



Medina Athletic Boosters



Medina High School
Medina, Ohio

MEDINA ATHLETIC BOOSTERS CLUB

CONSTITUTION & BY-LAWS



The mission of the Medina Athletic Boosters is to enrich, support and promote all Medina City Schools sports teams; to encourage and recognize high scholastic achievement, sportsmanship and character; to raise funds that enhance and support programs for our student athletes; and to provide a vehicle for positive involvement by coaches, parents and the entire Medina community.

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CONSTITUTION & BYLAWS

MEDINA ATHLETIC BOOSTERS CLUB

ARTICLE I – ORGANIZATION

The organization shall be a non-profit corporation.

The name of the organization shall be “The Medina Athletic Boosters Club”. Hereinafter referred to as the Boosters Club or the association.

Affective date: April 2, 1981

Re-adopted: **March 9, 2010**

ARTICLE II – MISSION

The mission of the Medina Athletic Boosters is to enrich, support and promote all sanctioned (by the Medina City Schools Board of Education) high school inter-scholastic sports teams; to encourage and recognize high scholastic achievement, sportsmanship and character; to raise funds that enhance and support programs for our student athletes; and to provide a vehicle for positive involvement by coaches, parents and the entire Medina community. . To that end, the Boosters Club shall:

1. Work closely with and diligently support the coaches, the athletic Director, and the school administration in their efforts to develop and maintain a quality interscholastic athletic program.
2. Promote and maintain a high standard of integrity and good sportsmanship in all inter-scholastic athletic programs.
3. Promote and foster good will throughout the community toward the athletic programs in the Medina City School District.
4. Encourage the students in the Medina City District to become involved in one or more of the athletic programs.
5. Promote and encourage attendance at all inter-scholastic sports activities by the parents and friends of the athletes, the student body, and by the community as a whole.
6. Conduct fund-raising programs to help subsidize the expenses of the athletic department s needed to maintain a well-rounded athletic program and facilities with maximum participation.
7. Help control expenses of the Athletic Department by providing volunteer services at inter-scholastic events as requested by the Athletic Director or Coaches.

ARTICLE III – BUDGET

In order that the Boosters Club can meet its financial objectives from year to year, an annual budget shall be established. Said budget shall be formulated in the following manner.

SECTION 1:

By the May meeting of each calendar year, a Budget Committee shall be formed. This committee shall be comprised of the Booster Club's Executive Board and the school Athletic Director. The Executive Board may elect to appoint additional members to this committee, but in no case shall the total number of members exceed seven (7).

SECTION 2:

After the committee has been formed, there shall be such number of meetings is necessary to formulate the new budget. It shall be the responsibility of this committee to have this budget finalized so that it can be submitted to the Membership for approval at the June meeting of each school year unless so changed by the Executive Board.

SECTION 3:

Following is the general format to use in formulating the annual budget:

- a) Treasurer of the Boosters Club should prepare a written accounting of actual income and expenditures of the Club for the previous budget year. This will provide a basis to begin formulating the new budget.
- b) The Athletic Director should provide the Committee with his/her projected budget along with the amount of funds he/she is seeking from the Boosters Club to meet that budget.
- c) The Committee shall review all existing and proposed fund raising projects and assess each of them for their potential income to the Club.

SECTION 4:

Medina Athletic Booster Club fiscal year shall run from July 1 to June 30.

ARTICLE IV – MEMBERSHIP

SECTION 1:

Membership in the Medina Athletic Boosters Club is open to any person (18 years of age or older) who agrees with and subscribes to the mission of the organization.

SECTION 2: TYPES OF MEMBERSHIP

It shall be the duty of the Membership Chairman to maintain membership rosters and see that the annual fee for membership is collected. Membership fees may be increased or decreased by the Executive Board and a majority vote of the General Membership.

Members will be eligible to vote at the first General Meeting following the payment of their membership dues.

A. MEMBERSHIP

An annual membership fee is hereby established for each regular voting member to be no less than the amount of \$25.00. This fee shall be payable at any time throughout the year and is good for 1 year from the enrollment date. Each adult member is entitled to one vote when personally in attendance at meetings of the club. Various patron levels can be voted on each year that can include increased privileges for membership to be approved by the executive board each year.

B. LIFETIME MEMBERSHIP

Lifetime Membership:

- Ages 18-59 - shall be made available for a fee of \$2,500.00. It shall be payable at the time one wishes to become a lifetime member.
- Ages 60 and above – shall become a Lifetime Booster for a onetime fee of \$100.

