

**Sylvania Southview Cougar Club
Constitution and By-Laws
As Revised February 1, 2005
And October 4, 2008
And As Amended February 2, 2009
And June 1, 2009**

ARTICLE I: NAME

The name of this organization is the "Sylvania Southview Cougar Club", hereafter referred to as the "Cougar Club."

ARTICLE II: PURPOSE AND OBJECTIVES

The purpose and objectives of the Cougar Club are to support and promote good sportsmanship, good morals, and school spirit in the best interest of the athletic programs and athletes at Sylvania Southview High School, to co-operate with the Athletic Director and Coaches in seeking support and interest from the community, to promote attendance at all sporting events and to assist in the financial support of the athletic programs including the sponsorship of the sports awards evenings.

ARTICLE III: MEMBERSHIP

1. Membership consists of dues paying individuals who support the purpose and objectives as stated in Article II.
2. Membership dues are required each school year at an amount established by the membership during the Annual Meeting, which takes place during the regularly scheduled May monthly meeting. All Cougar Club members will have the right to vote on proposed motions as presented at all general meetings.

ARTICLE IV: OFFICERS

1. The Elected Officers of the Cougar Club consist of a President, two (2) Vice-Presidents, a Secretary, and a Treasurer. These positions will constitute the Executive Committee. Officers will be elected at the May meeting and the one (1) year term shall begin on July 1 of the year the election is held. There is a limit of two (2) consecutive terms in the same elected position.
2. Duties of Elected Officers:
 - a. The President presides at all meetings of the Cougar Club and attends each function, where possible, requiring Cougar Club representation.
 - b. The Vice-Presidents assist the President. In the event the President cannot attend a meeting and/or function, a Vice-President shall fulfill the absent

President's role. Each Vice President is also encouraged to be one of the standing chairpersons.

c. The Secretary keeps all records for the Cougar Club and its proceedings, monitors all its properties (except for monies and funds), notifies the membership of all regular and special meetings of the Cougar Club and handles all other correspondence. The Secretary is responsible to keep, during his/her tenure, a copy of all permanent records. These records are to be delivered to the acting Secretary upon completion of his/her term.

d. The Treasurer accounts for all monies and funds of the Cougar Club. Deposits may be made by other authorized members into a bank selected by the membership in the name of the Cougar Club. The Treasurer will distribute monies and funds as authorized by the Cougar Club. The Treasurer is authorized to sign checks not to exceed \$1,000.00. Amounts over \$1,000.00 require the signature of another officer. The Treasurer will be held liable for any unauthorized expenditures.

The Treasurer shall make a report of all financial business of the Cougar Club at each meeting. The Treasurer shall also file any other required documents, i.e. taxes. The Treasurer submits an annual financial statement to the membership at the annual meeting in May and a final, fiscal year-end, report at the end of June. There shall be a financial review performed by three (3) members, of which said members shall not be elected officers, at the close of each fiscal year (June 30).

e. In addition to each office's specific responsibilities, the Executive Committee is responsible for creating the budget as required in Article VI, Item 2.

3. Appointed Chairpersons

The President appoints the Chairpersons of the various standing committees as follows:

a. Concessions Chairperson is responsible for general operations of concessions.

b. Sports Program Chairperson is responsible for development of athletic programs which includes the solicitation of advertisements, layout, printing and sales.

c. 50/50 Raffle Chairperson is responsible for general operations of 50/50 activities and coordinating volunteers for home varsity events.

d. Cougar Clothing Chairperson is responsible for recruitment of volunteers and general operations of clothing sales.

e. Team Representative Chairperson is responsible for the coordination of representatives for each sport team

f. Membership Chairperson coordinates the active recruiting of new members into the Club and acts as a liaison between Cougar Club and the Athletic Director to establish Cougar Club membership benefits.

g. Reverse Raffle Chairperson is responsible for overseeing and coordinating the annual Reverse Raffle fund-raiser.

h. Cougar Club Golf Outing Chairperson is responsible for overseeing and coordinating the annual Cougar Club Golf Outing fund-raiser.

