

BYLAWS OF THE FIRELANDS ATHLETIC BOOSTER CLUB

These bylaws are presented for the use of the Firelands Booster Club. The bylaws of the Firelands Booster Club determine its structure and provide the specific regulations by which its affairs are governed.

The articles included in these bylaws give rulings on the following points:

- I. Name of organization
- II. Objectives
- III. Policies
- IV. Indemnification
- V. Membership & Dues
- VI. Offices and their elections
- VII. Duties of the Officers
- VIII. Meetings
- IX. Executive Committee
- X. Amendments
- XI. Rules of order
- XII. Dissolution

Article I. Name of Organization

The office name of this association, as per current filings with the Ohio Secretary of State, is the Firelands Booster Club, hereinafter referred to as FBC. It is also known as the Firelands Athletic Booster Club. It is also referred to in these bylaws as the or this "Association."

Article II. Objectives

- Section I. To support sanctioned athletic activities for Firelands Middle School and Firelands High School, as needed, per review.

Article III. Policies

- Section 1. This Association shall be noncommercial, nonsectarian, and nonpartisan. No commercial enterprise and no candidate shall be endorsed by it.

Neither

the name of the Association nor the names of its officers in their official capacities shall be used in any connection with a commercial concern or

with

partisan interests thereof for any purpose other than work of the

Association.

- Section 2. This Association shall not seek to direct the administrative activities of the school or to control any of its policies.

Section 3. This Association may cooperate with other organizations and agencies, which are interested in the Firelands Schools activities, provided they make no commitments which bind their member groups.

Section 4. All fundraising projects shall be coordinated through the Athletic Director and include event start and end dates to avoid conflict with in-school projects. (adopted on July 24, 2017)

All fundraising projects shall be placed on district-wide calendar (if available) in coordination with the Firelands superintendent to avoid conflicts with other school fundraising projects.

All money collected through a fundraiser are due to the treasurer one week upon the conclusion of the event. (adopted on July 24, 2017)

1. All deposits must be accompanied by a deposit form which has been verified, signed and dated by two people who have verified both the money and deposit form is accurate.

Section 5. All financial expenditures must have prior approval at a regular membership meeting. Funding requests must be provided at least two weeks in advance to payment/registration due dates. (adopted on July 24, 2017)

1. All requests for financial expenditure must be made in advance of purchase and require specific dollar amounts and submitted for approval by using a standardized form, along with an accompanying purchase order, estimate or invoice.

2. All funding requests are to be presented to the Athletic Director for approval with an official copy provided to the Athletic Booster board members for validation and approval.

3. Requests must include addresses for payment remittance, event registration deadlines (whenever applicable), number of athletes participating (when applicable), signature of Athletic Director and two Athletic Booster board members.

4. Requests are due to the Athletic Boosters Treasurer (2) weeks prior to payment due dates for bookkeeping and auditing purposes.

5. The President shall take a vote for approval or denial either at a regular membership meeting or a special meeting of the Executive Board.

6. All purchases for athletic teams must be made through a booster approved vendor.

7. Invoices requiring reimbursement must be submitted no later than (2) weeks after the approved request. Reimbursement requests presented beyond (2) weeks of approval is the responsibility of the requesting party.

Section 6. Sex Discrimination

(previously
adopted on August 5, 1976)
Per title 9 as applies to FBC, no sex bias will be permitted.

Section 7. Insurance

each year
Schools
parent groups.
It will be the responsibility of FBC to obtain liability insurance
(previously adopted on December 6, 1976) if Firelands Local
discontinues carrying an umbrella insurance policy for school
(February 2007) *

Section 8. Statement of Continued Existence

continued existence
(previously
adopted on June 6, 1977)
It will be the responsibility of FBC to file statements of
with the Ohio Secretary of State when the same become due

Section 9. Conflict of Interest

written policy
FBC shall adopt and shall keep in force and effect a separated
to avoid and to address real or potential conflicts of interest.

*Article IV. Indemnification

Article V. Membership & Dues

District who
organized may
membership.

Section 1. Any person or persons who are within the Firelands School
are interested in the objects for which this Association is
be a member. Dues may be established and charged for

voting privileges
scholarship

Section 2. Any person becoming a dues paying member shall obtain
after their second meeting of attendance and be eligible for
consideration upon completion of scholarship requirements.

Article VI. Officers and their Election

President,
officers

Section 1. The officers of this Association shall be a President, Vice
Secretary, Treasurer and Team Firelands Coordinator. These
Shall be elected at the April meeting.

by the

Section 2. A vacancy occurring in an office shall be filled by appointment
Executive Committee at the next regular Executive meeting.

Article VII. Duties of Officers

and of the
committees
duties

Section 1. The President shall preside at all meetings of the Association
Executive Committee; shall be a member ex officio of all
except the Nominating Committee, and shall perform all other
usually pertaining to the office.

shall perform the

Section 2. The Vice President shall act as an aid to the President and
duties of the President in the absence of that officer.

Association
duties as may

Section 3. The Secretary shall keep a correct record of all meetings of the
and of the Executive Committee and shall perform other

be delegated.

Section 4. The Treasurer shall receive all money of the Association; shall keep an accurate record of receipts and expenditures; and shall pay out local funds only as authorized by the Association. The Treasurer shall also pay bills as they fall due; without a motion at the regular meeting; provided the project has been approved by the Association. The Treasurer shall present a statement of account at every meeting of the Association and at other times when requested by the Executive Committee, and shall make a full report at the annual meeting.

