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Licking Heights Athletic Boosters, Inc. P.O. Box 157, Summit Station, OH 43073

## CODE OF REGULATIONS AND BY-LAWS

## LICKING HEIGHTS

ATHLETIC BOOSTERS, INC.

As Amended this 6th day of July, 2009 approved @ this meeting

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### ARTICLE I - Name

1.01 Name. The name of said Corporation shall be Licking Heights Athletic Boosters, Incorporated.

### **ARTICLE II - Location**

<u>2.01 Location</u>. The principle office of the Corporation is to be located in the State of Ohio in the Licking Heights School District in Licking County.

## ARTICLE III - Purpose

- 3.01 Purpose. The purpose or purposes for which said Corporation is formed are, to operate and be organized exclusively for the support of the Licking Heights School District in the betterment and improvement of the athletic programs of the Licking Heights schools. In doing so, the Corporation shall raise money through its activities for the above mentioned and will include therefore the construction of athletic facilities, granting, awarding and promoting awards to eligible players; the improvement, betterment and expansion of athletic facilities or programs, and the fulfillment of community obligations within the Licking Heights School District.
- 3.02 Property / Ownership. For said purposes, the Corporation shall have power to acquire and hold by bequest, devise, gift purchase, exchange, lease, etc. any property real, personal or mixed, to borrow money, sell, mortgage, exchange, lease, convey or otherwise dispose of any such property; to invest said property in such manner which as in the judgment of its members, will best promote its objectives and purposes.
- 3.03 Prohibitions. No member, officer or employee of the Corporation shall receive or be entitled to receive any pecuniary profit or benefit from this Corporation or from the operations of the liquidation of said Corporation so as not to be a conflict of interest and the Corporation is not organized or created for private gain or personal profit.
- 3.04 Continuance. And generally to carry on, either alone or in cooperation with or through the instrumentality of others, any and all activities in furtherance of one or more of such objects and purposes, to do and perform any and all things necessary, needful, proper or incident to the accomplishment of these purposes; and to have all authority granted to it by all laws and statutes of the State of Ohio as they now exist or may be hereafter amended and enhanced.

## ARTICLE IV – Executive Board

<u>4.01 Powers and Composition.</u> The corporate powers, business and property of this Corporation shall be exercised, conducted and controlled by the Executive Board. Membership on the Executive Board shall be composed of current dues paid members who are officers of the Corporation. Newly elected officers shall take office at the conclusion of the annual meeting.

- 4.02 Election of Officers. The annual election of Officers shall be held at the Annual Meeting. If an office becomes vacant during the membership year, it will be filled by vote at the earliest monthly meeting. The election shall be by ballot with a majority vote for each office. The elected offices shall be; President, First Vice President, Second Vice President, Treasurer, Recording Secretary, and Corresponding Secretary. A retiring President will assume the office of Past President.
- 4.03 Powers of Officers. The officers shall have control and management of business, funds and property of the Corporation and they may not adopt by-laws inconsistent with the intent of the Code of Regulations and By-Laws.
- 4.04 Special Expenditure Authority. The President, with the concurrence of two (2) other officers, shall have authority to expend funds wherein it may not be feasible to call a special meeting. Such authority however is limited to the expenditure of not more than \$300.00. The President may secure concurrence from two (2) other officers through telephone or e-mail contacts. A reporting of such expenditures shall be made during the next scheduled meeting.
- 4.05 Check Signing Authority. Either the President or the behalf of the Corporation.
- 4.06 Annual Budget. An annual budget will be prepared for the betterment and improvement of the athletic programs of the Licking Heights Senior High and Middle Schools. Such a budget, to be referred to as the "Licking Heights Athletic Budget", is to be drafted in preliminary form no later than the regular monthly meeting in March of each year. Review, questions and comments will take place in April and final approval will take place at the regularly scheduled May monthly meeting. Once the budget has been approved it will go into effect June 1 of the current year and remain in effect for that fiscal year (a fiscal year shall be from June 1st of the current year through May 31st of the following year).
- 4.07 Voting. An affirmative vote of the majority of the members present at a meeting at which a quorum is present shall be sufficient to pass any resolution or transact any business. All members have the right to vote at a meeting at which a quorum is present provided members have met Article 7.04 requirements. The officers have the right to veto any passed vote. This requires an Executive Session which may be requested by any officer prior to adjournment. At the Executive Session, the issue(s) in question will be discussed. A veto by the Executive Board must be affirmed with a two-thirds (2/3) majority. Any and all expenses (money issues) over \$500.00 must be by ballot; all other voting shall be by voice or sign unless a ballot vote is requested by a member.

