FAIRFIELD UNION ATHLETIC BOOSTER CLUB

CONSTITUTION & BYLAWS

Article I - Name

The name of the group shall be known as the Fairfield Union Athletic Booster Club.

Article II - Purposes

The purposes of this club are to organize and maintain an athletic booster club for the encouragement and advancement of athletics in the Fairfield Union Local School District for Grades 7-12.

Article III - Membership

Section I. Any citizen in good standing, ages 18 years or older, who is interested in the purposes for which this club is formed, shall be eligible for membership. (*NOTE: The decision as to a member's "good standing" will reside with a majority vote by the Executive Committee*.)

Article IV - Meetings

Section I. There will be six meetings each year on the fourth Wednesday of the dedicated month. (*Exception: A special meeting may be substituted for a regular meeting to avoid conflicts and/or holidays.*) Meetings will begin promptly at 5:30pm and will be held in the Fairfield Union High School Library, unless stated otherwise. A list of all meeting dates can be found at www.fairfieldunion.org under "*Athletics*" and "*Athletic Boosters*."

Section II. The Fairfield Union Athletic Booster fiscal year is July 1 through June 30. The May meeting each year will be recognized as the annual meeting.

Article V - Funds

The funds of this club shall be used to further the purposes for which it is formed and shall be disbursed by the treasurer upon a majority vote as described in accordance with Article VII. (*Exception: Article VIII, Section IV*.)

Article VI – Officers / Executive Committee

Section I. The management and administration of the affairs of this club shall be by elected officers. The officers shall form the Executive Committee and serve as voting members.

Section II. The elected officers include: President, Vice President, Treasurer, Secretary, and Concessions Manager(s). Elected officers may not include any employee of the Fairfield Union Local School District. *(NOTE: As determined by the President, an elected officer position may remain vacant if there are no eligible individuals to fill the role.)*

Section III. The Athletic Director shall serve in an ex-officio capacity as a voting member of the Executive Committee.

Section IV. At least four Executive Committee members must be present at any meeting to create a quorum. A majority vote of the Executive Committee quorum will be sufficient for decisions to be deemed official. In cases involving a tie, the vote of the President will serve as the deciding vote.

Section V. If necessary and/or requested, an election for a challenged or vacant officer position will be presented and a vote taken during the annual meeting. (*NOTE: It is desirable that a candidate for an officer position have a direct tie to the Fairfield Union Community*.)

Section VI. In order for an individual to run for the officer position of Vice President, it is necessary that the individual be an active member in good standing for a minimum of one full year. *(If there isn't an eligible individual to fill the role, new members can become a candidate for this position with 50 signatures collected via use of a nomination petition.)*

Section VII. In order for an individual to run for the officer position of President, it is necessary that the individual be an active member in good standing for two full years and have served as Vice President for a minimum of one full year. *(If there isn't an eligible individual to fill the role, new members can become a candidate for this position with 50 signatures collected via use of a nomination petition.)*

Section VIII. Departing officers will conclude their responsibilities with the club at the conclusion of the annual meeting in May. (*NOTE: The Executive Committee reserves the right to accept resignations to conclude officer involvement immediately*.)

Section IX. Newly elected officers may begin official duties as early as the conclusion of the annual meeting in May but no later than July 1.

Section X. It is the expectation of the club that an officer makes a commitment to attend all meetings and/or sends a previously approved proxy to vote in his/her absence. At the direction of the President, officers failing to fulfill this obligation may be removed from "in good standing" and their officer position by a majority vote of all remaining Executive Committee members.

Article VII - Duties

Section I. All officers shall follow the guidelines set forth in the Constitution.

Section II. It shall be the duty of the President to preside at all meetings, appoint committee members, and oversee the overall administration of the club.

Section III. The Vice President shall preside at meetings in which the President is unable to attend. (*NOTE: If the Vice President officer position is vacant or the Vice President is absent, a meeting will be rescheduled to a later date*.) The Vice President will also assist the President with all duties as directed.

