

CINCINNATI COUNTRY DAY ATHLETIC BOOSTER ASSOCIATION

BYLAWS

APPROVED ON 05/13/19

ARTICLE I: NAME

Section 1. Name. The name of the association shall be Cincinnati Country Day Athletic Booster Association (hereafter referred to as “**Athletic Boosters**”).

ARTICLE II: OBJECTIVES

Section 1. Objectives. The objectives of the Athletic Boosters are as follows:

- (a) To support athletic programming in accordance with the mission of Cincinnati Country Day School (“**School**”). The primary support will be through providing funds to assist Upper School, Middle School, and youth athletic programs, as approved by the Athletic Director.
- (b) To promote and maintain community engagement in the athletic activities of the School.
- (c) To promote awareness of the School’s athletic programs, with a goal to attract future student athletes.

Section 2. Policies.

- (a) The fiscal year of the Athletic Booster Association shall correspond to the fiscal year of the School.
- (b) The sources of income will include Booster membership dues, donations, concession income, spirit wear campaigns, and other fundraising approved by the Athletic Booster’s Executive Board and the School’s Administration. Admission to the School’s home sporting events is not a source of income, as it goes into the School’s general operating funds.
- (c) All Expenditures and disbursements specifically intended for the CCDS athletic programs will be approved by the Athletic Director and directed through the business office. Receipts shall be maintained for a minimum of three years.

ARTICLE III: MEMBERSHIP AND DUES

Section 1. Members. Membership in the Athletic Boosters is open to all of the CCDS community.

Section 2. Dues. Membership categories, rates, and privileges are to be determined and approved annually by the Athletic Booster Association. The main membership drive will take place at the beginning of the fall season of each school year. Membership dues will be payable online in a single payment.

Section 3. Voting. When the members of the Athletic Booster Association are asked to vote, each member shall be entitled to one vote regardless of the number of children currently attending the School. Each Member shall be entitled to one vote regardless of the number of Members representing a child.

ARTICLE IV: ORGANIZATION AND MEETINGS

Section 1. Meetings

- (a) A minimum of five Member Meetings will be held in August, September, November, February, and May at a date and time designated by the Executive Board. Additional meetings may be called by the President with 14 days of notice.
- (b) Member meetings are open to all paid members.
- (c) Executive meetings are reserved for the elected officers and the Athletic Director. Appointed officers may also be invited to an executive meeting.
- (d) A quorum must be present for official business to be conducted. A quorum will consist of majority presence of the Executive Board, which includes the elected officers and the Athletic Director.

Section 2. Annual Meeting. The last Member Meeting of the school year shall be the Annual Athletic Boosters Meeting. The purpose of the Annual Athletic Boosters Meeting shall be to elect new Athletic Booster Association officers to any vacant positions and conduct any routine business.

Section 3. Special Meeting. A Special Members Meeting may be called to deal with urgent matter(s) of importance that cannot be postponed until the next Member Meeting. The President may call a special Member Meeting with a minimum of forty-eight (48) hours notice to Members.

Section 4. Location. The President shall determine the time and place of meetings.

ARTICLE V: OFFICERS AND THE EXECUTIVE BOARD

Section 1. The Executive Board. The Executive Board shall consist of the elected officers and the Athletic Director. The elected officers shall consist of a President, Vice-President, Secretary, and Treasurer.

- (a) Elected officers will hold a two-year term, to be elected biannually at the Annual Athletic Boosters Meeting in May.

Section 2. The Athletic Booster Association Board will consist of Elected Officers, Appointed Officers, and the Athletic Director.

- (a) Appointed officers will hold a one-year term and be elected annually by the Executive Board at the Annual Athletic Boosters Meeting in May.

Section 3. Eligibility and Vacancy

- (a) Nominations are presented to the Board and can be accepted from the floor. Candidates for the office of President must be active participants on the Board for at least one year.
- (b) No Member may hold more than one office at the same time.
- (c) The Elected Officers shall hold office for a two-year term commencing on the first day of summer vacation of the year elected and ending on the last day of School at the end of the term.
- (d) In the event a parent coach is elected to the Board, his or her voting restrictions, if applicable, will be determined by other members of the Executive Board.
- (e) Any officer may resign by providing written notice to the President. A resignation shall be deemed to take effect upon its receipt, unless a later time is specified therein. Vacancies, other than the President, may be filled by the President, with the approval of the Executive Board, for the remainder of the term. A vacancy occurring in the office of the President shall be filled by the Vice-President for the remainder of the term in office.

Section 4. Duties of the Elected Officers.

- (a) President. The President shall serve as one of the primary spokespersons for the Athletic Booster Association, maintain regular communication with the Athletic Director, preside at all Member Meetings and Executive Board Meetings, name all Appointed Officers with the approval of the Executive Board, review Athletic Booster financial documents, coordinate all meetings

in the School calendar, and delegate responsibilities to other Officers or Members as needed.

