

**HILLIARD BRADLEY HIGH SCHOOL
ATHLETIC BOOSTER ASSOCIATION
BYLAWS**

Date Adopted: February 9, 2009

Revised: May 9, 2011

**Hilliard Bradley High School
Athletic Booster Association
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ARTICLE I: NAME

This Association is incorporated under the Laws of Ohio and shall be known as the Hilliard Bradley Athletic Boosters.

ARTICLE II: MISSION

The Association is a non-profit organization (tax exempt under section 501c3) to promote and support the athletic teams of Hilliard Bradley High School from grades nine through twelve. The Association functions independently of, but in cooperation with, the administration of the Hilliard City Schools, the athletic directors, and the coaches of Hilliard Bradley High School. The Association shall at all times comply with and function within the rules and regulations of the Ohio High School Athletic Association.

ARTICLE III: OBJECTIVES

- A. The Association shall strive to develop an active and involved membership, concerned with the total athletic program and all of its participants, regardless of sex, race, socio-economic status, or chosen sports activity.
- B. The Association shall strive to promote school spirit and sportsmanship and encourage attendance at all Bradley athletic events.
- C. The Association shall strive to encourage and support the academic endeavors of Bradley's Student-Athletes.
- D. The Association shall strive to provide supplementary financial support for all Bradley athletic activities.
- E. The Association shall strive to aid the athletic staff in organizing and staging special events and projects.
- F. The Association shall strive to aid and support the school staff in areas of sports promotion and publicity.

ARTICLE IV: MEMBERSHIP

- A. Membership is open to all persons interested in the mission of the Association at any time upon payment of annual dues. Members shall be considered in good standing only when current dues have been paid.

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- B. The membership year starts June 1 and ends May 31 of the following year. Similarly, the Association business year shall be from June 1 until May 31 of the following year. There shall be no proration of dues.
- C. Officer and Trustee dues are payable by September 1 of each year. Membership at large dues are payable upon joining the Association.
- D. Dues for the subsequent membership year shall be adopted by the membership at the May Annual Business Meeting.
- E. Graduates of Bradley High School are welcome to participate as members of the Association for the first year following graduation at no charge.
- F. Each lifetime membership will be granted a maximum of two (2) votes, regardless of how many people are named in the membership application. The remainder of the membership levels will have only one vote and needs to be renewed yearly for the upcoming school year, regardless of how many people are named in the membership application. **
 - a. Lifetime (Jaguar level): two (2) votes max
 - b. Corporate: one (1) vote max per membership
 - c. Other levels: one (1) vote max per membership

ARTICLE V: MEETINGS

- A. Meetings shall normally be held once per month at Hilliard Bradley High School at 7:00 pm on the second Monday of each month. Changes in meeting dates for the entire year shall be determined at the August meeting.
- B. Special meetings shall be called at the discretion of the President or at the request of thirty percent (30%) of the Officers and Trustees.
- C. Regular and special meetings are open to the public.
- D. Reasonable effort shall be made to publicize the date, time, and location of all meetings different than stated above.
- E. Meetings shall be conducted using Robert's Rules of Order.
- F. The Officers, Committee Chairs, and Trustees shall conduct all business of the Association, except for the following, which shall be addressed during the Annual Business Meeting:
 - 1. election Officers

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2. approval of annual budget
 3. approval of membership dues
 4. adoption of standing rules
 5. adoption of amendments to the bylaws
- G. A quorum for the conduct of all business shall consist of thirty percent (30%) of the members of the Officers and Trustees.
- H. All business shall be decided by a simple majority of Officers, Committee Chairs, and Trustees present, unless otherwise provided herein. Each Officer, Committee Chair, and Trustee shall have one vote.
- I. Elections, approvals, and adoptions shall be on a simple majority basis.
- J. Adoption of amendments to the bylaws shall be on a two-thirds basis.
- K. Members, Officers, Committee Chairs, and Trustees must be present to vote. There shall be no voting by proxy or by telephone.

ARTICLE VI: OFFICERS, COMMITTEE CHAIRS, TRUSTEES, AND THEIR ELECTION

- A. Officers
1. The following shall be Officers of the Association:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - e. Assistant-Treasurer: Concessions Fund **
 - f. Assistant-Treasurer: Sports Fund **
 2. The Nominating Committee shall identify candidates for each Officer position.
 3. Officers shall be elected at the May Annual Business Meeting.
 4. Term of office shall be one year, commencing with the June meeting following the May Annual Business Meeting. The time between the May Annual Business Meeting and the June meeting shall be used for transition, as necessary.
- B. Committee Chairs
1. Committee Chairs shall be determined for each Standing Committee.
 2. The Vice-President shall designate Committee Chairs subject to the approval of the respective committee.

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3. Term of office shall be one year commencing from the date of approval.
- C. Trustees
 1. The coach for each team shall identify a trustee.
 2. Each sport may identify up to two Trustees.
 3. The term of office shall be one or two year commencing from-June 1 for the next term session.

