

BYLAWS OF THE FIRELANDS ATHLETIC BOOSTER CLUB

These bylaws are presented for the use of the Firelands Booster Club. The bylaws of the Firelands Booster Club determine its structure and provide the specific regulations by which its affairs are governed.

The articles included in these bylaws give rulings on the following points:

- I. Name of organization
- II. Objectives
- III. Policies
- IV. Indemnification
- V. Membership & Dues
- VI. Officers and Their Elections
- VII. Duties of the Officers
- VIII. Meetings
- IX. Executive Committee
- X. Amendments
- XI. Rules of Order
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Article I. Name of Organization

The office name of this association, as per current filings with the Ohio Secretary of State, is the Firelands Booster Club, hereinafter referred to as FBC. It is also known as the Firelands Athletic Booster Club. It is also referred to in these bylaws as the or this "Association".

Article II. Objectives

Section I. To support any athletic extracurricular activities of the Firelands Local School District, South Amherst Middle School and Firelands High School, as needed per review.

Article III. Policies

Section I. This Association shall be noncommercial, no-sectarian, and nonpartisan. No commercial enterprise and no candidate shall be endorsed by it. Neither the name of the Association nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or with partisan interests thereof for any purpose other than work of the Association.

Section 2. This Association shall not seek to direct the administrative activities of the school or to control any of its policies.

Section 3. This Association may cooperate with other organizations and agencies, which are interested in the Firelands Schools activities, provided they make no commitments which bind their member groups.

Section 4. All fundraising projects shall be coordinated through the Athletic Director and include event start and end dates in order to avoid conflict with in-school projects. (adopted on July 24, 2017)

All fundraising projects shall be placed on district-wide calendar (if available) in coordination with the Firelands superintendent to avoid conflicts with other school fundraising projects.

All money collected through a fundraiser are due to the treasurer one week upon the conclusion of the event. (adopted on July 24, 2017)

1. All deposits must be accompanied by a deposit form which has been verified, signed and dated by two people who have verified both the money and deposit form is accurate.

Section 5. All financial expenditures must have prior approval at a regular membership meeting. Funding requests must be provided at least two weeks in advance to payment/registration due dates. (adopted on July 24, 2017)

1. All requests for financial expenditure must be made in advance of purchase and require specific dollar amounts and submitted for approval by using a standardized form, along with an accompanying purchase order, estimate or invoice.
2. All funding requests are to be presented to the Athletic Director for approval with an official copy provided to the Athletic Booster Board members for validation and approval.
3. Requests must include addresses for payment remittance, event registration deadlines (whenever applicable), number of athletes participating (when applicable), signature of Athletic Director and two Athletic Booster board members.
4. Requests are due to the Athletic Boosters Treasurer (2) weeks prior to payment due dates for bookkeeping and auditing purposes.
5. The President shall take a vote for approval or denial either at a regular membership meeting or a special meeting of the Executive Board.
6. All purchases for athletic teams must be made through an approved vendor.

7. Invoices requiring reimbursement must be submitted no later than (2) weeks after the approved request. Reimbursement requests presented beyond (2) weeks of approval is the responsibility of the requesting party.

Section 6. Sex Discrimination

Per title 9 as applies to FBC, no sex bias will be permitted. (previously adopted on August 5, 1976)

Section 7. Insurance

It will be the responsibility of FBC to obtain liability insurance each year (previously adopted on December 6, 1976) if Firelands Local Schools discontinues carrying an umbrella insurance policy for school parent groups. (February 2007)*

Section 8. Statement of Continued Existence

It will be the responsibility of FBC to file statements of continued existence with the Ohio Secretary of State when the same become due (previously adopted on June 6, 1977)

Section 9. Conflict of Interest

FBC shall adopt and shall keep in force and effect a separated written policy to avoid and to address real or potential conflicts of interest.

*Article IV. Indemnification

Article V. Membership & Dues

Section 1. Any person or persons who are within the Firelands School District who are interested in the objects for which this Association is organized may be a member. Dues may be established and charged for membership.

Section 2. Any person becoming a dues paying member shall obtain voting privileges after their second meeting of attendance.

Article VI. Officers and Their Election

Section 1. The officers of this Association shall be a President, Vice President, Secretary, Treasurer and Team Firelands Coordinator, These officers shall be elected at the April meeting.

Section 2. A vacancy occurring in an office shall be filled by appointment by the Executive Committee at the next regular Executive meeting.

Article VII. Duties of Officers

Section 1. The President shall preside at all meetings of the Association and of the Executive committee; shall be a member ex officio of all committees except the Nominating Committee, and shall perform all other duties usually pertaining to the office.

Section 2. The Vice President shall act as an aid to the President and shall perform the duties of the President in the absence of that officer.

Section 3. The Secretary shall keep a correct record of all meetings of the Association and of the Executive Committee and shall perform other duties as may be delegated.

Section 4. The Treasurer shall receive all money of the Association; shall keep an accurate record of receipts and expenditures; and shall pay out local funds only as authorized by the Association. The Treasurer shall also pay bills as they fall due; without a motion at the regular meeting; provided the project has been approved by the Association. The Treasurer shall present a statement of account at every meeting of the Association and at other times when requested by the Executive Committee, and shall make a full report at the annual meeting.