4. Nominating Committee

a. The President appoints a nominating committee consisting of at least two (2) officers and three persons from the general membership. The committee shall be formed no later than the April general meeting.

b. The Nominating Committee presents a slate of names for President, two (2) Vice-Presidents, Secretary, and Treasurer at the annual meeting in May. Nominations are also accepted from the general membership.

c. Any member in good standing is eligible for elected office in the Cougar Club.

ARTICLE V: MEETINGS

1. Membership meetings are held on the first Monday of each month at 7:00 p.m. at Southview High School in a room provided for by a building permit as properly secured. In the event of a holiday, weather closing or other conflict, the monthly meeting can be rescheduled by the Executive Committee.

2. The annual meeting is held on the regularly scheduled meeting day in May at Southview High School for the purpose of electing officers.

3. Special meetings of the membership or Executive Committee may be called by the President.

4. Standing Committee meetings are scheduled, by the respective Chairperson or the President, as required.

ARTICLE VI: APPROPRIATION / DISBURSEMENT OF FUNDS

The Cougar Club's role(s) in fund appropriation / fund disbursement are as follows:

1. To promote, support, and engage in such fund raising activities as decided upon by the membership.
2. To create a budget in July of each year that sets a goal for each fundraising activity and expected expenditures for the year.
3. To assist the athletic program and athletes financially as recommended by the Athletic Director and as approved by the membership of the Cougar Club in accordance with OHSAA rules and regulations. In the event of non-recurring, non-rotation or one-time purchases which exceed \$2,500.00, the Executive Committee may request additional price comparisons if available and deemed necessary.
4. To maintain an accounting and disbursement of team funds as requested by individual teams.
5. To maintain a long term, Capital Fund for major improvements to Athletic Facilities and to contribute 10% of net annual fund raised dollars to this Capital Fund.

ARTICLE VII: QUORUM

At any meeting of the Cougar Club those active members present and voting constitute a quorum provided that at least two of the elected officers are in attendance.

Any issue that is being voted on by the membership can be tabled once, until the next scheduled meeting, by two of the Elected Officers in attendance.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

Meeting procedures follow Roberts Rules of Order as revised.

ARTICLE IX: AMENDMENTS and REVISIONS

The By-Laws may be amended and or revised by a simple majority of the active members present and voting at any regular or special meeting provided that notice of the proposed amendment and or revision was submitted at a previous regular meeting.

A. History of Revisions

1. February 1, 2005 by vote of members present at the Cougar Club Meeting.
2. October 4, 2008 by vote of members present at the Cougar Club Meeting.

B. History of Amendments

1. February 2, 2009 by vote of members present at the Cougar Club Meeting.

AMENDMENT I

In the event that a Southview team or individual wins a OHSAA sponsored State Championship, Cougar Club will purchase Josten's (or current school vendor) championship ring(s) in white lustrium with a hyacinth stone and custom engraving for the individual or team members on the final roster (as determined by the head coach and Athletic Director) and the Varsity head coach. By majority vote of the membership present at the first regularly scheduled meeting after a championship award, Cougar Club may extend the purchase to include assistant coaches as well.

2. June 1, 2009 by vote of members present at the Cougar Club Meeting.

SECONDARY AMENDMENTS TO AMENDMENT 1:

- a. Until such time as cheerleading and dance are included under the umbrella of OHSAA (Ohio High School Athletic Association) with a sponsored championship competition, Cheerleaders and Cougarettes competing in the OASSA (Ohio Association of Secondary School Administrators) will be considered a state championship provided at least 5 (five) teams are competing in the event at the state level.
- b. In multi-event sports (i.e. track, gymnastics, swim and dive, cheerleading, dance), and sports that have both individual and team championships (i.e. cross country, golf, tennis, wrestling), an individual is eligible to be awarded only one (1) ring per sport, per competition year.
- c. Authorization of private purchases of state championship rings is only available by approval of the head coach of the qualifying team and athletic director.
- d. The final roster of rings to be purchased by Cougar Club will be reviewed by the presiding Cougar Club President.
- e. Academic eligibility is a factor that will be considered by the head coach and athletic director in determining the final team roster.
- f. Cougar Club reserves the right to suspend this policy if funding is insufficient to meet the regular Cougar Club obligations.