

THE CONSTITUTION OF THE BRIGANDS BOOSTER CLUB

ARTICLE I

Name and Purpose

The Brigands Booster Club (hereinafter referred to as the Club or Organization) is a private organization located in Brussels, Belgium. The purpose of this Organization is to provide support for the athletic activities and programs which are sponsored by the Brussels American School (BAS) for grades kindergarten through 12th grade.

ARTICLE II

General Provisions

The approving authority for this Organization is the Commander, **U.S. Army Garrison, Benelux- Brussels**. Approval by this commander shall constitute authority to operate on the **USAG** Installation and other U. S. Army installations in the Brussels metropolitan area, in accordance with Army Regulation 210-22, U. S. Army Europe (USAREUR) Regulation 210-22 and other appropriate regulations and directives.

The Brigands Booster Club is not an instrumentality of the United States. The Club will be self-sustaining, and may not receive financial assistance from the U. S. Army or non-appropriated fund (NAF) activities. It will not engage in activities which compete with those of appropriated and NAF activities. Neither the Department of the Army nor USAREUR will assume any responsibility for the organization's debts. 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.

This Constitution and the Organization's Bylaws comprise the Club's articles of organization which govern its operation and proceedings and as such are binding on all members. These provisions will be signed by the President and Secretary and become effective at the close of the General Membership meeting at which a majority of the members present vote that they be adopted. This Constitution and the Organization's Bylaws may be amended by a simple majority vote of the membership present at any publicly announced regular meeting or through

similarly run written ballot vote. If amended, a revised copy of the Constitution and/or Bylaws will be submitted to the Commander, **U.S. Army Garrison, Benelux - Brussels** for approval. All members of the Brigands Booster Club will read the Constitution and Bylaws on joining the Organization.

ARTICLE III

Policy

This non-commercial, non-sectarian and non-partisan Organization will attempt to provide support to all BAS athletic programs at all age levels.

This Organization shall not seek to direct the administrative activities of the school or to control its policies. Functions, beneficial programs and projects undertaken by this Organization shall be at the behest of, in coordination with and with mutual agreement of the school administration.

This Organization shall not directly nor indirectly participate or intervene in any way, to include publishing or distributing statements, in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than a substantial part of its activities to attempting to influence legislation by propaganda or otherwise.

The name of the Organization and the name of its officers in their official capacity shall not be used in connection with any commercial concern or with any partisan interest, or for any purpose other than that within the Constitution and/or Bylaws of the Organization.

The Brigands Booster Club will fully comply with all appropriate Belgian Laws, Army Regulation 210-22, USAREUR Regulation 210-22, USAREUR Regulation 230-3, other appropriate U.S. Army and USAREUR directives, and policies of the Commander, **U.S. Army Garrison, Benelux - Brussels**.

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 that 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 pecuniary 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 one week prior to a scheduled meeting, and include, as a minimum, the following:

- 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

The Organization shall not use official mail indicia in the transaction of its business. Overseas Military Postal Services and official distribution channels may be used within the continent of Europe.

The Organization shall be audited every two years and upon change of treasurer 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 7.4b. 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 to the Approving Official not later than 1 June of the school year in which the audit

is conducted. If appropriate, a corrective action report will be submitted with the audit report.

ARTICLE IV

Activities

This organization may engage in the following activities:

- Promote attendance and support for BAS sporting events and associated activities; both at home and away from the BAS school grounds.
- Promote the safety, security and well-being of student athletes of BAS while participating as members of athletic teams which represent the school - while at practice or while in contest - at home and away from the BAS school grounds.
- Serve as a point of contact and liaison between interested parents of BAS athletes and BAS Administrators, the BAS Athletic Director and BAS Coaches on matters related to participation in school athletic programs.
- Provide items of equipment or supplies needed by BAS athletic teams which would not otherwise be available through school budgets.
- Provide athletic awards to BAS athletes to include letters, metal inserts for letters, and other awards and certificates as appropriate.
- When requested by BAS Administrators, provide qualified personnel to officiate the conduct of BAS athletic events.
- When requested by BAS Administrators, provide support personnel (e.g. linesmen, announcers, scorekeepers, etc.) needed for the conduct of BAS athletic events.
- Organize, host and conduct athletic awards ceremonies as an agent for the BAS for their athletic teams at the conclusion of the Fall, Winter and Spring sports seasons

