

Loveland Athletic Boosters Constitution and By-Laws

Section I - NAME

The name of the organization shall be "The Loveland Athletic Boosters, Inc." Loveland Athletic Boosters is a 501(c)3 corporation.

Article 1 For the purpose of distinguishing this organization and other Loveland Booster Groups, the abbreviation LAB may be used synonymously.

Section II - PURPOSE

The purpose of this organization shall be to actively promote and assist in the funding of all athletic activities at Loveland High School and Loveland Middle School.

Article 1 To assist the Athletic Director and all coaches toward the betterment of all sports

Article 2 To promote sportsmanship at all levels of competition

Article 3 To promote and assist athletic scholarships in all sports

Article 4 To ensure that every athlete, regardless of their financial situation, has the chance to play.

Article 5 LAB shall do nothing that violates the rules of the Ohio High School Athletic Association or in any way jeopardizes the membership of the school district in said athletic/activity association.

Section III - ORGANIZATION STRUCTURE

The structure of the organization shall consist of the Executive Board, also known as simply the Board, to be made up of 5 elected officers as follows:

President

First Vice President

Second Vice President

Secretary

Treasurer

Committee structured groups may be formed to accomplish tasks, to be led by committee chairpersons or directors. An Executive Committee may be convened to consist of the five elected officers and the Committee Chairpersons or Director. Current Directors are Homecoming, Craft Fair, Golf Outing, Concessions, Tiger Ball and Volunteer Directors.

Section IV - DUTIES AND RESPONSIBILITIES

Article 1 President

- A. The president shall be the Executive Officer, director of administration, chairperson of the Executive Board and presiding officer at all meetings where other provisions are not made.
- B. The president shall appoint special committees whenever deemed necessary and advisable.
- C. The president shall coordinate the activities of committees and shall be a member of such committee at their discretion.
- D. The president has authority to insure the performance of duty of other officers and to recommend their removal from office, subject to approval of the Executive Board and two-thirds vote of the members present at the next regular meeting.
- E. Any vacancies of the Executive Board, except President, shall be replaced by the President with approval of the majority of the Executive Board. The appointment shall be for the remainder of the unexpired term.

Article 2 First Vice President

- A. The First Vice President shall assist the President in their duties and in the absence of the President shall assume all the duties and responsibilities of the office.
- B. In the event of the resignation of the President, the First Vice President shall assume all responsibilities of the office of the President until the next annual election.
- C. The First Vice President shall be responsible for coordinating Booster related information and activities with the Loveland Middle School.
- D. The First Vice President shall be responsible for coordinating the annual Mulch sale.

Article 3 Second Vice President

- A. The Second Vice President shall assist the President in their duties, and in the absence of the President and the First Vice President, shall assume all the duties and responsibilities of the office.
- B. The Second Vice President shall be in charge of the membership drive each year.
- C. The Second Vice President shall be responsible for activities of the Elections committee.

Article 4 Secretary

- A. The Secretary shall maintain all records of the organization other than those assigned to the Treasurer. This shall include the minutes of each meeting and such correspondence as necessary.
- B. The Secretary shall be responsible for all Parent Liaison communications and organization.

Article 5 Treasurer

- A. The Treasurer shall have custody of the organization funds, shall maintain accurate accounts and shall disburse funds, only by check; shall be responsible for reporting all receipts and disbursements at each regular meeting.

Article 6 Committee Chairpersons/Directors and Team Liaisons

The responsibilities of the Directors shall be to see to the continuity of activity of the organization. In addition, each Director shall head one major committee of his/her choice or as appointed by the President. Each Director will serve at the will of the Executive Committee. In addition, each Director will also:

- A. Maintain an activity log, with recommendations to be passed on to future directors for future guidance and reference.
- B. Be responsible for creating and getting approved an annual budget (August 1 to July 31) of income and expenditures.
- C. Be responsible for actual activity income and expenditures.

The responsibilities of the Team Liaison shall be as follows:

- A. Attend monthly meetings or arrange for a replacement
- B. Help secure volunteers
- C. Find a replacement once your tenure has concluded
- D. Help coordinate activities for the Tiger Ball

The Executive Board has the ability to remove, by majority vote, a liaison or Director who is not fulfilling their duties.