ARTICLE VII: DUTIES OF THE OFFICERS AND TRUSTEES

A. Duties of the President

1. The President shall be the chief executive officer and the head of the Hilliard Bradley Athletic Boosters. The office shall execute the will of the Association and enforce the bylaws and standing rules.
2. The President shall preside at all meetings of the Association.
3. The President shall determine the need for committees subject to the approval by the Officers, existing Committee Chairs, and Trustees.
4. The President shall make a summary report at the May Annual Business Meeting showing the progress and conditions of the affairs of the Association.
5. When the current President's term ends they will remain a member of the steering committee for one (1) year and retain all voting privileges in that committee **
6. The President will be an additional signer for all Booster accounts **

B. Duties of the Vice-President

1. The Vice-President shall perform the duties of the President during the absence of the president or the inability of the President to perform duties as specified in the Association and such other duties as may be required by the Officers and Board of Trustees.
2. The Vice-President shall become President pro temp upon resignation of the President and until such time as the Officers, Committee Chairs, and Trustees elect a new President.

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3. The Vice-President shall be a member ex-officio of all committees.
4. The Vice-President may only vote to break a stalemate.
5. The Vice-President shall be empowered to nominate the Chairpersons of all standing and ad hoc committees.

C. Duties of the Secretary

1. The Secretary shall attend all monthly and special meetings of the Association and keep accurate records/minutes of these meetings. The records/minutes shall remain the property of the Association.
2. The Secretary shall keep a roll of all monthly and special meetings of the Association.
3. The Secretary shall distribute the records/minutes of each monthly and special meeting.
4. The Secretary shall serve as a member ex-officio of the Membership/Nominating Committee.

D. Duties of the Treasurer

1. The Treasurer is responsible for all money belonging to the Association and keep records of all receipts and disbursement in the permanent record books, which shall be and remain property of the Association
2. The Treasurer is responsible to pay all general fund bills and render an account of all transactions.**
3. The Treasurer is responsible for preparing and maintaining accurate records of all transactions and shall present a current detailed financial report to the Officers, Committee Chairs, and Trustees at the monthly meeting.
4. The Treasurer is responsible for all required tax returns in a timely manner.
5. The Treasurer shall serve as a member ex-officio of the Finance Committee.
6. The Treasurer is responsible for preparing an annual budget to submit for approval/disapproval by the general membership during the May Annual Business Meeting.
7. Oversees the assistant treasurers.**

E. Duties of the Assistant Treasurer **

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- a. Concessions Fund**
 - i. Works with the concession committee
 - ii. Assures all money is deposited and all bills for concession are paid
 - iii. Prepares the concession fund financial statement and reports to the Treasurer
- b. Sports Fund**
 - i. Works with all sports
 - ii. Assures the sports money is deposited and all bills are paid
 - iii. Prepares the sports fund financial statement and reports to the Treasurer

F. Duties of Committee Chairs and Trustees

- 1. Represent their respective committee or sport at meeting and serve as a liaison between their committee or sport/coach and the Association.
- 2. Attend monthly and special meetings.
- 3. Trustees shall participate in at least one (1) Standing Committee.
- 4. Keep a record of all activities and information associated with their committee or sport. This record shall be passed down from year to year.

ARTICLE VIII: AUDITS

- A. An annual financial audit shall take place in July of each year, covering the previous Association's business year.
- B. The President shall appoint three willing Members in good standing to conduct the audit. The appointed Members must be independent of financial management of the Association during the audited business year.
- C. An audit report shall be submitted to the Officers, Committee Chairs, and Trustees.
- D. A financial audit may be conducted whenever requested by a majority vote the Officers, Committee Chairs, and Trustees.

ARTICLE IX: STANDING COMMITTEES

- A. The President may create standing or special committees subject to the approval of the Officers, Committee Chairs, and Trustees.

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1. Standing Committees shall be established through the mechanisms established for amending the constitution.
 2. Special Committees shall have a term of one year or less. Special committees shall be established by majority vote of the Officers, Committee Chairs, and Trustees.
- B. The following are Standing Committees and their basic duties:
1. Steering Committee
 - a. The committee shall be comprised of the President, Vice President, Secretary, Treasurer, and Committee Chairs.
 - b. The committee advises the President on setting the agenda for the monthly meetings of the Association.
 - c. The President serves as the Committee Chair.
 2. Membership/Nominating Committee
 - a. The committee shall conduct an annual membership campaign.
 - b. The committee shall prepare a list of nominees for the each officer position and each Trustee and present the nominee list to the Association membership at the April meeting.
 - c. The committee shall work with the Finance Committee to recommend the amount of annual membership dues for the subsequent year for consideration at the May Annual Business Meeting.
 - d. The Secretary is an ex-officio member of the committee.
 3. Concessions Committee
 - a. The committee coordinates and oversees concession activities, including operation and staffing.

