



OLENTANGY BOOSTERS ASSOCIATION, INC (DBA OLENTANGY ATHLETIC BOOSTERS) CONSTITUTION

APPROVED 11/4/2019

PREAMBLE

Recognizing that the sports program in the Olentangy Local School District is only partially supported by general tax funds, the Olentangy Athletic Boosters, Inc is organized to help support, improve and expand the sports program *while promoting school spirit.*

Article I- NAME

The Association shall be called: OLENTANGY ATHLETICS BOOSTERS, (or, "OAB") and operates under the entity name of Olentangy Boosters Association, Inc. OAB is a non-profit, tax exempt organization.

Article II- PURPOSE

To work for and encourage the most desirable and effective athletic, scholastic and community programs possible, beginning in the elementary grades and continuing through high school; to work for the adequate financial support of such programs; and to accomplish such other purposes as may be approved by the voting members of the OAB In accordance with Section 501c3 of the Federal Internal Revenue Service code, the OAB shall operative exclusively as a non-profit organization.

Article III- MEMBERSHIP

Section 1. The general membership of the OAB shall be comprised of those interested in supporting its objectives through financial and participatory contributions.



Section 2. The Executive Committee shall consist of the current elected officers and the immediate Past President.

Section 3. Team Representatives. Each team supported by the OAB must appoint a team booster representative(s) to attend the regularly scheduled OAB meetings. A team representative cannot be the Team Coach. The responsibilities of the Team Representative(s) is:

- a. To serve as a liaison between the team and the OAB membership and officers.
- b. To attend monthly OAB Member Meeting to report on relevant team activities, and to convey pertinent updates to their respective team(s).
- c. To coordinate team expenditures – in conjunction with the appointed Team Treasurer (if applicable) – and to provide approvals of team expenses via the “Request for Payment” form. Team Representatives are responsible for ensuring agreement with the respective Team Booster organization for all expenses approved.
- d. Each team shall have one vote for all membership decisions taken to vote regardless of the number of Team Representatives.

Section 4. The voting membership of the OAB shall consist of one (1) team booster representative for each sport and the Executive Committee (consisting of elected officers and immediate past President). Coaches are not voting members. The Athletic Director will also hold voting rights with one vote.

Article IV- MEETINGS

Section 1. The President can convene a meeting provided there is sufficient business to warrant a meeting indicating the date, time and place for the meeting. At a minimum, there must be one meeting within the fiscal year. The President can also establish a yearly schedule of regular meeting dates, times and places.

Section 2. All voting matters will be conducted by majority vote of the voting membership present.

Article V- OFFICERS

Section 1. The officers of the OAB shall consist of the President, Vice President,



Secretary, and Treasurer. An Assistant Treasurer may be added if recommended by the Executive Committee and approved by OAB Membership.

Section 2. The Executive Committee, which consists of the elected officers and the Immediate Past President, is authorized to transact emergency business when there is not time for a called meeting of the membership. The majority present can transact business.

Section 3. No member of the Board of Education or Faculty of the Olentangy Local District is eligible to hold an OAB Officer position.

Section 4.

1. The Treasurer position a paid position as approved by OAB membership as of July 1, 2008. The position will be paid twice per year, and payment will be for the prior 6 months of service. Total annual compensation will be \$1200.00 and will be reviewed on an annual basis by the OAB. Funding will be held from each team's restricted account, approximately \$25.00/half year per team. Any shortfall will be assessed to the annual booster budget expense.
2. The OAB will be required to vote on each payment made to the Treasurer and may elect to withhold or reduce pay based on accuracy and timeliness of the work.
3. If approved by OAB, an Assistant Treasurer may be appointed. This position will be evaluated for "volunteer" or "paid position" dependent upon the scope of the role. If deemed a paid position, total annual compensation should not exceed 50% of the Treasurer total annual compensation.

Article VI- DUTIES OF THE OFFICERS

Section 1. The President shall:

1. Preside at all meetings.
2. Perform all other usual duties incidental to the office or those authorized or required in these articles.
3. May appoint committees as outlined by these articles and any other committees deemed necessary.
4. Present the Proposed Budget at the August meeting.
5. Holds fiduciary responsibilities along with the Treasurer and is listed as an authorized legal representative for the organization.



Section 2. The Vice President shall:

1. Act in the absence of the President.
2. Chair committees as requested by the President.
3. Perform duties as requested by the President to conduct the affairs of the OAB authorized or required by these articles.