C. PATRON MEMBERSHIP

A Patron Membership will be established for a person who subscribes to the patron drive held each year. In recognition of their generous support to the Medina Sports Program publication, patrons will be given the opportunity to become voting members of the Boosters Club upon attendance at a meeting at which time they can sign the membership list held by the secretary.

D. PAST PRESIDENTS

All past presidents shall be charter lifetime members.

E. ADMINISTRATIVE

The Athletic Director/Assistant Athletic Director of the Medina City School District shall automatically be considered an ex-officio member of the organization. The High School Principal or his designate shall serve as a member of the Advisory Board of the Organization.

F. COACHES

All Medina City School Head Varsity Coaches shall be voting members of the Athletic Booster Club.

G. MEDINA HIGH SCHOOL GRADUATES

All Medina High School Graduates are eligible for free membership for up to 4 years from graduation date. This “Student” membership entitles applicants to one vote when personally in attendance at meetings of the club.

ARTICLE V – OFFICER ELECTIONS

SECTION 1:

Officers shall consist of a President, Vice-President, Treasurer, Recording Secretary and Membership Chairman. There shall be such additional committee chairpersons, and other additional officers, as the President shall appoint from time to time.

SECTION 2:

Election of officers shall take place at the meeting of the Association to be held in May of each year or as near thereto as is reasonable (the Election Meeting). The slate of officers should be presented to the membership at the April meeting or a meeting preceding the election meeting (the Nomination Meeting). The proposed slate shall be nominated by a nominating committee, hereafter defined, and the committee may nominate more than one proposed officer for each position. The proposed nominations may be accepted by the nominating committee in their sole consideration from the floor during the Nomination Meeting or the nominating committee may generate nominations itself. The full slate or slates as nominated by the nominating committee will be presented and voted upon at the Election Meeting.

SECTION 3:

The nominating committee shall consist of five (5) members: two shall be elected by the Executive Board: two shall be elected from the floor at a general meeting of the Association to be held preceding the Nomination Meeting; and one shall be the principal/designee of the School.

SECTION 4:

Officers shall serve for one (1) year terms from June to May.

SECTION 5:

In case of any vacancy on the Board, a successor for the un-expired term shall be appointed by the Executive Board and approved by majority vote of the membership.

SECTION 6:

Only members in good standing shall hold office or vote in elections, unless this provision is waived by the Executive Board.

SECTION 7:

Voting shall be by secret ballot at the Election Meeting. There shall be an election committee of three, appointed by the President of the Association on the day of the

election of officers. The duty of the election committee shall be to pass out the ballots, collect the ballots, and count them. The chairman of that committee reports the final count to the Association. In the event there is more than one person nominated for any one office, then whoever wins the majority of the votes cast shall be deemed winner of the election. In the event there is but one nominee for any particular office, and that nominee does not receive the majority of votes cast, then the Executive Board shall appoint an eligible member to serve in that office, and hold that office until the next regular election, or in the alternative, the Executive Board may determine to hold another election for that particular office. The President, with the consent of the nominating committee may forego the secret balloting and call for election by voice vote if he/she deems that the electors are clearly in favor of such procedure.

SECTION 8:

Installation of officers shall be a the final meeting of the school year, at which time the new officers shall take over their duties in all matters affecting the next subsequent school year.

SECTION 9:

The annual meeting of the Association shall be at the last meeting of the school year, which, ordinarily, will be held in June. At the annual meeting, all annual reports shall be received and the retiring officers, retiring board, and the newly elected officers and new board, if organized, shall hold a joint session. At the joint session, the retiring officers and board shall transfer all books, papers in their possession and belonging to the Association to the new administration, and otherwise advise the new administration as to the status of affairs of the Association.

SECTION 10:

Active past presidents who are still members of the Association shall remain on the Advisory Board

ARTICLE VI – DUTIES OF OFFICERS

The officers of the club shall be adult members and shall consist of the President, a Vice-President, Secretary, Treasurer and Membership Chairman.

SECTION 1:

It shall be the duty of the President to preside at all regular and special meetings and all Board meetings. The President shall perform all of the duties of the officer; shall appoint all committees and committee chairperson and shall be ex-officio member of all committees. The President shall also sign all contracts, subject however, to the approval or ratification of the Advisory Board. He/she shall be able to disburse emergency funds

up to \$250.00 with the approval of one other Executive Board Member. The President shall have regular meetings with the school principal and/or athletic directors as needed.

