

# BUCKEYE ATHLETIC BOOSTER CLUB

## BY-LAWS (*Revised June 2020*)

### Mission

The Buckeye Athletic Booster Club is a non-profit 501-C3 organization and will promote and broaden the involvement of students, their families and the school in sanctioned interscholastic athletic programs.

### Purpose

The Buckeye Athletic Booster Club will:

1. Encourage students to become involved in the Buckeye High School Athletic Program.
2. Promote a high standard of integrity and sportsmanship.
3. Promote and encourage attendance at the games by the parents, friends, the student body, and by the community as a whole.
4. Work closely with and support the coaches, the Athletic Director, and the school administration in their efforts to develop and maintain a quality interscholastic athletic program.
5. Not interfere with the daily operations and decisions of the Buckeye Athletic Department, not negatively discuss coaches at Booster meetings.
6. Serve only to support the school athletic program and not dictate policy.
7. Help control expenses of the Buckeye Athletic Department by providing volunteer services at athletic events.
8. Conduct fund-raising programs to help subsidize the expenses of the Athletic Department.

### Structure and Duties:

A. The Buckeye Athletic Booster's Executive Board shall consist of the following:

1. President
  - a. Shall prepare meeting agenda/contact Athletic Director for agenda items
  - b. Shall Co - Chair major fundraising events
  - c. Shall preside at all meetings of the club
  - d. Shall appoint committees to handle special situations at his/her discretion or upon motions duly seconded and passed by voting members present at a meeting
  - e. Shall be authorized to write checks for the Athletic Booster Club and/or the individual booster clubs in the absence/unavailability of the Athletic Booster Treasurer
2. Vice President
  - a. Shall preside at all meetings in the absence of the President
  - b. Shall Co - Chair major fundraising events
  - c.

3. Secretary:
  - a. Shall keep a record of all Athletic Booster meetings and report the minutes at each monthly meeting
  - b. Shall write thank you notes as directed by the President
  - c. Shall Co - Chair major fundraising events
  
4. Treasurer:
  - a. Shall report a current balance of the Athletic Booster Club funds and the individual parent booster club funds
  - b. Shall be responsible for maintaining the Athletic Booster Club tax exempt certificate through the Attorney General's office (typically in the fall of the year)
  - c. Shall be responsible for filing tax reports through a CPA firm
  - d. Shall be responsible for paying bills at the direction of the President of the Athletic Boosters upon motions duly seconded and passed.
  - e. Shall be responsible for paying bills at the direction of the President or Treasurer of the individual parent booster clubs.
  - f. For Check Values \$3500 and greater, Dual Signatures on Checks are required. Primary Signers are Treasurer and Booster President.
  - g. Distribute copy of bank statements with monthly P&L report.
  - h. Shall attend all Athletic Booster fundraisers, determine the start up money, oversee all events requiring money during the fundraiser, act as cashier during the event, and prepare monies for deposit. All deposits will be dual counted by the treasurer and a second member of the executive board, or second person authorized by the Booster President for the event. There will be physical documentation of the amount of deposit to be made with dual signatures prior to the money leaving fundraiser location.
  
5. Athletic Director:
  - a. Shall act as a liaison between the Athletic Boosters, coaches, and School Administration.
  - b. Shall present to the Athletic Boosters the Coaches' Wish Lists for the upcoming school year typically in June
  - c. Shall bring purchases needed by head coaches (Not necessarily on a Coach's Wish List) to the Athletic Booster Club meetings as the need may occur

B. Election and Term of Office (Main Boosters):

- a. All terms of office shall be two years, with exception of the athletic director.
- b. Election for main officer will be alternate years: President/Secretary Vice President/Treasurer
- b. All officers whose term of office has expired shall be elected by a majority of those members present and voting at the June meeting of each year.
- c. Term of office will begin in July and end after two years of duty in June for all officers.

