

Geneva Academic Boosters Club

By-laws

Article I. Introduction

Section 1. These regulations constitute the code of rules adopted by Geneva Academic Boosters Club, an Ohio nonprofit corporation (the "Corporation"), for the regulation and management of its affairs (the "Code of Regulations").

Section 2. The name of this organization is the Geneva Academic Boosters Club.

Section 3. The Academic Boosters shall follow all federal and state of Ohio regulations pertaining to nonprofit corporations, which include but are not limited to:

- a. The organization or members in their official capacities shall not participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation.
- b. The organization shall file annual tax returns with the Internal Revenue Service.
- c. The organization shall file with the Ohio Secretary of State a verified statement of continued existence within each 5 years after the date of incorporation or of the last corporate filing.
- d. The organization shall keep its statutory agency information current and notify the Ohio Secretary of State's office as changes occur.

Article II. PURPOSE

Section 1. The mission of the Geneva Academic Boosters Club is to promote, encourage and recognize academic achievement, to foster academic improvement and to inspire academic excellence of students in the Geneva Area City Schools.

Section 2. The function of this organization is to provide positive: reinforcement and public recognition for student achievement.

Article III. ARTICLES OF ORGANIZATION

Section 1. This organization shall be a non-profit, non-political, charitable, non-sectarian, and will not discriminate based on the following non-discrimination policy:

The Geneva Academic Boosters believes that equal opportunity is important for the continuing success of the organization and that organizational performance is greatly enhanced when people with different backgrounds and perspectives are engaged in the Geneva Academic Boosters Club's activities and decision-making.

The Geneva Academic Boosters Club intends to comply fully with all state, federal, county and municipal laws as interpreted and applied by the courts which preclude negative discrimination because of race, disability, color, creed, religion, gender, age, sexual orientation, national origin, ancestry, citizenship, military status, or any other protected classification. The Geneva Academic Boosters Club defines "negative discrimination" to include, though not necessarily limited to, the denial of services, employment or volunteer opportunities to any class of individuals in a manner that negatively restricts opportunities to that class of individuals. This policy applies to all activities of the Geneva Academic Boosters Club including, but not limited to, employment, selection of volunteers, grant making, purchasing and selection of vendors or consultants

Section 2. This organization shall cooperate with other organizations, departments and educational groups but shall not be bound to any group.

Section 3. No member of this group shall individually collect or disburse money, represent the organization or make statements to the media in the name of the organization unless authorized by the officers.

Section 4. The fiscal year of this organization shall be from July 1 to June 30.

Section 5. The officers of this organization shall maintain all documents related to their conduct as officers of this organization to be turned over to future holders of their respective office.

Section 6. The officers shall make every effort to attend all meetings. Geneva Area City School principals or their designees are encouraged to attend all membership meetings.

Section 7. Monies

a. All monies shall be deposited in an account in the name of the Geneva Academic Boosters Club. The President and the Treasurer will be the official signers on the bank account.

b. All disbursements shall be made by check or debit card.

1. The Treasurer shall sign all checks. The President may sign the checks in the event the Treasurer is unable or checks of reimbursement for the Treasurer.

2. Only the Treasurer and President are authorized to use the organization's debit cards.

c. The yearly budget shall be prepared by the officers and approved by members at a general meeting.

d. All expenditures outside the amounts in the annual budget shall be approved by both the officers and voting members at a general meeting.

e. Receipts for expenditures shall be filed by the Treasurer.

Section 8. The By-laws of this organization shall be adhered to and followed by all members.

Article IV. MEMBERSHIP

Section 1. Any person interested in supporting the purpose of this organization may become a member upon attendance of three of the last six meetings or as determined by the officers. All members meeting this criteria will be deemed voting members.

Section 2. No person shall be denied membership because of race, disability, color, creed, religion, gender, age, sexual orientation, national origin, ancestry, citizenship, military status, or any other protected classification.

Article V. OFFICERS, ELECTIONS, AND TERMS OF OFFICE

Section 1. The officers of this organization shall be President, Vice-President, Secretary and Treasurer. Members of the Geneva Area City Schools Administration and Board of Education may not hold office.

Section 2. The officers shall assume their duties upon election with alternating two year Terms. The President and Secretary term will end in odd number years and the Vice President and Treasurer term will end in even number years. Elections will be held at the organization's annual meeting. The annual meeting will be the June meeting each year.

Section 3. Outgoing officers may remain available in an advisory capacity as an (ex-officio) member if requested by the new officers.

Section 4. Any officer may, by notice in writing to the organization, resign at any time. The resignation is effective on the giving of the notice, or at a later time specified in the notice.

Section 5. Any officer may be removed from office with or without cause by the affirmative vote of two-thirds of the officers then in office and by the affirmative vote of two-thirds of members. The removal of an officer shall create a vacancy which shall be filled in accordance with Section 6.

Section 6. Any vacancy occurring with the officers shall be filled by election by the affirmative vote of a majority of members at a monthly meeting when given notice of the elections. The officer elected to the vacancy will serve for the remainder of the term.

Section 7. No officer shall receive any compensation in his or her capacity as an officer.

Article VI. DUTIES OF OFFICERS

Section 1. The President shall plan, call, and conduct meetings and represent the group as the need arises.

Section 2. The Vice-President shall assist the President and assume the responsibilities of any absent officer at any meeting.

Section 3. The Secretary shall keep a record of the minutes for the organization and shall have a copy of the By-laws of this organization available at each meeting. The Secretary shall handle additional external correspondence as needed.

Section 4. The Treasurer shall keep accurate financial records for the organization, shall receive all funds and pay out all funds according to the yearly budget, shall present a statement of account at every meeting of the organization and when requested by the officers, shall communicate with the Secretary regarding donations received for the purpose of sending thank you letters on a monthly basis. The Treasurer will be accountable to the officers and stakeholders for accurate financial management. The Treasurer and President shall ensure that all state and federal reporting is completed in a timely manner. The Treasurer will also arrange an annual review of the organization's finances.

Article VII. SPECIAL COMMITTEES

Section 1. All special committees shall be created by the officers as it may deem necessary to carry on the work of the Geneva Academic Boosters.

Section 2. Any officer shall be a member of any or all committees.

Article VIII. MEMBERSHIP MEETINGS

Section 1. All membership meetings shall be called by the President or other officers as needed. Notification for any meeting must be made at least 7 days prior to the meeting.

Section 2. All membership meetings shall follow an agenda prepared by the President.

Section 3. A quorum will constitute with at least three officers in attendance.

Section 4. Issues will be passed by a majority of members in attendance.

Section 5. There will be at least one meeting per month unless cancelled or postponed at the discretion of the President. The meetings may be held in person or via video or telephone conference.

Section 6. There will be an annual meeting conducted each year to approve the budget, elect new officers and for other major issues for the committee.

Article IX. AMENDMENTS

Section 1. The By-laws may be amended at any regular meeting of the organization by a majority vote of members present, providing the notice of the proposed amendment shall be given to the general membership one (1) month in advance of the said meeting.

Section 2. The By-laws shall be reviewed and recommendations for revision, if necessary, be made to the officers at least every three (3) years by a By-laws committee appointed by the President.

Article X. DISSOLUTION OF ORGANIZATION

Section 1. Upon the dissolution of the organization the officers shall, after paying or making provision for the payment of all liabilities of the organization, dispose of all assets of the organization exclusively for the purposes of the organization in such manner, or to such organization or organizations operated exclusively for charitable, educational, or scientific purposes as the officers shall determine.