

Lorain High School Adult Booster Club Constitution and By-Laws

Article 1 Name

The name of this organization shall be the Lorain High School Athletic Booster Club.

Article 2 Purpose

Section 1: The Lorain High School Athletic Booster Club is a non-profit organization, chartered by the State of Ohio. The Club has set forth its purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any further federal tax code.

Section 2: No part of the net earnings of this organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities or organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) and political campaign on behalf of any candidate for public office, Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the IRS code, corresponding section of any further federal tax code, or (b) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 3: This association shall support, encourage and advance the athletic program of Lorain City School District. The Association shall cultivate school spirit, good sportsmanship, and a devotion to endeavors of all student athletes.

Section 4: This association shall promote projects to enhance the facilities and the athletic program of Lorain City Schools Athletics.

Section 5: The Lorain High School Athletic Booster Club general fund will exist for the sole purpose of supporting approved requests from any and all Lorain City Schools athletic programs and approved by the Lorain High School Athletic Booster Club Executive Board.

Section 6: This association shall not seek to influence or direct the policies of the Administration or of the school officials who are conducting the athletic program.

Section 7: This association will not knowingly violate the rules of the Lake Erie League, the OHSAA or the Lorain City Schools or in any way jeopardize the membership of the school district in said athletic association.

Article 3 Membership

Section 1: Regular membership in this organization shall be limited to any person eighteen years of age or over, who is not a high school student.

Section 2: Regular members may be admitted to this organization at any time during the year.

Section 3: The dues of this association shall be determined by the current executive board prior to the membership drive for the following school year.

Article 4 Officers

Section 1: The officers of this organization shall consist of a president, vice-president, treasurer, and secretary, all of whom shall be elected by a majority vote of members present at the meeting designated for election of officers. Officers shall be elected at the 1st general meeting in April by a majority vote of members present.

Section 2: Each newly elected officer shall be given a copy of the constitution and by-laws and instructed to know its contents.

Section 3: A nominating committee shall consist of, a committee selected by the President. The committee shall meet in March to prepare a slate of officers for the April meeting.

Section 4: A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Committee, a notice of such election having been given. In case a vacancy occurs in the office of president, the vice-president shall serve as acting president the remainder of the term.

Article 5 Duties of Officers

Section 1: The president shall preside at all meetings of the association and of the executive committee; shall perform such other duties as may be prescribed in these by-laws or assigned to him/her by the association or by the executive committee; and shall coordinate the work of the officers and committees in order that the objectives may be promoted.

Section 2: The vice president shall act as aid to the president and shall perform the duties of the president in the absence or inability of that officer to serve.

Section 3 The secretary shall record the minutes of all meetings of the association and shall perform other duties as delegated.

Section 4 The treasurer shall receive all monies of the association; shall keep an accurate record of receipts and expenditures; and shall pay out local funds in accordance with the approved budget as authorized by the association. The treasurer shall present a financial statement at every meeting of the association and at other times when requested by the executive committee. A full financial report at the last regular meeting of the school year is required. The treasurer's accounts shall be examined annually in June by an auditing committee of two members, who, when satisfied that the treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The executive committee shall appoint the auditing committee at least one week before the

last meeting in May. The treasurer will, in conjunction with the president, complete and submit all paperwork necessary for the organization to maintain non-profit status with the State of Ohio.

Article 6 **Executive Committee**

Section 1: An executive committee, which shall consist of the president, immediate past-president, vice president, secretary, treasurer, and chairpersons of any standing committees shall meet at the call of the president.

Section 2: The executive may transact, without referring to the vote of the membership, all business that does not involve financial expenditures in excess of \$250.00.

Section 3: The executive committee shall reports all of its transactions to the organization at the following meeting.

Section 4: In case of a tie vote during an executive committee meeting, the vote of the president shall be counted twice in order to break the tie.

Section 5: The executive committee shall approve all disbursement forms for funds expenditures.

Article 7 **Fund Raising**

Section 1: Lorain High School Athletic Booster Club fund raising forms **must be** turned in to the treasurer, approved by the membership, and placed on the fund raising schedule prior to any arrangements being made.

Section 2: A team representative **must** be responsible for all monies turned in to the Booster Club (a team representative **cannot** be a coach or teacher in Lorain City Schools).

Section 3: Any fund raiser run through the Booster Club must be advertised as a fund raiser for the Lorain High School Athletic Booster Club. Advertising may include a “for the benefit of...” clause to indicate a specific sport.

Section 4: All receipts must be retained and turned in to the Booster Club treasurer for financial accounting records.