## ARTICLE V - Officers

5.01 Officers and Duties. The officers of this Corporation shall be a President, a First Vice President, a Second Vice President, a Past President, a Recording Secretary, a Treasurer, a Corresponding Secretary and the Athletic Director. Said officers, excluding the Past President and the Athletic Director shall be elected by the general membership-at-large by a majority written ballot at the Annual Meeting and shall hold office for one (1) year.

#### President

The President shall preside at all meetings of the corporation and at all meetings perform all such duties as may be incident to this office or which may be required by the members in written documentation.

#### First Vice President

The First Vice President shall perform the duties of the President in the President's absence, and do such duties as may be required by the officers.

#### Second Vice President

The Second Vice President shall perform the duties of the First Vice President or President in their absence; at their request, assist them in their assigned duties and do such duties as may be required by the officers.

### Recording Secretary

The Recording Secretary shall attend all meetings of the Corporation and of the officers, shall keep accurate minutes of such meetings and shall give notices as may be required by the Code of Regulations and By-Laws of the Corporation or by the members.

#### Treasurer

The Treasurer shall collect, receive and be in charge of all monies and securities belonging to the Corporation; shall deposit the same in the name of the Corporation in such depositories as shall be designated by the membership; shall disburse of otherwise deal with the same as shall be ordered by the officers. The Treasurer shall keep an accurate account of the monies received and disbursed and shall generally perform such duties which may be required by the members or officers. On the expiration of the term of office, the Treasurer shall turn over to the successor or to the Corporation, all money and property of the Corporation.

#### Corresponding Secretary

The Corresponding Secretary shall send and post notice of the general membership meetings and perform such duties as may be required by the members.

#### Past President

The Past President will serve in an advisory position to the officers.

#### Athletic Director

The Athletic Director is appointed by the Licking Heights Superintendent of Schools.

<u>5.02 Dismissal.</u> Any officer who misses three (3) consecutive board meetings, without just cause, is subject to dismissal by a majority vote of the members present. His/her replacement is to be elected by the membership to serve the remaining term of office.

## ARTICLE VI - Meetings

and

<u>6.01 General Meeting.</u> There will be a general membership meeting on the first (1<sup>st</sup>) Monday of every month. Wherein the first Monday of the month falls on a holiday, the meeting will be held the following Monday. However, the Executive Board has the authority to change the week and day, when they believe the change is in the best interest of the Corporation.

- 6.02 Annual Meeting. The annual meeting of the Corporation shall be held the first Monday in May. Such meeting shall also be considered the general membership meeting for the month of May. However, in addition to the normal conduct of business of the Corporation, the annual meeting shall include the election of officers.
- 6.03 Special Meeting. Special meetings of members may be called by the President whenever the President deems it expedient and in the best interest of the Corporation. The President shall call such meetings when requested to do so by five (5) members of the Corporation.
- <u>6.04 Meeting Notice</u>. Notice in the local papers shall be considered adequate notification of annual and special meetings, at least five (5) days prior to the date of such meetings.
- 6.05 Quorum. A quorum for all membership meetings, including the general (monthly), annual (held in May and concurrent with the monthly meeting), and special meetings, shall consist of five (5) members present in person, of which three (3) must be officers. Such quorum shall be qualified to carry on transactions including the elections. A quorum for the Executive Board (Article IV) shall consist of five (5) officers.
- 6.06 Pro Tem. The President and Recording Secretary shall officiate at all meetings of the members when present; otherwise any two (2) officers shall preside.
- 6.07 Order of Business. The general order of business at all meetings shall be as described below. However, the President or Executive Board may modify this format at any time to benefit or expedite the order of business.
  - 1. Call meeting to order President
  - 2. Roll Call of officers and athletic team representatives Recording Secretary
  - 3. Approval of Minutes Recording Secretary
  - 4. Acknowledgment of guests
  - 5. Election of Officers (Annual or As Required)
  - 6. Officer's Report
  - 7. Athletic Director's Report
  - 8. Old Business
  - 9. New Business
  - 10. Members Comments
  - 11. Adjournment

## ARTICLE VII - Membership

7.01 Terms of Membership. The members of this Corporation shall be members as long as their dues are paid and current in this Corporation. A membership year is the period of time from September 1<sup>st</sup> of the current year until August 31 of the following year. In order to be considered as a member with voting rights, membership dues must be paid for the specified membership year. Voting rights are achieved after membership dues have been paid and a one month waiting period has taken place. Membership or any interests in this Corporation of members shall not be assignable via proxy, inter vivo nor personal representative, heir or devisee. Membership shall terminate for any member resigning from this corporation or upon their ceasing to be a member of said Corporation for any reason whatsoever.