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- b. The committee shall prepare a schedule of events for each season and present it at the appropriate meetings.
 - c. The Committee Chair shall work with the Trustees to determine an equitable distribution of proceeds.
4. Publicity and Sports Program Committee
- a. The committee coordinates the creation and sale of sports programs and where applicable, solicits advertising for use within the programs.
 - b. This committee publicizes the activities and events of the Association to the school community and the community at large.
 - c. The committee shall periodically submit items to the school newsletter for publication.
 - d. The committee shall oversee sale of sports programs at all sports events
 - e. The committee shall be in charge of reaching out and promoting the Athletic Boosters to the school and community**
5. Fund Raising Committee
- a. The committee formulates and proposes major fund raising activities to the Officers, Committee Chairs, and Trustees for approval.
 - b. The committee manages the implementation of approved fund raising activities.
 - c. The committee coordinates and monitors all other fund raising activities and works with the Publicity and Sports Programs and Concession Committees as required.
6. Finance Committee
- a. The committee works with the Treasurer to prepare an annual budget for consideration and approval/disapproval by the general membership at the May Annual Business Meeting.
 - b. The Finance Committee shall work with the Membership/Nominating Committee to recommend the amount of annual membership dues for the

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subsequent year for consideration and approval/disapproval by the general membership at the May Annual Business Meeting.

- c. The committee shall ensure that prudent procedures are established and maintained for the handling and safekeeping of all funds belonging to the Association.
- d. The committee shall provide assistance to the Treasurer as needed.
- e. The Treasurer shall be an ex-officio member of the Finance Committee.

7. Jag Wear Committee

- a. The committee shall prepare a list of items (with quantities) to be sold as Spirit Items for approval by the Officers, Committee Chairs, and Trustees at the July meeting.
- b. The committee shall be responsible for obtaining and coordinating the sale of Jag Wear items as needed.

8. Web Site Committee

- a. Establish and maintain a secure website for the conveyance of the Association information.
- b. Establish and maintain all Bradley High School athletic information.

9. Historian and *Awards Committee

- a. Establish and maintain important historical information for the Bradley High School Athletic Department. *Produce a monthly/ quarterly newsletter. *Provide highlights for awards night.
- b. The Historian Committee, working with the Bradley High School administration staff, shall establish and maintain an all-sports Hall of Fame for Student-Athletics and support staff.

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- c. *The committee works with the Coaches and the Athletic Director in the establishment and procurement of special awards
 - d. Establish and maintain important historical information for the Bradley High School Athletic Department. *Produce a monthly/ quarterly newsletter. *Provide highlights for awards night.
 - e. The Historian Committee, working with the Bradley High School administration staff, shall establish and maintain an all-sports Hall of Fame for Student-Athletics and support staff.
 - f. *The committee works with the Coaches and the Athletic Director in the establishment and procurement of special awards
10. Improvement and Maintenance Committee **
- a. Allocate funds fairly to all eligible teams/sports, following maintenance committee standing rules.
 - b. Divided funds received from the association into predetermined percentages for three (3) years after receipt. If funds are in excess of request/needs of the various athletic teams/sports, the remaining funds will carry over to the following business year.
 - i. Current year are funds collected/raised from previous years HBAB profits
 - c. Received and periodically review requests for funds appropriation from the athletic director; or from a head coach, through their designated trustee or any paid booster member, with athletic director approval
 - d. Recommend to the steering committee and provide to the general membership an opportunity to vote on items for approval prior to the disbursement of funds.
11. Homecoming Committee**
- a. The committee coordinates and oversees homecoming activities for Hilliard Bradley High School in cooperation with the student homecoming groups.
12. Scholarship Committee**

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- a. The committee shall organize a scholar-athlete award competition to recognize the academic achievements of Hilliard Bradley Student Athletes
- b. The committee shall review applications conduct student interview and determine award recipients

ARTICLE X: DESIGNATED FUNDS

- A. Each sport shall have designated fund accounts.
- B. An equitable amount of all funds shall be placed into the designated account of the sport indicated by the athletic or booster member generating the income. The balance of income shall be placed in the general account of the Association.
- C. The method for determining an equitable amount of all funds shall be memorialized in the Standing Rules, subject to the approval/disapproval of the general membership at the May Annual Business Meeting.
- D. Contributions given to the Association in the name of a given sport shall be placed in that sport's designated account.
- E. At no time shall funds be allocated for compensating, awarding, or rewarding Association Members, the Hilliard Bradley Athletic Department Staff, Coaches, or Volunteers.

ARTICLE XI: AMENDMENTS

- A. Proposed Amendments or other changes to the bylaws may be presented at any Association regularly scheduled meeting; however, shall not be acted upon until the May Annual Business Meeting.
- B. Amendments are enacted by the affirmative vote of two thirds of the membership attending the May Annual Business Meeting.
- C. In the event of Dissolution of the Association, all remaining proceeds shall be transferred to the Hilliard City School District for the benefit of the athletic teams at Hilliard Bradley High School.

ARTICLE XII: STANDING RULES OF THE ASSOCIATION

- A. Each year, the Steering Committee shall draft a set of Standing Rules to govern the activities of the Association not described in the bylaws.

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- B. Standing Rules shall be offered for consideration and approval/disapproval by simple majority vote of the membership in attendance at the May Annual Business Meeting.