

HILLIARD DAVIDSON ATHLETIC BOOSTERS, INC.

ARTICLE I NAME

The name of the association shall be the Hilliard DAVIDSON Athletic Boosters, Inc.

ARTICLE II PURPOSE

The organization is a 501 C-3 status non-profit volunteer association organized to function independently of, but in cooperation with, Hilliard City Schools' administration, Davidson High School athletic director and other school authorities, for the purpose of promoting, supporting and disbursing funds to the athletic programs at Hilliard Davidson High School and Hilliard Weaver Middle School.

The association shall at all times comply with and function within the rules and regulations of the Ohio High School Athletic Association. The association shall not, in any way, cause embarrassment to the Hilliard Davidson Schools' athletic programs.

ARTICLE III MEMBERSHIP

Section 1 Membership is open to all.

Section 2 Dues: Lifetime \$150.00
Family \$25.00

The annual dues year runs from August 1 through the following July 31. Annual dues are payable by August 1 or upon joining the association. The membership dues schedule may be amended by the Board of Trustees.

ARTICLE IV MEETINGS

Section 1 Regular meetings shall be held on the second Monday of each month. Reasonable effort shall be made to publicize the date, time and location of all meetings.

Section 2 Special meetings of the association may be called at the discretion of the President or at the request of a majority of the Board of Trustees.

Section 3 Regular and special meetings are open to all members of the association.

Section 4 All business of the association, except the election of trustees, shall be conducted by the Board of Trustees. A majority of the Board of Trustees shall constitute a quorum, and no action shall be taken unless approved by at least half of the voting trustees. To be entitled to a vote, a trustee must be present at a regularly scheduled or special meeting.

Section 5 Unless otherwise provided herein, all meetings shall be conducted in accordance with the latest edition of Robert's Rules of Order.

ARTICLE V TRUSTEES

- Section 1 The Board of Trustees shall consist of no less than twenty-four (24) members of the association. The trustees shall serve without compensation. A Nominating Committee shall prepare a slate of nominees as trustees to be elected by the members of the association who are in good standing as determined by the Treasurer. Additional nominees may be made from the floor. The election shall be held at the April meeting of the Association. The immediate past president of the association shall serve as adviser to the Board of Trustees.
- Section 2 The one (1) year term for the newly elected trustees shall commence with the May meeting following the April election and expire one (1) year later. The transition period following the April election and the May meeting shall be used to allow for an orderly transfer of responsibilities between trustees.
- Section 3 The Board of Trustees shall consist of twenty-three (23) varsity sport representatives, one (1) middle school representative and up to five at-large trustees. The varsity sport and middle school trustees shall represent their respective sport or middle school at meetings of the association and serve as a liaison between the sport or school and the association. At-large trustees shall represent the membership at large at meetings of the association. A listing of those bodies represented by a voting trustee is as follows:
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|-------------------------|--------------------------|
| 1. Boys Basketball | 13. Girls Tennis |
| 2. Girls Basketball | 14. Gymnastics |
| 3. Football | 15. Wrestling |
| 4. Boys Soccer | 16. Boys Track |
| 5. Girls Soccer | 17. Girls Track |
| 6. Baseball | 18. Boys Lacrosse |
| 7. Softball | 19. Girls Lacrosse |
| 8. Boys Golf | 20. Boys Volleyball |
| 9. Girls Golf | 21. Girls Volleyball |
| 10. Boys Cross Country | 22. Swimming/Diving |
| 11. Girls Cross Country | 23. Cheerleading |
| 12. Boys Tennis | 24. Weaver Middle School |
- Section 4 Each elected trustee shall designate an alternate member of the association who is in good standing as determined by the Treasurer and who, in the trustee's absence, shall act on behalf of and in the same capacity as the trustee at any regularly scheduled or special meeting of the association.
- Section 5 The Board of Trustees shall have the exclusive control and management of the business, funds, and property, if any, of the association. In any action to disburse funds of the association, the Board of Trustees shall give consideration to the participation of the varsity sport or middle school in the business of the association.
- Section 6 If an elected trustee or designee misses three (3) or more meetings during a year, the trustee may be subject to dismissal by a vote of a majority of the Board of Trustees. The trustee who is subject to the dismissal action shall not have a vote on such dismissal. Upon dismissal, the elected trustee's position on the Board of Trustees shall be considered vacated.

Section 7 Vacancies on the Board of Trustees occurring after an election shall be filled by a vote of the majority of the Board of Trustees. The newly appointed trustees shall serve the existing term of the position being filled. Terms will begin immediately upon being appointed.

ARTICLE VI OFFICERS

The Board of Trustees shall elect a President, Vice President, Secretary and Treasurer. Officers of the association must be members of the Board of Trustees. Officers shall be elected annually by a vote of the majority of the Board of Trustees at the May meeting following the election of the trustees. Except as otherwise noted herein, they shall hold office for one (1) year or until their successors are elected and qualified. The one (1) year term shall commence with the June meeting following the election and expire one (1) year later. The transition period following the May election and the June meeting shall be used to allow for an orderly transfer of responsibilities and duties between officers.

ARTICLE VII DUTIES OF THE PRESIDENT

Section 1 The President shall be the chief executive officer and the head of the Hilliard Davidson Athletic Boosters, Inc. The President shall execute the will of the association and the Board of Trustees, and enforce the By-Laws.