Section 3. The Treasurer shall:

1. Keep records for the receipt and distribution of all monies of the OAB.
2. Approve all payments from the Budgeted and Restricted accounts.
3. Draw checks in a timely manner in agreement with the policies established in this Constitution and as outlined in Article IX FUNDS and Article X DISTRIBUTION OF FUNDS.
4. Provide a monthly reconciliation of Budgeted and Restricted accounts (by team and in total) to the Executive Council and Membership.

Section 4. The Secretary shall:

1. Be responsible for the recording of the activities of the OAB and maintain appropriate files, membership records, minutes and mailing lists.
2. Give required notice of all meetings of the OAB.
3. Distribute minutes of the meetings

Section 5. Attendance at Meetings:

1. All Officers shall attend all duly notified meetings.
2. Officers may be excused from attendance by the President.

Article VII- ELECTION OF OFFICERS

Section 1. The President, Vice President, Secretary and Treasurers shall be elected at the June meeting and shall take office at the August meeting and continue throughout their terms until their elected successors take office.

Section 2. The President shall request nominations at the April meeting for consideration at the May meeting prior to the current term limit. The President



may also appoint a nominating committee for the purpose of presenting a slate of candidates at the May meeting. Additionally, nominations may be made from the floor.

Section 3. Exceptions to the above procedure may be changed by a vote by the executive committee.

Article VIII- TERM LIMITS AND SUCCESSION OF OFFICERS

Section 1.

OAB Officer positions shall be held for a two-year term so long as the Officer is able to uphold their obligations as previously outlined in Article VI Duties of the Officers.

1. The Vice President shall succeed the President.
2. The President shall become the Immediate Past President.
3. The Secretary and Treasurer may serve in their positions as long as the voting members of the OAB elect them.
4. The sitting President or Vice President may serve in their positions for a second term if the voting members of the OAB elect them to do so and agreed upon by the sitting President and Vice-President.
5. In the event the Officer team is up for election simultaneously, Officers will be selected based upon the majority vote of the OAB Membership.
6. Any changes to this procedure can be made by a majority vote of the voting members of the OAB.

Section 2. Vacancies.

In the unlikely event that a position becomes vacant during the Officer's term, the remaining Officers shall nominate a replacement to be presented for voting by the OAB Voting Membership.

Article IX-FUNDS

Section 1. All funds of the OAB and those with which the OAB is entrusted shall



be deposited or invested in a federally insured financial institution designated by the OAB.

Section 2. Checks shall be signed by the Treasurer, or by the President in the Treasurer's absence.

Section 3. Deposits shall be made into the OAB General Account through an approved deposit ticket and shall include a notation on the specific event and/or team making the deposit. Deposits made without the appropriate notation will be added to the OAB general fund and will be reconciled as timely as possible.

Section 4. An auditor or a committee may be appointed by the President to audit the books between the January and February meeting or upon vacancy of the office of Treasurer.

Section 5. The funds handled by the OAB are comprised of two (2) different types of accounts, Budgeted Accounts and Restricted accounts.

(a) Budgeted Accounts. Funds for this account are raised by the collective OAB group, and include things such as the Community Annual Booster Drive, the Indoor Concession Stand, the sale of bricks, decals, Pride Signs, Banners, Kroger Rewards, and any other major fund raising effort taken on by OAB and deemed an "umbrella fundraiser" for the benefit of all members.

(b) Restricted Accounts. Funds for this account are raised by the individual teams and are raised at the discretion of the team coaches with the approval of the Athletic Director.

Section 6. In August of each year, the Executive Committee will prepare a budget for the OAB using the funds derived from the Budgeted Account. This proposed budget will be presented to the Olentangy High School Athletic Director.

Budgeted Account funds will be allocated based upon team participation in OAB activities such as those named Article IX, Section 5. Additional participation will be recognized for attendance at monthly OAB Membership meetings by the



Assigned Booster Representative or the Team Coach. Funds are distributed to Team's Budgeted Accounts once annually at the beginning of each academic year. The Athletic Director will work with the Executive Committee to ensure the funds in the Budgeted Account are distributed fairly.

Section 7. Team fundraising activities for monies used in a team's Restricted Account must be conducted to support activities or items for a specific team. It is recommended that such activities be reviewed by and approved through the team's own booster organization. No team shall operate a team-specific fundraising program that detracts from OAB "umbrella fundraisers" nor shall any team use the OAB 501c3 non-profit designation without the consent of the OAB Executive Committee. Each team is required to submit their annual fundraising plan (per OLSD policy) to the OAB Executive Committee for inclusion in the Annual Operating Plan that is submitted to the Athletic Director.

