

**BYLAWS OF THE  
STOW-MUNROE FALLS ATHLETIC BOOSTER CLUB  
Revised November 12, 2014**

**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 Board of Trustees. Active Members have voting privileges at monthly Booster Club meetings as defined in ARTICLES V and VI.

**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 Board of Trustees. 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 Board of Trustees shall appoint the 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 Board of Trustees with approval of a vote of the Membership.

- 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 Board of Trustees and General Membership meetings and prepare a written agenda for each meeting.
- 2) Recommend Chairpersons, of all Standing and Voluntary committees and a Parliamentarian in cooperation with the other Board of Trustees..
- 3) Be a member ex officio of each committee except the Nominating Committee.
- 4) Make reports and recommendations to the Board of Trustees and Booster Club members 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.

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 Board and Booster Club membership meetings. The Secretary may appoint an Assistant Secretary to function in their absence.
- 2) Handle all correspondence on behalf of the organization.
- 3) Record meeting attendance.
- 4) Tabulate ballots of elections/appointments.
- 5) Keep an updated roster of all members, Board of Trustee Members 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 Board of Trustees. Any Operating Fund disbursement not within the approved budget that exceeds \$1,000.00 must be approved by a majority vote of the Officers. All expenditures or long term commitments exceeding \$5000 must be voted on and approved by the Membership.
- 2) Keep an accurate record of all finances.
- 3) Prepare along with the Board of Trustees a proposed budget of Booster Club income and expenses, which then must be approved by the Board of Trustees at the August Booster Club Board of Trustees meeting.
- 4) Present an accurate financial report at each meeting and make available the records upon request by the Board of Trustees at any time.

- 5) Submit the records for examination by an Auditing Committee of at least 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 1<sup>st</sup>, 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.

**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 – Board of Trustees**

**Sec. 1** – The Board of Trustees shall consist of the elected officers (President, Vice President, Secretary, and Treasurer) of the club and 5 elected Trustees.

The full Membership shall vote on the slate of the Board of Trustees submitted at the annual June Booster Club Meeting. The Athletic Director (ex officio-nonvoting participant) shall serve as a tenth member on the Board of Trustees.

**Sec. 2** – The, Board of Trustees 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 Board of Trustees members shall constitute a quorum for the purposes of conducting meetings.

**Sec. 4** – The Board of Trustees shall set forth and approve for submission to a vote of Members the expenditure of all funds, goals and budget targets annually.

**Sec. 5** – When possible, the Board of Trustees shall convene prior to regular meetings of the Booster Club Membership to address general business needs and to establish regular meeting content. The Board of Trustees shall otherwise meet formally quarterly with dates voted upon and approved prior to the beginning of each fiscal year.

#### **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. 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 five of the nine remaining members of the Board of Trustees present.

## **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** –Eleven members in good standing shall constitute a quorum, provided five 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 member.

**Sec. 5** - A member may not vote by written proxy.

## **ARTICLE VII – STANDING COMMITTEES**

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

**Sec. 2** – Committees

- a. The Standing Committees shall be: Membership, Volunteer Coordination, Fundraising, Finance, Concessions, Facilities Maintenance, Promotions, Programs, and Advertising.
- b. Other Committees shall be, Nominating Committee, Hall of Fame, Awards/Scholarship, Auditing and any other committee required to carry out the objectives of the Booster Club.
- c. The Board of Trustees 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 Board of Trustees as specified in Article IV.

**Sec.1** – A three-fourths (3/4) vote of the entire Board of Trustees 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 a Board of Trustees 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 Board of Trustees.
- c. The Booster Club membership may override a motion passed by the Board of Trustees 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 Board of Trustees 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 Board of Trustees, for approval by the General Membership at the beginning of the year (as defined in Article IX).

## **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 Board of Trustees 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 Board of Trustees, 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.

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