

## DUBLIN JEROME BOYS SOCCER BOOSTERS BYLAWS

### ARTICLE I – NAME

The name of this organization shall be Dublin Jerome Boys Soccer Boosters (the “Booster Club” or “organization”).

### ARTICLE II – PURPOSE

The Booster Club is organized exclusively for the support and benefit of the boys' soccer program at Dublin Jerome High School.

### ARTICLE III – ARTICLE OF ORGANIZATION

The Booster Club exists as a nonprofit organization. These bylaws shall be deemed the governing article of this organization. They can be amended at a regular meeting by a two-thirds vote of the members present and voting. These bylaws shall be reviewed every three years and revised as necessary. The fiscal year shall begin on July 1 and end on June 30.

### ARTICLE IV – POLICIES

The Booster Club shall cooperate with Dublin Jerome High School to support the boys' soccer program and agrees to abide by the Board of Education Policy 9211, District Support Organizations.

### ARTICLE V – MEMBERSHIP

All parents/guardians of students participating in the boys' soccer program and any faculty or staff member interested in the objectives of the Booster Club may become a member upon return of an organization membership form. All members shall be eligible to vote in business meetings or to serve in any elected positions. Dublin City School District employees shall not hold the position of treasurer, be a signer on the bank account(s), or handle funds belonging to the Booster Club.

### ARTICLE VI – OFFICERS

Elected officers of the Booster Club shall consist of at least a Director of Communications, Director of Finance, Director of Events, Director of Fundraising, and a Director of Operations. The Booster Club may name additional officers as deemed necessary. Officers shall serve for a term of one calendar year, beginning January 1, with no limit to the number of successive terms which may be served. If elections are held after January 1, the elected officer(s), will begin their term immediately. In the event of a vacancy after the election, the other remaining officers and the Head Varsity Coach may appoint a replacement.

The Executive Committee shall consist of the elected officers of the Booster Club, as well as the Head Varsity Coach and any committee chairpersons that may be nominated and approved by a majority vote of the Executive Committee. With the exception of the Head Varsity Coach, members of the Executive Committee shall have a child participating in the boys' soccer program at Dublin Jerome High School. Each member of the Executive Committee shall have equal voting power on Booster Club decisions.

### ARTICLE VII – DUTIES OF OFFICERS

The **Director of Communications** shall attend all meetings of the organization and record and preserve the minutes of all meetings of the organization. S/he shall have the primary responsibility for all communications to the Booster Club. S/he shall perform other duties as delegated to her/him by the Executive Committee.

The **Director of Operations** shall attend all meetings of the organization. S/he shall have the primary responsibility for all processes of the organization from an operational standpoint on and off the field. S/he shall perform other duties as delegated to her/him by the Executive Committee.

The **Director of Fundraising** shall attend all meetings of the organization. S/he shall have the primary responsibility of overseeing all processes and/or **Fundraising Committee Chairperson(s)** with regards to organization fundraising events. All fundraising activities would be subject to majority vote approval by the Executive Committee. Duties shall include, but are not limited to planning and implementation of all aspects of each fundraising event until their completion and are subject to the approval of the Executive Committee with regards to processes, documentation, and financial considerations. S/he shall perform other duties as delegated to her/him by the Executive Committee.

The **Director of Events** shall attend all meetings of the organization. S/he shall have the primary responsibility of overseeing all organization events to include, but not limited, to team building, camps, and banquet celebrations. S/he shall perform other duties as delegated to her/him by the Executive Committee.

The **Director of Finance\*** shall attend all meetings of the organization. S/he shall have the primary responsibility of general charge for the finances of the Booster Club and shall keep accurate account of all receipts and disbursements, which shall be open at all times to inspection by the Dublin City Schools District. S/he will follow the minimum good accounting and internal control practices in accordance with the Dublin District Support Recognition Guidelines. S/he shall perform other duties as delegated to her/him by the Executive Committee. Further, the Director of Finance shall:

- 1) Prepare and present a current financial statement at each Executive Committee meeting.
- 2) Deposit all monies collected on at least a weekly basis.
- 3) Make payments.
- 4) Reconcile all bank accounts with the monthly bank statement and provide a report to the Executive Committee per request.
- 5) Prepare an annual budget with the Executive Committee to be approved by the general membership by a simple majority vote at the first meeting of the year.
- 6) File in a timely manner all documents that serve to maintain the Booster Club's compliance with local, state, and federal tax reporting requirements.

*\*Note: Dublin City School District employees shall not hold the position of Director of Finance, be a signer on the bank account(s), or handle funds belonging to the organization.*

The **Head Varsity Coach** shall have equal voting privileges to the elected officers on all matters as a member of the Executive Committee and has the right to veto prospective Executive Committee candidates based on fundamental differences in philosophy, objectives, or approach which are detrimental to the boys' soccer program at Dublin Jerome High School.

#### ARTICLE VIII – MEETINGS

Regular meetings of the Booster Club shall be held as necessary during the school year and will be open to all members. Meetings shall be held for the election of officers, the approval of the annual budget, and to discuss other issues for the support and benefit of the boys' soccer program at Dublin Jerome High School. Electronic voting for the election of officers is an accepted method in place of a meeting.

#### ARTICLE IX – ELECTIONS

The Executive Committee shall serve as nominating committee for officers. Nominations from other

Booster Club members may also be made by notification to the Executive Committee prior to elections. The Booster Club shall elect the officers by a simple majority vote from the slate of nominees. Alternatively, any member may state that he/she is interested in being nominated for a position as an officer. The existing Executive Committee members must approve this nomination by a majority vote.

#### ARTICLE X – DISSOLUTION

The Booster Club may be dissolved at any time by a simple majority vote of its members at a meeting, where a quorum exists, convened for the purpose of dissolution. Upon dissolution of the Booster Club, the Executive Committee shall pay or cause to be paid all liabilities of the organization. After satisfaction of all liabilities, any remaining assets shall be distributed to any Dublin Jerome High School soccer program or City of Dublin, Ohio soccer organization.