Section 5: All checks must be made payable to Lorain High School Athletic Booster Club. Any checks not made payable to the Booster Club must be endorsed and turned over to the Booster Club for deposit.

Article 8 **Meetings**

Section 1: Regular meetings of this organization shall be the second Thursday of each month.

Section 2: A two-thirds vote of members present at a regular meeting is necessary to cancel or postpone a regular meeting.

Section 3: Special meetings may be called at any time by the president. A one week notice of the meeting and its purpose shall be given when possible.

Article 9 **Support Groups**

Section 1: Individual sports may create an organization of parents and interested persons (designated “Friends of...”) to specifically promote that particular sport. This club shall be under the sponsorship of the head coach.

Section 2: The single sport booster club will function under all existing bylaws of the Lorain High School Athletic Booster Club.

Section 3: The individual booster clubs will be in charge of setting up their end of season awards programs and fund raisers. All fund raising requests must be submitted to the Booster Club for inclusion on the yearly calendar by the first week in May for the following school year.

Section 4: Any purchases requested by the individual support groups, “Friends of...,” must conform to all guidelines of the Lorain High School Athletic Booster Club and must be requested, in writing, according to the organization’s policies and procedures.

Section 5: Groups are expected to assist other groups with fund raising activities. Groups holding non-approved fund raisers which may or may not conflict with approved fund raisers, may lose their privilege to utilize the organization’s structure, financial arrangements, and tax exempt status.

Article 10 Standing Committees

Section 1: General Rules:

A. The chairperson of each standing committee shall be appointed by the president and approved for chairmanship by a simple majority of the members attending the monthly meeting of which he/she is presented.

B. The president shall be an ex-officio member of all committees except the nominating committee.

C. The committee shall consist of a chairperson and as many committeemen as the chairperson deems necessary.

D. A committee chairperson shall assume their duties from the date of approval and shall serve a term of one year. A chairperson may be re-nominated and approved for additional terms.

Section 2 Membership Committee

A. The committee shall maintain current membership records and stimulate active membership in the association.

B. The committee shall be responsible for conducting a membership drive to be held annually, commencing in July and continuing throughout the school year.

C. The committee shall provide current membership lists at each monthly meeting.

D. The chairperson is to appoint an individual to verify that all participation and voting members are members in good standing (that is that they have paid their annual dues).

E. The committee is responsible for communicating with and getting membership forms to all athletic coaches prior to their respective seasons.

1. The committee should request attendance at preseason meetings held by the coaches and/or athletic department for athletes and parents.

2. The committee should present membership forms at these meetings; explain our programs; invite active participation; explain the requirements for special awards.

Section 3 Ways and Means Committee

A. The committee shall seek out new opportunities for fundraising and propose for approval to the membership.

B. The committee shall coordinate all aspects of any fundraising event with appropriate chairpersons.

C. The chairperson shall encourage participation of the entire membership and coordination with the membership committee shall be expected.

Section 4 Publicity Committee

A. The committee shall be responsible for informing the membership and general public of all meetings, special functions and events held by the association by any or all means of communications.

B. This shall include but not limited to contacting Cable 20, local newspapers and radio stations, and the Board of Education.

Section 5 Program Ads and Printing Committee

A. The committee shall be responsible for selling ads to appear in the fall, winter and programs.

B. The committee is to select a printer and photographer and provide him the necessary information for ads and photographs and applicable rosters. The timing must be coordinated making programs available for home events in the fall and winter seasons.

Section 6 Athlete Achievements & Honors

A. For teams and/or individual athletes that reach certain levels of athletic excellence, recognition will be given. The chairperson will present this information at each meeting, if applicable.

B. This committee shall be the event promoter for the Hall of Fame and Award activities.

1. To include the announcement of each event to the media and the public.

2. To distribute and make available the necessary forms.

Section 7 Apparel Committee

A. The committee is to source apparel and pricing for organization approval.

B. The committee is responsible for the display of articles for sale at any and all events.

Section 8 Hospitality

A. This committee is responsible for supplying and staffing the following:

1. Banquets – to include season and championship banquets

2. Tailgate parties

3. Any team special request – such as football scrimmage cookout

4. Hospitality Room (for coaches, officials and workers)

Article 10 Amendments

The constitution of the Lorain High School Athletic Booster Club may be amended by a two-thirds vote of members present at a regularly scheduled meeting. A motion to amend must be submitted in writing, a two readings, at two consecutive, regularly scheduled meetings of any proposed change is necessary before the motion is voted upon.