SECTION 2:

The Vice-President shall act as President in the event of his/her absence, death, or incapacity and shall assume his/her duties for the balance of his/her term unless replaced by the Board. The Vice-President's line of succession shall be as designated at the time of their elections. The Vice-President shall assume the responsibility of the sports program by forming a committee, appointing a chairperson or becoming the chairperson for the program; only in the event there is no current chairperson, for as long as this remains a project of the Association.

SECTION 3:

It shall be the duty of the Recording Secretary to keep a record of all regular meetings and all Board meetings. It shall also be the duty of the Secretary to maintain a procedure book which is a record of the activities of the Association compiled into a permanent form. It shall be the duty of the Secretary to conduct the correspondence of the Association, send out all notices when not hereinafter provided for and send special letters, unless otherwise provided for in the standing rules.

SECTION 4:

It shall be the duty of the Treasurer to receive all monies due to the Association and deposit it in a place approved by the Association. The Treasurer or designee shall disburse the funds of the Association only for purposes approved by the Association, from time to time. The Treasurer shall present a statement of account at all regular meetings and at other times when requested to do so by the President and shall make a full report at the annual meeting. The accounts of the Treasurer may be audited by a committee approved by the President.

SECTION 5:

It shall be the duty of the Membership Chairman to keep all membership records and update all rolls on a monthly basis. The Membership Chairman shall keep a database of past and present members for club use that includes mailing and e-mail address. The Membership Chairman shall advise the club on membership commitments from all current sport teams as identified by the athletic director. The Membership Chairman shall organize yearly membership mailings (electronic or postal) to past, current and potential members. A sustaining membership program shall be maintained and regular reports will be given to the treasurer.

ARTICLE VII – EXECUTIVE BOARD

SECTION 1:

The Executive Board shall consist of the Elected President, Vice President, Treasurer, Secretary and Membership Chairman.

SECTION 2:

The duties of the Executive Board shall be to transact emergency business in the interval between Advisory Board meetings.

SECTION 3:

The majority of the Executive Board shall constitute a quorum.

SECTION 4:

Meetings of the Executive Board shall be held as needed.

ARTICLE VIII – FINANCE

SECTION 1:

The funds of this association shall be used to further the purpose expressed in Article II of this Constitution. Only the Medina Athletic Boosters Treasurer, upon the approval of the Executive Board, shall be authorized to disburse funds.

SECTION 2:

All funds collected are to be deposited in a bank approved by the Executive Board and may be withdrawn on the signature of the Medina Athletic Boosters Club Treasurer or President (alternate). A general fund shall be established as well as separate accounts for each sport as defined by the Athletic Director.

SECTION 3:

The President of the association shall have the authority to authorize expenditures up to two hundred fifty dollars (\$250.00) each month when it is not feasible to call a special meeting of the Board of Directors. A report of expenditures shall be given at the next meeting.

SECTION 4:

The Treasurer of the association shall authorize payment by check of all debts of the association within seven (7) days after receipt or on approval by the Executive Board.

SECTION 5:

All projects that require financial obligation of the club as proposed by coaches or the athletic Director will be presented to the Executive Board on the approved forms provided in Appendices A. This will be done at monthly meetings in order for the Executive Board to plan their budget.

SECTION 6:

Total expenditures cannot exceed approved budgeted amounts without approval of the Executive Board. Items are to be those approved by the Medina Athletic Boosters Club, listed on the itemized request for funds form and submitted to the Executive Board. Unused funds cannot be applied to other items without the approval of the Executive Board.

SECTION 7:

An annual audit of the financial books shall be required prior to the budget approval in June of each year. The treasurer will be required to submit a detailed report at this meeting.

SECTION 8:

This association is organized as a non-profit organization per section 501(c)(3) of the Internal Revenue Code and no member shall have any legal or equitable ownership in any of its funds or property. In the event of the dissolution of this association, any funds or property remaining shall be turned over to Medina High School.

ARTICLE IX – ADVISORY BOARD

SECTION 1:

The Advisory Board shall consist of the officers of the Association, active past presidents, the athletic director, chairmen of current standing committees, and the principal/designee of the school. The members of the Advisory Board shall serve until the next election.

SECTION 2:

The duties of the Advisory Board shall be:

- a. To transact necessary business in the intervals between Association meetings as well as other business that may be referred to it by the Association or the school administration.
- b. To create standing committees.

- c. To approve the plans of work of the standing committees.
- d. To present a report at the regular meetings of the Association.
- e. To prepare and submit to the Association for approval a budget for the fiscal year.
- f. To approve any bills within the limits of the budget.

