

ARTICLE I - MEMBERSHIP, DUES, AND VOTING RIGHTS

Section 1

Each resident or employee of Colerain High School and non-residing residents as approved by the Executive Committee, and his or her spouse shall be eligible to become members of the Association.

Section 2

Each member in good standing shall be entitled to one vote on all matters brought before the Association for consideration (including the election of officers).

Section 3

Annual Membership contribution levels shall be established by the Executive Committee and cover the time period from August 1 through July 31 of each school year. Membership contributions can be received at any time throughout the year. Individuals who have not yet made an annual contribution shall not be considered a member in good standing and shall not be eligible to vote on matters brought before the Association for consideration (including the election of officers) and shall not be eligible to hold office in the Association or serve on any committee of the Association.

ARTICLE II - MEETINGS

Section 1

Regular meetings of the Association shall be held on the third Monday of each month except June, July, and December. A member must be in attendance in order to vote on business at hand.

Section 2

A majority of the officers plus five other members in attendance shall constitute a quorum for the transaction of business in any meeting of the Association.

Section 3

The President of the Association, the Executive Committee, or 1/5 of the membership may call special meetings.

Section 4

The Executive Committee shall meet no less than quarterly to review the status of projects, initiatives, and financial standing of the organization.

Section 5

A nominating committee shall be appointed by the President at the March meeting to recommend

a slate of officers for the April meeting. Election of officers shall be held at the May meeting.

ARTICLE III - ELECTION OF OFFICERS

Offices of the Association - elected (Executive Committee)

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Trustees - 3

Section 1

The election of officers of the Association shall take place at the May Meeting. Officers shall be elected to serve for a period of one-year beginning July 1. The office of President is limited to two consecutive one-year terms if elected by the membership, but is not required. An individual can serve as President in different terms if the individual has been out of office for more than one year and is so nominated and elected. Other offices can be held for more than two years if so nominated and elected by the Membership.

Election of officers shall be by secret ballot. The nominee receiving the greatest number of votes shall be declared elected. However, if there is but one nominee for any office, it shall be in order to move that the secretary cast the elective ballot of the Association for the nominee.

Section 2

Two months prior to the May meeting, the President shall appoint a nominating committee of three members with the approval of the Executive Committee. The nominating committee shall nominate at least one eligible member for each office to be filled and report its nominees one month prior to the May meeting. Nominations may be made from the floor at the May meeting provided the consent of the nominee has been obtained. The nominating committee shall consist of two officers or trustees and one member at large from the Association.

Section 3

In the event of a vacancy on the Executive Committee, the Committee shall recommend a successor, subject to the approval of the membership at the next regular meeting.

Section 4

Appointed officers will serve until the next election is held for that office and the term of service ends on June 30.

Section 5

The President, with the approval of the Executive Committee, shall establish special committees. They shall include, but not be limited to, nominating committee and auditing committee.

ARTICLE IV - DUTIES OF OFFICERS

Section 1

The President shall preside at all meetings of the Association and of the Executive Committee. The President shall perform such other duties as may be prescribed by these by-laws or assigned to him/her by the Association or the Executive Committee. The President shall coordinate the work of the officers and committees of the Association in order that the purpose of the Association may be promoted.

Section 2

The Vice President shall act as aide to the President and shall perform the duties of the President in the absence or disability of that officer to act.

Section 3

The Secretary shall record the minutes of all meetings of the Association and of the Executive Committee and shall handle all correspondence necessitated by the activities of the Association. The Secretary shall be responsible for taking attendance at the meeting and comparing the attendee list with the member roster whenever votes are cast.

Section 4

The Treasurer shall receive and disburse all funds of the Association and shall deposit or invest its money in a manner approved by the Executive Committee. He/she shall keep a complete and accurate account of all receipts and expenditures and shall be responsible for the maintenance of all books of accounts and records. He/she shall file a financial statement with the Secretary, and make a financial report at every meeting of the Association and at such other times as requested by the Executive Committee and shall make a full report at the May meeting. An annual audit of the "Treasurer's" books shall be made by a committee to be appointed by the President at the May meeting.

Section 5

The Membership Chairman shall be appointed by the elected officers and shall endeavor to increase the Association membership. He/she shall keep an accurate list of all members, and notify the Secretary of new members.

As part of the Membership Chairman's responsibility, he/she shall work to identify and recruit Corporate Sponsors to augment the funds received from the membership at large. This can be accomplished through the recruitment and appointment of a committee to solicit Corporate Sponsors.

Section 6

The Capital Projects Chairman shall be appointed by the elected officers and shall coordinate all projects as directed by the Executive Committee. The Capital Projects Chairman shall preside

over a committee consisting of the Athletic Director, the President, the Vice President, the Past President, and the Principal to review project opportunities and establish a priority list. The Capital Projects Chairman is required to provide a monthly report at each membership meeting detailing progress related to initiatives currently being undertaken. Additionally, the Capital Projects Chairman will provide quarterly updates to the Executive Committee detailing performance against the annual budget.

