

**Lebanon High School Athletic Boosters Association
BY-LAWS**

Article 1. Name

The name of this organization shall be the Lebanon High School Athletic Booster Association, hereinafter referred to as the “Boosters”. The inception of the Boosters shall begin August 1, 2001.

Article II. Logo

There will be an established logo set forth to market and promote this board. The logo will be approved by the board members and held in the document control log as LSB-F-002.

Article III. Purpose

The Boosters exists for the purpose of broadening the involvement of students, student families, and the school community through support for all male and female activities on inter-school athletic programs. The Boosters work to achieve this through active participation of as many parents and other adults as possible in Booster functions and in support of all sports, working closely with the Lebanon City School Staff and particularly the high school athletic director.

- A. To support, promote and maintain a high standard of integrity and good sportsmanship in all athletic activities in the school.
- B. To foster and promote goodwill and fraternal spirit among the members.
- C. To promote and encourage attendance at all sports activities by the parents and friends of athletics, and the students and staff of Lebanon City Schools.
- D. To promote and encourage young men and women to become involved in athletics either as an active participant, manager, trainer, statistician, volunteer assistant, etc.
- E. To raise funds to assist all athletic programs as determined by the athletic director in conjunction with the Boosters.
- F. To assist in reducing expenses to the athletic department by providing volunteers to serve as ushers, gate personnel, concessionaires, timers, judges or similar activities approved by the athletic director.
- G. The Boosters shall operate with the support of the athletic director, school principal and coaches. At no time should the Boosters become directly involved in the day-to-day operations of the athletic program. The Boosters shall serve to support the school athletic program and have no say or direction of policy established by the school principal or athletic director.

Article IV. Membership Privileges and Dues

Section 1. Membership

The privilege of membership shall be extended to all persons subscribing to the purposes of this organization and shall be considered as a member in good standing if:

- A. They are a resident of the Lebanon School District or have a family member who is a current student in the District.
- B. They are current with dues payment.
- C. The Athletic Director shall automatically be considered a member in good standing.

D. Others outside the Lebanon School District who wish to support Lebanon High School athletics may be considered for membership after a majority vote by the Boosters.

Section 2. Dues

The Boosters at the May meeting shall determine annual dues. Any increase will require approval by majority vote of members in attendance.

A. Notice of Dues

1. The Membership Committee shall, in June of each year, initiate notice to all members that annual dues should be submitted. Interested participants shall be informed at the earliest convenient opportunity of dues and the time in which they are due and payable.

B. Payment of Dues

1. The receipt of dues shall occur prior to and during the September meeting to continue membership. The receipt of dues payment shall immediately identify an individual as a member.

C. Voting

1. Each member shall be permitted to cast one vote on each issue. In the case of Family Membership, each spouse is entitled to a vote. A member who has attended 75% of the past 12 meetings may submit a proxy vote.

Article V. Organization

Section 1. Executive Board of Directors

A. The Boosters Shall be an Executive Board. The Board shall be responsible for carrying out the purpose of the Booster Association.

B. The Executive Board shall consist of all elected officers of the Boosters and one other appointment member.

C. In the event of a vacancy in any office of the elected offices, The Executive Board shall have the power to appoint a successor for the unexpired term.

D. An officer may be removed by the affirmative vote of two-thirds ($\frac{2}{3}$) of a meeting quorum, at any regular or special meeting called for that purpose should the Office have unexcused absences from two(2) consecutive, regularly scheduled meetings or fail to carry out the duties of the office. Any such officer proposed for removal shall be entitled to at least ten (10) days' notice in writing by mail of the meeting at which such removal is to be voted upon and shall be entitled to appear before and be heard at such meeting.

E. Executive Board member has the right to table any motion, in order for membership to review said motion before vote.

Section 2. Election of Officers

Election of Officers shall take place at the May meeting. The slate of officers shall be presented at the April meeting or a meeting preceding the election meeting. A Nominating Committee shall present the proposed slate and the committee may nominate more than one proposed officer for each position. Additional nominations will be accepted from the floor. The full slate will be presented and voted upon by all attending members at the election meeting.

