

Bulldog Athletic Boosters of Ravenna
Ravenna, Michigan 49451
Second Amended Bylaws – June 2019

Article 1: Name

The name of the organization is “Bulldog Athletic Boosters of Ravenna”. Also, may be referred to as BABR.

Article 2: Purpose of organization

A. The purpose of the Bulldog Athletic Boosters of Ravenna is to promote athletics at Ravenna Public Schools in an atmosphere that is consistent with the educational philosophy of the school community.

B. Objectives

a. To encourage, foster and support the advancement of athletic and team play in the school community as a proven means of developing physical health, good sportsmanship, good citizenship, and sound moral character.

b. The Bulldog Athletic Boosters of Ravenna role shall be strictly non-political in nature. This organization shall not attempt to influence the school board, school administration, coaching staff or other school officials in personnel matters dealing with the schools system’s athletic programs or their decisions regarding policy, staffing or administration of the athletic program. The Bulldog Athletic Boosters of Ravenna reserve the right to express opinions on matters of special interest to the improvement of athletics in Ravenna Public schools.

Article 3: Membership

- A. Any adult (age 18 or above/out of high school), resident of Ravenna School District, and/or alumni, faculty, parents, guardian, and grandparents of RPS students who subscribes to the objectives of this organization shall be eligible to participate in its business meetings or to serve in any of its elective positions.
- B. Associate members shall consist of all members of the school athletic association, administration and school board personnel whose membership shall be automatic and entitles them to serve in an advisory capacity without voting privileges. i.e. principal, athletic director, head coach.
- C. There is no restriction on the number of members in this organization.
- D. All varsity and high school club sports are required to have a parent liaison that is an active member of the boosters. This individual is assigned by the varsity or high school club head coach for each sport and can only represent one sport. This individual is required to attend two-thirds of monthly meetings.
- E. Voting members are supported by annual dues and/or participation, as determined by the board. This supports voting privileges at annual meeting.

Article 4: Meetings

- A. Open board business meetings shall be held monthly, dates and locations to be determined by executive board, from August through May. Exceptions to these meeting dates are holidays or conflicts with the school calendar. The secretary is responsible for notifying the general membership of each meeting.
- B. An annual meeting to be held in June.
- C. Special meetings of the organization may be called anytime by the president or upon written request of a majority of executives committee. Secretary shall notify all members at least **two** days prior.
- D. Five Board members must be present to have a quorum.
- E. Vacated Seats are nominated and confirmed through the executive board. This interim position will be up for nomination at next election.

Article 5: Rules and Amendments to Bylaws

- A. All meetings shall be conducted in accordance with Robert's Rules of Order.
- B. Proposed bylaw amendments must be communicated to all active members prior to annual membership meeting in June. Amendment of Bulldog Athletic Booster of Ravenna Bylaws requires two-thirds of those members present and eligible to vote.

Article 6: Executive Board of Bulldog Athletic Boosters of Ravenna

- A. Election of Executive Board
 - a. The executive board of the Bulldog Athletic Boosters of Ravenna shall consist of a President, Vice-President, Secretary, Treasurer, and **three** Trustees.
 - b. The nomination of executive board members shall take place in the May business meeting. Voting and election of executive board members shall take place at the annual meeting in June.
- B. Terms of Executive Board Members
 - a. The executive board member term limit is a 2-year term, not to exceed three consecutive terms. Term limited board members may rerun after a one year absence.
 - b. A minimum of three executive board members must be elected annually.
 - c. Executive board positions are annual. The executive board will nominate and elect positions at the beginning of the first business meeting after the annual meeting.
 - d. The roles of President, Vice President and Treasurer may not be held by spouses, parent/child or siblings.
- C. Roles
 - a. President: The President shall preside at all meetings of the Bulldog Athletic Boosters of Ravenna. The President is responsible for preparing the agendas for all meetings. The President is responsible for reporting to the Ravenna Public School Board and Athletic Committee. He/She is responsible to open communication with the Athletic Director.
 - b. Vice-president: The Vice-President shall perform all duties of the President in the event of absence or disability. If for any reason there shall be a vacancy in the office of the President, the Vice-President shall succeed on board. Vacancies in any other offices shall be filled by the executive board members.
 - c. Secretary: The Secretary shall manage document control for the Bulldog Athletic Boosters of Ravenna, including meeting minutes, attendance sheets and posting of agendas. He/She is also responsible for any correspondence and/or notifications. The Secretary shall oversee the maintenance of appropriate certifications/licensures for the Bulldog Athletic Boosters of Ravenna.
 - d. Treasurer: The Treasurer shall keep accurate account and record of all money received and disbursed, deposit all money in approved depositories, pay all bills, make all monthly reports of all transactions and accounts itemized in writing at the regular meetings of the club.
 - e. Trustees: The Trustees are active, executive, voting members of the Bulldog Athletic Boosters of Ravenna who assist other board members in their duties.

