

**Constitution and Bylaws**  
**Oak Hills Athletic Boosters, Inc.**  
**A non-Profit Corporation in the State of Ohio**

**Article I – Name**

The corporation shall do business as the Oak Hills Athletic Boosters (“Boosters” or “Association”).

**Article II – Objectives**

The objectives of the Oak Hills Athletic Boosters shall be:

- A. To promote athletics which provide training in sportsmanship, development of skills, critical thinking, and the spirit of friendly competition in the Oak Hills School District.
- B. To bring about a thorough understanding and a closer relationship between the schools and the community and such other purposes as may serve the general welfare of the Oak Hills School District.
- C. To assist in all athletic activities without attempting to direct the function or policies of the school administration, its teachers, the athletic department or its coaches.
- D. To actively seek sportsmanship on the part of spectators as well as players
- E. To offer financial assistance to the Athletic Department, subject to approval by the Athletic Director.
- F. To work in conjunction with other Oak Hills support organizations, to bring about harmony within the Oak Hills School District, as requested or needed.

**Article III – Membership, Dues and Voting Rights**

Membership in the Oak Hills Athletic Boosters may be obtained as follows:

- A. Membership in the Oak Hills Athletic Boosters is open to any person eighteen years of age or older interested in the objectives of the group.

- B. Each member in good standing shall be entitled to one vote on all matters brought before the Boosters for consideration (including the election of officers).
- C. Annual membership contribution levels shall be established by the Executive Committee and cover the time period from August 1 – July 31 of each school year. Membership contributions can be received at any time throughout the year. Individuals who have not yet made an annual membership contribution shall not be considered a member in good standing and shall not be eligible to vote on matters brought before the Boosters.
- D. The privilege of holding office, introductions of motions, debating and voting shall be limited to members of the Oak Hills Athletic Boosters, who are in good standing.

#### **Article IV – Officers, Nominations, and Elections**

**Section 1.** Elected Officers of the Oak Hills Athletic Boosters shall be:

1. President
2. 1<sup>st</sup> Vice President/President-elect
3. 2<sup>nd</sup> Vice President
4. 3<sup>rd</sup> Vice President
5. Secretary
6. Treasurer

The 1<sup>st</sup> Vice President/President-elect shall be elected to a two-year term, the first year being served as 1<sup>st</sup> Vice President and the second year being served as President. The 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Vice President, Secretary and Treasurer shall be elected to two-year terms.

**Section 2: Nominations will take place as follows:**

- A. There shall be a Nominating Committee of five (5) members: two (2) members elected from the Executive Board, two (2) members from the general membership and the Athletic Director or designated representative. This committee shall be announced at the regular meeting in November. This group shall elect a chairperson at their first meeting. No one shall be permitted to serve on the nominating committee for two (2) consecutive years.
- B. The Nominating Committee shall select one or more candidates for each office and present said nominees to their membership at the regularly

scheduled meeting in February, at which time nominations from the floor shall be in order.

- C. Only a member in good standing, who has consented to serve, if elected, shall be eligible for nomination, either from the floor or by the committee. Said person can only be listed for the particular office for which they have agreed.

**Section 3. Elections will take place as follows:**

- A. The officers shall be elected by secret ballot vote at the March general membership meeting. If only one candidate has been nominated for an office, ballot may be voice vote.
- B. Absentee ballots must be requested in writing within 14 days prior to the election.
- C. Officers shall assume their official duties upon installation at the annual meeting in May.

**Section 4. Vacancies**

- A. A vacancy in any elected position, other than President shall be filled for the unexpired term by a member elected by a majority vote of the remaining members of the executive board. In case of a vacancy in the office of president, the 1<sup>st</sup> vice president shall call a special meeting for the election of president.
- B. A 1<sup>st</sup> Vice President/President-elect, elected by the executive board, cannot become president after the 1<sup>st</sup> year except by nomination of the nominating committee and election by the general membership for the next term.
- C. In the event that a vacancy shall occur after the nominating committee has presented its recommendations, but before the election has taken place, the nominating committee shall reconvene.

**Article V – Duties of Elected Officers**

**A. President**

- 1 The President shall preside at all meetings of the association and the executive board.