The Treasurer's accounts shall be audited annually by an Auditor or an Auditor Committee appointed by the Executive Committee.

Section 5. The Team Firelands Coordinator shall receive all money of the athletic Teams/groups that coordinate fundraising through the Association; shall keep accurate record of receipts and expenditures; pay out local funds as authorized by the coach or designated team/group representative. The Team Firelands Coordinator shall provide a statement of account at every meeting of the Association and at other times when requested by the Executive Committee and shall make a full report at the annual meeting.

The Team Firelands accounts shall be audited annually by an Auditor or an Auditor Committee appointed by the Executive Committee.

Article VIII. Meetings

Monday
That date
the Executive
change of date for
Executive
meeting
annual
the
meeting

Section 1. A regular meeting of this Association shall be held on the third of every month at 7pm, with the exception of holiday dates. will be announced at the previous meeting and approved by the Committee, seven (7) days notice shall be given of the a regular meeting. Special meetings may be called by the Committee, five (5) days notice having been given. An annual Shall be held each April at the regular meeting time. At the meeting, reports shall be received, officers shall be nominated for upcoming year (June 1 – May 31) and voted upon at the April and these bylaws shall be read.

an

Section 2. Five (5) members shall constitute a quorum, one of whom must be officer (amended from ten (10) on April 10, 1967)

of the

Section 3. Business Meeting – the business transacted at a regular meeting Association shall follow the order here given:

1. Call to order
2. Roll call of officers
3. Reading and approval of minutes
4. Statement of Treasurer
5. Reading of communication
6. Reports and their disposal
 - a. Executive Committee
 - b. Standing Committee
 - c. Special Committee
7. Unfinished business
8. New business
9. Announcements
10. Adjournment

Article IX. Executive Committee

Section 1. The Executive Committee shall consist of offices of the Association and members of the Executive Committee shall serve until their successors are elected or appointed.

Section 2. The duties of the Executive Committee shall be:

1. To transact necessary business in the intervals between the Association meeting and such other business as may be referred to it by the Association.
2. To approve the plans of work of the Standing Committee.
3. To present a report at the regular meetings of the Association.
4. To appoint an auditor or an Auditing Committee to audit the Treasurer's accounts annually.

Section 3. Regular meetings of the Executive Committee shall be held monthly prior to each regular meeting. A majority shall constitute a quorum. Special meetings of the Executive Committee may be called by the President or by a majority of the members of the Committee.

Article X. Amendments

These bylaws may be amended at any regular meeting of the Association by a two-thirds vote of the members present and voting, provided notice of the proposed amendment has been read at the previous meeting.

Article XI. Rules of Order

The rules contained in the "Roberts Rules of Order Revised" shall govern this Association in all cases in which they are applicable and in which they are not inconsistent with these bylaws.

Article XII. Dissolution

Should there come to pass a time when FBC no longer exists, or no members are willing to continue with the services offered, FBC shall be dissolved, and any remaining funds shall be given to the Firelands High School, or if Ohio or Federal laws do not permit any such gift, then to any organization(s) organized and operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501©(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Code, as the Board of Directors shall determine.

Revised June 19, 2023
PRACTICES

These practices remain at the Executive Committee's discretion at all times.

The practices of the Firelands Athletic Booster Club are just guidelines to follow when deciding on the requests forwarded to the Executive Committee. It neither eliminates nor approves any request submitted automatically.

Scholarships

- Provide up to (4) \$500 scholarships for each outstanding senior athlete. They must meet the requirements to be considered for these scholarships.
- May provide additional scholarships to senior athletes, male or female, not to exceed a combined total of \$1000, at the board's discretion.
- Provide (2) \$100 scholarships (\$100 fall season and \$100 winter season) in conjunction with the Latteman Scholarship established in 2006. Recipient of this scholarship is at the discretion of the Athletic Booster Club board.

Banquets

- Will provide each high school athletic team up to \$7 per player, coaches, and one guest, to aide with banquet costs. Money will be deposited into the teams respective Team Firelands account upon properly submitted request.
 - o This money may be used towards covering the costs of paper products, catering or other event needs affiliated with the banquet.

Coaches

- Firelands Athletic Boosters will not fulfill requests to cover clothing allowances for coaching staff.
- Will provide opportunity of (1) coaching clinic per coach, per sporting season, each year. Cost to be pre-determined by boosters.
- Will cover the cost of overnight hotel/stay clinic or competition pending board approval.
- Overnight stay must be over 75 miles away or (2) consecutive days of competition.
- Room requirements for coaches or team travel:
 - o 4 student athletes per room
 - o 2 coaches per room
- Requests and reservations need to be submitted to boosters 30 days in advance, when possible.

All-Star Athletes & Teams

- Assist in providing accommodations for (1) night if the athletes must travel for their sporting event.
- Overnight stay must be over 75 miles away or (2) consecutive days of competition.
- FABC will provide (1) t-shirt for each high school athlete and coach who wins an LC8 Varsity championship, based on a coach approved roster. T-shirt will be provided by booster approved vendor.
- Provide meal assistance for athletes and coaches needing to travel to state or regional competitions.

Miscellaneous

- Provide spirit baskets for school groups or donations towards school group fundraisers at the discretion of the executive committee.
- Work to improve the overall sports experience for all athletes and fans through partnership with the Athletic Director, parent volunteers and coaching staff.

Team Firelands

- Funding must be available in Team Firelands accounts prior to the purchase and approval of the board.

Revised June 19, 2023