Section V - MEMBERSHIP

Memberships are open to all men and women willing to participate in the organization's purpose.

Article 1 Membership donations will be solicited at the beginning of each season

- A. Membership will run concurrent with the school year (August 1 to July 31)
- B. Membership fees will be decided by a majority vote of the Executive Board.

Article 2 Members in good standing shall be eligible for annual elections. A member in good standing is defined as one whose current dues are paid.

Article 3 Members in good standing shall be eligible as a nominee to the Executive Board.

Section VI - ELECTIONS

Elections shall be held annually to elect officers as described in Section III, to direct the organization for a term of two years (from August 1 to July 31). President and First Vice President to be elected in odd years. Second Vice President, Secretary and Treasurer to be elected in even years.

Article 1 Interested parties are to notify the board no later than the April Meeting.

Article 2 Elections shall be held no later than the May meeting

- A. Vote by secret ballot as established by the Second Vice President.
- B. All members present and in good standing are eligible to vote.

Article 3 Elected candidates to commence duties on the first Monday of August.

Article 4 Elected officers may serve only three terms (six years) consecutively in the same position. After this time the Executive Board can vote to approve an extension.

Section VII - MEETINGS

Article 1 Regular meetings will be held each month on the first Monday at a place so designated by the President or his designate.

- A. In the event the first Monday falls on a holiday, the regular meeting shall be the following Monday.
- B. No regular meeting shall be held in July.

Article 2 Special meetings may be held on call of the President or by written petition of the majority of members or by call of the members of the Executive Board.

Article 3 Executive Board Meetings shall be held subject by call of the President or request of four members of the Executive Board.

- A. The Executive Board shall have the authority to conduct all regular business between regular meetings.
- B. Any actions taken or business conducted by the Executive Board shall be reported to membership at the next regular meeting.
- C. Four members of the Executive Board shall constitute a quorum at Executive Board meeting.

Article 4 Executive Board decisions may be overruled by a two-thirds majority of at least twenty members attending a regular meeting, of which at least three must be officers.

Section VIII - MEETING PROCEDURES

Article 1 Generally accepted rules of Parliamentary procedure will be followed.

Article 2 At least three officers and three other members in good standing must be present to conduct business at regular meetings.

Article 3 The presiding officer may limit debates on any subject.

Article 4 The President or such other presiding officer shall call each meeting to order and observe the following order of business:

- A. Reading and approval of the last meeting's minutes
- B. Reading and approval of the prior month's Treasurer's report
- C. Committee reports, starting with the report of the Executive Board
- D. Old Business
- E. New Business
- F. Announcement

Article 5 The President may appoint a parliamentarian or Sergeant-at-Arms at his discretion.

Section IV - GENERAL RULES

Article 1 Financial Review , The organization's ledgers book and checkbook may be audited annually, at the change of the treasurer, or as otherwise deemed necessary, by two members other than the treasurer, by an authorized outside auditor or independent third party.

- A. The President shall appoint the Special Committee to perform the audit.
- B. The Special Committee shall provide a written report of their findings to the Executive Board within thirty (30) days.

Article 2 Tax Returns - The Treasurer is required to have tax returns (Federal & State) prepared and filed by an independent 3rd party (CPA).

Section X - GENERAL FUNDS

Article 1 General funds are described as funds generated by LAB. There is no requirement to deplete General Funds. Current general fund fundraisers are:

- Concessions
- Tlger Ball
- Golf Outing
- Membership
- Craft Fair
- Discount Card Sales
- General Donations to LAB

Article 2 Funding/Budgeting - All requests regarding Athletic Department funding are the responsibility of the Athletic Director or their designate.

- A. The Executive Board has the authority to spend up to \$15,000 per month per item, for extraordinary expenses, as required, to be reported at the next regular meeting.
- B. All requests above the Board limit (\$15,000) must be approved by a majority of members present at a regular meeting.
- C. A Board member has the authority to spend up to \$2000 without getting prior Board Approval

Article 3 In the event LAB is dissolved, the General Fund account will be turned over to the Director of Athletics for Loveland High School.

Section XI - Modifications/Changes to the LAB Constitution and By-Laws:

- A. Must be present at a regular meeting one month prior to the actual vote
- B. Requires majority approval of the Executive Committee