

**Reading  
Athletic Boosters  
Bylaws**

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# Reading Athletic Boosters Bylaws

## **I. Name:**

The name of the organization shall be Reading Athletic Boosters.

## **II. Mission:**

The Reading Athletic Boosters mission is to foster an environment that inspires student athletes, coaches, parents and the community to collectively create a positive and spirited atmosphere for all Reading High School and Middle School athletic programs. We are volunteers who wish to serve and lead by example. We support through fundraising, stand behind strong moral character and good sportsmanship, promote a winning school spirit through athletics and encourage attendance, on and off the athletic arena, and academic success.

The Reading Athletic Boosters is a group of parents (current and former), with the help of school administrators, whose mission is to enrich the Reading High School & Middle School athletic community by providing financial support for all Reading High School & Middle School Athletic programs, this is done by funding areas of need that are not fully covered by the school. We are dedicated to the continued support of our student athletes and coaching staff. In addition to financial support, our Athletic Boosters recognizes that participation in high school and middle school athletics benefits everyone and promotes opportunities to build and strengthen relationships among all involved: the student body, coaches, teaching staff, parents and the community. We strive to support athletic and academic excellence, create a winning school spirit, promote team unity, and maintain the history and tradition of excellence for all student athletes at Reading High School and Reading Middle School.

## **III. Purpose:**

The purpose of the Reading Athletic Boosters is to support the Reading High School and Reading Middle School Athletic teams by raising funds, distributing money and materials, soliciting memberships, offering activities for members, promoting participation in Athletics, encouraging attendance at Athletic events and assisting the Athletic Director and Coaches in positive visibility and success in our community. As a Booster Club we value the development of the whole person; encouraging our student athletes to be successful academically, in character and as athletes as they seek to become the best they can be in their lifelong pursuits.

#### **IV. Organization:**

##### Officers

The Executive Board will be comprised of the following individuals: President, Vice President, Secretary, Treasurer, Public Relations/Social Media Manager and Concessions Manager.

##### School Liaison

The Athletic Director will act as liaison between the Reading Athletic Boosters and various school organizations to include, but not limited to, facilities, custodian services, and the Board of Education.

##### Team Representation

The coaching staff of each sport shall provide a parent or set of parents to represent the respective sport in activities to include, but not limited to, coordination of concession workers, and specific fund raising activities.

1. Provide Social Media/Public Relations Manager with a monthly report 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 and booster activities.
5. Participate in at least one (1) committee.

#### **V. Duties of Executive Board:**

President: The president shall prepare agendas and shall preside at all general membership meetings, Booster Board member meetings, Executive Board member meetings, Executive Committee member meetings, and the Annual Meeting. The president shall perform all duties of the office; shall ensure that all decisions of the Booster Board are put into effect; shall appoint committee chairs of all committees formed and have overall leadership and management responsibility for the organization. The President shall serve as liaison between Reading Community Schools Athletic Team Parent Representatives, the coaches, and Reading Community Schools representatives. The President shall sign all contracts and requests subject to the ratification of the Executive Board. The President shall be able to authorize the disbursement of funds as necessary with the approval of one other Executive Board member with fund up to but not over \$500. The president has the discretion to replace an officer or committee chairperson who has resigns or deceased.

Vice President: The Vice President shall act as President in the event of the President's absence, death, or incapacity and shall assume duties for the balance of the term unless the President returns or the vacancy is otherwise filled by the Executive Board. The Vice President shall also perform duties assigned by the President, assist the President in performing his/her duties, and shall implement and support the purposes of the organization. The vice president will also accept completed applications, deposit dues with the treasurer and maintain a database of the membership. It is the role of the membership chairman to provide board members with specific membership information as needed.

Secretary: The Secretary shall provide notices of meetings and shall keep a record of all meetings. The Secretary shall provide a copy of the minutes to the booster members and have copies of the minutes for members at each board meeting. The Secretary will also provide the Public Relations/Social Media Representative with a digital copy of the meeting minutes in order for the PR/SM Rep to post to the Reading Athletic Boosters website.

Treasurer: Shall keep accurate records of all income and expenditures to and from the General Fund and any Special Funds. Collect all Reading Athletic Booster income and deposit it in the appropriate accounts. Pay all expenditures approved by the Reading Athletic Boosters Board Members. The Treasurer shall prepare and present a current financial report of the Reading Athletic Boosters at each general session meeting and attend all general session meetings. Prepare an annual financial report after fiscal year end (fiscal year is defined as August 1 through July 31 of the following calendar year) 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. File forms with organizations of the federal, state, and local governments, as required by law.

Concessions Manager: 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 keep detailed financial records for accountability to the treasurer.

Social Media/Public Relations: To focus on social media communication through the Booster Club Facebook Page, Twitter, Website, Instagram and any other social media added in the future. Administrators to the social media accounts are limited to those selected by the Booster President. Social Media/Public Relations Manager will be responsible for sending out a monthly newsletter to the general membership as well as the Reading Community. The Social

Media/Public Relations Manager will be responsible for posting all meeting minutes and treasurer reports to the Reading Athletic Booster Webpage. Social Media/Public Relations Manager will promote Reading student-athletes, coaches, and athletic programs to the Reading Community.

## **VI. Meetings:**

**General Meetings:** The annual meeting of the members shall be held on a date, time, and place to be determined by the Board of Directors. To date general membership meetings will be held on the 2nd Thursday of every month at 6:00 pm at the American Legion in Reading.

