

**BYLAWS OF THE
STOW-MUNROE FALLS ATHLETIC BOOSTER CLUB
Revised October 13, 2010**

ARTICLE I – ORGANIZATION AND PURPOSES

Sec. 1 – The name of this organization is the Stow-Munroe Falls Athletic Booster Club.

Sec. 2 – The Stow Munroe Falls Athletic Booster Club (Booster Club) is a voluntary association of individuals organized exclusively to encourage, support and promote all extra-curricular athletic activities, their student/athletes, coaches and Athletic Department in the Stow-Munroe Falls School District. The Booster Club shall provide financial, physical and emotional support to enhance the athletic experience for our student/athletes.

- a. The Booster Club encourages parental interest and involvement in supporting the student/athletes.
- b. The Booster Club initiates and manages fundraising projects in order to provide financial support and aid necessary for a purpose that will complement and enrich each sports program.
- c. The Booster Club shall cooperate with school administration, Athletic Director, coaches, advisors and parents.

ARTICLE II – MEMBERSHIP

Sec. 1 – The members of the Booster Club shall be persons interested in athletics who will uphold the By-laws of this organization.

Sec. 2 – Annual Memberships are available to all interested persons after July 1 of each year. Membership levels are set by the Executive Board. Active Members have voting privileges at monthly Booster Club meetings as defined in ARTICLES V and VI. Memberships existing at the time of this version of the Bylaws include Maroon and Gold, Bulldog, Super Dog, Top Dog, Big Dog, SMFCD Employees, and Coaches Memberships.

ARTICLE III – OFFICERS ELECTION AND DUTIES

Sec. 1 – Officers

- a. The officers of the Booster Club shall be President, Vice President, Secretary and Treasurer and shall be identified as the Executive Board. No member shall hold two offices at one time, nor can one member run for more than one office at a time.
- b. The elected officers shall serve a term of office of one-year beginning July 1 and ending June 30 of the subsequent year.
- c. Officers may be reelected for more than one consecutive term, and there is no limit as to the number of terms an officer can serve in that position.

Sec. 2 – Election of Officers

- a. At the April meeting, the President shall appoint a nominating committee of three members to select candidates for the elected officers.
- b. A slate of nominees who have consented to serve if elected will be presented at the May meeting. Nominations may be accepted from the floor at that meeting.

- c. Election of officers will be held at the June meeting by a majority of members present. Additional nominations shall be accepted from the floor at this time only if the nominee has signified consent to serve if elected.
- d. Any vacancy occurring during the term of office shall be filled by appointment by the remaining Executive Board.
- e. Election of officers shall be by a simple majority of the Voting Body as defined in ARTICLE VI of the Bylaws.

Sec. 3 – Duties of Officers.

- a. The President shall:
 - 1) Preside at the meetings of the Executive Board and General Membership meetings and prepare a written agenda for each meeting.
 - 2) Appoint Chairpersons, of all Standing and Voluntary committees and a Parliamentarian in cooperation with the other Executive Board members.
 - 3) Be a member ex officio of each committee except the Nominating Committee.
 - 4) Make reports and recommendations to the Executive Board and Booster Club members of the club at any Regular or Special meetings concerning the work and the affairs of the organization.
 - 5) Disburse funds in the absence of the Treasurer.
 - 6) Perform such duties, as may be incidental to the office.
 - 7) Preserve order at all meetings and ensure that the Booster Club Bylaws are upheld.
 - 8) Settle all matters of dispute in which the members of the Booster Club are deadlocked in a tie vote (the President may only vote in this instance).
- b. The Vice President shall;
 - 1) Perform the duties of the President in case of absence, resignation, or inability to act.
 - 2) Assist the President in carrying out the activities of the club.
 - 3) Serve as Chairperson of the Scholarship Selection Committee.
- c. The Secretary shall:
 - 1) Record all business transacted at all Executive Board and Booster Club membership meetings.
 - 2) Handle all correspondence of the organization.
 - 3) Record meeting attendance.
 - 4) Tabulate ballots of executive officers elections/appointments.
 - 5) Keep an updated roster of all members, Executive Board and Committee Chairpersons at each meeting.
- d. The Treasurer shall:
 - 1) Disburse all monies, sign all checks, and handle all bills of the club as ordered by the Executive Board. Any disbursement not within the approved budget that exceeds \$1,000.00 must be approved by the Executive Board and voted on and approved by the membership at a Regular Meeting.
 - 2) Keep an accurate record of all finances.