## **Parent Groups:**

- A. Each interscholastic team at Buckeye High School is entitled to have a Parent Group to promote and add additional funds for their particular sport.
- B. Each Parent Group will elect their own officers. Elections – will be a term of one year and will be sport specific due to their season. Each sport will have 60 days following the end of season to have elections.
- C. The main boosters by-laws are to be followed, you may create guidelines for your specific sport.
- C. Each Parent Group may have use of the Buckeye Athletic Booster ID Number and will be covered under the Insurance Policy carried by the Buckeye Board for Non-Profit organizations.
- D. Each Parent Group will appoint a representative to attend the monthly Athletic Booster meetings who will act as a liaison to the Parent Group and the Athletic Boosters.
- E. The Parent Group may:
  - a. Engage in fundraising activity on school grounds and use the school facilities
  - b. Obtain financial assistance from the Athletic Boosters for their sport through the Coaches' Wish List process or through the recommendations of the Athletic Director
- F. The Parent Group will be asked to provide assistance to the Athletic Boosters during major fundraisers and projects where the entire athletic program will benefit.
  - a. Each Parent Group will be responsible for selling tickets (amount set by the Athletic Boosters during their regular monthly meetings) to the joint Night at the Races/Reverse Raffle held each calendar year.
  - b. Each Parent Group will be responsible for helping with the Night at the Races/Reverse Raffle on the night it is held. Each parent group will sign up during the regular Athletic Booster meeting when the format for the evening has been presented by the Night at the Races/Reverse Raffle Committee.
  - c. Each parent Group will appoint a representative from their group to be a member of the Golf Outing Committee (May event) to make follow up phone calls seeking sponsors for the event.
- G. A representative from each Parent Group will provide a 3 month notice of any upcoming events for the year. Smaller fund raisers must be brought up 1 month prior to fundraiser. This is to eliminate all overlaps in the type of events the Parent Groups are planning and the dates they are being held.
- H. Each Parent Group will be responsible for their individual financial record keeping (See Document Retention and Destruction Policies). At the end of the season when Parent Group officers change, it is the responsibility of the existing officers (President - Vice President - Secretary - Treasurer) to assure that the Parent Club's records are up to date and handed on to the new governing board.

## **General Guidelines**

- A. The Athletic Booster Club will meet the third Monday of each month.
- B. The Athletic Booster Club meetings are to:
  - a. Keep members informed about Booster activities
  - b. Vote on budget, expenditures and related motions
  - c. Discuss new ideas which were submitted to the President in writing/email two weeks prior to the regular monthly meeting.
  - d. **Receive** updates from Parent Groups
  - e. Maintain an open channel of communications with Boosters, Parent Groups, the Athletic Department and School Administration.
- B. The Athletic Booster Club is responsible for the maintenance and oversight of previous donations specifically earmarked for the following:**
  - a. A New Football Stadium - \$70,000.00 & \$30,000.00 (bank dividends of interest on this donation will go back to the main account)**
- C. The Membership present at any meeting shall constitute a quorum. Business can be transacted by majority vote.
- D. At these meetings, questions may be asked of the Athletic Director about the general policy of the department. At these meetings the following topics are **off limits:**
  - a. Individual Coaches
  - b. Disagreement with a coach about playing time, strategy, and the like
  - c. Disagreement with the Athletic Director/Athletic Department concerning policies, decisions made concerning an individual sport, or any other matter considered personal in nature
    - \* Personal issues need to be addressed with the individual coach, the coach and the Athletic Director, or with the Athletic Director
- E. It is important that each Parent Group's representative attend all Booster meetings.
  - a. To be a voting member of the Buckeye Athletic Booster Club **a group representative must attend a minimum of six meetings per year.**

## **Guidelines for Athletic Booster Treasurer Instated Summer 2012**

### **Reimbursement of Athletic Booster Officers/Signers on the Account at PNC:**

A signer on the account cannot reimburse himself/herself for a purchase made for the boosters. Another member on the PNC account will sign the check agreeing that reimbursement is warranted. A copy of the receipt for reimbursement will be filed with the treasurer of the Athletic Boosters and a copy of that receipt with the member signing the check. An email stating that reimbursement is needed will be sent and the email retained by the Athletic Booster Treasurer.

### **Withdrawal of Athletic Booster Funds:**

Withdrawal of money from the Athletic Booster Account (typically for start up cash for a fundraising event) will be done by the Athletic Booster Treasurer after emailing all signers on the account that the money is being withdrawn, the amount being withdrawn, and for what purpose.

### **Depositing Money into the Athletic Booster Account:**

During/after a fundraising event the Athletic Booster Treasurer will count the money and make deposit tickets for the amounts brought in during the event. The money will be counted with another Athletic Booster member present; that person will sign a tally sheet of the amounts brought in to verify they were present to see it counted

### **Disbursing Money during a Fundraising Event:**

Any Athletic Booster member handling money during a fundraising event will verify their start up money with the Athletic Booster Treasurer before beginning his/her sales. When turning in one's apron or money box, the club member will remain with the treasurer to count the money brought in by the sale and verify that the start up money has been returned.

### **Bank Reconciliation/Check Writing:**

These procedures will be followed to oversee the position of Athletic Booster Treasurer:

1. A person appointed by the Athletic Booster President will access the booster's online account at PNC bank on a regular basis (monthly) and examine the transactions that have been taking place (withdrawals, checks written). This will be done randomly without notifying the Athletic Booster Treasurer.
2. Once this review of the online banking has been is done, the person accessing the account will email the treasurer letting him/her know it was done. Any questionable transactions will be discussed at this time.

