

Rossford Athletic Boosters By Laws

Article I

Section 1 – Name

- A. The name of this organization is the Rossford Athletic Boosters, here in after referred to as the “Boosters”.

Section 2 – Purpose

- A. The Boosters promote, support, and encourage, both morally and financially, the athletic programs at Rossford High School.
- B. This organization shall exist for the purpose of supporting all Rossford Exempted Village School Board approved athletics for Rossford High School.
- C. The Boosters also shall encourage high scholastic achievement and shall promote good sportsmanship at all athletic events.
- D. The Boosters are established exclusively for charitable and educational purposes within the meaning of section 5019 (c) (3) of the Internal Revenue Code.

Article II

Membership and Dues

Section 1 – Membership

- A. Application for membership shall be made on a form provided by the Executive Board and submitted in a timely fashion during the school year.
- B. Membership is extended to any resident of the Rossford School District who is over 18 years of age and is no longer a high school student.
- C. Membership will include a Rossford decal and registered name in the athletic program.

Section 2 – Dues

- A. Membership fee is due for each academic/athletic year.

Article III

Meetings, Quorum and Special Action

Section 1 – Regular meetings of the Boosters shall occur on a monthly basis.

Section 2 – Special meetings may be called by a majority vote of the Executive Board president or at the request of three members of the organization. No business may be conducted beyond the purpose specified by the special meeting.

Section 3 – A quorum of two officers and five other members (may be two additional officers) must be present in order to conduct voted business.

Section 4 – Special Action – For situations requiring Booster Board action that occur where there is not time to constitute a quorum at a meeting, the Executive Board may be polled by the President on an issue. In this instance, a majority of the Executive Board membership must vote affirmatively for the action to be declared passed. An executive Board member not voting is counted as not voting affirmatively for the action to be declared passed. An Executive Board member not voting is counted as not voting affirmatively, whether by abstention or by being unavailable for contact at the time of the polling.

Article IV

Voting

Section 1 – Voting may be done only by Board Members and in person. No proxy voting shall be allowed.

Section 2 – No absentee voting shall be allowed.

Section 3 – A simple majority shall be necessary to pass any business item brought before the group.

Article V

Executive Board Members, Election of Officers, Terms of Office, and Responsibilities

Section 1 – Board Members

- A. An athletic board shall be established and made up of 17 members consisting of the President, Vice President, Secretary, Treasurer, high school Athletic Director and committee members.

Section 2 – President – The President shall

- A. Preside over all meetings and maintain order.
- B. Appoint committees and committee chairs.
- C. Have signatory authority for the group along with the treasurer
- D. Have authority to approve purchases for the boosters up to \$100 without a vote of the Board members or the Executive Board.
- E. Be responsible for all activities of the Boosters and shall enforce compliance with the By Laws.
- F. Assume the responsibilities of any office of the group due to vacancy, until the vacancy is filled.

Section 3 – Vice President – The Vice President shall

- A. Have and exercise all the powers and duties of the President during his/her absence or inability to act.
- B. Serve as an assistant to the President.
- C. Assume the office of President if the office of President becomes vacant. The office of Vice President shall be filled by election.
- D. Perform such other duties as may be delegated by the President.

Section 4 – Secretary – The Secretary shall

- A. Keep an accurate record of all meetings of the membership, Executive Board and special meetings.
- B. Prepare and distribute minutes to all members at all meetings.
- C. Preserve and archive the records of the Boosters.
- D. Work with the Treasurer to list the expenditures of the boosters as to be made available to the public.
- E. Keep an accurate attendance record of all meetings.
- F. Shall keep a current copy of the By Laws.
- G. Be responsible for the preparation and counting of any necessary ballots.
- H. Send correspondence deemed necessary by the President and the Executive Board.
- I. Perform such other duties as may be delegated by the President.

