ARTICLE 1 – NAME OF ORGANIZATION

* The name of the organization shall be the Tuscarawas Valley Trojan Booster Club.

ARTICLE 2 – MISSION STATEMENT

* The goal of this organization shall be to promote and support the interscholastic athletic programs and their student athletes of Tuscarawas Valley Middle and High Schools and to promote community support for those programs and participation in this organization and its activities.

ARTICLE 3 – OFFICERS

* The officers of this organization consist of President, Vice President, Secretary and Treasurer.
* The Board of Directors shall elect the Officers at the Annual Meeting held in April by a majority vote (8 voting members).
* Nominees shall be made from the floor or electronically if needed.
* Officer term shall be one (1) year.
* Officer vacancy can be filled as needed throughout the year with a majority vote.
* See the By-Laws for Officer duties.

ARTICLE 4 – BOARD OF DIRECTORS

* The Board of Directors shall consist of the President, Vice President, Secretary, Treasurer and eight (8) additional Board Members resulting in twelve (12) members of the Board of Directors.
* The Board of Directors are the ONLY voting members.
* Board Member term shall be three (3) years
* Election of Board of Directors
	+ Nominations provided to the President by Feb 1st of each year.
	+ Elections shall be by ballot of Board of Directors in attendance at the Annual Meeting held in April unless prior arrangements with the President have been made to vote electronically.
	+ Nominee MUST be present
* See the By-Laws for Board of Director duties.

ARTICLE 5 – BOOSTER MEMBERSHIP

* Any resident of the TVLSD 18 years of age or older may become an Officer, Board Member or Booster of the organization.
* Every member has the right to be elected to the Board of Directors.
* Every member has the right to attend all meetings and functions of the organization.
* Every member has the duty to support the organization in its mission.
* Every member has the duty to set an example of good sportsmanship.
* Any member may be suspended or expelled by a majority vote by the Board of Directors for conduct unbecoming a member.

ARTICLE 6 – AMENDMENTS TO THE CONSTITUTION

* An amendment to the constitution may be proposed in writing at any regular meeting of the organization. The vote must be taken at the next regular meeting and the amendment will be adopted by a 2/3 majority vote of the members of the Board of Directors present.

ARTICLE 7 – BY-LAWS OF THE TUSCARAWAS VALLEY TROJAN BOOSTER CLUB

 SECTION 1 – MEETINGS

* + Regular meetings shall be held on the first Monday of the month at 7:00pm
		- No regular meeting in July
	+ All meetings shall be held on the Tusky Valley Campus in the Athletic Booster Room.
	+ The Annual Meeting shall be held on the first Monday in April at 7:00pm
		- Board of Directors elections
	+ The Mandatory Meeting shall be held the first Monday in May at 7:00pm
		- All Officers, Members of the Board of Directors, Booster members, Head Coaches and the Athletic Director are encouraged to be present
		- All coaches wish lists MUST be submitted one (1) week prior to the meeting to both the Booster President and Athletic Director.
	+ Eight (8) members of the Board of Directors shall constitute a quorum.
		- At least one (1) officer shall be present.
		- If a quorum is not present, the President will send out a text message to the Board of Directors to conduct an electronic vote.

SECTION 2 – DUTIES OF OFFICERS OF THE BOARD OF DIRECTORS

* + President
		- Shall preside over all meetings of the Tuscarawas Valley Trojan Booster Club.
		- Voting member of the Tuscarawas Valley Middle and High School Athletic Board.
			* If the President cannot attend, they shall appointment a representative.
			* Report out at the next meeting of this organization.
		- Authorized to represent the club and to sign off on all agreements once the issue has been passed.
		- Oversee the Fundraising Committee.
		- Financial assistant to the Treasurer.
	+ Vice President
		- Shall perform all duties of the President in case of absence or disability.
		- Oversee the Auditing Committee.
		- Oversee the Concessions Committee.
		- Oversee the Constitution Committee.
	+ Secretary
		- Shall keep minutes of all meetings of the organization and make proper record of the same.
		- Provide previous meeting minutes at current meeting for approval.
		- Conduct the correspondence of the organization.
		- Send out meeting notifications.
		- Oversee the Sports Program Committee.
		- Oversee the Membership Committee.
	+ Treasurer
		- Shall receive and document all monies and securities belonging to this organization.
		- Verify and sign off on all deposits made to this organization in conjunctions with the President.
		- Order and distribute all T-shirts.
		- Shall disburse monies as ordered by the Board of Directors and/or Athletic Director.
		- Keep an accurate record of all monies received and dispersed.
		- Shall provide a brief Treasurers report at each meeting to include overall balances and monthly transactions for the last 30 days in the general account.