**Executive Board Meetings:** Executive board meetings will be held as directed by the Board President.

**Annual Meeting:** An annual meeting will be held in May to vote for Board of Directors.

**Notice of Meetings:** A reasonable attempt to notify general membership and the Reading Community of each meeting shall be given by, or at the direction of, the Secretary, by email and/or distributed as part of social media communications not less than seven (7) days nor more than sixty (60) days before such meeting. Such notice shall specify the place, date and time of the meeting.

**Order:** The order of business at meetings of members, as far as practical, shall be: (a) If needed, a roll call and certification of proxies. (b) Review and approval of minutes. (c) Presentation of a current financial report. (d) Reports from active committees. (e) Unfinished business. (f) New business. (g) Athletic Director's report (h) Adjournment.

*(All new business shall be sent to the President at least seven (7) days prior to the date of the general meeting)*

**Special Meetings:** Special meetings may be called by the President on written request of two of the five remaining officers or by written request of the Athletic Director, School Principals or the School Board. Attendees of the meeting will be given three days' notice of the date, time, place and purpose of the meeting. No other business than that specified in the written request shall be considered at this special meeting.

**Committee Meetings:** Committee meetings may be held as determined by the Committee Chairperson.

## **VII. Election of Officers and Length of Term:**

Letter of intent to be considered for a board position is to be submitted at the April meeting and the requirements to be considered are;

1. Complete a membership form and pay the annual dues.
2. Attend at least five (5) monthly Reading Athletic Booster meetings in the current year.

All executive board positions will be voted on by the general membership of the Reading Athletic Boosters at the May general meeting. Length of term shall be:

President shall serve a two (2) year term.

Vice President shall serve a one (1) year term

Secretary shall serve a one (1) year term

Treasurer shall serve a two (2) year term

Concessions Manager shall serve a one (1) year term

Social Media/Public Relations shall serve a one (1) year term

## **VIII. Membership:**

Eligibility: Parents and or guardians of students, members of faculty, coaches, alumni, general members of the community, administrators and staff at Reading High School and Reading Middle School.

Dues: Annual dues for membership shall be proposed each year by the Board of Directors and confirmed by the vote of the Board of Directors before the Annual Meeting.

Votes:

Each board member, excluding the Treasurer, is entitled to one vote when personally in attendance, or by written proxy, at the general meeting of the Club.

General members are entitled to one vote during the annual meeting.

## **IX. Concessions:**

The concessions committee is responsible for running the concession stands at home athletic events as directed by the Concessions Manager.

The following lists of rules are for clarification to members working concessions:

1. The Concession Stand is open during all home Varsity, Junior Varsity and other athletic events as directed by the Reading Athletic Boosters.
2. One person in the Concession Stands at all times must be a member of the Booster or their designee.
3. Concession Stand workers must be 18 years or older & not a current Reading Community School District student.
4. Persons working in the Concession Stand must follow Health and Safety Rules posted in the concession stand.

5. Concession Stand funds shall be managed under the procedures set forth by the Board.

**X. Fundraising:**

The Reading Athletic Boosters will, by no later than September 1st of each year, submit its plan for any and all fund-raising activities to include the following:

1. the purpose of each fund-raising activity
2. the fund-raising procedure
3. the bookkeeping procedure that will be used
4. designation of a fiscal officer for the organization who will be responsible for the accounting of funds
5. assurance that none of the proceeds from a fund-raiser are commingled with a student activity account
6. agreement that none of the activities involve the use of public funds
7. a guarantee that funds will be used in ways that are consistent with the purpose of the organization and that at least seventy percent (70%) of all collected funds will be spent on student activities connected with the District
8. agreement that any purchases made by the organization are not represented as District expenditures and do not use identification numbers of the District such as tax I.D. numbers, purchase order numbers, sales tax exemption forms, and the like

**XI. Dissolution of the Organization**

Upon dissolution of the Reading Athletic Boosters, any money remaining in the account after resolution of any outstanding debts, will be transferred to the Reading School District and may only be used in support of Reading High School and Reading Middle School Athletics.

**XII. Non-Profit Status**

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

**XIII. Changing the Bylaws**

These bylaws may be amended, repealed and/or replaced with new bylaws by a majority vote of the Reading Athletic Booster's Officers at any general membership meeting. The amended or new bylaws must be made available for review by all officers at least one month prior to the vote.



### **XIII. Restrictions and Limitations**

- The Reading Athletic Boosters shall not attempt to dictate change, coerce or interfere with the policies set down by the athletic department, coaches or school administration.
- At no time shall funds be allocated for compensating, awarding or rewarding Reading Athletic Booster officers, athletic department staff, coaches or volunteers
- No part of the activities of the Reading Athletic Boosters shall be carrying on propaganda, or otherwise attempting to influence legislation, or participating in, or intervening in (including publication or distribution of statements), any political campaign on behalf of any candidate for public office.
- All major activities planned by the Reading Athletic Boosters shall coordinate with the Athletic Director so as to not interfere with any athletic program or school event.
- No Reading Athletic Booster Officer, Team or School Liaison shall have the authority to make financial commitments for the Reading Athletic Boosters unless authorized by the Reading Athletic Booster President AND a majority vote of the Reading Athletic Booster Officers.
- The Reading Athletic Boosters is prohibited from paying the contract of a school district employee as referenced by Ohio Ethics Commission Advisory Opinion No. 2008-01.