



Cardinal Athletic Boosters

Bylaws

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Article 1: Name

- The name of this organization is the Cardinal Athletic Boosters, hereinafter referred to as the “Cardinal Athletic Boosters” (CAB).

Article 2: Purpose and Objectives

Section 1: Purpose

- The purpose of the Cardinal Athletic Boosters is to support athletics through community collaboration.

Section 2: Objectives

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

Article 3: Membership

Section 1: Eligibility

- Membership in the Cardinal Athletic Boosters is open to any individual, 18 years or older.

Section 2: Year

- The membership year is from June 1st through May 31st of the following year.

Article 4: Organization

Section 1: General

- The Cardinal Athletic Boosters include an Executive Board, Committees, Team Representatives, and General Membership.

Section 2: Executive Board

- The Executive Board consists of President, Vice-President, Secretary, and Treasurer, also referred to as officers.
- Athletic Director of the high school and middle school will be an ex-officio member of the Executive Board.

Section 3: Team Representatives

- Every varsity sport shall have one representative appointed by each sport's respective varsity head coach. Each representative has voting rights for all grant applications as defined in Article 6 Section 2.
- Any representative may delegate a proxy in his or her absence with written notice to the Executive Board.

Section 4: Committees

- Committees shall be created by the Executive Board as they deem necessary.
- The President shall appoint all Committee Chairmen.
- Committees may include, but are not limited to, Membership, Communications, Team Representatives, Concessions, Scholarship, and Fundraising.

Section 5: Liaisons

- The High School and Middle School Principals and Athletic Director act as liaisons between the Cardinal Athletic Boosters and the Board of Education.

Article 5: Meetings

Section 1: General Meetings

- Regular business meetings of the general membership are held each month from June through May.
- Notice of General Membership Meetings shall be published on the SSLCS Cardinal Athletic Boosters page and online via social media sites.

Section 2: Special Meetings

- Special meetings may be called by the President. On written request of at least 10 members, the President must call a special meeting. 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 sequentially as follows:
 - A. Call to Order
 - B. Roll Call of Team Representatives
 - C. Secretary's Report
 - D. Treasurer's Report
 - E. Membership Report
 - F. Team Representative Report
 - G. Athletic Department Report
 - H. Allocations Requests
 - I. Projects
 - J. New Business
 - K. Adjournment

Article 6: Voting

Section 1: General Membership

- 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 3 meetings, excluding the current meeting.
- All Executive Board members and Committee Chairpersons are granted the immediate right to vote upon being elected and/or being appointed.
- Members must be present at the meeting to be eligible to vote.
- Ex-officio members are considered to not have voting rights under Section 6B above.

Section 2: Team Representatives

- Each Team Representative must be either appointed by the Varsity coach of their respective sport, or appointed as proxy by the Team Representative to have voting privileges.
- Team Representatives will vote on all Grant Applications for allocation of CAB funds.
- Team Representatives or their proxies must be present to be eligible to vote.
- If any person represents more than one team concurrently, they must vote separately for each of the sports they represent.

Article 7: Quorums

- At general membership and special meetings, a quorum consists of fifty percent (50%) of the Executive Board and fifty percent (50%) of the Team Representatives. At Executive Board meetings, a quorum consists of fifty percent (50%) of the board members.

Article 8: 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 in meetings and discussions with school and city officials.
- D. Coordinate the work of the Executive Board and committees.
- E. Represent, or appoint a representative for the Cardinal Athletic Boosters in meetings and discussions with school and city officials.
- F. Pay expenditures approved by the general membership of the 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. Delegate responsibility to prepare the agenda for each meeting.
- I. The President shall have the final vote only in the 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. Appoint all committee chairmen
- L. The President shall have sole authority to sign any and all contracts on behalf of the Boosters.
- M. The President shall fill by appointment, subject to approval by the Executive Board, any vacancies that occur during his/her tenure of office.

Section 2: Vice-President

The 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.

Section 3: 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 4: 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 Cardinal Athletic Booster income and deposit it in the appropriate account(s).
- C. Pay all expenditures approved by the general membership or Executive Board
- D. Prepare and present a current financial report for the Cardinal Athletic Boosters at each regular business meeting of the general membership.
- E. Prepare an annual financial report at fiscal year-end including an itemized list of all income and expenditures for the previous year. This report shall be disseminated to the Executive Board 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, as assigned by the President.
- H. Take the necessary steps to maintain Cardinal Athletic Boosters 501c3 status.
- I. Maintain banking relationships and accounts in good status.

