

# Warriors Football Booster Club Constitution

## **Article 1 – Name**

1. The name of this organization shall be known as the Warriors Football Booster Club (WFBC).
2. The intent of the organization is to operate as a private, non-for-profit organization and shall be incorporated as such with the Ontario Ministry of Government and Consumer Services. The WFBC shall operate within the rules and regulations set out by the Ministry. No member of the WFBC shall benefit personally from the WFBC revenues. No assets of the WFBC shall be divided among the membership.

## **Article 2 – Mission Statement**

1. Our goal is to enhance the student athlete football experience by providing financial and moral support to the Huron Heights teams and have fun doing it.
2. Huron Heights Secondary School football teams have a tradition of excellence, a testament to the program and the coaches who selflessly invest so much of their time in it. Our intention is to supplement and support their efforts, but not to interfere in the management of the football program.
3. The purpose of this organization shall be to promote and provide community support for Huron Heights Secondary School football programs by: providing assistance in the acquisition of sports related equipment and activities, promoting community involvement, and fostering good sportsmanship.

## **Article 3 – Membership**

1. No member of the executive shall serve more than four (4) consecutive years, including the fulfillment of an un-expired term of a previous executive member.
2. Any person interested in supporting the objectives of the Club is eligible for membership.
3. Team coaches are not eligible for positions on the executive. They are allowed to participate as an interested party in the club at large but will abstain from voting in matters directly related to disbursement of funds.

## **Article 4 – Executive**

### **The President:**

- a. Shall preside at all meetings of the club and of the executive.
- b. Shall personally represent the club or appoint a delegate as needed.

## Warriors Football Booster Club Constitution

- c. Shall appoint committees and committee chairpersons.
- d. Shall effect compliance with the rules, regulations, and policies of the York Region District School Board and the Huron Heights Secondary School Athletic Department.
- e. Shall vote on matters before the executive only if that vote is needed to break a tie.

### **The Vice-President:**

- a. Shall have such powers and perform such duties as delegated by the President.
- b. In the absence or disability of the President, he/she shall perform the duties and exercise the powers on the President.

### **The Secretary:**

- a. Shall keep all minutes of all executive and membership meetings.
- b. Shall keep such other records as directed by the executive.
- c. Will issue timely distribution of the minutes to members of the executive.
- d. Will maintain the membership rolls.
- e. Shall perform all the duties usually incident to the office of Secretary, subject to the control of the executive.

### **The Treasurer:**

- a. Shall keep the financial records of the club, collect dues, and authorize payment on approval of the executive. All funds are to be kept in the WFBC bank account located with the Canadian Imperial Bank of Commerce.
- b. Prepare a monthly financial report for the executive.
- c. Prepare an annual financial report.
- d. Shall perform all the duties usually incident to the office of the Treasurer, subject to the control of the executive.

### **Fundraising Head:**

- a. Shall establish and organize a committee that develops a yearly fundraising plan.
- b. To work with other members to establish a fundraising *plan* that incorporates a series of appropriate vehicles, such as special events, direct mail, product sales, etc.
- c. To work with fundraising staff in their efforts to raise money

## Warriors Football Booster Club Constitution

- d. To take the lead in certain types of outreach efforts, such as chairing a dinner/dance committee or hosting fundraising parties, etc.
- e. To monitor fundraising efforts to be sure that ethical practices are in place, that donors are acknowledged appropriately, and that fundraising efforts are cost-effective.

### **Communications and Publicity Relations Head:**

- a. Develops and implements a communication strategy to inform, educate and build commitment amongst stakeholders and the general public.
- b. Works in conjunction with the Fundraising Head to develop a communication/publicity plan for fundraising efforts.
- c. Works with the media to inform the public of upcoming events and fundraising efforts.
- d. Ensures the production and distribution of key communication materials.

### **Article 5 - Nominations and Elections.**

1. At the Annual Meeting a list of candidates for open executive positions will be presented to the General Membership. Prior to the general meeting a notice of intent will go out with the meeting reminder notification.
2. Nominations may be made from the floor prior to the election, and such nominees shall be eligible for election provided they have consented to serve. Nominations from the floor must receive a second.
3. Executive members shall be elected by written ballot at the Annual Meeting.
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### **Article 6 – Meetings**

1. ANNUAL MEETING. An annual meeting of the members shall be held during the month of September on a day determined by the Executive for the purpose of electing officers and for the transaction of such other business as may come before the members.
2. MONTHLY MEETINGS. Executive meetings will be conducted monthly and will be open to the Club's General Membership. Meetings will be regularly scheduled and recorded via monthly meeting minutes. Special meetings will be announced via e-mail or when required by telephone by the Club Secretary, at least one-week prior. Committee meetings will be held as required.