- 7.02 General Membership. Membership in the Corporation shall be open to any resident in the school district, employee or retiree of the school district, or business within the school district of Licking Heights upon the payment of a FIVE (5) DOLLAR annual membership fee.
- 7.03 Corporate Membership. Upon approval of the Executive Board, any Business or Corporation that is termed a sponsor or major contributor to this association may be granted an honorary membership for that year. There will be no district restriction for this membership.
- 7.04 Voting Rights of Membership. A member shall be entitled to vote in accordance with the provisions stipulated in Article 7.01, only members who have paid their dues may vote. Membership renewal is due no later than the September meeting in order to maintain voting rights.
- 7.05 New Member Voting Rights. New Members may pay the membership fee at any time during the membership year; however there will be a one month waiting period for voting privileges to take effect and membership will be in effect for the remainder of the current membership year.

## ARTICLE VIII - Team Representatives

- 8.01 Attendance. The Recording Secretary will take roll-call at the beginning of each meeting to record attendance by each team representative.
- 8.02 Fund Raising. During the year, the Executive Board may assign an athletic team to an event or fundraiser. The Team Representative(s) will be required to recruit/supply workers for that event.

## ARTICLE IX - Team Accounts and Funding (out)

<u>9.01 Team Accounts.</u> The Licking Heights Athletic Boosters will provide a banking service for each athletic team at the Senior High and Middle School level. Each athletic team is expected to conduct fundraisers in order to provide funds to cover expenses. The Licking Heights Athletic Boosters will charge a 10% fee\* for each fundraiser conducted in exchange for providing a 501(c)3 tax exempt status, accounting services and operating expenses for the Booster organization.

(\*This fee MAY be waived if each individual team provides on-going parental support and active participation of both the coaches and parents for the Licking Heights Athletic Booster general fundraisers i.e. Bingo, Silent Auction, Concession Stand, Car Show or any other general fundraising event.)

- 9.02 Funding Request. The Athletic Team Coach, Athletic Director, or Team Representative will be required to submit a written request for any funding supplemental to the fundraising monies held in the team account. This written request must be submitted to the Executive Board at an Athletic Booster monthly meeting. This request will be reviewed for consideration and a vote will be taken at the next scheduled monthly meeting.
- <u>9.03 Emergency Request.</u> Emergency requests may be taken with approval of the Executive Board, however the same criteria apply as in Section 4 Paragraph 6 above and the coach must be present to make this presentation.

<u>9.04 Approving Request.</u> Approval of all requests shall be by majority vote at the next regular Athletic Boosters monthly meeting. A paper ballot vote will be required for any expenditure, in excess of \$500.00.

## ARTICLE X – Donations to School District

10.01 Transfer of Ownership. Any property (i.e. uniforms, equipment, supplies) that is purchased by the Athletic Boosters for the exclusive purpose of the betterment or use of the athletic programs at Licking Heights is hereby deemed a donation to the Licking Heights School District. Upon receipt of said property by the Athletic Director, or School Administrator, the ownership is deemed transferred to the School District. It should be understood that such property is for the exclusive use of the athletic (sports) programs it was intended.

### **ARTICLE XI - Committees**

- 11.01 General. Any committee that may be considered advisable may be appointed by the President at any time. Any funds approved by the general membership must be used for requested purpose.
- 11.02 Annual Auditing. The President will appoint an Audit Team annually to audit the Corporation's books and review the Treasurer's accounting practices. The audit will take place in the first quarter of the year. The Audit Team will submit their report at the next regular meeting. However, with the appointment of a new Treasurer, an auditing committee comprised of the new Treasurer (if different than the outgoing Treasurer), the Outgoing Treasurer and one (1) other member (appointed by the President) shall be mandatory. Said committee shall make their report at the next regular Licking Heights Booster meeting.
- 11.03 Nominating Committee. A nominating committee composed of the First Vice President, Second Vice President and one (1) member (appointed by the President) shall be formed at least ninety (90) days prior to the Annual Meeting. Its duty shall be to submit the names of nominees for officers. Following the report of the nominating committee at the Annual Meeting, an opportunity shall be given for nominations from the floor. Only those who have consented to serve if elected shall be eligible for nominations either by the committee or from the floor.

## ARTICLE XII – General Operating Policies

- 12.01 Purpose. The Executive Board shall have the authority and responsibility of creating general operating policies. The purpose of a policy shall be for the efficient and effective management of the Corporation. Said policies shall not be in conflict with any Article in this Code of Regulations and By-Laws.
- 12.02 Approval. General operating policies will be presented by the President to the membership at a regular monthly meeting. A simple majority affirmative vote shall be required to accept the policy.

