

# **Constitution of the Oak Hall School Athletic Boosters Club**

## **CONSTITUTION ARTICLE 1 NAME**

Oak Hall Athletic Boosters Club (the “club”) is this organization’s name.

## **CONSTITUTION ARTICLE 2 MISSION**

The club fosters and supports athletic activities at Oak Hall School (“Oak Hall”) by providing financial and moral support as needed, without profit to individual club officers, directors or members.

## **CONSTITUTION ARTICLE 3 MEMBERSHIP**

Club members are parents or guardians of students who attend Oak Hall and other boosters, enthusiasts and friends who have a genuine interest in the club’s mission, regardless of race, color, national and ethnic origin and who are considered in good standing.

## **CONSTITUTION ARTICLE 4 APPOINTED TEAM REPRESENTATIVES**

Appointed Team Representatives assist in governing the club according to this constitution and bylaws. Team Representatives must be club members in good standing.

## **CONSTITUTION ARTICLE 5 OFFICERS/DIRECTORS**

- 5.1 Club officers are a president, vice president, secretary, treasurer and committee chairs of standing committees. Officers are the voting members of the club. The Oak Hall headmaster and an Oak Hall athletic department representative are non-voting directors.
- 5.2 An officer can’t hold the same office over two consecutive years, or any combination of offices over four consecutive years. A partial year fulfilling the unexpired term of a previous officer doesn’t count toward either limit if it is under half a year and precedes election to a full term. Exceptions to 5.2 may be made on a one time basis with a unanimous approval of officer/director vote.

**CONSTITUTION ARTICLE 6**  
**MEETINGS**

- 6.1 The club shall meet annually in May at Oak Hall and at least four other times during the school year on dates and at places and times agreed upon by the board.
- 6.2 The president may call additional club meetings, and must do so at the request of a majority of officers/directors. Active members must have five days written notice of the date, time, place and purpose of any special club meeting.

**CONSTITUTION ARTICLE 7**  
**FINANCES**

- 7.1 Club funds can be used only to accomplish the mission stated in Article 2 of this constitution and under the rules of Bylaw Article 15.
- 7.2 The club approves a budget for the following year during the annual meeting. Club funds can only be spent according to the approved budget unless amended and approved by officers/directors.

**CONSTITUTION ARTICLE 8**  
**AMENDMENTS**

Club members may amend this constitution by a two-thirds majority vote of members in good standing present and voting during the annual meeting. Written notice of the proposed amendment must be sent to all active members at least 15 days before the meeting. The written notice must contain the complete text of the proposed amendment.

# **Bylaws of the Oak Hall School Athletic Boosters Club**

## **BYLAWS, ARTICLE 11 GENERAL POLICIES AND PRINCIPLES**

- 11.1 The club works cooperatively with the Oak Hall administration and Oak Hall Board of Directors to ensure that all club activities and programs advance the club's mission.
- 11.2 The club believes in and operates according to the Florida High School Athletic Association's principles for the conduct of interscholastic athletics.
- 11.3 The club is non-partisan and non-sectarian. The club won't directly or indirectly participate in any political campaign for or against any candidate for public office. Political candidates, however, may purchase advertisements in club publications.
- 11.4 No one, including an officer/director, team representative, or member at large can make any commitment that binds the club to any obligation – financial or otherwise – unless he/she receives authorization in advance from officers/directors. If the person isn't so authorized, he/she will be solely responsible for the obligation.
- 11.5 The Oak Hall Booster Club shall operate under the operational guidelines and policy of the Oak Hall School Board of Directors and seek approval of special events in accordance with policies provided by the Director of Development.

## **BYLAWS, ARTICLE 12 MEMBERSHIP POLICIES**

- 12.1 Membership Requirements and Voting Privileges.
  - 12.1.1 Parents or guardians of Oak Hall student-athletes are automatically club members. Otherwise, anyone who has a genuine interest in the club's mission may become a member, regardless of race, color, national and ethnic origin.
    - 12.1.1.1 A member in good standing is a person who has paid annual dues or has been exempted from paying annual dues by the athletic director because of financial hardship. Only members in good standing are eligible to vote at the annual meeting.
    - 12.1.1.2 Membership requirements may be changed by a majority vote of the officers/directors and with approval of the Oak Hall administration and/or Oak Hall board of directors, if appropriate. If changes are approved they will become effective the following school year.
  - 12.1.2 Levels of Membership
    - 12.1.2.1 Officers/Directors: President, Vice-President, Secretary, Treasurer; Standing

committee Chairs – constitute voting members.