Section 2 The President shall preside at all meetings of the association and the Board of Trustees.

Section 3 The President shall make an annual report at the April meeting of the association showing the progress and conditions of the affairs of the association.

Section 4 The President shall be an ex-officio member of all committees.

Section 5 The President shall appoint the chairpersons of all standing and special committees, unless otherwise provided herein.

ARTICLE VIII DUTIES OF THE VICE-PRESIDENT

The Vice-president shall perform the duties of the President during the absence of the President or the inability of the President to perform the duties as specified in the By-laws, and such other duties as may be required by the Board of Trustees.

ARTICLE IX DUTIES OF THE SECRETARY

Section 1 The Secretary shall attend all meetings of the association and the Board of Trustees, and keep an accurate record of these meetings. This record shall be and remain the property of the association.

Section 2 The Secretary shall keep a roll of the membership, conduct all correspondence, give all notices as required by the By-laws or the Board of Trustees and perform other duties as directed by the President.

ARTICLE X DUTIES OF THE TREASURER

- Section 1 The Treasurer shall have charge of all funds belonging to the association, and shall deposit all funds received in such bank or banks as approved by the Board of Trustees. The Treasurer shall make all disbursements as authorized by the Board of Trustees. All disbursements in an amount greater than \$250 shall require the signatures of the President and the Treasurer. The Treasurer shall keep records of all receipts and disbursements in permanent record books which shall be and remain the property of the association.
- Section 2 The Treasurer shall render an account of all transactions of the association, prepare a report reconciling the association's accounts and noting its financial position on a monthly basis, and provide the same to the officers of the association upon completion and to all board members at regularly scheduled meetings. The Treasurer shall file all required tax returns in a timely manner, and prepare such other reports as required from time to time by the Board of Trustees.
- Section 3 The Treasurer shall serve as the chairperson of the Finance Committee.

ARTICLE XI COMMITTEES

The Board of Trustees and/or the President of the association may create standing or special committees with such power and duties as the Board of Trustees and/or President may determine. The President of the association shall appoint the chairpersons of all standing committees and special committees, unless otherwise provided herein.

Section 1 The following committees shall be considered standing committees of the association:

Membership Committee	Concessions Committee
Nominating Committee	Planning Committee
Publicity Committee	Awards Committee
Sports Program Committee	Audit Committee
Finance Committee	Spirit Committee

ARTICLE XII DUTIES OF THE STANDING COMMITTEES

- Section 1 Membership Committee
1. Conduct a fall membership campaign.
 2. Maintain and update a list of Association members.
- Section 2 Nominating Committee
1. Select nominees for the election of trustees and officers.
 2. Maintain a full Board of Trustees.
- Section 3 Publicity Committee
1. Publicize to both the school community and community at-large the activities and events of the association.
 2. Publish and circulate to the membership a periodic newsletter.
- Section 4 Sports Program Committee
1. Coordinate the creation and sale of sports programs, and where applicable, solicit advertising for use within the sports programs.

Section 5 Finance Committee

1. Prepare an annual budget.
2. Present a proposal budget and an annual report of the financial condition of the association to the Board of Trustees at the regular April meeting of the association.
3. Ensure that prudent procedures are established and maintained for the handling and safekeeping of all funds belonging to the association.
4. Provide assistance to the Treasurer, as needed.

Section 6 Concessions Committee

1. Coordinate and oversee concession activities, including operation and staffing.

Section 7 Planning Committee

1. Formulate and propose major fund raising activities to the Board of Trustees for approval; manage the implementation of approved fundraisers.
2. Coordinate and monitor all other fund raising activities of the association.
3. Work with the Finance, Publicity, and Concessions committees as required.

Section 8 Awards, Scholarships & Parents Recognition Committee

1. Recommend student athlete and community recognition awards to the Board of Trustees.
2. Work in conjunction with the coaches and the Athletic Director in the establishment, procuring, and distribution of special awards including scholarships.
3. Responsible for association activities at athletic awards banquet.
4. Arrange and handle parents recognition programs.

Section 9 Audit Committee

1. Have prepared an annual financial audit of the association's funds prior to the June meeting and provide the same to the officers of the association upon completion and the Board of Trustees at the June meeting.
2. Submit a proposed budget to the Finance Committee for purposes of preparing the annual budget of the association.
3. Audit Committee shall not include the Treasurer.

Section 10 Spirit Committee

1. Manage spirit wear and various spirit items from ordering merchandise to sales.
2. Explore new products and propose ideas to the Board of Trustees for approval.
3. Coordinate with the Planning and Publicity Committees for preparation of upcoming events and advertising of spirit products.

ARTICLE XIII AMENDMENT

These By-laws may be amended at any time by the affirmative vote of a majority of the Board of Trustees.

Adopted - 07/09/90

Amended - 08/10/92

Amended & Adopted - 08/20/2001

Amended & Adopted – 02/13/2006 HDBylaws_2005.doc

Amended & Adopted – 05/12/2008 HDBylaws_2008.doc

Amended & Adopted – 05/12/2009 HDBylaws_2009.docx

Amended & Adopted – 12/13/2010 HDBylaws_2010.docx

Amended & Adopted – 11/14/2011 HDBylaws_2011.docx