## **Guidelines for Parent Group Treasurers:**

### **Monthly Transactions/Deposits Made/Checks Requested:**

Each month prior to the monthly Athletic Booster meeting, each Treasurer of a Parent Group will email the Athletic Booster Treasurer a copy of their club's ledger showing the deposits made that month and the checks that were requested to be written. This document may also be brought to the Athletic Booster meeting and be handed to the treasurer.

\*It is the responsibility of the Athletic Booster Treasurer to hold the parent groups accountable to this procedure. If a club is not verifying their clubs transactions each month, the Athletic Booster President needs to be notified.

### **Requests for reimbursement to a Parent Group Officer or Club Member:**

Checks that are requested to be written to a person rather than a business/vendor will need additional documentation. **Receipts need to be turned in with 90 days for reimbursement.** An email request must be made to the Athletic Booster Treasurer with an itemized receipt verifying that the purchase was made by the officer/parent. A receipt of the transaction and the request for reimbursement must also be kept with the Parent Group Treasurer.

If an officer of a Parent Group needs to be reimbursed, the request needs to come from an officer not receiving the reimbursement. For example, if the Parent Group Treasurer needs to be reimbursed, the President of that Parent

Group needs to authorize the reimbursement. If the President of the Parent Group needs reimbursement, the Treasurer of the Parent Group needs to authorize the request to reimburse. Documentation to reimburse needs to be sent to the Athletic Booster Treasurer and documentation needs also to be kept by the Parent Group. In regards to check and re-imbursement requests from Club Treasurers, both President and Vice President of each club will need to be copied on all email requests to Main Boosters Treasurer and responses from Main Boosters Treasurer.

## **Finance:**

- A. The Parent Groups will not be allowed to go into a negative balance.
- B. The President is empowered to spend up to \$300.00 for the good of the club at his/her own discretion.
- C. In the event that an emergency purchase (recommended by the Athletic Director) needs to be made that would benefit the athletes or the athletic program, the purchase will be made if the Executive Board is in agreement that it is necessary to go ahead with the purchase.
- D. The general membership will stipulate the purpose for which Club Funds are to be used (wish list, large ticket items)
- E. An audit at the end of the treasurer's term will be done by an outside source.
- F. No monies are to be expended by the club for anything that does not go directly or indirectly toward the Buckeye Athletic program.
- G. Each Parent Group will be given deposit slips for deposit. The original goes to the bank with the deposit; one copy goes to the Athletic Booster Club Treasurer so credit can be given for the deposit, and one copy goes to the Parent Club Treasurer for their club's records.
- H. Each Parent Group can obtain a check from the President of the Athletic Boosters if the Treasurer of Athletic Boosters is not available. These requests can be made only by the President and the Treasurer of the Parent Booster group.
- I. A member of the Athletic Boosters who is not on the Executive Board (President, Vice President, Secretary, Treasurer) may be permitted to be a signer on the Athletic Booster checking account, if approved by a motion made at a regular Athletic Booster meeting or by the approval of the governing body.
- J. Each time a fundraiser is held (Both Athletic Booster Fundraiser or Parent Group Fundraiser). Prior to the money leaving the event, a tally sheet for the deposit will be signed by two booster members and kept with the closing statement for the event.

## **Purchases:**

- A. The following are the guidelines to be used by the coaches to request purchases by the Athletic Booster Club.
  - a. The Athletic Director will provide the head coach with a form ("Wish List") at the end of their season to request purchases from the Athletic Boosters for the upcoming year

- b. The coaches must submit their request to the Athletic Director for the Booster Club by June 1<sup>st</sup> for the upcoming year. The particular need and approximate cost must be stated.
  - c. The Athletic Director will prioritize these requests and present them at the June Booster Club meeting.
  - d. If a circumstance should arise that a coach determines that a purchase needs to be made that is not on his/her Wish List, the request should be taken to the Athletic Director to determine if funds are available. If funds are not available in the Athletic Director's budget then the request will be taken to the Athletic Boosters by the Athletic Director.
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- B. Request for purchase by a voting member (non-coach) must be requested, in writing with cost, at one meeting and voted upon at the next meeting. In the case of an emergency to be determined by the voting members, the voting members could waive this rule.
  - C. Parent Groups are reminded that in cases where a large item will be purchased, the group should check with the Athletic Director to determine the ability of the school to store it and the possibility of it being a liability issue
  - D. Any item purchased by the Booster Club or Parent Group becomes the property of the Buckeye Athletic Department, except those deemed as gifts.

**Policies in Place** (available upon request):

- A. Conflict of Interest Policy - To be signed by the Athletic Booster President
- B. Process for Determining Compensation for Non-Profit Organizations
- C. Document Retention & Destruction Policies - To be made available to the Athletic Booster Treasurer & all Parent Group Treasurers