12.1.2.2 Team Representatives, General Membership in Good Standing – constitute voting members at annual meeting only.

12.2 Annual Dues.

12.2.1 The officers approve annual club dues by majority vote for the following school at the first meeting in the current school year. If a change has been approved it is presented to the Oak Hall board of directors. The Oak Hall board of directors must approve any change in the amount of dues.

12.2.2 The parents or guardians of a student must pay club dues before the student can participate in any FHSAA sanctioned sport sponsored by the Oak Hall athletic program.

12.2.2.1 The Oak Hall athletic director may, at his sole discretion, exempt a student's family or guardian from paying club dues if the athletic director determines that the club dues place a financial burden on the family or guardian.

**BYLAWS, ARTICLE 13**  
**TEAM REPRESENTATIVE POLICIES AND PROCEDURES**

13.1 Composition and Qualifications.

13.1.1 The Booster Club is made up of team representatives as follows:

(a) One team representative per team gender from each Oak Hall Upper School sports program. (Example: Boys soccer and girls soccer each must have 1 different team representative)

(b) One team representative per team gender from each Oak Hall Middle School sports program.

13.1.1.1 Changes to the representation format outlined in 13.1.1 (a) and 13.1.1 (b) may be brought to the board for consideration and requires a majority vote of the officers/directors.

13.1.2 Each team representative must be a club member in good standing.

13.2 Term of Office.

13.2.1 Each team representative serves a 1-year term with the option of an automatic renewal.

13.2.1.1 The Oak Hall headmaster and athletic department representative serve without limitation.

13.2.2 A team representative begins his/her term when appointed by Head Coach of sports program. The Head Coach of the sports program is defined as the Varsity Head Coach. His/her term ends when a successor is appointed.

13.2.2.1 In the Absence of a Head Coach, officers/directors may appoint team representatives.

13.2.3 A team representative may serve without term limit but may only represent one team/division each year.

13.2.4 Officers/Directors may not serve as Team Representatives.

### 13.3 Meetings and Quorum.

13.3.1 The Booster Club traditionally meets during the school year on the second Monday of September, November, January, March and May. The officers/directors determine the time and place of these meetings.

13.3.1.1 The president may call additional special meetings, and must do so at the request of a majority of officers/directors.

13.3.1.2 Five days written notice including date, time, place, and purpose must be given for any special club meeting

13.3.2 A quorum is not necessary for the team representatives because they are non-voting members.

13.3.3 Booster Club meetings are open to all club members, but only the officers/directors may vote with the exception of the annual meeting where all members in good standing vote to establish the upcoming year's officer slate.

### 13.4 Expectations.

13.4.1 Each team representative is expected to:

- (a) Be an enthusiastic, loyal supporter of Oak Hall's overall athletic program.
- (b) Attend every board meeting and be an active contributor to the board's work.
- (c) Participate on a committee and be an active contributor to that committee's work.

13.4.2 A team representative shouldn't publicly engage in negative behavior or criticize coaches or student-athletes. A team representative should privately discuss any concerns he/she has directly with the Oak Hall athletic director.

### 13.6 Removal.

The board or the Head Coach who appointed the director may remove a team representative who misses two meetings in the same school year or who, in a majority of the officers'/Directors' opinion, fails to meet the guidelines specified in 16.2.4.

### 13.7 Vacancies.

13.7.1 The Head Coach of the sport as defined in 13.2.2, in which the vacancy exists, appoints a club member in good standing to fill the remaining term of a team representative who vacates his/her seat.

## **BYLAW ARTICLE 14**

### **SELECTION, TERMS AND DUTIES OF OFFICERS/DIRECTORS**

#### **14.1 Composition and Qualifications**

14.1.1 The Booster Club shall consist of seven officer positions including: President, Vice President, Secretary, Treasurer, Development Chair, Fundraising Chair, Events Chair, and the Team Representatives Chair.

14.1.2 Each officer/director must be a club member in good standing

#### **14.2 Selection**

The Booster Club selects officers/directors for the next year at the annual meeting.