Article 7: Committees of Bulldog Athletic Boosters of Ravenna

- A. The Executive Board of the Bulldog Athletic Boosters of Ravenna shall support sub-committees as needed. Standing committees shall have a minimum of **three** members.
- B. All sub-committees shall report to the Bulldog Athletic Boosters of Ravenna executive board.
- C. Standing committees may not consist of entirely executive board members.
- D. The executive board must maintain standing committees for concessions and general fundraising.

- E. Concession Stand Committee: This committee shall be responsible for all planning related to, and the operation of, the BABR Concessions stands for all athletic programs. This committee shall order products, appoint workers, and publish work schedule for the operation of the concession stand as well as be responsible for the safekeeping/deposit earned to the Executive Board of BABR. This committee shall prepare an annual budget and make recommendations concerning the need for updating concession stand equipment. The liaison assigned from each sport will submit concession stand workers to concession committee.
- F. BABR has first right of refusal in regards to all future spirit store(s) ventures.
- F. General Fundraising Committee: This committee shall be responsible for all fundraising activities related to BABR. This shall include, but not be limited to, selection of the type of fundraisers that will be held. This committee shall be responsible for reporting all monies collected or due to the Executive Board of BABR to ensure accurate accountability.
- G. Promotion and Education Committee: This committee is responsible for all social media that promotes the athletes of RPS and keeps the community and BABR members updated on BABR activities and needs.
- H. Golf Outing Committee: This committee shall be responsible for all planning related to, and the operation of, the BABR annual golf outing.

Article 8: Financial Guidelines/Allocation of Funds

- A. BABR shall carry a minimal operating budget + 10% above and special project funds.
- B. What is remaining in the account at fiscal yearend shall be dispersed to each sport based on current year per capita student-athlete count, with a cap per athlete determined by the board, with adherent good standing with participation rules.
- C. Varsity coaches are to provide one parent liaison to BABR each season. (see Article 3 -
- D. Special projects and requests should be taking into consideration at the annual June meeting.
- E. The 10% above operating budget can support unusual circumstances.
- F. Special Project Fund. In the event that BABR has \$30,000 or more in receipts after all BABR expenses have been paid, then 10% of said funds shall be taken out of the funds prior to disbursement to the sports teams and be used for Special Project(s).
 - (1) Request for a special project fund must be submitted to the Board prior to the April Board Meeting of the year of the current year.
 - (2) The Special Project MUST benefit a majority of the student-athletes at Ravenna Public School or benefit a minimum of 3 sports.
- G. BABR reserves the right to support any and all liaisons with a One Hundred and 00/100 (\$100.00) dollar credit towards a Ravenna Public Schools season athletic pass. Any liaison may opt to refuse said credit.
- H. BABR reserves the right to support any and all executive board members with a One Hundred and Seventy-five and 00/100 (\$175.00) credit towards a Ravenna Public Schools family athletic pass. Any executive board member may opt to refuse said credit.

Article 9 Dissolution

Should the Bulldog Athletic Boosters of Ravenna cease to operate as a legal entity, all of the BABR cash will be distributed equally to all active athletic teams having an unencumbered fund with BABR and assets will be turned over to the RPS athletic department. Distribution to the teams will be calculated in the following manner; the total sum of the BABR's ending cash balance, including all assets converted to cash, divided by the total of all Ravenna Athletic athletes participating in the previous three sport seasons as determined by ending varsity, junior varsity, and freshman rosters prior to the BABR dissolution. Encumbered fund balances

for the teams no longer active of Ravenna Athletics will be added to the general fund balance prior to the final distribution in the manner described above.

Approved on this date _____, 20____.

By:

_____ President

_____ Vice-President

_____ Secretary

_____ Treasurer

_____ Trustee

_____ Trustee

_____ Trustee

- October 7, 2019 at the Executive Meeting of the Bulldog Athletic Boosters, we created and voted upon an addendum to the bylaw Article 8, Section B regarding Finance Guidelines. In June it will be amended on our bylaws to read the following...
- I. *What is remaining in the account at fiscal yearend shall be dispersed to each sport based on **a 3-year average** per capita student-athlete count, with a cap per athlete determined by the board, with adherent good standing with participation rules.*