- 2 The President shall perform such other duties as may be prescribed in these bylaws or assigned to him/her by the association or by the executive board.
- 3 The President shall be a member ex officio of all committees except for the nominating committee
- 4 The President shall coordinate the work of the officers and committees of the association in order that the objectives may be promoted.
- 5 The President shall be designated as a signer on checks of the association's general fund and shall therefore be bonded.
- 6 The President shall have the authority, with approval of the executive board, to appoint an assistant treasurer. At the end of his/her term, the President shall obtain a new Bank Resolution and give it to the Treasurer.

#### **B. 1<sup>st</sup> Vice President/President-elect**

- 1 The 1<sup>st</sup> Vice President shall be elected to a 2-year term, the 1<sup>st</sup> year to be served as vice president and the 2<sup>nd</sup> year to be served as president.
- 2 The 1<sup>st</sup> Vice President shall act as an aide to the president and shall perform the duties of the president in the absence or inability of that officer to serve.
- 3 The 1<sup>st</sup> Vice President shall be responsible for three committees: Capital Projects Committee, Membership Committee and By-laws Committee.
- 4 The 1<sup>st</sup> Vice President shall act as a liaison to the individual that will be responsible for the updates and maintenance of the "Oak Hills Athletic Boosters" website.

#### **C. 2<sup>nd</sup> Vice President**

- 1 The 2<sup>nd</sup> Vice President shall act as an aide to the president and 1<sup>st</sup> vice president.
- 2 The 2<sup>nd</sup> Vice President shall preside at all functions in the absence of the president and 1<sup>st</sup> vice president.
- 3 The 2<sup>nd</sup> Vice President shall be responsible for the Concession Committee and the Spirit wear Committee

#### **D. 3<sup>rd</sup> Vice President**

- 1 The 3<sup>rd</sup> Vice President shall act as an aide to the president
- 2 The 3<sup>rd</sup> Vice President shall preside at all functions in the absence of the president, 1<sup>st</sup> vice president and 2<sup>nd</sup> vice president.

3 The 3<sup>rd</sup> Vice President shall be responsible for the Fundraising Committee and the Social Committee.

#### **E. Treasurer**

1 The Treasurer shall receive from the outgoing President a Bank Resolution, which he/she and the newly elected President will complete; the Treasurer will then file the form with the bank.

2 The Treasurer shall be bonded and shall receive all monies of the Oak Hills Athletic Boosters and shall maintain accurate records of all monies, receipts and expenditures;

3 The Treasurer shall pay out funds as approved by the executive board or authorized by the membership;

4 The Treasurer shall present a financial statement at every meeting and at other times when requested by the executive board; shall establish a checking account for the Oak Hills Athletic Boosters and see that all checks drawn on the account are signed by the Treasurer and/or President (individual expenditures exceeding \$10,000

5 The Treasurer shall require both the Treasurer's and President's signatures); and

6 The Treasurer shall submit all accounts and reports to the Audit Committee by October 31.

7 The Treasurer shall upon expiration of the term of office, resignation, or dismissal, the Treasurer shall within two (2) days on the written order of the President, pay to the successor, all monies, securities, evidence of indebtedness, books, receipts, records, and all other Oak Hills Athletic Boosters property whatsoever in his/her possession or under his/her control. In case of death of the Treasurer, the successor shall be authorized to pay to and receive from the executor and administrator of the estate, all monies, securities, evidence of indebtedness, books, receipts, records, and all other Oak Hills Athletic Boosters property in the possession of or under the control of the Treasurer at the time of death.

#### **F. Secretary**

1 The Secretary shall maintain and record the minutes of all general, special, and executive board meetings, act as historian maintain pertinent articles, pictures, mementos.

- 2 The Secretary shall answer all correspondence and mail notices of “cheer”, “get well”, etc., as directed by the President or general membership.
- 3 The Secretary shall communicate with the Middle School Liaisons.

**G. Unfilled Officer**

In the event that any position shall remain unfilled, the remaining officers shall determine the division of the responsibilities of the unfilled office.