Section 3. Nominating Committee

The Nominating Committee shall consist of three (3) members; the President, Vice-President and the Executive Board shall appoint one (1).

Section 4. Term of Office

The term of office shall be for one year. Director of a position may serve additional terms if elected.

Section 5. Eligibility

Only members in good standing as defined in Article III shall hold office or vote in elections.

Section 6. Voting

Voting shall be by secret ballot at the election meeting. There shall be an Election Committee of three (3), President, Vice-President and one other appointed by the President. The committee shall distribute the ballots, collect and tabulate the ballots and read the electees to the Boosters. In the event that there is more than one nominee for any office, whoever received the most votes shall be deemed the electee. The President, with the consent of the membership, may forego the secret ballot and call for election by voice if he deems that the electors are clearly in favor of such procedure.

Section 7. Installation

Installation of the new officers shall be at the June meeting at which time the new officers shall take over their duties in all matters affecting their term. The retiring officers shall turn over all records and books and any materials belonging to the Boosters at this meeting and otherwise advise the new administration as to the status of affairs of the Boosters.

Article VI. Voting officers of the Board

Section 1. President

It shall be the duty of the President to maintain high character and integrity while fulfilling the role set forth by the job description.

Section 2. Vice-President

It shall be the duty of the Vice-President to assume the duties of the President in his absences. The Vice-President fulfill the role set forth by the job description.

Section 3. Secretary

It shall be the duty of the Secretary to fulfill the role set forth by the job description.

Section 4. Treasurer

It shall be the duty of the Treasurer to fulfill the role set forth by the job description.

Section 5. Concession Director

It shall be the duty of the Concession Director to fulfill the role set forth by the job description.

Section 6. Volunteer Director

It shall be the duty of the Volunteer Director to fulfill the role set forth by the job description.

Section 7. Membership Director

It shall be the duty of the Membership Director to fulfill the role set forth by the job description.

Section 8. Marketing Director

It shall be the duty of the Marketing Director to fulfill the role set forth by the job description.

Article VII. Meetings

Section 1. Meeting Dates

The Boosters shall meet monthly at a time and date determined by the Executive Board.

Section 2. Quorum

A quorum shall consist of all members in attendance of a properly called meeting a quorum of the Executive Board shall consist of a simple majority of the Executive Board.

Article VIII. Committees

Section 1. Creating Committees

The Executive Board may create such committees as it may deem necessary to promote the objectives and carry on the work of the Boosters. The term of each chairperson shall be one (1) year or until the appointment of a successor.

Section 2. Chairperson

The chairperson of each committee shall be appointment by the President and shall report to the membership at the general meetings.

Section 3. Meetings

Committee meetings may be held at any time upon the call of the chairperson or Executive Board.

Section 4. Committee Organization

The committees' size, functions, duties and powers shall be determined by the Executive Board. The committees' chairperson shall be the liaison to the Executive Board and shall preside over the activities of the committee.

Section 5. Standing Committees

The standing committees are designated as Program Committee, Retail Sales Committee, and All-Sports Committee.

A. Program Committee (Marketing Director as Chair)

1. Obtain advertising, pictures, and other information to place in the Fall and Winter Sports programs.
2. Organize and layout materials for printing.
3. Secure publication of the programs.
4. Develop and coordinate sales of the programs.
5. Develop with Treasurer accurate accounting procedures for receipts.
6. Work with President to create, implement and ensure all procedures and forms are followed and submitted as required.

B. Retail Sales Committee

1. Develop organizational methods by which retail sales will be offered at athletic and school events.
2. Stock and order supplies as needed for retail sales, including organized procedures for pre-ordering, pre-payments of orders, inventory of merchandise, distribution of for pre-ordering, pre-payments of orders, inventory of merchandise, distribution of orders and payments of merchandise/services.
3. Develop with the Treasurer accurate accounting procedures for receipts.
4. Inventory of all merchandise, supplies, etc. in May of each year and report on such inventory and equipment at the June meeting.
5. Work with President to create, implement and ensure all procedures and forms are followed and submitted as required.