The Treasurer's accounts shall be audited annually. An Auditor or an Auditing Committee shall be appointed by the Executive Committee at least two (2) weeks before the annual meeting.

Section 5. The Team Firelands Coordinator shall receive all money of the athletic teams/groups that coordinate fundraising through the Association; shall keep accurate record of receipts and expenditures; pay out local funds as authorized by the coach or designated team/group representative. The Team Firelands Coordinator shall provide a statement

The Team Firelands Coordinator accounts shall be audited annually. An Auditor or an Auditing Committee shall be appointed by the Executive Committee at least two (2) weeks before the annual meeting.

Article VIII. Meetings

Section 1. A regular meeting of this Association shall be held on the fourth Monday of every month at 7pm, with the exception of holiday dates. That date will be announced at the previous meeting and approved by the Executive Committee, Seven (7) days notice shall be given of the change of date for a regular meeting. Special meetings may be called

by the Executive Committee, five (5) days' notice having been given. An annual meeting shall be held each April at the regular meeting time. At the annual meeting, reports shall be received, officers shall be nominated for the upcoming year (June 1 – May 31) and voted upon at the April meeting and these by-laws shall be read.

- Section 2. Five (5) members shall constitute a quorum, one of whom must be an officer (amended from ten (10) on April 10, 1967).
- Section 3. Business Meeting – the business transacted at a regular meeting of the Association shall follow the order here given:
1. Call to Order
 2. Roll Call of Officers
 3. Reading and Approval of Minutes
 4. Statement of Treasurer
 5. Reading of Communications
 6. Reports and Their Disposal
 - a. Executive Committee
 - b. Standing Committee
 - c. Special Committee
 7. Unfinished Business
 8. New Business
 9. Announcements
 10. Adjournment

Article IX. Executive Committee

- Section 1. The Executive Committee shall consist of officers of the Association, the Chairman of Standing Committees, and the Superintendent of the Firelands Schools and/or his designee. The members of the Executive Committee shall serve until their successors are elected or appointed.
- Section 2. The duties of the Executive Committee shall be:
1. To transact necessary business in the intervals between the Association meeting and such other business as may be referred to it by the Association.
 2. To approve the plans of work of the Standing Committee.
 3. To present a report at the regular meetings of the Association.
 4. To appoint an auditor or an Auditing Committee at least two (2) weeks before the annual meeting to audit the Treasurer's accounts.
- Section 3. Regular meetings of the Executive Committee shall be held monthly prior to each regular meeting. A majority shall constitute a quorum. Special meetings of the Executive Committee may be called by the President or by a majority of the members of the Committee.

Article X. Amendments

These by-laws may be amended at any regular meeting of the Association by a two thirds vote of the members present and voting, provided notice of the proposed amendment has been read at the previous meeting.

Article XI. Rules of Order

The rules contained in the "Roberts Rules of Order Revised" shall govern this Association in all cases in which they are applicable and in which they are not inconsistent with these by-laws.

Article XII. Dissolution

Should there come to pass a time when FBC no longer exists, or no members are willing to continue with the services offered, FBC shall be dissolved and any remaining funds shall be given to the Firelands High School, or if Ohio or Federal laws do not permit any such gift, then to any organization(s) organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Code, as the Board of Directors shall determine.

PRACTICES

These practices remain at the Executive Committee's discretion at all times.

The practices of the Firelands Athletic Booster Club are just guidelines to follow when deciding on the requests forwarded to the Executive Committee. It neither eliminates nor approves any request submitted automatically.

Scholarships

- Provided (4) \$500 scholarships for up to (4) outstanding senior athletes. They must meet the requirements to be considered for these scholarships.
- To provide additional scholarships to senior athletes male or female not to exceed a combined total of \$1,000.
- Provide (2) \$100 scholarships (\$100 fall season and \$100 winter season) in conjunction with the Letterman Scholarship established in 2006. Recipient of this scholarship is at the discretion of the Athletic Booster Club board.

Banquets

- Will provide each high school athletic team up to \$5 per player, coach and coaching staff guest to aide with banquet costs. Money will be deposited into the team's respective Team Firelands account upon proper request.
 - This money may be used towards covering the costs of paper products, catering, or other event needs affiliated with the banquet.

Coaches

- Firelands Athletic Boosters will not fulfill requests to cover clothing allowances for coaching staff.
- Will provide \$100 per coach to attend (1) coaching clinic per year.

All-Star Athletes & Teams

- Assist in providing accommodations for (1) night if the athletes must travel for their sporting event.
- FABC will provide (1) shirt per year for each high school athlete who participate in PAC Finals.
- Provide a spirit message ad for the seniors in the all-star games and Regional/State events.

Miscellaneous

- Provide spirit baskets for school groups or donations towards school group fundraisers at the discretion of the executive committee.
- Work to improve the overall sports experience for all athletes and fans through partnership with the Athletic Director, parent volunteers and coaching staff.