Section 8. The voting members of the OAB will vote on the proposed budget of the Budgeted Account at the September meeting.

Section 9. For convenience and speed, each team can request an OAB credit card. Using team credit cards have the following benefits:

- Speed of payment and reconciliation (no waiting 2 weeks for checks!)
- Less reimbursements to individuals
- Statements of spending
- Fraud protection
- Cash back for OAB (1% as of 11/2019)

Like any credit card precautions should be taken to reduce the chance of fraud.

- Only the team treasurer or signed credit card user should use the card
- Keep the card number protected. Use on trusted sites / vendors, SSL certs on websites
- Keep the limit on each card as low as possible, shut off card in off season
- Report fraudulent activity immediately
- Only use for team approved purchases (President and Treasurer)



Article X- DISTRIBUTION OF FUNDS

Section 1. General

1. The President must approve any distribution of funds directly to the Treasurer and must sign all checks payable to the Treasurer.
2. All fund requests must be supported by appropriate documentation and authority approval. Authority approval may be in the form of a hardcopy signature or an email, whichever is requested by the Treasurer.
3. Funds will generally be distributed within 10 business days of receipt of the appropriate documentation. In the event that funds are required sooner than the standard turnaround, special arrangements must be made with the Treasurer in advance. Turnaround times can be extended during surge periods (i.e., team formation, end of season).
4. A team may have a team specific Treasurer who is an elected parent Treasurer.
5. Assigned team booster representatives, for the purpose of distribution of funds, shall be identified in writing at the beginning of each fiscal year by each team or organization. If the parent representative is changed during the course of the year, it must be approved in writing by the team coach. Documentation of this will need to be provided to the OAB Executive Committee. This assigned parent representative can be the same as the team booster representative.

Section 2. Restricted and Budgeted Account Authority Approval:

Approval to distribute funds must be provided according to the following:

1. A receipt must accompany all reimbursement / payment requests. For credit card spending the receipt must be emailed the same day to the OAB treasurer, CCing the team president and coach.
2. All requests for spending will be approved by the team president and treasurer prior to purchase. For teams with only one board member, the coach will fill the second approval. For teams with no board members, the coach and OAB treasurer will approve expenditures.



Section 3. Funds will be distributed at the team’s request pending sufficient funds in a team’s restricted and/or budgeted accounts. No monies shall be advanced to any team under any circumstance should a team have insufficient funds in their separate or combined accounts. The OAB Treasurer will notify the Team Booster Officer (or Treasurer) if a request is unable to be fulfilled due to insufficient funding in a team account.

Section 4. Requests for Capital Improvement Funds (i.e., concessions equipment) shall be presented to OAB Membership for review. OAB membership will vote on the expenditure with a “Majority in Favor” required for expenditure approval.

Article XI-OLENTANGY YOUTH ATHLETIC PROGRAMS

The OAB endorses the youth programs as may be promulgated by the commissioners of the youth programs including the impress of funds.

Article XII-AMENDMENTS

Section 1. This Constitution may be amended by the majority vote of the membership present; however, the amendment or amendments must be presented at the meeting preceding the meetings at which the vote is taken.

Section 2. The President at his/her discretion may appoint a committee to review this Constitution at any time, and recommend any changes or re-ratification by following the amendment procedures in this article.

Section 3. Any changes to the fiduciary policies related to financial processes made in conjunction with or adherence to state, federal or other laws, and any policies suggested by the Olentangy Local School District Treasurer may be reviewed and approved by the Executive Committee and will not be subject to voting and majority approval of the Booster Members.



Article XIII- OPERATING PRINCIPLES

Section 1. OAB is committed to ensuring compliance with all OHSA policies relative to student athletes.

Section 2. OAB may provide financial support to school athletic/scholarship honors banquets and events.

Section 3. It is the policy of the OAB that all parties involved with OAB will not engage in any activity that gives rise to, or could give rise to, an appearance or claims of self-dealing loyalty or a conflict of interest by reason of such person's position with OAB. In the event that such person has reason to believe his or her activities or anticipated activities could give rise to any such claims, he or she shall have the duty to disclose such activities or anticipated activities to the OAB Executive Committee.

Section 4. It is the policy of the OAB that all parties involved in the operation of the OAB will provide an operational environment that is free of all forms of discrimination.