[**BEE ATHLETIC BOOSTERS**](http://beesboosters.org/wp-content/uploads/2013/10/BABBylaws-2010.pdf)

**Bylaw**s

**Adopted: January 2010 (Revised 5/6/19 – FINAL)**

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**Article 1: Name**

The name of this organization is the Brecksville – Broadview Heights Athletic Boosters, hereinafter referred to as the “Bees Athletic Boosters” (BAB).

**Article 2: Purpose and Objectives**

**Section 1: Purpose**

The purpose of this organization is to encourage and support athletic activities at the Brecksville-Broadview Heights High School and Middle School.

**Section 2: Objectives**

A.  To promote the interest and enthusiasm of the community in all the athletic activities sponsored by High and Middle School.

B.  To promote better understanding on the importance of the benefits of student participation in athletics.

C.  To endeavor to increase the attendance and support of all athletic activities and to encourage the highest standards of sportsmanship.

D.  To cooperate with the faculty and school authorities in attempting to provide each and every student participating in the athletic program with any or all necessary equipment.

E.   To assist financially for the improvement of the school athletic program.

F.   To assist in honoring all of the Senior High and Middle School athletic teams and/or individuals.

G.  To promote any projects or programs developed by the Officers, Executive Board and the membership of this organization, with approval and support of the school authorities when necessary.

**Article 3: Membership**

**Section 1: Eligibility**

Membership in the Bee Athletic Boosters is open to any individual, 18 or older.

**Section 2: Year**

The membership year is from August 1 through July 31 of the following year.

**Section 3: Membership Fees**

Bees Athletic Boosters has different membership options. The annual fees amount for the following year shall be recommended by the Executive Board, and confirmed by a majority vote of the general membership at the May meeting.

**Article 4: Organization**

**Section 1: General**

The Bees Athletic Boosters include Officers, an Executive Board, Committees, and General Membership.

**Section 2: Officers**

The officers are President, First Vice-President, Second Vice-President, Secretary, Treasurer, Membership, Concessions and Team Representative Lead.

**Section 3: Executive Board**

The Executive Board consists of the officers and selected/certain committee chairpersons (Membership Team Representative Lead and Concessions). The Athletic Directors of the High School and Middle Schools will be ex-officio members of the executive board.

**Section 4: Committees**

Annual Golf Outing

Open to future fundraiser endeavors

**Section 5: Liaisons**

The High School and Middle School Principals and Athletic Directors act as liaisons between the Bees Athletic Boosters and the Board of Education.

**Article 5: Meetings**

**Section 1: General Meetings**

A.  Regular business meetings of the general membership are held the first non-holiday Monday of each month from August through June, except December and February (or as needed).

B.  Notice of General Membership Meetings shall be published in the Brecksville-Broadview Heights City School District’s and Booster’s website as well as through social media.

**Section 2: Special Meetings**

Special meetings may be called by the President. Members shall be given three days written notice of the date, time, place and purpose of the meeting. No other business than that specified shall be considered at this special meeting.

**Section 3: Executive Board Meetings**

Executive Board meetings may be held as determined by the President.

**Section 4: Committee Meetings**

Committee meetings may be held as determined by the Committee Chairperson.

**Section 5: Order of Business**

Order of all business meetings shall be substantially as follows:

A.  Call to Order

B.  Secretary’s Report

C.  Treasurer’s Report

D.  Membership Report

E.   Team Rep Reports

F.   Athletic Department Report

G.  Allocation Requests

H.  Projects

I.    New Business

J.   Adjournment

**Section 6: Voting**

A.  To become eligible for General Membership voting privileges, a person must be a member and have attended at least two (2) meetings in the previous 6 meetings, excluding the current meeting.

B.  All Executive Board members and Committee Chairpersons are granted the immediate right to vote upon being elected and/or being appointed.

C.  Members must be present at the meeting to be eligible to vote.

D.  Ex officio members are considered to not have voting rights under Section 6B above.

**Section 7: Robert’s Rules of Order**

Robert’s Rule of Order, the latest edition, shall be recognized as the authority governing the meeting of the Boosters, its Executive Board, and its committees.

**Article 6: Quorums**

At general membership and special meetings, a quorum consists of 5 members. At Executive Board meetings, a quorum consists of fifty percent (50%) of the Board members. With the exception of changing the bylaws, as described in Article 12, for both general membership and Executive Board meetings a simple majority of those present is required for approval of all actions requiring a vote.

**Article 7: Duties of Officers**

**Section 1: President**

The President’s duties are to:

A.  Preside at meetings of the general membership and the Executive Board.

B.  Be an ex officio member of all committees.

C.  Provide general supervision, direction, and control of the business of the Bee Athletic Boosters.

D.  Coordinate the work of the officers and committees.

E.   Represent, or appoint a representative for the Bees Athletic Boosters in meetings and discussions with school and city officials.

