

BRIGAND BOOSTER CLUB BY-LAWS

ARTICLE I

Duties of Officers

The ***President*** shall:

- be the chief executive and administrative officer of the Club;
- call regular, Executive Board, and special meetings;
- preside at all regular, Executive Board and special meetings;
- with the approval of the Executive Board, appoint a Business Manager, Membership Chair, and the Chair of other special committees as deemed necessary;
- with the approval of the Executive Board, appoint an individual from the general membership in good standing to fill a vacancy of the Executive Board caused by resignation, transfer or removal from office of an elected or appointed official;
- enforce observance of the constitution and bylaws;
- ensure that a request for renewal of authorization for operations is submitted 90 days before expiration date of the current authorization;
- make disbursements in the absence of the Treasurer;
- represent the Brigands Booster Club in all dealings with other bodies, groups and agencies which operate within the Brussels Community.

The ***Vice President*** shall

- advise and assist the President in all of the President's duties;
- perform all of the duties of the President in the absence of the President
- serve as coordinator and advisor to all special committees;

- insure that elections are conducted in accordance with the Bylaws;
- automatically assume the office of the President upon the President's resignation, transfer or removal from office.

The **Secretary** shall:

- record the minutes of all meetings of the General Membership and Executive Board
- prepare correspondence on behalf of the organization;
- inform the membership of all General Membership and Executive Board meetings as far in advance as is practicable;
- provide copies of the minutes of the previous Executive Board meeting to Executive Board members prior to the start of a succeeding meeting;
- provide scheduled dates and locations of BAS athletic events to the Club's membership;
- provide copies of the minutes of the Executive Board meeting and membership meetings, and other Organization documents to the Community Commander, as requested;
- maintain a permanent file which will, as a minimum, contain:
 - The original approval to operate in a USAREUR community and a
 - A copy of AR 210-22, USAREUR Regulation 210-22, USAREUR Regulation 230-3, and AR 600-50.
 - A copy of the Constitution and Bylaws.
 - All Organization Standard Operating Procedures.
- provide information of interest to the membership at large through a

newsletter, the "Brussels Weekly", or other media.

The **Treasurer** shall:

- establish a system for the protection of the Club's assets which will insure that liabilities do not exceed assets;
- collect, receive, accept custody, record and account for all monies and funds owing to the Organization;
- maintain one or more separate bank accounts on behalf of, and in the name of the Brigands Booster Club;
- make disbursements on behalf of the Organization when such reimbursements are approved by and recorded in the minutes of an Executive Board meeting
- prepare and issue to the Executive Board, a detailed, accurate and current statement of the Organization's financial standing prior to the beginning of an Executive Board or general meeting;
- be the primary signatory on all checks;
- make such other financial reports to the Executive Board and the general membership as the President shall direct;
- prepare annual financial statements and other requested financial reports for submission to the Community Commander
- cooperate fully with all audits of the Organization's accounts and financial accounts

The **Membership Chair** shall:

- establish and maintain a program to enroll all parents of students and teachers of BAS in the Brigands Booster Club
- prepare, issue and record all association membership cards;
- maintain a complete and accurate listing of all active and honorary members of the club to include names of all family members, age 18 or older, of those members holding memberships;
- collect and turn over all proceeds from membership sales to the custody of the Treasurer in accordance with the Organization's

standard operating procedure;

- make periodic reports on the status of the Organization's membership to the Executive Board as requested by the President.
- assist the Secretary in the development of articles and other public statements for dissemination to the membership which will document activities of the Organization.
- cooperate fully with all audits of the Organization's accounts and financial records.

The ***BAS Administration Member*** shall:

- provide athletic schedules to the Executive Board for dissemination;
- upon request, provide information to the Executive Board to assist them in making decisions as to how best serve the needs of student athletes at BAS;
- provide, upon request, information as to funding requests made by the school administration in support of athletic programs at BAS;
- serve as liaison between the school Athletic Director and coaches and the Brigands Booster Club;
- schedule sports banquets and other appropriate events on the school calendar;
- apprise the Executive Board of unfilled needs of the school athletic programs
- advise the Executive Board as to DODDS school regulations and policy.