## Warriors Football Booster Club Constitution

3. SCHEDULING OF REGULAR MEETINGS. Regular meetings of the Executive will be scheduled by the President at such time and place as shall be determined convenient by a majority of executives. Notices of changes to regular meetings of the executive shall be given to each executive by the Secretary or his designate personally, or by mail, email or telephone at least seventy-two (72) hours prior to the time named for such a meeting.
4. SCHEDULING OF SPECIAL MEETINGS. The President may call a Special meeting of the executive with three (3) days notice to each executive, given personally, by email or by telephone. Notice shall state the date, time, place, and purpose of the special meeting. The Secretary may also call special meetings of the executive in a like manner and on like notice at the written request of three (3) executives. In the case of an emergency, declared as such by the President of the Club or a majority of executive members, notice of a special meeting may be reduced to one day, and be given in person or by telephone. The Secretary will record any successful or unsuccessful contact with executive members.
5. QUORUM. A majority of the executive, fifty-one percent (51%), shall be requisite for, and shall constitute a quorum for, the transaction of business at all meeting of members. No actions by executives after the membership count has been taken shall destroy a quorum. Decisions by the remaining executives present at a meeting shall be considered binding.
6. LACK OF QUORUM. If a quorum is not achieved executives, who are present, may adjourn the meeting or continue on, however no matters requiring a vote will be undertaken.
7. PROXIES. At all meetings a voting member may by vote by proxy, executed in writing by the member or his or her duly authorized attorney-in-fact. Such proxy shall be filed with the Club Secretary or the President before or at the time of the meeting. Proxies shall only be valid 30 days from their date of execution. Verbal proxies will only be accepted during monthly meetings and will so be recorded in meeting minutes.

### **Article 7 – Finance**

1. The funds of this association shall be used to further the purpose expressed in Article 2 of this Constitution. Only the WFBC Treasurer, upon the approval of the executive, shall be authorized to disburse funds.
2. The President of the association shall have the authority to authorize expenditures up to one hundred dollars (\$100.00) each month when it is not feasible to call a special meeting of the executive. A report of expenditures shall be given at the next meeting.
3. The Treasurer of the association shall authorize payment by check of all debts of the association within seven (7) days after receipt or on approval by the executive.
4. All projects that require financial obligation of the club as proposed by coaches will be presented to the executive on the approved forms. This

## Warriors Football Booster Club Constitution

will be done at monthly meetings in order for the executive to plan their budget. The budget shall normally be decided by the executive and communicated to the general membership at the September meeting, but may be changed by a vote of the executive.

### **Article 8 – Basic Policies of Operation**

The following section defines policy for the Warriors Football Booster Club.

- a) The club shall be non-political and non-sectarian.
- b) The name of the organization or the names of the members in their official capacities shall not be used in connection with a commercial concern or with any partisan interests.
- c) The organization shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office. Political candidates may pay for advertisements on the Booster Club website.
- d) Persons representing the organization shall make no commitments that bind the organization, unless authorized by the executive.
- e) In the event of the dissolution of the club, its assets shall be distributed and designated to the Huron Heights Secondary School football program.
- f) The Booster Club shall have the following standing committees:
  - Booster Club Membership
  - Booster Club Website
  - Booster Club Fundraising

Any additional committees can be created upon a 2/3 vote at any monthly meeting.

## Warriors Football Booster Club Constitution

### **Article 9 – Membership & Sponsorship Fees**

1. *To ensure that the Warriors Football Booster Club remains a fun, relaxed, and respectful organization, the following Code of Conduct will apply to all members at all times. The WFBC understands that members' opinions can vary to a high degree and encourages any point of view to be freely expressed by anyone. However, slander, acts of malicious intent, racial slurs, physical threats, and bounding, unreasonable intrusion into someone's personal space, libel, or any other type of defamation of character will NOT be tolerated AT ANY TIME and can be grounds for expulsion from the WFBC.*

### **Article 10 – Amendments**

This Constitution may be amended at any Annual Meeting of the association in September by the affirmative vote of two-thirds (2/3) of the members present, provided that any proposed change shall be presented for discussion and debate no later than the June meeting and that it be listed on the agenda for the Annual Meeting each September.

### **Article 11 – Liability**

Members of the Warriors Football Booster Club agree to hold harmless any and all of their members for claims arising from any of the organization's activities.

### **Article 12 – Disestablishment**

Disestablishment of the Club will be a 2/3 vote of the Club's executive. In the event the Club is disestablished, the executive will oversee the disbursement of any remaining Club monies.