- (b) Vice-President. The Vice-President shall serve as one of the primary spokespersons for the Athletic Booster Association, shall preside at meetings in absence of the President and assist the President on special assignments.
- (c) Secretary. The Secretary shall keep minutes of all Booster meetings, circulate attendance sheets at Members Meetings, record all votes when applicable, and assume other duties normally associated with the office of the Secretary.
- (d) Treasurer. The Treasurer shall work with the School's Business Office to present an annual budget to the Board at the August Meeting. The treasurer shall maintain documentation of expenditures and disbursements. The Treasurer shall be required to prepare periodic financial reports to the Board and assume other duties normally associated with the office of the Treasurer.

Section 5. Appointed Positions. The following appointed officers will begin serving their one-year term on the first day of summer vacation on the year appointed and ending on the last day of school:

- (a) Membership Chairperson
The Membership Chairperson shall be appointed by the Board and be responsible for designing and administering the Athletic Booster Membership drive. This includes recommending a plan and budget to the Board and assisting with the approved plan. This Chairperson shall also assemble a team of Members to help with the campaign.
- (b) Concession Chairperson
The Concession Chairperson shall be appointed by the Board and make certain that suitable refreshments are available at all major sporting events throughout the school year. The concession provisions will be subcontracted out when possible. The Concession Chairperson will work directly with the contractor to provide a master schedule for concession stand needs.
- (c) Upper School (US) Chairperson
The US Chairperson shall be appointed by the Board and shall procure a team liaison for each organized and sanctioned Upper School sports team, during each sport's primary season of the school year. The assigned team liaisons will be responsible for assisting the team coach with necessary administrative/parent duties and will work with the Upper School Chairperson to devise a plan to engage the community and to enhance the athletes' experiences on the team.
- (d) Middle School (MS) Chairperson

The MS Chairperson shall be appointed by the Board and shall procure a team liaison for each organized and sanctioned Middle School sports team during each sport's season of the school year. The assigned team liaisons will be responsible for assisting the team coach with necessary administrative/parent duties and will work with the Middle School Chairperson to devise a plan to engage the community and to enhance the athletes' experiences on the team.

(e) Lower School Chairperson

The Lower School Chairperson shall be appointed by the Board and shall work with the administration of the Lower School to engage the LS community in athletic events on campus. This may include, but is not limited to, working with US/MS coaches to have ball boys/girls at a game, implementing mini-youth games at half-time of varsity events, working with the LS art department to provide banners/posters for teams, etc. A list of initiatives shall be discussed at the August meeting.

(f) Youth Sports Chairperson

The Youth Sports Chairperson shall be appointed by the Board and shall procure a team liaison for each CCDS sponsored youth sports team, during each sport's season of the school year. The assigned team liaisons will be responsible for assisting the team coach with necessary administrative/parent duties and will work with the Youth Sports Chairperson to devise a plan to engage the community and to enhance the athletes' experiences on the team.

(g) Media Chairperson

The Media Chairperson shall be appointed by the Board and shall assist with community wide communication regarding athletic events. The Media Chairperson shall work with the Membership Chairperson to coordinate the announcement of the Annual Membership Drive.

(h) Outreach Chairperson

The Outreach Chairperson shall be appointed by the Board and will interface with principals, directors, and coaches of local K-8 institutions, actively promoting Cincinnati Country Day School.

(i) Special Projects Coordinators

The Special Events Coordinators shall be appointed by the Board and will support the Board on events such as Spirit Wear Campaign, Senior Banner Project, an Athletic Program campaign, and other projects approved by the Athletic Director and School Administration.

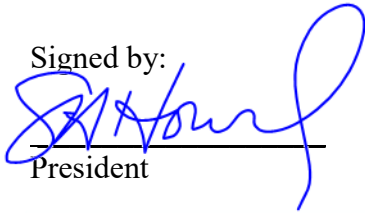
Article VI: PARLIAMENTARY AUTHORITY

Robert's Rules of Order, revised, shall be the parliamentary authority for all matters of procedure not specifically covered by the bylaws.

ARTICLE VII: AMENDMENTS

These bylaws may be amended at any meeting of the Athletic Boosters Association, by vote of the Board (majority of all elected and appointed positions), the amendment having been submitted in writing to the members at least two weeks prior to the date of the meeting.

Signed by:



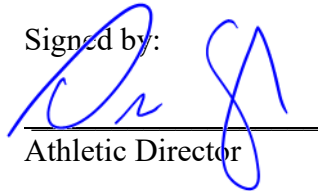
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President

7/1/2019

Date

Signed by:



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Athletic Director

7/1/2019

Date