Section IV. The Treasurer shall receive all funds of the club and deposit same in a financial institution approved by the Executive Committee. The Treasurer shall keep a detailed register of all financial activities of the club and provide a balance sheet to the Executive Committee officers at each meeting. The treasurer shall maintain all financial records of the club and shall be bonded for $50,000.00 by a reliable bonding company. (*NOTE: The bonding fee shall be absorbed by the club.)*

Section V. There will be a concessions manager who shall handle all responsibilities associated with purchasing/ordering, stocking, and providing concessions for Fairfield Union Local School District athletic events in Grades 7-12. It is this individual's duty to work directly with the President and Treasurer to ensure expense receipts are submitted timely and with appropriate detail. The concessions manager has discretion to purchase/order what is deemed as best for the patrons. The concessions manager has the authority to sub-contract assistance with prior approval from the President. The concessions manager will be paid a monthly stipend as agreed upon by the Executive Committee.

Section VI. The Secretary shall keep all meeting minutes and records of the club.

Article VIII - Financials

Section I. No member of this club shall have the power or authority to incur any debt in the name of the club, nor shall any member, by virtue of his or her membership herein, assume any liability of any sum of money.

Section II. The President and Treasurer may authorize the expenditures of up to $300.00 without the vote of the Executive Committee. These approved expenses will be added to the next meeting agenda so the officers are aware. (*Exception: Coaches may request payment consideration from their account balance if the funds are available and meet the criteria sent out at the beginning of the school year.*)

Section III. Expenses and/or expense requests of $300.01 or higher may be voted upon electronically or in person at the next meeting by the Executive Committee. (*Exception: Article VIII, Section IV.*) The manner in which the vote is held will be at the discretion of the President.

Section IV. If deemed necessary to honor the club's purpose, the President may solely approve the disbursement of funds of up to $500.00 at his or her discretion. The reasoning for this approval and the expense itself will be added to the next meeting agenda so the officers are aware. In addition, the concessions manager may purchase all necessary food and related expenses without the need for a vote by the Executive Committee.

Section V. Capital Improvements will be discussed and a decision finalized in a timely manner.

Section VI. The Treasurer will work with the Fairfield Union Local School District Treasurer to ensure there is appropriate compliance with the Fairfield Union Athletic Booster Club finances.

Article IX - Committees

Section I. The following committees will be formed on an annual basis, appointed by the President: (1) Constitution Committee; (2) Nominating Committee; and (3) Scholarship Committee. Other committees will be formed as necessary to assist in the operations of the club. The President will be a member of all committees.

Section II. A Constitution Committee of no less than two Executive Committee members shall be established to review the constitution and, if deemed necessary, present recommendations to the Executive Committee at the annual meeting. *(NOTE: Constitution change recommendations may be submitted/voted on at any time due to changes in Ohio law or at the request of the Fairfield Union Local School District administration.)* Following review of the recommendations, the Executive Committee will vote to accept or reject one or all of the revisions. If accepted, changes to the Constitution will become official at the conclusion of the vote.

Section III. A Nomination Committee of no less than two individuals shall be established to assist in finding candidates for any vacant or vacating officer position. The Committee will present candidate recommendations to the Executive Committee at the annual meeting or throughout the year, as necessary.

Section IV. A Scholarship Committee of no less than two individuals shall be established to review scholarship applications to award at the Senior Recognition Awards Assembly at Fairfield Union High School in May.

Article X - Legal

Section I. The Fairfield Union Athletic Booster Club is organized exclusively for charitable and educational purposes, including but not limited to, the making of distributions to Fairfield Union High School that qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section II. No part of the earnings of the Fairfield Union Athletic Booster Club shall inure to the benefit of, or distributable to its members, trustees, officers, or other private persons, except that the Fairfield Union Athletic Booster Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause thereof. No substantial part of the activities of the Fairfield Union Athletic Booster Club shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Fairfield Union Athletic Booster Club shall not participate in, or intervene in (including the publishing and distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the Fairfield Union Athletic Booster Club shall not carry any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (2) corresponding section of any future federal tax code.

Section III. Upon the dissolution of the Fairfield Union Athletic Booster Club, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of Fairfield County, exclusively for such purposes of to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article XI – Revisions

This version of the Constitution & Bylaws was revised on May 20, 2026 following approval of such revisions by an Executive Committee vote. This version will serve the club for the 2026-2027 Fairfield Union Athletic Booster fiscal year.

The next scheduled date for Constitution & Bylaws changes recommendations to be considered/voted on will be the annual meeting on May 26, 2027.