Vice President, Secretary, and Treasurer*)
- b. Appointed Committee Chairpersons from Standing Committees; and
- c. Elected/Appointed Presidents of Sport Clubs

The PNABC President shall convene monthly and special meetings for the Board of Directors provided sufficient business to warrant a meeting indicating date, time, and place for the meeting. The elected officers shall set the agenda for the meeting in advance. A majority of the Board of Directors (*including designated representatives of the Directors*) shall constitute a quorum for the purpose of taking action. Each Director is expected to attend each meeting and, if the unable to attend, the Director can designate in writing to an organization officer prior to the start of the meeting his/her representative.

Section 2- Officers

At the annual membership meeting, the members shall elect officers to serve one year-terms. The officers to be annually elected are: Vice President, Secretary, and Treasurer. Any vacancy in any office at any time shall be filled by a vote of the Board of Directors. The Vice President shall become President following the one-year term for the Vice President. In the event the Vice President declines to become president following the one-year VP term, then a President shall be elected by a vote of the Board of Directors. The officers' duties and responsibilities are:

President

- a. The President shall preside at all meetings and provide leadership to the organization.
- b. The President shall establish all committees and appoint committee chairpersons.
- c. The President shall ensure the business of the organization is conducted and it is conducted consistent with all applicable laws, rules and policies.
- d. The President shall oversee the marketing of membership in the organization and will work closely with the Membership Committee and the Membership Chairperson.
- e. The President shall oversee all fundraising activities and will work closely with the Fundraising Committee and the Fundraising Chairperson.
- f. The President shall ensure the PNABC is operating in compliance with Ohio High School Athletic Association and Pickerington Local School District rules and policies.



Vice President

- a. The Vice President, in the absence of the President, shall preside at all meetings and shall perform of the duties of that office.
- b. The Vice President shall oversee all activities associated with the operation of the concessions at sporting events including scheduling of volunteers at concessions and will work closely with the Concessions Committee and the Concessions Chairperson.

Secretary

- a. The Secretary shall keep the minutes of all Board of Directors meetings and other meetings of the organization and distribute the minutes of the previous meeting prior to the next scheduled meeting.
- b. The Secretary shall oversee all published materials including seasonal programs and periodic newsletters and will work closely with the Programs Committee and the Programs Chairperson.
- c. The Secretary shall be responsible to receive minutes of the meetings of the Sport Clubs from the Sport Club Secretary.
- g. The Secretary shall maintain a record of the Board of Directors containing the name and address of each Director.
- h. The Secretary shall provide notice of 10 days or more of the annual May membership meeting to all existing members indicating date, time and place for meeting.

Treasurer

- a. The Treasurer is responsible for the deposit of monies and payment of all invoices and bills for the PNABC,
- b. The Treasurer will present at the annual membership meeting in May a budget of projected revenue and expenses for the next fiscal year.
- c. The Treasurer shall present a written financial report at each Board of Directors meeting.
- c. The Treasurer shall maintain the PNABC legal status with the Ohio Secretary of State.
- d. The Treasurer shall file all required tax documents with the IRS and the State of Ohio.
- e. The Treasurer Director shall establish financial management policies including all fundraising activities for both PNABC and all Sports Clubs. The Treasurer shall post the financial management policies and reporting requirements on the athletic booster's website.
- g. The Treasurer shall conduct an annual training session on the financial management policies and reporting requirements for all Sport Club treasurers.



Section 3- Standing Committees

The President shall establish all standing & ad-hoc committees and appoint chairpersons to those committees. Standing committees include:

Membership Committee

The membership committee shall recommend dues structure for approval at the annual meeting, establish annual membership goals, organize membership drives, keep records of members, and market membership in the organization. Revenue from membership dues should be the largest revenue source for the PNABC.

Concession Committee

Food concessions shall be operated at each sporting event by the PNABC. Concession equipment, menus, purchasing of food, hours of operations, and maintain records of revenue per event is the responsibility of the concession committee.

Program Committee

Seasonal sports programs will be developed and sold at sporting events. The Program Committee shall be responsible to sell program advertising; and develop, produce, distribute and sell seasonal sports programs in coordination with the respective Athletic Departments and Directors.

Fundraising Committee

The fundraising committee shall recommend fundraising projects to the Board of Directors and oversee the implementation of the approved activities. In addition, the committee shall develop for approval by the Board of Directors a fundraising policy and maintain an inventory of all sport clubs activities.

Holiday Classic Committee

The committee shall be responsible for the premier girls' basketball tournament in the nation.

Section 4 – Membership & Voting Privileges

All current dues paying members of the PNABC can attend all meetings, speak on matters, examine the books and records of the organization and vote at the Annual Membership Meeting. Voting privileges and quorum requirements at Board of Director meetings are restricted to Board of Directors to ensure all sports have an equal voice in matters. In order to maintain voting privileges, each Board of Director must be a current dues payer.



Section 5- Annual Membership Meeting in the Month of May

There shall be an annual May membership meeting of PNABC for the purposes of:

- a. Electing officers effective July 1 of the following fiscal year.
- b. Receiving an annual budget of projected revenue and expenses for the next fiscal year of July 1 to June 30 from the current Treasurer.
- c. Establishing dues structure for the following fiscal year.
- d. Conducting other business as deemed necessary by either the Board of Directors and/or President including amending or revising this constitution and bylaws document.

There shall be public notice given not less than 10 days of the annual membership meeting from the Secretary indicating date, time and place for meeting.

Each dues-paying member shall have one vote, but must be present to cast the vote. In the election of officers, a plurality of the votes cast shall elect. Any other action shall be authorized by a majority of the votes cast. To amend or revise this constitution, the proposed change must be ratified by an affirmative vote of two-thirds (2/3) of the membership present within a period of one calendar year.

The annual membership meeting may be in conjunction with a monthly meeting of the Board of Directors.

Article III – Sport Clubs

Section 1 – Functions

The PNABC may create individual sport clubs to promote and support a particular sport. Participation by parents and other interested persons in sport clubs has historically been the key to success of the athletic boosters in Pickerington. Through sport clubs, invaluable volunteers are secured to help sell memberships, staff concessions, sell advertising & programs and raise revenue from other fundraising efforts. The Sport Clubs provide a valuable communication link with the coaching staff, parents and athletes involved in a particular sport.

Section 2 – Officers

Each Sport Club shall elect or a head coach appoints a minimum of three officers to serve one-year terms and shall establish the effective dates of the terms. The officers must be a current dues-paying member and must maintain membership through the term of office. The officers are Sport Club President, Sport Club Secretary and Sport Club Treasurer. In addition, each sport club may also elect or a head coach appoint a Sport Club Vice President.