F.   Pay expenditures approved by the general membership or Executive Board, in the absence of the Treasurer.

G.  Report  any  activity  of  the  Executive  Board  during  the  previous  month,  at

each general membership meeting.

H.  Prepare an agenda for each meeting.

I.    The President shall have the final vote only in case of a tie.

J.   Subject  to  approval  of  the  Executive  Board,  the  President  can  establish,  at

his/her discretion any Committee that he/she deems necessary to conduct business for the Boosters.

K.   The President shall have sole authority to sign any and all contracts on behalf of the Boosters.

L.   The President shall fill by appointment, subject to approval by the Executive Board, any vacancies that occur during his/her tenure in office.

**Section 2: First Vice-President**

The First Vice-President’s duties are to:

A.  Perform the duties of the President in his/her absence.

B.  Assist the President in the performance of his/her duties.

C.  Oversee the activities of the Nominating Committee and Scholarship program, as defined in Article 4, Section 4.

D. Appoint chairpersons Golf Outing and other ‘newly formed’ Committees, as defined in Article 4, Section 4.

E. Attend and present at all Meet-the-Bees PSO and school related events that request BAB representation.

**Section 3: Second Vice-President**

The Second Vice-President’s duties are to:

A.  Perform the duties of the President in the absence of both the President and First Vice-President.

B.  Assist the President in the performance of his/her duties.

C.  Coordinate fund-raising activities conducted by the Bee Athletic Boosters and by individual teams to avoid conflicts.

D. Communications expert – PR & BAB website administrator

**Section 4: Secretary**

The Secretary’s duties are to:

A.  Keep an accurate record of the proceedings of all meetings of the general membership and the

Executive Board.

B.  Prepare and disseminate preliminary copies of meeting minutes to the President, and to other officers, committee chairpersons, and individuals, as appropriate.

C.  Present the minutes of the previous meeting at the current meeting for approval.

D.  Act as custodian of records of Athletic Booster activities, including minutes of previous meetings.

E.  Perform other administrative actions, as assigned by the President.

**Section 5: Treasurer**

The Treasurer’s duties are to:

A.  Keep accurate records of all income and expenditures to and from the General Fund and any Special Funds.

B.  Collect all Bees Athletic Booster income and deposit it in the appropriate accounts. C.  Pay all expenditures approved by the general membership or Executive Board.

D.  Prepare and present a current financial report of the Bees Athletic Boosters at each regular business meeting of the general membership.

E.   Prepare an annual financial report after fiscal year end including an itemized list of all income and expenditures for the previous year. This report shall be disseminated to the officers immediately, and presented to the general membership at the following September business meeting.

F.   File forms with organizations of the federal, state, and local governments, as required by law.

G.  Perform other finance-related actions, including implementing and maintaining on-line payment process, & credit card processing at concessions, and/or any duties as assigned by the President,

H.  Take the necessary steps to maintain Bees Athletic Boosters 501 (C) (3) Status.

I.    Maintain banking relationships and accounts in good status.

J. Present any expenses over $2499.00 to general meeting membership for vote/approval.

**Article 8: Executive Board**

**Section 1: Executive Board**

The Executive Board will consist of the President, First Vice-President, Second Vice-President, Secretary, Treasurer, Concessions Chairperson, Membership Chairperson, and Team Representative Chairperson.

**Section 2: Executive Board Duties**

The duties of the Executive Board are to:

A.  Transact any required business of the Bee Athletic Boosters that may arise between meetings of the general membership.

B.  Establish/dissolve committees, as required.

C.  Coordinate fund-raising activities conducted by the Bees Athletic Boosters and by individual teams to avoid conflicts.

D.  Establish an audit/financial committee that will review the financial records on an annual basis.

**Article 9: Duties of the Committees**

 A.  **Membership**

The Membership Committee is responsible for processing membership applications, conducting membership campaigns, and maintaining a current membership list including contact information. The chairperson will report the current membership status at each monthly business meeting of the general membership.

B.   **Communications**

The 2nd VP is responsible for publicizing the Bees Athletic Booster organization and its activities through the print and electronic media along with recognizing the accomplishments of our student athletes.

C.  **Team Representatives**

Team Representatives act as the communication link between the Bees Athletic Booster and the team members, coaches, and parents. Specific responsibilities include:

1.   Provide chairperson with a report monthly on the team’s activities, accomplishments, etc.

2.   Distribute information from the Athletic Boosters to team members, coaches, and parents.

3.   Recruit new Athletic Booster members from the team parents.

4.   Recruit volunteers from team parents when needed for a specific activity involving the team.

D.  **Golf Outing**

The Golf Outing Committee is responsible for organizing and running the annual Golf Outing. Specific duties include acquiring donations for prizes, reserving the golf course, arranging for the catering and entertainment, and ticket sales.

E.   **Concessions**

The Concessions Committee is responsible for Bees Athletic Booster participation in running the concession stand(s) at home athletic events. Specific duties include obtaining volunteers to staff the concession stand(s), ordering all products to be offered for sale along with required supply items, maintaining control over cash boxes, and coordinating the disbursement of profits among the appropriate teams.