SECTION 3:

All requests for unbudgeted expenditures must be received by the Advisory Board for consideration ten days in advance of the regular monthly meetings.

SECTION 4:

Regular meeting of the Advisory Board shall be held during the school year at a time fixed by the Board at its first meeting of the year. A majority of the Advisory Board members shall constitute a quorum. Special meetings of the Advisory Board may be called by the President or by a majority of the members of the Advisory Board.

ARTICLE X – MEETINGS

SECTION 1:

Eleven (11) regularly scheduled meetings shall be held annually. Meetings will be held the second Monday of August, September, October, November, December, January, February, March, April, May, and June

SECTION 2:

Regular meetings of the Association shall be held the second Monday of each month **unless it is a holiday or there is a major conflict with a school event**; in which case, it will be held on the first Monday, unless otherwise provided by the Association or by the Executive Board. Seven (7) days notice is to be given.

SECTION 3:

Special meetings may be called by the Executive Board, the (7) days notice having been given.

SECTION 4:

The annual meeting shall be in June.

SECTION 5:

Twelve (12) members shall constitute a quorum for the transaction of business in any meeting of this association.

SECTION 6:

Business of the Association will be transacted by a majority of those present.

SECTION 7:

All agenda items for the regular monthly meetings will be presented by the Advisory Board. All money items or requests must be presented to the Advisory Board at least (10) days prior to the regular monthly meeting of the Booster Club. All money items not on the meeting agenda will not be voted upon. However, these items will be taken under consideration by the Advisory Board and brought back to our next regular meeting. (See Article VII, Section 3)

ARTICLE XI – BASIC POLICIES OF OPERATION

The following section defines policy for the Medina Athletic Boosters Club.

- a. The club shall be non-political and non-sectarian.
- b. The name of the organization or the names of the members in their official capacities shall not be used in connection with a commercial concern or with any partisan interests.
- c. The organization shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office. Political candidates may pay for advertisements in the Booster Club athletic program..
- d. Persons representing the organization shall make no commitments that bind the organization, unless authorized by the Executive Board.
- e. In the event of the dissolution of the club, its assets shall be distributed to the Medina High School Athletic Department and in accordance with current Internal Revenue Codes.

ARTICLE XII – STANDING COMMITTEES

SECTION 1:

The executive Board may create such standing committees, as it may deem necessary to promote the objectives and carry on the work of the Association. The term of each chairman shall be one year and until the election and qualification of his successor.

SECTION 2:

The Chairman of each Standing Committee shall present a plan of work to the Executive Board for approval. No committee work shall be undertaken without the consent of the Executive Board.

SECTION 3:

The President or other designee from the Executive Board shall be a member ex-officio of all Booster Standing Committees except the Nominating Committee.

SECTION 4:

The power to form special committees and appoint their members rests with the Association and the Executive Board.

ARTICLE XIII – PROPERTY RIGHTS

Membership in this Association shall not title or vest any of the members with any property rights or rights having monetary value of any kind whatsoever, including, but not limited to, property rights or monetary rights in the school or in the Association.

ARTICLE XIV – AMENDMENT

These by-laws shall be approved by a meeting of the regularly called voting membership, by a majority vote of the members eligible to vote and actually casting their vote at said meeting. The by-laws may be amended by a two-thirds vote of the members present at any regularly called meeting. Such amendments may only be recommended by the Executive Board, and shall be represented in writing and read at the regular meeting one month prior to the time of voting.

ARTICLE XV – RELATIONSHIP WITH SCHOOL PRINCIPAL AND ATHLETIC DEPARTMENT

The Booster Club shall operate in full support of the school principal, athletic director, and coaches. At no time should the Boosters Club make recommendations or become directly involved in the day-to-day operation of the school athletic program. The Boosters Club serves only to support the school athletic program and has no way or direction of policy established by the school principal or athletic director.

ARTICLE XVI – THE MEDINA ATHLETIC BOOSTER KEN DUKES MEMORIAL SCHOLARSHIP FUND

PREAMBLE:

Whereas, the Medina Athletic Booster Club has the power to create a scholarship fund; Whereas, a sum of \$10,000 has been raised for this specific purpose; therefore, the Medina Athletic Booster Club creates the KEN DUKES MEMORIAL SCHOLARSHIP FUND the purpose of such fund will be to award scholarship(s) to a Medina High School student(s) who have participated in athletics and specifically authorized acceptance of other funds or donated for this purpose.