ARTICLE II

Elections and Voting

Annually during the month of March, the Secretary will announce through the school newsletter and other media that members of the Brigands Booster Club are invited to submit nominations for elected positions on the Executive

Board; (Such elections to take place in June). The announcement will include a closing date for nominations. Each nominee should submit a brief biographical summary to the Secretary which describes his or her qualifications for the elected position. This summary should not exceed one half of a single spaced typed page. Upon the closing of nominations, the Secretary will prepare a ballot which will contain the names of all nominees on the first page and consolidated biographical summaries on succeeding pages.

During the month of April, ballots will be provided to all individuals, honorary and family members age 18 or older of those holding family memberships. Completed, sealed ballots will be returned through distribution or mail to the Vice President, whose mailing address will be contained on the back of the last page of the ballot. Write in candidates shall not be considered. For an election to be valid, more than fifty percent (50%) of the membership must submit ballots. Absentee and proxy voting shall not be allowed. Ballots shall be opened and tabulated in the presence of the Vice President, Secretary and Membership Chair. The winner shall be that individual who received the most votes in the balloting. In the event of a tie, a second ballot will be prepared and submitted to the membership which contains only the information on the contested office and the names of the nominees for which the tie exists. A second vote will be taken for the contested office using the procedures outlined above. Should the results again be tied, a general membership meeting will be called by the President to resolve the issue. If a position remains unfilled on a newly elected board, the newly elected President shall appoint a member to fill the vacant position.

Results of the election will be announced by the Secretary in the school newsletter and appropriate media during the month of May. In addition, all books of the Organization shall be audited and results submitted to both incoming and outgoing boards.

In June, a joint board meeting will be held in which all outstanding business shall be discussed and all documents relating to the organization shall be transferred.

ARTICLE III

Standing Committees

No standing committees are established for this Organization except that of the Executive Board. The President, with the concurrence of the Executive

Board, establish additional standing committees as needed and dissolve them when no longer required. The appointed Chair of any such committee will report directly to the Executive Board at regularly scheduled board meetings and such report will be reflected in the minutes.

ARTICLE IV

Method of Financing

Funds needed to accomplish the objectives of the Organization shall be promoted through an on-going program of fund raising activities sponsored by the Brigands Booster Club and directed toward its membership and their bona fide guests in accordance with USAREUR Regulation 210-22. Funds will be raised through the sale of organization memberships, voluntary contributions and occasional, minor fundraising sales. The occasional, minor fund raising sales will offer articles of athletic apparel sporting goods with a distinctive logo for sale to the membership and the bona fide guests. Normally, these sales will be conducted on the US Army Garrison, Benelux - Brussels compound. This program shall be governed and qualified by the basic policies set forth in the various articles in the Constitution and Bylaws of the Organization.

ARTICLE V

Taxes

The Brigands Booster Club is not entitled to sovereign immunities and is not exempt from Belgian tax laws. The organization is subject to, and will pay, the Value Added Tax (VAT) for all purchases made on the local economy.

ARTICLE VI

Insurance Coverage

The Treasurer and Business Manager shall be covered by fidelity insurance purchased at the expense of the Club in an amount sufficient to provide full protection of the Club's assets when those assets exceed \$1,000. Full disclosure of the amount of coverage, cost, and firm engaged to provide this coverage shall be included in the annual financial report.

Because the Club's activities shall be held on the school grounds in conjunction with and in support of BAS athletic activities, it is not appropriate for the Club to obtain separate liability insurance protection. Insurance needs will be met by that insurance coverage which is carried by the school.

ARTICLE VII

Awards and Gifts

Awards and gifts shall be made only to student athletes of BAS and their coaches. Under no circumstances shall an adult member of the Organization be entitled to or be awarded a gift by the Brigands Booster Club except when appointed as a coach or assistant coach of a BAS athletic team. Cash awards are expressly forbidden under any circumstances. Savings bonds may be awarded as Booster Club Scholarships to student athletes of the BAS graduating class.

