

WARREN LOCAL ATHLETIC BOOSTERS

Bylaws

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Name

The name of this organization is the Warren High School Athletic Boosters, hereinafter referred to as the Warren Athletic Boosters.

Mission

The Warren Athletic Boosters is a non-profit organization (tax exempt under section 501(c)(3)) to promote and support the athletic teams of Warren High School from grades nine through twelve. The Warren Athletic Boosters functions independent of, but in cooperation with, the administration of the Warren School District, the athletic director, and the coaches of Warren High School. The Warren Athletic Boosters shall at all times complies with and functions within the rules and regulations of the Ohio High School Athletic Association.

Purpose and Objectives

Purpose

The purpose of this organization is to encourage and support athletic activities at the Warren High School.

Objectives

- Strive to develop an active and involved membership, concerned with the total athletic program and all of its participants, regardless of sex, race, socio-economic status, or chosen sports activity.
- To promote the interest and enthusiasm of the community in all the athletic activities sponsored by Warren High School.
- To promote better understanding on the importance of the benefits of student participation in athletics.
- To endeavor to increase the attendance and support of all athletic activities and to encourage the highest standards of sportsmanship.
- To cooperate with the faculty and school authorities in attempting to provide each and every student participating in the athletic program with uniforms.
- To assist financially for the improvement of the school athletic program by assisting in various fund raising activities in support of uniforms, requests from sports teams, and other large funding requests from the Warren High School Athletic Department.
- To assist in honoring High School athletic teams and/or individuals.
- To promote any projects or programs developed by the Officers and the membership of this organization, with approval and support of the school authorities when necessary.
- To provide new uniforms to all sports teams every 4 years. Exception: Football – get replacement uniforms on an as needed basis. New uniforms every (6-7 years)

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Beliefs

As members of the Warren Athletic Boosters, we believe:

- That sports provide life lessons
- Each sport is equally important to the development of our student athletes
- Students and Parents needs to be part of the athletic programs at Warren High School
- The Warren Athletic Boosters can ease the economic burden to the student athletes family by providing fundraising activities and financially assisting the athletic programs in fund raising activities
- Athletic Boosters display school pride in all their activities
- Athletic Boosters represent one unified organization for all school sponsored sporting activities.

Organization

General

The Warren Athletic Boosters include: Officers, Committees, School Liaisons, and Team Liaisons.

Officers

The officers are President, Vice-President, Secretary, Treasure, and Second Treasurer.

Committees

Committees include, but are not limited to, Membership, Communications, Team Representative, 50/50 Raffle, Concessions, Nominating and Scholarship.

School Liaisons

The High School Principals and Athletic Directors act as liasons between the Warren Athletic Boosters and various school organizations to include, but not limited to, facilities, custodian services, and the Board of Education.

Board of Directors/Team Liaisons

The coaching staff of each sport shall provide a parent or set of parents to represent the respective sport in activities to include, but not limited to, coordination of concession workers, and specific fund raising activities.

An individual cannot simultaneously serve as a parent representative for more than one sport.

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There are currently fifteen (15) school sponsored varsity sports (Girls Cross Country, Boys Cross Country, Football, Girls Golf, Boys Golf, Volleyball, Boys Soccer, Girls Soccer, Boy Basketball, Girls Basketball, Wrestling, Baseball, Softball, Boys Track, Girls Track, Cheerleading).

A member of the board of directors/liaison may be removed without cause, by a majority vote of the Warren Athletic Booster Officers.

When a vacancy on the Board of Directors occurs, the sport's head coach will appoint a new parent representative to serve the remainder of the term.

Meetings

General Meetings

Regular business meetings involving the Officers, Team Liaisons and/or School Liaisons are held on the first non-holiday Sunday of each month from August through June.

There may be additional meetings held during July at the discretion of the President.

Meetings are normally held at Warren High School at 7PM on the first Sunday of each month. Changes in meeting dates for the entire year shall be determined at the August meeting.

Regular and special meetings are open to the public.

Reasonable effort shall be made to publicize the date, time, and location of all meetings different than stated above.

Special Meetings

Special meetings may be called by the President on written request of two of the four remaining officers or by written request of the Athletic Director, School Principals or the School Board. Attendees of the meeting will be given three days' notice of the date, time, place and purpose of the meeting. No other business than that specified in the written request shall be considered at this special meeting.