- 3) Prepare a proposed budget of Booster Club income and expenses in cooperation with the Executive Board, which then must be approved by the Booster Club membership at the August Booster Club membership meeting.
- 4) Present a financial report at each meeting and make available the records upon request of the Executive Board at any time.
- 5) Submit the records for examination by an Auditing Committee of two members of the Booster Club as appointed by the President in May. The audit of the Booster Club financial records must be completed by August 1st, and then when satisfied that the records are correct, the Auditing Committee shall sign a statement to that effect and present its report at the August Booster Club membership meeting.
- 6) Upon Executive Board turnover, ensure all disbursements are signed by two (2) elected officers.

Sec. 4 - All Officers and the Concessions Committee Chair shall be bonded at the expense of the club within one month of taking office.

ARTICLE IV – EXECUTIVE COMMITTEE

Sec. 1 – The Executive Committee shall consist of the elected officers of the club, Chairpersons of Standing Committees (see ARTICLE VII) and the Athletic Director or representative.

Sec. 2 – The Executive Committee, in the interim between, the Booster Club meetings, may exercise all powers of authority of the Booster Club in accordance with the policies of this organization.

Sec. 3 – A majority of the Executive Committee members shall constitute a quorum for the purposes of conducting meetings.

Sec. 4 – The Executive Committee shall approve the expenditure of all funds, goals and budget targets annually.

Sec. 5 – When possible, the Executive Committee shall convene prior to regular meetings of the Booster Club Membership to address general business needs and to establish regular meeting content.

ARTICLE V – MEETINGS

Sec. 1 – The regular meeting of the Booster Club membership shall be held the second Wednesday of each month at the Stow Munroe Falls High School, unless otherwise specified by the Executive Committee with the consensus of attending members. Seven days' written notice shall be given to the membership of any change of date, time or location of the regular meeting.

Sec. 2 – Special meetings may be called by the President, or in his/her absence, by two of the three remaining members of the Executive Board.

ARTICLE VI – THE VOTING BODY

Sec. 1 – For all matters brought before the Booster Club Membership in the form of a motion, such matters shall be decided upon by a simple majority of the Booster Club membership attending the meeting. For the purpose of voting on motions brought before the Booster Club Membership, there shall be one vote for each member who is 18 years of older and in good standing, as defined in Section 4 below.

Sec. 2 – Eight members in good standing shall constitute a quorum, provided two of the eight are duly elected officers.

Sec. 3 – Voting shall be at the meeting and in person only.

Sec. 4 – There shall be one (1) vote per card-carrying member.

Sec. 5 - A member may vote by written proxy. All proxies shall be in writing and filed with the Secretary prior to the meeting. Each proxy is limited to one vote and one subject. Every proxy shall be cancelled upon the adjournment of the meeting for which they are presented, unless otherwise stated in writing.

ARTICLE VII – STANDING COMMITTEES

Sec. 1 – Chairpersons of Standing Committees shall be appointed by the President with the approval of the Executive Board. Chairpersons must be active members.

Sec. 2 – Committees

- a. The Standing Committees shall be: Membership, Fundraising, Finance, Concessions, Facilities Maintenance, Promotions, Programs, and Advertising. The Standing Committee Chairpersons are to be considered members of the Executive Committee.
- b. Other Committees shall be Volunteer Coordinator, Nominating Committee, Hall of Fame, Awards/Scholarship, Auditing and any other committee required to carry out the objectives of the Booster Club.
- c. The Executive Board may create and appoint additional Standing and/or other committees as deemed necessary to carry out duties and responsibilities of the Booster Club.
- d. Each committee shall consist of a chairperson and the number of members, selected by the chairperson, deemed necessary to carry out the project (s) of the committee.
- e. Each committee chairperson shall have the power to appoint subcommittees as necessary.
- f. Chairpersons of each committee shall keep an accurate account of its activities and projects -- including a detailed budget, a timetable of events, and any recommendations for future reference and shall review their committee's activities at the monthly membership meetings.