- Assist in providing or arranging for transportation for non-participating students and association members and their dependents to attend BAS athletic events located within or outside the Brussels metropolitan area.
- When requested by BAS administration, the BAS Athletic Director or Team Coaches, assist in obtaining volunteer coaching assistants and/or volunteer coaches for school athletic teams.
- Assist in defraying expenses incurred by unpaid, volunteer coaches when participating in athletic events outside the Brussels metropolitan area.
- When requested by BAS administration, the BAS Athletic Director or Team Coaches, assist in securing housing for visiting teams from other schools which are participating in athletic events at BAS.
- Assist in and support the conduct of social functions and other events which recognize student athletes of BAS
- When funds are available, provide scholarships to deserving athletes graduating in the Senior Class from BAS
- Provide other assistance and support to BAS as may be agreed by the Organization membership or by its elected officials upon request of BAS school administration, Athletic Director or coaches when such request is determined to be appropriate to the objectives to the Booster Club as determined by its officials.

ARTICLE V

Membership

The Brigands Booster Club fully supports the USAREUR policy on equal opportunity and will not discriminate in membership eligibility on the basis of race, color, religion, national origin, sex or mental or physical handicap. A full membership shall be open to all U.S. military, Department of Defense (DoD) civilians and their family members who reside in the Brussels metropolitan area. Membership will also be open to any U.S. citizen, and employee of NATO, the

European Union (EU), national delegation to NATO or Embassy which has children attending BAS.

More than ninety percent (90%) of the membership shall be composed of members of the U. S. Forces, the civilian component, and family members of sponsors stationed in USAREUR which are granted status under Articles 71, 72, or 73 of the NATO Status of Forces (SOFA) Supplementary Agreement.

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 year's membership dues is required, unless the member is an Honorary Member. A Honorary Membership 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 conduct an annual membership enrollment program at the beginning of each school year, but new members may be admitted at any time. There will be no reduction in the membership fee for those who join after the beginning of the school year. Any member may bring guests to any function in which the Booster Club is participating. There is no restriction on the number of guests which a member may bring.

After full hearing, the Executive Board is authorized to suspend or terminate the membership of any member whose conduct while participating in or attending a BAS function has brought discredit upon the Brigands Booster Club or BAS.

ARTICLE VI

Officers and Governing Body

This Organization shall be directed by an Executive Board of elected and appointed officials. Honorary members shall not serve on the Executive Board

in any elected position. Elected officers shall be elected from the general membership to fill the following elected positions:

- President
- Vice President
- Secretary
- Treasurer

The elected officials may appoint a business manager, a membership Chair, a publicity Chair, and other positions as deemed necessary. Such appointment will be accomplished by a simple majority vote. The Principal of BAS may appoint one BAS Administration representative. All elected and appointed officials must be members of the Organization and will serve a term which will begin on 1 June of one calendar year and end 31 May of the following calendar year. All board members have voting privileges. The Executive Board shall be responsible for raising funds to support the Brigands Booster Club activities as well as allocating and disbursing these funds. Decisions made by the Executive Board shall be binding upon the Organization unless subsequently rescinded by a two-thirds (2/3) majority of responding membership to a vote by the general membership.

The President, with the approval of the Executive Board, shall 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.

Article VII

Meetings and Quorums

The Executive Board shall schedule and announce through the school newsletter or 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 or 66% of the Executive Board Members shall constitute a quorum. Proceedings of the Executive Board at which there is less than a quorum is 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 proxy.

Article VIII

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. The Installation Commander may revoke the permission of the Brigands Booster Club to operate at any time.

Addendum

The Brigands Booster Club will reimburse the Army for utility expenses, unless use is incidental. The Brigands Booster Club will not propagate extremist activities nor advocate violence against others or the violent overthrow of the Government. The Brigands Booster Club will not seek to deprive individuals of their civil rights.

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