Committee Meetings

Committee meetings may be held as determined by the Committee Chairperson.

Order of Business

Order of Business at all meetings shall be substantially as follows:

1. Call to Order
2. Secretary's Report /Approval of previous month's meeting minutes
3. Treasurer's Report

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4. Board of Director's / Team Liaison's Report
5. Athletic Director's Report
6. Fund Raising Requests
7. Projects
8. New Business
9. Adjournment

Voting

All voting activities to approve new uniforms, fund raising requests, projects, or requests for athletic supplies/equipment -not related to uniforms - shall be conducted by the Vice-President, Secretary, Treasurer, and Second Treasurer. The President shall have the final vote in the case of a tie. There shall be no voting by proxy or by telephone.

Robert's Rules of Order

Robert's Rule of Order, the latest edition, shall be recognized as the authority governing the meeting of the boosters and its committees.

Quorum

At general meeting and special meetings, a quorum consists of, at minimum, any combination of three officers.

Duties of the Officers

President

The President's duties are to:

- Preside at all general meetings.
- Be an ex officio member of all committees.
- Provide general supervision, direction, and control of the business of the Warren Athletic Boosters.
- Coordinate the work of the officers and committees.
- Represent, or appoint a representative for the Warren Athletic Boosters in meetings and discussions with school and city officials.
- Pay expenditures approved during general meetings, in the absence of the Treasurer.
- Prepare an agenda for each meeting.
- The President shall have the final vote only in case of a tie.
- Establish at his/her discretion any committee that he/she deems necessary to conduct business for the boosters.
- The President shall have sole authority to sign any and all contracts on behalf of the boosters.
- The President shall fill by appointment, any vacancies that occur during his/her tenure in office.

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- Shall be an ex-officio member of all committees except the Nominations Committee

Vice-President

The First Vice-President's duties are to:

- Perform the duties of the President in his/her absence.
- Assist the President in the performance of his/her duties.
- Appoint chairpersons and oversee the activities of the Membership, Concessions, and 50/50
- Appoint chairpersons and oversee the activities of the Nominating and Scholarship Committees (Need to define these).
- Raffle Committees.
- Coordinate fund-raising activities conducted by the Warren Athletic Boosters and by individual teams to avoid conflicts.

Secretary

The Secretary's duties are to:

- Keep an accurate record of the proceedings of all meetings of the general
- Prepare and disseminate preliminary copies of meeting minutes to the President, and to other officers, committee chairpersons, and individuals, as appropriate.
- Present the minutes of the previous meeting at the current meeting for approval.
- Act as custodian of records of Athletic Booster activities, including minutes of previous meetings.
- Perform other administrative actions, as assigned by the President.
- Appoint chairperson for Communications and Team Representatives committees.

Treasurer

The Treasurer's duties are to:

- Keep accurate records of all income and expenditures to and from the General Fund and any Special Funds.
- Collect all Warren Athletic Booster income and deposit it in the appropriate accounts.
- Pay all expenditures approved by the general membership.
- Prepare and present a current financial report of the Warren Athletic Boosters at each regular
- Business meeting of the general membership.
- Prepare an annual financial report after fiscal year end including an itemized list of all income and expenditures for the previous year. This report shall be disseminated to the officers immediately, and presented to the general membership at the following September business meeting.
- File forms with organizations of the federal, state, and local governments, as required by law.

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- Perform other finance-related actions, as assigned by the President.
- Take the necessary steps to maintain Warren Athletic Boosters 501 (C)(3) Status.
- Maintain banking relationships and accounts in good status.

Second Treasurer

The Second Treasurer's duties are to:

Assist the Treasurer in the following:

- Keep accurate records of all income and expenditures to and from the General Fund and any Special Funds.
- Collect all Warren Athletic Booster income and deposit it in the appropriate accounts.
- Pay all expenditures approved by the general membership.
- Prepare and present a current financial report of the Warren Athletic Boosters at each regular business meeting of the general membership.
- Prepare an annual financial report after fiscal year end including an itemized list of all income and expenditures for the previous year. This report shall be disseminated to the officers immediately, and presented to the general membership at the following September business meeting.
- File forms with organizations of the federal, state, and local governments, as required by law.
- Perform other finance-related actions, as assigned by the President.
- Take the necessary steps to maintain Warren Athletic Boosters 501 (C)(3) Status.
- Maintain banking relationships and accounts in good status.

