

Revised 2019

Arcadia Boosters Club, Inc.

Constitution and By-laws

Mission

Our Mission is to provide a healthy, supportive environment for children to enjoy recreation and learn about sportsmanship, teamwork and camaraderie. We aim to help our children grow and flourish by participating in a safe, healthy environment that puts the physical and the emotional well-being above any desire to win.

- I. Name
 - e. The name of this organization shall be the Arcadia Boosters Club, Incorporated, herein referenced as ABC.

- II. Divisions
 - a. A division of ABC shall be composed of participants with a special interest in that division or with a child(ren) participating in the activity within that division.
 - b. Participants may take part in more than one division within the membership year.
 - c. The divisions of ABC shall be:
 - i. Baseball/Softball – Babe Ruth Sanction
 - ii. Baseball/Softball- T Ball
 - iii. Basketball- Community
 - iv. Basketball- County
 - v. Cheerleading
 - vi. Concessions
 - vii. Facilities Management/Maintenance
 - viii. Football
 - ix. Fundraising/Sponsorship
 - x. Registration/Technology/Communications
 - xi. Soccer

 - d. New division formation
 - i. When a group of members/participants meet the following criteria, it may seek to become a division of ABC:

1. The interest of the group is clearly defined as being directly involved in or closed related to the interests of ABC.
 2. The group is organized for the purpose of supporting the interests of the members of ABC.
 3. Once the previous criteria are met, the group shall make written petition for division status to the Board of Directors no later than Feb 1. If the Board approves the petition, the new division shall receive all due privileges as of the first day of the next membership year (Aug. 1).
- e. All divisions shall encourage division programs, activities, and services that meet the special needs of members taking part in those divisions, provided they promote the ideals of ABC.

III. Purposes

- a. To promote and provide recreational activities for the youth residing in the school districts of Northwest and Friedberg elementary schools.
- b. To develop and maintain facilities necessary for operation of these activities.
- c. To promote adequate adult supervision and officiating of said activities.
- d. To arrange adequate financial support for the activities and facilities of ABC.

IV. Membership Requirements

- a. Any individual interested in the purposes of ABC shall be eligible to be voted in as a board member.
- b. All individuals must in good standing with the community
 - i. Willing to preform yearly background checks
- c. Attend 80% of meetings or public booster club events

IV. Election of Officers

- a. The officers and requirements of ABC shall be:
 - i. President
 - a. Must be a board member for three years before holding this office.
 - b. Plan to hold a two-year term, with option for annual renewal
 - ii. Past-President- Should stay one year as an advisory role after their final year of active President.
 - iii. Secretary
 - iv. Treasurer
 - v. The Vice Presidents and any Associated Vice presidents representing each of the afore mentioned divisions
 - a. Each division will receive one vote between the VP and the Associate VP for election items
- c. The executive board shall consist of:
 - i. President
 - ii. Past-President, if in the first year of their advisory role
 - iii. Secretary
 - iv. Treasurer

- d. Nominations for Board members shall be made at the last meeting before July 31, with elections to follow at that same meeting. A simple majority vote of the membership present at the meeting is required for election.
- e. Nominations for Division Vice-Presidents shall be made at the last meeting before July 31, with elections to follow at that same meeting. Out-going Division Vice-Presidents will nominate someone to replace them, to be voted on by the board. Nominations may also be accepted from the floor. A simple majority vote of the board is required for election. The term length for Vice Presidents of divisions shall be three-years. In the absence of available candidates during a regular election the board shall choose to do any or all of the following:
 - i. choose to leave the position open
 - ii. offer the incumbent a 1-year term
 - iii. hold a special election once a candidate has been identified
- f. The Executive Board term limits shall be as follows:
 - i. President: shall hold a two-year term with a limit of 1 consecutive term but unlimited annual renewals.
 - ii. Past-President will serve one year as advisory position after last active President year.
 - iii. Secretary and Treasurer shall hold a three-year term.
- g. Special Elections
 - i. A special election for an open board position can be held at a regular board meeting with 10 days' notice to the membership.
 - ii. Nominations will be taken from the board
 - iii. A simple majority vote of the membership present at the meeting is required for election.
- h. Voting
 - i. Voting may be done by ballot or orally. When a motion is floated to the board via email, board members may submit their votes via email using the email accounts registered with the board.

V. Duties of Officers

- a. President:
 - i. Shall preside over all ABC meetings and perform those duties usually performed by a President
 - ii. Shall determine policies and procedures of the duties of ABC board members.
- b. Executive Board- shall preside over all ABC meetings in the absence of the President and shall assist the President as requested.
- c. Past-President: Shall serve as an advisor to the board and perform any necessary duties as requested by the president.
- d. Secretary shall:
 - i. Keep a full and accurate record of the proceedings of ABC board meetings and fulfill such other duties as assigned by the Executive Board.
 - ii. Keep accurate membership records, conduct necessary correspondence and shall assist the President as requested.
- e. Treasurer shall:
 - i. Be responsible for all financial records, transactions and accounts of the association
 - ii. Report on the financial status of ABC at all board and executive board meetings.

- iii. Be bonded and shall assist the President as requested.
- f. Division Vice Presidents shall chair their respective divisions, supervise coaches and officials for that activity, and shall assist the President as requested.

VI. Replacement of Officers

- a. Should the office of President become vacant, the Executive Board will appoint an interim President that shall remain in office through the remainder of the predecessor's term.
- b. Secretary and Treasurer– Should these offices become vacant; the ABC Board of Officers shall appoint an individual to fill the position until the scheduled time for election of this office.
- c. Should any other board position become vacant the board may appoint someone to fill the position for the remainder of the regular term.

VII. Meetings

- a. ABC shall meet a minimum of one time per year, as determined by the executive board. The agenda shall be announced at least seven (7) days in advance of the meeting. A quorum of a majority of the board must be present to transact ABC business.
- b. ABC shall be governed according to this constitution and by-laws. Any provision not governed by this constitution and by-laws shall be governed by Robert's Rules of Order, newly revised.