C. Concession Committee (Concession Director as Chair)

1. Develop organizational methods by which concession services will be offered at home athletic events.
2. Stock and order supplies as needed for concessions.
3. Develop with the Treasurer accurate accounting procedures for receipts and expenditures.
4. Maintain a clean, organized and appealing concession stand.
5. Inventory goods and equipment at least once annually and report status at the June meeting.
6. Secure any food service licenses and insurance that may be necessary for the operation of the concessions.
7. Work with President to create, implement and ensure all procedures and forms are followed and submitted as required.

D. Membership Committee (Membership Director as Chair)

1. Develop organizational methods by which concession services will be offered at home athletic events.
2. Solicit dues from members and reflect via the Secretary their current status of membership.
3. Develop with the Treasurer accurate accounting procedures for membership receipts.
4. Develop special literature, programs and events by which interest in membership can be developed.
5. Work with President to create, implement and ensure all procedures and forms are followed and submitted as required.

E. All-Sports Committee (Volunteer Director as Chair)

1. To develop an organization of parent representative from each sport teams within each sporting season.
2. To assist in providing information on team needs for concession, retail sales and other items of desired support from the Boosters.
3. To promote Booster activities to parents and athletes of the sports team.
4. Work with President to create, implement and ensure all procedures and forms are followed and submitted as required.

Article IX. Finances

The Executive Board, Treasurer, and Members shall appropriately guard the finances of the Boosters.

- A. The Executive Board shall approve all expenses of the Boosters. The Executive Board shall have standing approval for expenditures at or below \$2,500.00 for the Concession Committee, Retail. Sales Committee and Athletic Director's discretionary use in performing their duties on behalf of the Boosters. Expenditures of \$2,501.00 or more will be placed before the membership of approval.
- B. The membership shall vote on all expenditures of the Boosters in excess of \$2,501.00.
- C. The Executive Board shall present an annual budget of anticipated expenses and projected level of financial support to the Athletic Department. The report shall include goals of funding and potential areas of income. The presentation to the membership shall be made at the July meeting.
- D. The Executive Board shall determine the financial institution(s) in which the Boosters shall place its funds. The institution(s) shall be within the geographic boundaries of the Lebanon City School District.
- E. The Executive Board shall determine the placement of funds in checking account, savings account, and/or other types of account. When sufficient funds are available excess of those necessary for operation, such excess funds should be prudently placed in accounts optimally bear interest without due risk. The Boosters President & Vice-President shall be co-signatories with the Treasurer on any account.
- F. The accounts and accounting processes of the Treasurer shall be reviewed annually by a CPA selected by the Executive Board. Such review shall take place between May and June meetings of the Boosters.
- G. The Treasurer shall be required to be covered by a performance bond, the cost of which shall be borne by the Boosters.

Article IX. General

Robert's Rules of Order, the latest edition, shall be recognized as the authority governing the meetings of the Boosters. In instances where its provisions conflict with these By-Laws, the By-Laws shall take precedent.

Article X. Amendments

A. Amendments by Members

Any suggestion for altering, amending or repealing the By-Laws shall be presented to the Executive Board for review and recommendation. The presentation to the membership of their recommendation(s) shall occur at a subsequent, regularly scheduled meeting.

B. Voting for Amendments

The vote acceptance of the suggested and recommend By-Law revision(s) shall occur at the next regularly scheduled meeting. The By-Laws shall be amended by a two-thirds (2/3) vote of the membership represent at the meeting. The amendment shall be presented in writing at the voting meeting and read aloud in its (their) entirety. The Executive Board shall also make recommendations for approval or dismissal.

Article XI. Dissolution Clause

Upon dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal Tax Code, or shall be distributed to the federal government, or to a state or local government, for public purpose.

Article XII. Adoption

The By-Laws of the Boosters are hereby approved and adopted by vote on this ___ day of _____ 20__.

President

Vice-President

Secretary

Treasurer

Member Director

Volunteer Director