Duties of Committees

Concessions

The concessions committee is responsible for Warren Athletic Booster participation in running the concession stand(s) at home athletic events. Specific duties include obtaining volunteers to staff the concession stand(s), ordering all products to be offered for sale along with required supply items, maintaining control over cash boxes, and coordinating the disbursement of profits among the appropriate teams.

Scholarship

Review applications provided by the High School Guidance Office to ensure each applicant meets the qualifications, and recommends a male and female athlete for this award.

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Nominating

Prepare a slate of nominees for the following year's officers and present at the April meeting. Ensure each nominee meets the eligibility requirements.

300 Club

This committee formulates and proposes venue and activities supporting the 300 club to the officers, committee chairs and school/team liaisons for approval.

Coordinates the selling of tickets for entrance to the event

Coordinate the menu for the dinner

Coordinates the country store and other fund raising activities during the event.

Fund Raising

This committee formulates and proposes major fund raising activities to the Officers, Committee Chairs and School/Team Liaisons for approval.

The committee manages the implementation of approved fund raising activities.

Coordinates and monitors all other fund raising activities and works with the Concession Committee as required.

Publicity and Sports Program Committee

Coordinates the creation and sale of sports programs and solicits advertising for use within the programs.

Publicizes the activities and events of the Warren Athletic Boosters to the school community and the community at large.

Oversee sale of sports programs at all home sporting events

In charge of reaching out and promoting the Athletic Boosters to the school and community.

Programs will be printed for fall and winter seasons only.

Duties of School Liaisons

The School Liaisons are the Warren High School principals and athletic director. The School Liaisons represent the boosters at various school related meetings (ex. Facilities) and assists the athletic boosters in scheduling major fund raising events. The School Liaisons help provide

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custodial services for events and also provide notice to the athletic boosters of changes to the schedule of athletic events.

Duties of Team Liaisons

Team Liaisons act as the communication link between the Warren Athletic Boosters and the team members, coaches and parents. Specific responsibilities include:

1. Provide chairperson with a monthly report on the team's activities, accomplishments, etc.
2. ***Present requests for financial support to the athletic boosters for consideration.***
3. Distribute information from the athletic boosters to team members, coaches, and parents.
4. Recruit new Athletic Booster Members from the team parents.
5. Recruit volunteers from team parents when needed for a specific activity involving the team.
6. Participate in at least one (1) committee.
7. Keep a record of all activities and information associated with their committee or sport. This record shall be passed down from year to year.

Election of Officers

Nominating Committee

In March, a Nominating Committee will be established consisting of at least three members, with at least one member being a non-officer. This committee will prepare a slate of nominees for the following year's officers, and present it at the April business meeting. Nominations from the floor will also be accepted at the April meeting provided they receive a second. No person will be nominated without first agreeing to serve if elected.

Election Meeting

The election of officers for the following year will take place at the May business meeting.

Term of Office

Officers will serve a one-year term, starting August 1, and may succeed themselves. No person may hold more than one elected office at the same time.

Removal and Replacement

The president has the discretion to replace an officer or committee chairperson who has resigned midterm.

Eligibility for Office

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All nominees for President, Vice-President, Secretary, Treasurer, and Second Treasurer shall meet one of the following criteria:

- Be an alumnus of Warren High School
- Have a child or grandchild currently attending Warren High School
- Have chaired a committee for the Warren Athletic Boosters
- A member of the Warren School Staff or community
- Approved by a majority of the Athletic Booster Officers
- Attended at least two (2) meetings in the previous six (6) months, excluding the current meeting

Any person holding or elected to a political office may not hold an officer position at the same time in this organization.

Any person affiliated with a bank or business the Warren Athletic Boosters does business with may not hold at officer position at the same time in this organization.

Financial Procedures

Any program needing financial support must first go through Athletic Director with request. Once approved, the financial requests must then be brought forth to the boosters. Request will then be voted on by executive committee.

Fiscal Year

The fiscal year of the Warren Athletic Boosters is from Aug 1 through July 31 of the following calendar year.

General Fund

Donations and other monies collected from general fund raising activities are deposited in the General Account.