SECTION 1:

- a. Eligibility. Any student regardless of sex, race, color, creed or national origin, in his/her senior year who will be graduating from Medina High School and who has participated in one or more of the Medina High School athletic programs, shall be eligible to receive scholarship funds.
- b. Selection Committee. There is hereby created a Selection Committee of the Scholarship Fund, which shall be comprised of not more than six (6) members, all of whom shall be selected by the Athletic Director, one of which shall be from the Medina Athletic Boosters Executive Board. The Selection Committee shall meet at least annually, and by a majority vote of its membership committee, select an eligible student(s); whom they have determined would benefit by education beyond the high school level; that has participated in one or more of the Medina High School athletic programs, and who has met any other qualifications as deemed necessary by the Selection Committee. The Committee will also select an investment advisor with the right to change him/her as necessary.
- c. Amount Awarded. The total amount of financial assistance to be awarded by the Scholarship Fund to such selected student(s) shall be determined by the Selection Committee the last week of March and approved by the Medina Athletic Booster Club. This amount shall not exceed the balance of income limited to such part of all of the tuition and other fees regularly charged, but not to exceed them, at the educational institution attended by the scholarship recipient(s).

SECTION 2:

- a. Selection Committee By-Laws. The Selection Committee may from time to time, change or adopt new standards of eligibility for scholarships and the selection of scholarship recipients consistent with the purpose here in expressed. Scholarship recipients shall be enrolled in and attend, as a fulltime student, an education at a level above the twelfth grade, maintains a regular faculty and curriculum, normally has a regular organized body of pupils or students in attendance at the place where its educational activities are regularly carried on, and is accredited by a nationally recognized agency or association.
- b. Change of Circumstances. If, after its creation, there should be such change of circumstances that it becomes impossible to hold and administer the Scholarship

Fund herein created, as determined by The Medina Athletic Booster Club and the Selection Committee, or by one of them because of non-existence of the other, then they or the remaining one shall distribute the scholarship fund as then constituted to the Medina Athletic Booster Club, or if such organization should not then be in existence, for educational purposes to such other nonprofit charitable organizational as they shall jointly determine, or the remaining one may determine, giving preference to an organization or organizations devoted to educational and athletic purposes.

- c. Maintenance of Fund. The Scholarship Fund shall be maintained in an account segregated from all other Boosters Club accounts and identified as to Principal Balance and Income Balance. The proceeds of the Fund shall be held secure by an Investment Advisor who shall be appointed annually by the Scholarship Fund Selection Committee.
- d. Investment Advisor. It shall be the duty of the Investment Advisor to exercise reasonable business knowledge and skill in the management of the Scholarship Fund and the investment of its proceeds. The Investment Advisor shall keep accurate records showing all receipts, disbursements and other transactions involving the Scholarship Fund together with the Fund property and all evidence thereof. These records shall be available for inspection to any serving members of the Selection Committee and/or Medina Athletic Boosters Club, or to any such person they may designate. The Investment Advisor shall pay the scholarship funds from income to the educational institutions for the benefit of the scholarship recipient(s) at such time and in the amounts determined by the Selection Committee within the dollar limitations Section I, c., as directed and appropriated by such Committee, and shall have no duty to see to the use of the funds so paid and the receipt of the educational institution of such funds for the tuition and/or fees of the selected scholarship recipient(s) shall be conclusively deemed to be in compliance with the provisions hereof.

(Article XVI – approved and accepted on July 12, 1984

Revision approved and effective March 9, 2010.

PRESIDENT _____

Date _____

VICE PRESIDENT _____

Date _____

SECRETARY _____

Date _____

TREASURER _____

Date _____

MEMBERSHIP CHAIRMAN _____

Date _____

Medina High School Athletic Director

Date _____

APPENDIX A - ATHLETIC DEPARTMENT FINANCIAL OBLIGATION REQUEST FORM

Medina High School Athletic Boosters

Request for Equipment/Funds

Name _____ Activity _____ Date _____

Description of Items:

Quantity	Description	*Price Per Unit	Total Price

**Provide 2 Estimates* *Total \$* _____

Rationale: _____

_____ *Coach Advisor* *Date* _____

ATHLETIC DIRECTOR

Athletic Department Purchase (Partial Purchase) Yes ____ No ____

Reason/Amount: _____

 _____ *Athletic Director* *Date* _____

ATHLETIC BOOSTERS

Funding: Granted ____ Denied ____ Amount \$ _____

Reason: _____

 _____ *President* *Date* _____
 _____ *Vice-President* *Date* _____