Section 7

The Program Chairman shall be appointed by the elected officers and shall coordinate the advertising space sales, layout, printing, and sales of sports programs.

Section 8

The Concessions Chairman shall be appointed by the elected officers and shall coordinate the operation of all concession stands for all sports. The Concessions Chairman is required to provide a monthly report at each membership meeting detailing revenues and expenses. Additionally, the Concessions Chairman will provide quarterly updates to the Executive Committee detailing performance against the annual budget.

Section 9

The Spirit Wear Chairman shall be appointed by the elected officers and shall coordinate the operations of all Spirit Wear activities including games, store operations, and special events. The Spirit Wear Chairman is required to provide a monthly report at each membership meeting detailing revenues and expenses. Additionally, the Spirit Wear Chairman will provide quarterly updates to the Executive Committee detailing performance against the annual budget.

Section 10

Parent Representatives shall keep the membership informed of the needs and accomplishments of the various athletic and non-athletic programs supported by the Boosters. Parent Representatives will assist in enlisting volunteers when needed to support Booster events.

Section 11

Trustees shall be elected by the membership and shall serve as members of the Executive Committee. Trustees have the same meeting attendance obligations as any officer.

Section 12

The Athletic Director shall keep the membership informed of the needs and accomplishments of the athletic program from grades seven to twelve.

Section 13

The Principal or his/her representative shall serve in an advisory capacity.

ARTICLE V - EXECUTIVE COMMITTEE

Section 1

The Executive Committee shall consist of the elected officers of the Association as listed in Article III plus the Athletic Director.

Section 2

The duties of the Executive Committee shall be to:

1. transact necessary business in the intervals between Association meetings and such other business as may be referred to it by the Association;
2. approve the plans of the committee before presentation to the Association membership;
3. present a report at the regular meetings of the Association; and
4. approve expenditures within the limits of its authority.

Section 3

A majority of the Executive Committee shall constitute a quorum for the transaction of Executive Committee business.

ARTICLE VI - EXPENDITURE OF FUNDS

Section 1

The Executive Committee shall have the authority to make non-budgeted expenditures of up to \$300.

Section 2

The Association may vote on expenditures of up to \$300 without prior review with the Executive Committee.

Section 3

The Association can vote on expenditures of over \$300 providing the Executive Committee meeting has reviewed it. The President has the right to table discussion on any non-budgeted expenditure of greater than \$300 to permit further review by the Executive Committee.

Section 4

Committee Chairs must get Executive Officer approval prior to making any expenditure greater than \$300. Additionally, Committee Chairs are responsible for adhering to Cash Management procedures as set forth by the Treasurer and the Executive Committee.

Section 5

An annual budget shall be prepared by the Executive Committee to be presented and approved at the August meeting.

Section 6

The Boosters will not appropriate funds for individual students or teams to attend functions such as, but not limited to, camps, all star competitions, national competitions, or workshops, including travel and all other associated expenses.

Section 7

The Boosters will provide funding for the acquisition of team banners to be displayed in the gymnasium recognizing any team that places in the Top 4 of a State Competition. Additionally, the Boosters will update and maintain the banners in the gymnasium that recognize league and tournament championships.

ARTICLE VII - COMMITTEES

Section 1

The President shall appoint such committees as necessary to fulfill the purpose of the Association. Standing committees shall be established by the Executive Committee according to the articles of these by-laws or as the needs of the Association demand.

Section 2

The Chairman of each committee shall present plans to the Executive Committee. No committee work shall be undertaken without prior approval of the Executive Committee and no plan may be submitted to the Association membership for consideration without first being reviewed by the Executive Committee.

Section 3

The President shall serve as an ex-officio member of all committees, except the nominating and auditing committee.

ARTICLE VIII - ORDER OF BUSINESS

Section 1

The order of business to be observed at all Association meetings shall be as follows unless modified by the Executive Committee.

1. Call to Order
2. Secretary reading of minutes of prior meeting

3. Treasurer's Report
4. Athletic Director's Report
5. Committee Reports (Functional Areas)
6. Old Business
7. New Business
8. Announcements
9. Adjournment

Section 2

The Executive Committee shall recommend and the Association will approve a set of standing rules, as necessary, to meet the intent of this organization.

Section 3

As a body whose primary mission is to support extracurricular activities at Colerain High School, Colerain Middle School, and White Oak Middle School, it is of the utmost importance that monthly Booster meetings are conducted in a manner that keeps the focus on the mission at hand. To that end, the Colerain Boosters will not endorse a particular candidate or slate of candidates for any political office. As such, the Boosters will not permit monthly meetings to become a forum for any candidate to introduce themselves, their political views, or make statements regarding campaigns or issues. As always, the Boosters will permit administrators and or school board members to speak at meetings regarding issues facing the school district. However, these individuals will not be permitted to make statements on their or someone else's behalf regarding an individual's campaign or political views.

ARTICLE IX - AMENDMENT

These by-laws may be amended at any regular meeting of the Association by a 2/3 affirmative vote of the members in good standing in attendance provided a quorum is obtained and provided that the notice of the proposed amendment shall have been given at the immediately proceeding regular meeting.