14.2.1 Members in good standing present at the annual meeting elect officers by plurality vote.

14.2.2 The Vice-President from the current year is automatically appointed President under the following conditions:

(a) The Office of President is vacant

(b) The Vice President is eligible in accordance with Bylaw 14.3.2.

#### **14.3 Term of Service**

14.3.1 Each officer/director takes office on July 1, serves a 1-year term and may be re-elected to a second 1-year term.

14.3.2 A officer/director can't serve in the same office for over two years or as an officer of any kind for over four years. Exceptions to 14.3.2 may be made on a one time basis with a unanimous approval of officer/director vote.

#### **14.4 Meetings and Quorum**

14.4.1 The Booster Club traditionally meets during the school year on the second Monday of September, November, January, March and May. The officers/directors determine the time and place of these meetings.

14.4.1.1 The president may call additional special meetings, and must do so at the request of a majority of directors.

14.4.1.2 Five days written notice including date, time, place, and purpose must be given for any special club meeting

14.4.2 A quorum is five officers

14.4.3 Booster Club meetings are open to all club members, but only the officers/directors may vote with the exception of the annual meeting where all members in good standing vote to establish the upcoming year's officer slate.

14.5 Vacancies.

14.5.1 The officers/directors select by majority vote a member in good standing to fill a vacancy in any office that occurs before the annual meeting.

14.5.2 If less than half the year remains, the partial year doesn't count toward either of the officers/directors limits on service as an officer.

14.6 Duties.

14.6.1 The president:

- (a) Presides at all club and board meetings, and votes only when there is a tie;
- (b) Appoints all committee chairs and performs all other duties of the office; and
- (c) Provide an Annual Report to the Oak Hall School Board of Directors;
- (d) Performs all other duties of the office.

14.6.2 The vice president:

- (a) Performs the president's duties when the president is absent or cannot perform his or her duties; and
- (b) Oversees the Developments & Fundraising Committee activities and other functions as requested; and
- (c) Performs all other duties of the office.

14.6.3 The secretary:

- (a) Ensures that all club meetings are properly noticed;
- (b) Records and preserves the minutes of all club meetings;
- (c) Records accurate attendance records at all board meetings to insure qualification for bylaw 15.7. provides copies of these attendance records to all Head Coaches following the meeting to notify them of absent Team Representatives; and
- (d) Performs all other duties of the office.

14.6.4 The treasurer:

- (a) Is responsible for all club funds;

- (b) Keeps financial records;
- (c) Provides a financial report as necessary;
- (d) Prepares a line item budget for approval at the annual meeting with the help of the Oak Hall athletic director; and
- (e) Performs all other duties of the office.

14.6.5 Committee Chairs (Development, Fundraising, Events, and Team Representatives)

- (a) Responsible for all functions of committee as defined in Bylaw 16;
- (b) May appoint or develop sub-committees for specific tasks;
- (c) Provides a committee report as necessary;
- (d) Prepares a budget for an event or function as necessary for approval; and
- (e) Performs all other duties of the office

**BYLAW ARTICLE 15**  
FINANCIAL POLICIES AND PROCEDURES

15.1 General Provisions.

15.1.1 The club is unincorporated. It operates as a non-profit organization under the auspices of Oak Hall Private School per section 501(c)(3) of the Internal Revenue Service code.

15.1.2 No officer, director or member has any legal or equitable ownership in any of the club's funds or property.

15.1.3 If the club is dissolved it will turn over its remaining funds and property to Oak Hall, which may use it only for athletic purposes.

15.2 Fiscal Year.

The club's fiscal year begins July 1 and ends the following June 30.

15.3 Revenue and Expenditures.

15.3.1 All club revenues upon receipt must be promptly given to the treasurer or his/her designated representative for deposit in a bank approved by the Oak Hall Board of Directors.

15.3.2 All expenditures must be approved by the officers according to the annual budget.



15.3.3 The treasurer must authorize all checks written from the club's account that have not previously been approved by the annual budget. The Oak Hall athletic director or business office will issue the authorized checks.

15.3.4 Receipts must be submitted for all expenditures and with all reimbursement requests.

15.3.5 The treasurer may accept as legitimate a bill submitted by the Oak Hall headmaster, athletic director, assistant athletic director or business manager for purposes approved by the officers.

#### 15.4 Investments.

15.4.1 The treasurer may invest any funds he/she determines to be in excess of budgeted operating needs in insured certificates of deposit for up to one year at competitive rates.