The Executive Board shall have authority to donate items of athletic apparel with distinctive logo to other community service organizations for use in their fundraising activities. Such donations must be approved by a majority vote of the Executive Board and reflected in its minutes.

ARTICLE VIII

Meetings and Quorums

The Executive Board shall schedule and announce through the school newsletter, an administrative newsletter or the "Brussels Weekly" all Executive or General Membership Meetings. The Executive Board shall meet as necessary and as the President or Executive Board Members deem necessary, but in no event shall the Board meet less frequently than once every three months. A General Membership Meeting must be scheduled at least once each year and may be called in conjunction, another Booster Club activity. All meetings of the organization shall be open to the membership and any member of the organization shall be entitled to make recommendations to the Executive Board at any of its meetings.

Two thirds of Executive Board Members shall constitute a quorum. All proceedings of the Executive Board at which there is less than a quorum are null and void. A simple majority of the board members present at any meeting is required to effect a decision. Votes may not be cast by absentee or by proxy

ARTICLE IX

Fiscal Matters

Expenditures of the Club's funds will normally be limited to the purchase of fidelity insurance, office supplies, articles of athletic apparel and sporting goods with distinctive logo for resale to the membership in occasional fund raising sales, and monies provided in support of athletic activities and programs of Brussels American School. Use of Booster Club funds will require approval by a majority vote of the members of the Executive Board and must be documented in the minutes of a meeting of that body.

Adequate financial records shall be maintained by the Organization in accordance with USAREUR Regulation 210-22 and, at a minimum shall consist of:

- an account journal listing income and expenses;
- receipt / disbursement vouchers, with supporting documentation for all financial transactions;
- bank statements and appropriate records;
- financial statements.

No member of the Brigands Booster Club shall have the authority to incur any indebtedness or financial obligation for which the Club shall be responsible except to the extent previously authorized by the Executive Board and reflected in the minutes of a meeting of that body. Should any member obligate the Club without such authority, the member shall be personally peculiarly liable to the Brigands Booster Club.

Any approved school related athletic team or school athletic function shall be eligible to request funds from the Executive Board for the purpose of furthering the aims of that specific group. Requests for financial support should be submitted in writing to the Club Secretary through the appropriate school administration channel no later than two (2) days prior to a scheduled meeting and include, as a minimum:

- purpose of the request;
- how the monies requested will be spent;
- a statement as to why the request is not or could not be supported by the school budget.

Any person who is 18 years or older, who is interested in supporting BAS athletic programs and activities, and who is willing to abide by the policies described within the Constitution and Bylaws may become a member upon payment of membership fees. Such fees will be assessed annually at a rate

determined by the Executive Board. Separate fees will be assessed for individual and family categories. In the case of family membership, every family member 18 years or older shall be considered a full member and have voting privileges if in good standing. To be considered a member in good standing, payment of the current years membership dues is required, unless the member is an Honorary Member. A Honorary Member is conferred upon an individual who has been recognized by the Club and/or the Executive Board as having made a significant contribution to BAS. Honorary Members do not pay dues but may vote.

The Organization shall be audited bi-annually in May by an appointed committee of three members of the organization who hold no office or by a qualified auditor. Audit reports and financial records will be retained for a minimum of two years after audit completion. The audit will be accomplished IAW USAREUR Regulation 230-3 paragraph. The Chair of the Audit Committee will furnish the President of the Executive Board with a written report of the audit results. A copy of the audit report will be provided the Approving Official not later than 1 June of the year the audit is conducted. If appropriate, a corrective action report will be submitted with the audit report.

Members, in accordance with host nation laws (Belgium), may be personally liable to creditors if the assets of the Club are insufficient to discharge all liabilities.

ARTICLE X

Dissolution

The Brigands Booster Club may be dissolved at any time by a majority vote of the general membership. If the Organization is dissolved, all funds in the treasury at the time will be used to meet any outstanding debts, liabilities, or obligations. The balance of any remaining assets will be disposed of as determined by the membership at that time.

Modified by Executive Committee; October 3, 2012.
Bob Racioppo, President.
Lisa Quanbeck, Secretary.