SECTION 3 – COMMITTEES

* + Membership Committee
		- Manages the annual membership.
			* Tracks attendance of members and coaches.
	+ Sports Program Committee
		- Coordinates printing and sale of the Fall and Winter Sports Programs.
		- Manages the fan patron drive in August.
	+ Concessions Committee
		- Coordinates and manages the concession stands for all indoor athletic events.
	+ Auditing Committee
		- Coordinates the annual audit.
		- Audit should be conducted immediately prior to presenting books of the Tuscarawas Valley Trojan Booster Club to the newly elected Treasurer.
		- Report findings at the Annual Meeting.
	+ Fundraising Committee
		- Oversee individual fundraising events.
			* Oversee fundraising debrief activities.
			* Recommend continuing or abandon.
		- Investigate new fundraising opportunities.
	+ Constitution Committee
		- Reviews and updates the constitution once every three (3) years.

ARTICLE 8 – ATHLECTIC DIRECTOR AND HEAD COACHES

* The Athletic Director, or a designated representative, shall attend all meetings of this organization.
	+ Coordinate scheduling of Booster Club events.
	+ Advise, as necessary or requested by the President of the Board of Directors, in all matters related to fulfilling the Mission of this organization.
* Head Coaches of Varsity Sports
	+ Represents Varsity, Junior Varsity and Middle School coaches of said sport.
	+ Attendance
		- Attend a minimum of one (1) meeting during the competition portion of their sports season.
			* Can send a representative or provide email update if cannot attend.
			* Verbally report on highlights, progress and/or problems.
		- Highly encouraged to attend the meeting directly proceeding and directly following their sports season.
		- Attendance to the May meeting is highly encouraged.
			* Present in writing to the President and Athletic Director an itemized estimate of all financial assistance required for the following year at least one (1) week prior to the meeting.
		- If requesting uniforms a minimum of two (2) quotes MUST be submitted.
	+ Encourage coaches to participate in Booster Club fundraising events and activities when requested.

ARTICLE 9 – EXPENDITURES

 SECTION 1 – GENERAL REQUIREMENTS

* Requests for ALL money reimbursement shall be from the Head Coach, Athletic Director, or a Board of Directors Member.
* Requests MUST include invoices and receipts.
	+ Invoices MUST be submitted in a timely manner.
		- All late fees will come out of the Team Accounts.
* Requests made for monies from Team Accounts do NOT require Board Approval.
	+ Complete and submit Athletic Director form for both withdrawals and deposits.
	+ Athletic Director will submit request to the Treasurer.
* Requests for monies from the Booster Club General Fund totaling less than $250 do NOT require Board Approval.
	+ At least 1 Board Officer (other than the requestor) and the Treasurer should be notified of the transaction including amount and description prior to payment and/or order placement.