**Article VI – Executive Board**

**Section 1. The executive board shall consist of:**

1. President
2. 1<sup>st</sup> Vice President/President-elect
3. 2<sup>nd</sup> Vice President
4. 3<sup>rd</sup> Vice President
5. Treasurer
6. Secretary
7. District Athletic Director

**Section 2. The duties of the executive board shall be:**

- A. To transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association.
- B. To approve the plans of the standing committees.
- C. To present a report at the regular meetings of the general membership.
- D. To maintain procedure manuals for their position and to present an updated manual at the annual meeting.
- E. To inform the President or Secretary when unable to attend an executive board or general membership meeting.
- F. To approve routine bills within the limits of the budget.
- G. To approve those items not included in the budget, with the exception of renewable expenses under \$300.00, which may be approved by the

President; amounts in excess of \$2,000.00 must be approved by the general membership.

H. Will provide content for the “Oak Hills Athletic Boosters” website.

I. To fill vacancies in elected positions.

**Section 3.** Meetings of the executive board shall be held monthly. The December meeting will be held at the discretion of the board. One-third of the members of the executive board shall constitute a quorum.

## **Article VII – Special and Standing Committees**

### **Section 1.**

- A. Special committees may be appointed by the President with the approval of the executive board for a term not to exceed one year. A procedure manual, detailing the action of the committee, must be presented to the executive board within 30 days of being formed for validation of the committee and any budget appropriations.
- B. Standing committees shall be created by the executive board as may be required to promote the objectives and carry out the work of the association. The chairpersons of the standing committees shall be selected by the executive board of the association. In order to serve on any committee, said person must be a dues-paid member of the association.
- C. The chairperson of each standing committee and/or special committee shall present a plan of work to the executive board for approval. No committee work shall be undertaken without the consent of the executive board.

### **Section 2.**

- A. The Budget Committee shall consist of the Treasurer, President, the 1<sup>st</sup> Vice President and one member at large.
- B. The Audit Committee shall consist of two (2) executive board members (not the Treasurer) and two (2) general membership members. The committee should contract with a licensed CPA to conduct a review of the Booster books and records and have a report prepared by the November general membership meeting.
- C. The Membership Committee shall consist of the membership chairperson, one liaison from each of the middle schools, one liaison from the high school and the coaches’ liaison.

### **Section 3.**

- A. The Nominating Committee shall operate under the guidelines outlined under Article IV, Section 2.

### **Section 4.**

- A. The Budget Committee shall present the proposed budget to the executive board prior to the annual meeting of the fiscal year for approval.
- B. The Budget Committee shall present the proposed budget to the general membership at the annual meeting for approval.
- C. The school liaisons will promote membership at their respective schools. The school liaisons will also act as parent representatives for each of their schools. They may appoint committees as needed to coordinate with each team of their school. A parent representative should be selected for each team. Liaison officers will coordinate activities and represent the needs of their schools to the committee chairperson and the general membership.
- D. The coaches' liaison should promote booster membership to all coaches. The coaches' liaison is responsible to communicate with all coaches on a regular basis, to present coaches' needs to the executive board and membership, to attend boosters' executive board meetings and to develop ideas to help coaches in any way possible.

## **Article VIII – Meetings and Quorums**

- Section 1.** The general membership meetings shall be determined by the executive board. The annual meeting of the association shall be held in May, at which time procedure manuals are due and officers shall be installed.

## **Article IX – Amendments**

### **Section 1.**

- A. These bylaws may be amended at any regular meeting of the association by a two-thirds (2/3) vote of the executive board. The requirements for adoption of a revised set of bylaws be the same as in the case of an amendment.

- B. A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the association, or by a two-thirds (2/3) vote of the executive board. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.
- C. A committee shall be appointed at least every 3 years to review the bylaws.

### **Article X – Bylaws Distribution**

Copies of the bylaws are to be available at all general meetings and in the office of the Athletic Director at Oak Hills High School as well as on the “Oak Hills Athletic Boosters” website.

### **Article XI – Fiscal Year**

The fiscal year of the association shall be from August 1, through July 31.

### **Article XII – Parliamentary Authority**

The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the association in all cases in which they are applicable and in which they are not in conflict with these bylaws.

Revised March 2008