These funds are primarily used to provide athletic uniforms – minus warm-ups – for the high school athletic teams, and for general expenses of the Warren Athletic Boosters. Upon request, the Warren Athletic Boosters may opt to leverage these funds in support of athletic department requests from the High School Athletic Director. Funding expended from the General Fund is authorized following the procedures detailed in the section titled “**Funding Approvals**” in this document.

At no time shall funds be allocated for compensating, awarding or rewarding Warren Athletic Booster Officers, Athletic Department Staff, Coaches or volunteers.

Special Funds

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Money collected from fund raising activities for a specific project is deposited in a Special Account for that project. These funds may only be used to support that project, and for expenses of the Warren Athletic Boosters directly related to that project, as authorized following the procedures in the section titled “Funding Approvals” of this document. Any funds collected in excess of those required for the specific project will be transferred into the: (Main Athletic Fund, WLAB General Fund or Specific Athletic Team Fund). Contributions given to the Warren Athletic Boosters in support of a special project or fund raising activity shall be placed in the account designated for that activity.

Team Funds (Plus Accounts)

Money collected from fund raising activities sponsored by a specific team will, at that team’s request, be deposited in a separate account for that team. These funds may only be used to support that team, as authorized by the team’s officials. If the team dissolves, any funds remaining in its account will be transferred to the High School Athletic Department Account. Contributions given to the Warren Athletic Boosters in the name of a given sport shall be placed in that teams designated account.

Teams planning separate fund raising activities should discuss their plans with the Warren Athletic Boosters and High School Athletic Department to avoid conflicts with fund raising activities conducted by the Warren Athletic Boosters and other teams.

Funding Approvals

All allocation requests in excess of **\$2,500** from the General Fund or Special Funds must be authorized by a majority vote of the Warren Athletic Boosters Officers at a regular monthly business meeting provided the request and discussion of such disbursement(s) were held at a prior general or special meeting. The head or assistant coach should be present when any allocation request is being made for the benefit of their team. Disbursements up to **\$2,500** may be authorized by a majority vote of the Warren Athletic Boosters at any time. Disbursements made by the Warren Athletic Boosters must be reported at the following business meeting.

Funding Requests

All requests for financial assistance will be made at a regularly schedule business meeting.

Requests will be made by the head or assistant coach for the sport. In the event that coach can’t attend, the athletic director may act as a proxy for the request.

The coaches/athletic director shall submit funding requests to the boosters concerning the need, cost, and use of requested items. The Warren Athletic Boosters will review the request and provide a vote on the request at the next schedule business meeting. If the request is time sensitive, the request can be voted on in the same meeting as the request.

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The booster club president may appropriate funds up to \$100 for special or emergency needs without approval of the club. Expenditures will be accounted for at the next regular business meeting.

Dissolution of the Organization

Upon dissolution of the Warren Athletic Boosters, any money remaining in the General Fund or Special Funds, after resolution of any outstanding debts, will be transferred to the Warren School District and may only be used in support of High School Athletics.

Non-Profit Status

The Warren Athletic Boosters is a non-profit organization as defined by Section 501 (c)(3) of the Internal Revenue Code.

Changing the Bylaws

These bylaws may be amended, repealed and/or replaced with new bylaws by a majority vote of the Warren Athletic Booster's Officers at any general membership meeting. The amended or new bylaws must be made available for review by all officers at least one month prior to the vote.

Restrictions and Limitations

- The Warren Athletic Boosters shall not attempt to or dictate change, coerce or interfere with the policies set down by the athletic department, coaches or school administration.
- No part of the activities of the Warren Athletic Boosters shall be carrying on propaganda, or otherwise attempting to influence legislation, or participating in, or intervening in (including publication or distribution of statements), any political campaign on behalf of any candidate for public office.
- All major activities planned by the Warren Athletic Boosters shall coordinate with the Athletic Director so as to not interfere with any athletic program or school event.
- No Warren Athletic Booster Officer, Team or School Liaison shall have the authority to make financial commitments for the Warren Athletic Boosters unless authorized by the Warren Athletic Booster President **AND** a majority vote of the Warren Athletic Booster Officers.
- The Warren Athletic Boosters is prohibited from paying the contract of a school district employee as referenced by Ohio Ethics Commission Advisory Opinion No. 2008-01.

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