15.4.2 The officers may approve investments of funds for over one year.

#### 15.5 Reports.

The treasurer must submit financial reports to the officers/directors.

#### 15.6 Using Funds.

15.6.1 The club pays each year for the following items without a vote, up to the maximum budgeted amount:

- (a) Varsity letters, pins, participation certificates, and individual recognition trophies.
- (b) Team or program award banners.
- (c) Commemorative awards for team or individual state champions. The head coach chooses the type of award, which can't cost over \$25 per team member (coaches, student-athletes and team attendants) or be in the form of cash.
- (d) New team uniforms or approved team gear in each varsity sport every three years on a staggered rotation.
- (e) Coaches appreciation party.

15.6.2 The club may pay for the following items if approved by the officers:

- (a) Supplemental equipment requested by head coaches if pre-approved by the Oak Hall administration.
- (b) Capital expenditures of a long-term nature.

15.6.3 The club won't pay for the following:

- (a) Support of club sports.

- (b) Personal safety or other equipment necessary to play a sport.
- (c) Items that a student-athlete might keep other than those defined in 15.6.1 (a) and 15.6.1 (c).
- (d) Director compensation or entertainment.

15.7 Qualifications for Funding.

15.7.1 An Oak Hall sports program must be continually active in the Booster Club to qualify for club funding. Programs that fail to appoint team representatives to the club won't be eligible for funding.

15.7.2 An Oak Hall sports program won't be eligible for club funding if:

- (a) It fails to appoint a team representative to the club by the start of each school year;
- (b) Its team representative doesn't remain actively involved in the club because cumulatively they miss over 20 percent of regularly scheduled board or committee meetings within a 3-year period; or
- (c) Its team representative fails to comply with the constitution or bylaws.

**BYLAW ARTICLE 16**  
**COMMITTEES**

16.1 Number and Chairs.

16.1.1 There are four standing committees: development, fundraising, events, and the team representative committee.

16.1.2 The president appoints each committee chair. The chair must be a member in good standing.

16.1.3 Committees are encouraged to solicit club members who are not team representatives or officers/directors to assist with the club's work.

16.1.4 Additional committees may be formed as necessary.

16.1.4.1 Chairs of any additional committees will not be officers/directors or voting members of the board.

16.2 Standing Committee Responsibilities.

16.2.1 The Fundraising Committee:

- (a) Organizes annual fundraising events and publications.

- (b) Seeks required approvals from Development Department of Oak Hall for fundraising events
- (c) Keeps records of all fundraising activities including registrations and sponsorships and reports progress to the board.
- (d) Submits all money collected to the treasurer or appointed representative in a timely manner.

16.2.2 The Events Committee:

- (a) Assists the athletic director with organizing and conducting the annual awards picnic in May.
- (b) Assists the athletic director with providing hospitality rooms when Oak Hall hosts state series events.
- (c) Assists with game promotions and events in order to foster spirit within the Oak Hall community.
- (d) Promotes and supports all non fund-raising Oak Hall Athletic events.

16.2.3 Team Representative Committee:

- (a) Serve as an advocate for the sport they are representing
- (b) Encourage and recruit participants in sports programs to promote and support Booster Club events, particularly those related to fundraising
- (c) Assist with game promotions and events in order to foster spirit within the Oak Hall community.
- (d) General promotion and support for Oak Hall Athletic events

16.2.4 Development Committee

- (a) Organize, promote, and help facilitate Team Oak Hall Program
- (b) Works with Development Department of Oak Hall to insure proper compliance
- (c) Keeps records of all activities including sponsorships and reports progress to the board.
- (d) Submits all money collected to the treasurer or appointed representative in a timely manner.

All club meetings will operate according to Roberts Rules of Order.

**BYLAW ARTICLE 18**  
**AMENDMENTS**

Bylaws may be amended by a two-thirds (2/3) vote of the officers/directors present at a regularly scheduled meeting, only if written notice of the proposed amendment is sent to all officers/directors at least 15 days before the meeting. This written notice must contain the complete text of the proposed amendment. It also must state the date, time and place of the meeting during which the proposed amendment will be considered.

Submitted and approved this XX day of XX, 20XX.

President: \_\_\_\_\_

Athletic Director: \_\_\_\_\_

Witness: \_\_\_\_\_

Witness: \_\_\_\_\_