Section 5 – Treasurer – The Treasurer shall

- A. Receive all monies of the Boosters, keeping an accurate record there of, and shall deposit them in the name of the Rossford Athletic Boosters in a bank or banks approved by the Executive Board.
- B. Work with the secretary to make an annual report of expenditures of the Boosters to be made available to the public.
- C. File annual reports with the IRS, State of Ohio, and local agencies as required by law.
- D. Have signatory authority along with the President.
 - a. A single signature on checks written to a business/corporation is permitted
 - b. A double signature on checks written for individual reimbursement is required.
- E. Present an official bank statement of account at each general meeting or upon request of the Board Members.
- F. Make all Booster financial records available for an annual audit.

Section 6 – Election of officers

- A. Nominations for officers whose terms have expired shall be made at the April meeting, with the actual voting for offices to take place at the May meeting. Additions to the slate of nominees can be made and accepted at the May meeting.
- B. All elected officers shall assume office at the July meeting.
- C. Only board members that have attended two of the three previous meetings may vote for officers.

Section 7 – Terms of Executive Board

- A. The length of term for President, Vice President, Secretary, and Treasurer shall be two years.
- B. Beginning in 2015 -2016 the President and Secretary shall be appointed and serve a 2 year term. The Vice President and Treasurer shall be appointed and serve a 1 year term.

- C. In 2016 and in years thereafter, the Vice President and Treasurer shall be elected in even number years and the President and Secretary shall be elected in odd numbered years.
- D. Officers may be elected to serve only one term in one office consecutively.
- E. No person may hold more than one elected office at a time.
- F. Only one person per family/household may be elected to an officer's position at any time.
- G. A vacancy occurring in the office of Vice President, Secretary, and/or Treasurer shall be filled by majority vote of the board membership one month after the vacancy occurs. Until the vacancy is filled, the President shall fulfill the responsibilities of the vacant office.
- H. At the expiration of his or her term of office, or in case of resignation, shall turn over to the President without delay, all records, books, and other materials pertaining to the office.

Section 8 – Terms of Board Members

- A. Board Members will consist of 12 members
- B. Board Members will be assigned by Rossford High School Athletic Director and the Executive Board President.
- C. Board Members will have voting rights on all topics at Booster meetings.
- D. Board Members will chair committees and assist in fundraising for the Boosters.
- E. The length or term of board members shall be 2 years.

Section 9 – Termination

- A. Each Executive Member and Board Member should attend all meetings. If any officer misses three consecutive meetings without adequate excuse or when an officer fails to perform the prescribed duties outlined in the By Laws, the Executive Board may declare the office of said officer vacant.

Article VI Committees

Section 1 – Purpose

- A. The purpose of committees and the leadership there of shall be determined by the President.

Section 2 – Committees may be established to the following list but not limited to

- A. Membership
- B. Merchandise
- C. Communication/Marketing
- D. Concessions
- E. Fundraising/Events

Article VII

Amendments to By Laws

Section 1 – Proposed Amendments

- A. Proposed amendments must be presented at a regular meeting of the Boosters one month prior to being voted on. Two-thirds (2/3) vote of the eligible voting members shall be required to pass the amendment or amendments before they are adopted. All adopted amendments become effective immediately.
- B. All amendments to the constitution should be dated when added to the By Laws.

Article VIII

Relationship with the School Principal, Athletic Director and Athletic Department

Section 1 - Relationship

- A. The Boosters shall operate in full support of the school principal, athletic director and athletic department, including coaches.
- B. At no time should the Boosters make recommendations or become involved in the day-to-day operations of the school athletic program.
- C. The Boosters serve only to support the district athletic program.

Article IX

Conclusion

Section 1 – By Laws

- A. A copy of these By Laws should be presented to each Board Member, so that they may fully understand all of the requisites of membership.
- B. A copy of these By Laws shall be made available upon request to any general member of the Boosters upon request.
- C. All By Laws should be reviewed each year for revision and voted on by the Board Members.