SECTION VIII – AUTHORITY

Sec. 1 –Robert’s Rules of Order shall govern the conduct of Booster Club Regular and Special Meetings in all cases to which they are applicable unless otherwise in conflict with the club

Bylaws.

Sec. 2 – The order of business for all regularly scheduled meetings of the Booster Club shall follow Roberts Rules of Order and the agenda may include: Call meeting to order, consideration of minutes from last meeting, Treasurer’s Report, Correspondence, Committee Reports, Coaches Reports, Athletic Director’s Report, Unfinished Business, New Business, Announcements, Adjournment.

The order of business can be modified or suspended at any meeting by a majority vote of the members present.

ARTICLE IX – FISCAL YEAR

The fiscal year shall be from July 1 through June 30 of the following year.

ARTICLE X – AMENDMENTS

The By-laws of the Booster Club can be changed by a two-thirds majority vote of the members present at any regular or special meeting of the Booster Club membership, provided that the proposal has been presented in writing and read at a previous meeting of the Booster Club membership. Sufficient copies must be brought to the meeting for review by the members. At the discretion of the President, voting on the change may be delayed until a subsequent meeting if the conditions are not met or additional consideration is required.

Sec.1 – In order to propose a Bylaw or Standing Rule amendment the revision must be in writing, and presented in conjunction with the original language of the Bylaw or Standing Rule available for consideration. All amendments must be proposed at a regular or special meeting of the Booster Club membership and voted upon at a subsequent meeting. The Parliamentarian and the Secretary will be responsible for keeping a record of all amendments to the Bylaws and maintaining them for the Club.

ARTICLE XI – GOVERNMENT

The Government of the Booster Club is vested in the Executive Committee as specified in Article IV.

Sec.1 – A three-fourths (3/4) vote of the entire Executive Board has the power to veto any motion passed by the Booster Club membership. The Board has seven (7) days in which to veto a motion.

- a. The Booster Club membership may override an Executive Board veto by a two-thirds (2/3) majority vote of members present at a regular or special meeting of the Booster Club.
- b. A veto by the Booster Club membership, as described in ARTICLE XI, Section 1a above may not be overridden by the Executive Board.
- c. The Booster Club membership may override a motion passed by the Executive Board in a special meeting/session with a two-thirds (2/3) majority vote of members present at the next scheduled regular meeting.

Sec. 2 -- The Executive Committee will function as a guide for the Booster Club in deciding policies, procedures, budget and rules.

Sec. 3 –Budget for expenditures shall be presented by the Treasurer, or appointed member of the Executive Board, for approval by the General Membership at the beginning of the year (as defined in Article IX). The General Membership shall ratify the budget during the course of the year and expenditures not covered within the general budget must be submitted in writing, prior to a scheduled meeting and voted on by the Executive Board and/or the General Membership.

ARTICLE XII – RIGHTS AND DUTIES OF MEMBERS

Sec.1 -- The privilege of holding office, introducing motions and voting on Booster Club business shall be limited to those members whose names appear on the Recording Secretary’s roster of members in good standing.

Sec.2 -- To be a member in good standing a membership form must be filed and dues must be paid. Proof of membership is valid with a membership card or by validation from the Booster Club Recording Secretary.

Sec.3 -- To participate in the election of officers, a member must have attended at least two (2) meetings in the calendar year that the election takes place. Members are responsible for evidencing their official attendance. Evidence of attendance shall be the official sign-in sheet, maintained by the Secretary.

Sec.4 -- Termination or suspension of membership because of unbecoming conduct or detrimental interest to the club may be enacted by the Executive Board and/or the Booster Club membership.

ARTICLE XIII – DISSOLUTION OF THE CORPORATION

Sec.1 -- No part of the net earnings, if any, of the corporation shall inure to the benefit of any private shareholder, individual, member, trustee or officer. Upon the time of dissolution of the corporation, assets shall be distributed by the Executive Board, after paying or making provisions for the payment of all debts, obligations, liabilities, costs and expenses of the corporation, for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue code, or the corresponding section of any future federal tax code. Any such assets not so disposed of shall be disposed of by a Court of Common Pleas of Summit County, Ohio; provided that each recipient organization shall be exempt from federal income taxation under Section 501(c)(3) of the Internal Revenue Code and shall serve public charitable purposes in the Stow-Munroe Falls, Ohio area.

Modified 10-13-1010