SECTION 2 – BOOSTER CLUB GENERAL FUND

* Food Money
	+ Athletes and Coaches that advance to the last tournament before qualifying to State (varies by sport).
		- $20 per athlete and coach for tournament days ONLY.
		- Money will be provided to the Athletic Director or Head Coach for disbursement.
		- Receipts and any leftover funds shall be returned to the Treasurer at the meeting following the event.
	+ Athletes and Coaches that advance to the State tournament.
		- $40/day per player and coach.
		- Money will be provided to the Athletic Director or Head Coach for disbursement.
		- Receipts and any leftover funds shall be returned to the Treasurer at the meeting following the event.
	+ Food will be provided for scrimmage(s) not to exceed $250 total.
* T-Shirts
	+ Only recognized participants per OHSAA requirements will receive a T-shirt.
		- Additional T-shirts may be purchased from the Team Account.
	+ League Championship T-shirts
		- Each coach and athlete on the league winning team.
		- Coaches must submit a list of athletes and coaches last names and sizes to the Booster Club Treasurer upon winning the title.
	+ State Qualifier T-shirts
		- Each coach and athlete that qualifies for the State competition.
		- Coaches must submit a list of athletes and coaches last names and sizes to the Booster Club Treasurer upon qualifying for the State competition.
* All-Star Team Fees
	+ All athletes selected to play on All-Star teams.
	+ The Athletic Director will provide a list of athletes and associated costs.
	+ Athletic Director will send the payment to the appropriate entity.
* Uniforms
	+ New uniform purchase will be on a 4-year rotation except for Football.
		- Football will be on a 2-year rotation alternating home and away.
		- If a coach foregoes uniforms, they may request money for other team expenses (i.e. uniforms are donated) for Board Approval.
		- Purchase of additional uniforms outside of rotation will require Board Approval.
	+ All uniforms MUST be returned after completion of the season unless otherwise noted.
		- It is the responsibility of the Head Coach to see that all uniforms are returned.
		- Lost uniforms will be reimbursed from Team Accounts.
	+ Football
		- Uniform Schedule
			* Fall 2026 Away
			* Fall 2028 Home
			* Fall 2030 Away
			* Fall 2032 Home
		- One (1) Home Jersey and pants
		- One (1) Away Jersey and pants
		- One (1) Belt
	+ Baseball/Softball
		- Uniform Schedule
			* Softball
				+ Spring 2026
				+ Spring 2030
				+ Spring 2034
			* Baseball
				+ Spring 2027
				+ Spring 2031
				+ Spring 2025
		- One (1) Home Jersey
		- One (1) Away Jersey
		- One (1) pair of pants
		- One (1) belt
	+ Volleyball
		- Uniform Schedule
			* Fall 2025
			* Fall 2029
			* Fall 2033
		- One (1) Home Jersey
		- One (1) Away Jersey
		- One (1) pair of spandex
	+ Girls/Boys Basketball
		- Uniform Schedule
			* Girls
				+ Winter 2027
				+ Winter 2031
				+ Winter 2035
			* Boys
				+ Winter 2024
				+ Winter 2028
				+ Winter 2032
		- One (1) Home Jersey with matching shorts
		- One (1) Away Jersey with matching shorts
	+ Cross Country
		- Uniform Schedule
			* Fall 2026
			* Fall 2030
			* Fall 2034
		- One (1) jersey
		- One (1) bottom
	+ Track
		- Uniform Schedule
			* Spring 2028
			* Spring 2032
			* Spring 2036
		- One (1) jersey
		- One (1) bottom
	+ Girls/Boys Wrestling
		- Uniform Schedule
			* Girls
				+ Winter 2025
				+ Winter 2029
				+ Winter 2033
			* Boys
				+ Winter 2025
				+ Winter 2029
				+ Winter 2033
		- One (1) Home Singlet
		- One (1) Away Singlet
	+ Cheerleading
		- Uniform Schedule
			* Fall 2028
			* Fall 2032
			* Fall 2036
		- One (1) Vest with Midriff
		- One (1) Skirt
	+ Girls/Boys Soccer
		- Uniform Schedule
			* Girls
				+ Fall 2027
				+ Fall 2031
				+ Fall 2035
			* Boys
				+ Fall 2025
				+ Fall 2029
				+ Fall 2033
		- One (1) Home Jersey with matching shorts
		- One (1) Away Jersey with matching shorts
		- One (1) pair of socks yearly
	+ Girls/Boys Golf
		- Uniform Schedule
			* Yearly (no rotation and no return)
		- One (1) polo shirt
* Out of Season Training
	+ Each team is awarded a stipend of $600
* Subscriptions
	+ Subscription renewals when necessary
	+ Head coach must provide written request detailing how they intend to use said subscription at to the May meeting.

 SECTION 3 – TEAM ACCOUNTS

* Withdrawal
	+ Complete the withdrawal request form
		- Amount requested
		- Description of withdrawal
	+ No Board approval is required
* Deposits
	+ Complete the deposit form
	+ Amount deposited
	+ Description of deposit

ARTICLE 10 – PARLIAMENTARY PROCEDURE

The rules contained in ROBERT’S RULES OF ORDER shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with the By-laws of this organization.

ARTICLE 11 – DISSOLUTION

Upon the dissolution of this organization, the President or Treasurer shall, after paying or making provision for the payment of all liabilities of the organization, transfer all assets of this organization to Tuscarawas Valley High School Athletic Department.