Ensures that all income is double-counted and a sign-off sheet is obtained for all cash received for each event; the 2 individuals who double-count the money must be someone other than the person making the deposit.

F.   **Scholarship**

Prepare and distribute applications, review applications to ensure each applicant meets the qualifications, and recommend the male and female student athlete for this award.

G.  **Nominating**

Prepare a slate of nominees for the following year’s officers and present at the April meeting. Ensure that each nominee meets the eligibility requirements under Article 10, Section 5.

**Article 10: Election of Officers**

**Section 1: Nominating Committee**

In March, a Nominating Committee will be established consisting of at least three members, with at least one member being a non-officer. This committee will prepare a slate of nominees for the following year’s officers, and present it at the April business meeting of the general membership. Nominations from the floor will also be accepted at the April meeting provided they receive a second. No person will be nominated without first agreeing to serve if elected.

**Section 2: Election Meeting**

The election of officers for the following year will take place at the May business meeting of the general membership.

**Section 3: Term of Office**

Officers will serve a one-year term, starting August 1, and may succeed themselves. No person may hold more than one elected office at the same time.

**Section 4:  Removal and Replacement**

The president has the discretion to replace an officer or committee chairperson who has resigned from the Executive Board midterm.

**Section 5:  Eligibility for Office**

All nominees for President, First Vice President, Second Vice President, Secretary, and Treasurer shall be a member in good standing. Any person holding or elected to a political office may not hold an office at the same time in this organization.

**Article 11: Financial Procedures**

**Section 1: Fiscal Year**

The fiscal year of the Bees Athletic Boosters is from Aug 1 through July 31 of the following calendar year.

**Section 2: General Fund**

Membership dues, donations, and money collected from general fund-raising activities are deposited in the General Account. These funds may be used to support any activity of the High School and Middle School Athletic Departments, and for general expenses of the Bees Athletic Boosters, as authorized following the procedures of Article 11, Section 5.

**Section 3: Special Funds**

Money collected from fund-raising activities for a specific project is deposited in a Special Account for that project. These funds may only be used to support that project, and for expenses of the Bees Athletic Boosters directly related to that project, as authorized following the procedures of Article 11, Section 5. Any funds collected in excess of those required for the specific project will be transferred into the Bees Athletic Boosters General Fund.

**Section 4: Team Funds**

Money collected from fund-raising activities sponsored by a specific team will, at that team’s request, be deposited in a separate account for that team. These funds may only be used to support that team, as authorized by the team’s officials. If the team dissolves, any funds remaining in its account will be transferred to the Bees Athletic Boosters General Fund.

Teams planning separate fund-raising activities should discuss their plans with the Bees Athletic Boosters Executive Board, to avoid conflicts with fund-raising activities conducted by the Bees Athletic Boosters and by other teams.

**Section 5: Approvals**

All allocation requests in excess of $2,500 from the General Fund or Special Funds must be authorized by a majority vote of the general membership at a regular monthly business meeting provided that the request and discussion of such disbursement(s) were held at  a prior general or special meeting (see section 6 for voting). The head coach should be present when any allocation request is being made for the benefit of their team. Disbursements up to $2,500 may be authorized by a majority vote of the Executive Board at any time. Disbursements made by the Executive Board must be reported at the following business meeting of the general membership.

All allocation requests must be for use by the entire team, to be used for multiple years, preferably by multiple athletic teams/programs. Exceptions will be reviewed on a case by case basis.

Head coach or appointed representative present at allocation requests.

**Section 6: Dissolution of the Organization**

Upon dissolution of the Bee Athletic Boosters, any money remaining in the General Fund or Special Funds, after resolution of any outstanding debts, will be transferred to the Brecksville-Broadview Heights City School District, for use by the High School and Middle School Athletic Departments.

**Section 7: Non-Profit Status**

The Bee Athletic Boosters is a non-profit organization as defined by Section 501(c) (3) of the Internal Revenue Code.

**Article 12: Changing the Bylaws**

These bylaws may be amended, repealed and/or replaced with new bylaws, by the Executive Board. The amended or new bylaws must be made available for review by all members at least one month prior to the vote.

**Article 13: Restrictions and Limitations**

A.  The Bees Athletic Boosters shall not attempt to or dictate change, coerce or interfere with the policies set down by the athletic department, coaches or school administration.

B.  No part of the activities of the Bees Athletic Boosters shall be carrying on propaganda, or otherwise attempting to influence legislation, or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidates for public office.

C.  All major activities planned by the Bees Athletic Boosters shall coordinate with the Athletic Director so as to not interfere with any athletic program or school event.

D.  No Executive Board member or general member shall have the authority to make financial commitments for the Bee Athletic Boosters unless authorized by the President and a majority vote.

E.   The Bees Athletic Boosters is prohibited from paying the contract of a school district employee as referenced by the Ohio Ethics Commission Advisory Opinion No. 2008-01.