Article 9: Executive Board

Section 1: Executive Board

- The Executive Board will consist of the President, First Vice-President, Secretary, and Treasurer.

Section 2: Executive Board Duties

The duties of the Executive Board are to:

- A. Transact any required business of the Cardinal Athletic Boosters that may arise between meetings of the general membership.
- B. Establish/dissolve committees, as required.
- C. Coordinate fundraising activities conducted by the Cardinal 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 10: Duties of the Committees

A. Membership

- The Membership Committee is responsible for 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 Communications Committee is responsible for publicizing the Cardinal Athletic Booster organization and its activities through 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 Cardinal Athletic Boosters 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. Present requests for financial support to the Cardinal Athletic Boosters for consideration.
 - 3. Distribute information from the Cardinal Athletic Boosters to team members, coaches, and parents.
 - 4. Recruit new Cardinal Athletic Boosters members from the team parents.
 - 5. Recruit volunteers from team parents when needed for a specific activity involving the team.

D. Concessions

- The Concessions Committee is responsible for Cardinal Athletic Booster participation in running the concession stand(s) at home athletic events. Specific duties include:
 1. Obtaining volunteers to staff the concession stand(s).
 2. Ordering all products to be offered for sale along with required supply items.
 3. Maintaining control over cash boxes.
 4. Coordinating the disbursement of profits among the teams, as necessary.

E. Scholarship

- Scholarship Committee is responsible for preparing and distributing and reviewing applications to ensure each applicant meets the qualifications, and recommend the male and female student athlete for the award(s).

F. Fundraising

- The Fundraising Committee is responsible for coordinating fundraising activities conducted by Cardinal Athletic Boosters and by individual teams to avoid conflicts.

Article 11: Election of Officers

Section 1: Nominating

- In March, nominations will be accepted to fill open Executive Board and committee positions. The President will prepare a slate of nominees for the following year's officers, and present it at the April business meeting of the general membership. 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 June 1st, and may succeed themselves. No member, if adequate membership permits, will 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, 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 12: Financial Procedures

Section 1: Fiscal Year

- The fiscal year of the Cardinal Athletic Boosters is from June 1st through May 31st of the following calendar year.

Section 2: General Fund

- Donations and money collected from general fundraising activities are deposited in the General Fund. These funds may be used to support any activity of Brookside High School or Middle School Athletics, and for general expenses of the Cardinal Athletic Boosters, as authorized following the procedures of Article 12, Section 3.

Section 3: Approvals

- In order for money from the General Fund to be approved, Approval of the use of money from the General Fund must be authorized by a simple majority vote of all present Team Representatives. All Grant Applications must be submitted to the Executive Board and distributed to all Team Representatives at least one (1) week prior to a vote being held.
- Approval of funds from any team's specific account is made by written notice from that team's varsity coach. No vote is necessary for the approval of team-specific funds.

Section 4: Dissolution of the Organization

- Upon dissolution of the Cardinal Athletic Boosters, any money remaining in the General Fund, after resolution of any outstanding debts, will be transferred to the Sheffield/Sheffield Lake City School District for use by the High School and Middle School Athletic Departments.

Section 5: Non-Profit Status

- The Cardinal Athletic Boosters is a non-profit organization as defined by Section 501c3 of the Internal Revenue Code.

Article 13: Changing the Bylaws

- These bylaws may be amended, repealed, and/or replaced with new bylaws, by a two-thirds (2/3) majority vote at any General meeting. The amended or new bylaws must be made available for review by all members at least one month prior to the vote or at the general meeting before the vote.

Article 14: Restrictions and Limitations

- The Cardinal 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.
- No part of the activities of the Cardinal 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.
- All major activities planned by the Cardinal Athletic Boosters shall coordinate with the Athletic Director so as to not interfere with any athletic program or school event.
- No Executive Board member or general member shall have the authority to make financial commitments for the Cardinal Athletic Boosters unless authorized by a majority vote of Team Representatives.