### ARTICLE XIV - Amendments

14.01 Amendments. This Code of Regulations and By-Laws may be amended by the following;

- 1. Changes must be read at a regular monthly meeting.
- 2. Changes may be voted on at the next regular monthly meeting or at a called special meeting. (A minimum of ten (10) days after the first reading.)

14.02 Required Vote. An affirmative vote of two-thirds (2/3) of the Quorum shall be necessary for the adoption of any amendment.

## ARTICLE XV – Liquidation of Corporation

15.01 Distribution of Funds and Assets. Assets held by it for specific purposes shall be applied so far as is feasible in accordance with the terms of the purposes. The remaining assets not held for a specific purpose shall be applied so far as feasible towards carrying out the purpose stated in these Articles.

15.02 Final Distribution. In the event, and to the extent that, in the judgment of the officers, it is not feasible to apply the assets as provided in the above clauses (Sections 1 & 2), the assets shall be given to the said "school district" to be exclusively used for the betterment and improvement of the athletic facilities and functions.

### ASSENT TO THE ADOPTION OF THE REGULATIONS

We, the undersigned, being members of the Licking Heights Athletic Boosters, Inc., a Corporation, not for profit, do hereby assent in writing to the adoption of a Code of Regulations and By-Laws herein before set forth, for the government of this Corporation.



# Licking Heights Athletic Boosters, Inc.

## **Policy Statement**

No. 0901: Athletic Uniform and Equipment Inventory [Draft]	
No. 0902: Team Representatives [Draft]	
No. 0903: Request for Funding Process [Draft]	
No. 0903A: Booster Funding Request Form [WIP]	
No. 0904: Coding Motions and Expenditures [Recommend]	
No. 0905: Concessions Operations [Recommend]	
No. 0906: Concessions Volunteer Incentive Program [Recommend]	
No. 0907: LH Touchdown Club [Open]	No longer active
No. 0908: [Open]	
No. 0909: [Open]	

approved aug 2009



# Licking Heights Athletic Boosters, Inc.

### **Policy Statement**

No. 0901: Athletic Uniform and Equipment Inventory

Purpose: To assist in the creation of an annual budget, each sport is requested, via the Coaching Staff and/or Athletic Director, to submit an inventory of athletic equipment to the Boosters. In doing so, the Boosters can more accurately plan for expenditures and ensure that funding is available on a priority need basis.

- 1. Periodically the Boosters will request a complete inventory of all athletic equipment by sport.
  - a. Because the inventory can be labor intense and very time consuming, the Boosters will not make such request on an annual basis. Consideration will be given to the number of players in the sport and the complexity of the inventory. However, it is recommended that the inventory be completed at a minimum every three (3) to four (4) years.
  - b. The inventory will include but is not limited to; team uniforms, team uniform equipment (i.e.; pads, helmet, mask, etc.), and sports equipment (i.e.; hurdles, bats, nets, etc.)
  - c. The inventory should include the quantity, the condition, year last purchased, the approximate cost of replacement per item and the anticipated year for replacement.
- 2. Those sports that comply with the inventory request will be given first and priority consideration when requesting uniforms and/or equipment.
- 3. Those sports that fail to comply with the inventory request will, at best, receive only partial consideration (funding) from the Boosters.





# Licking Heights Athletic Boosters, Inc.

### **Policy Statement**

### No. 0902: Team Representatives

Purpose: Team representatives attend the monthly Booster meetings and perform as a liaison between the team (coaching staff) and the Boosters. Their involvement ensures consistent and accurate communications between the Boosters and the Team (sport).

- 1. Team representatives serve for one (1) year and are most active during the sport season. Some of the duties of the team representative are, but not limited to:
  - a. Communicating with the coaching staff and assisting them with Booster requests and sports updates.
  - b. Communicating with the team's parents and reporting any concerns or requests to the Boosters.
  - c. Distribute Booster materials and membership forms at parent meetings.
  - d. Encourage parents to join the Booster organization and attend meetings.
  - e. Attend the Boosters monthly meeting and report on the sport's activity.
  - f. Present team request(s), at the direction of the Coach, to the Boosters at the monthly meeting.
  - g. Assist the Concessions Coordinator with recruiting and organizing volunteer workers for the concession stand.
- 2. Those sports that have an active team representative and attend Booster meetings on a regular basis will be given first and priority consideration when requesting uniforms and/or equipment.
- 3. Those sports that do not have an active team representative and/or do not attend Booster meetings on a regular basis will, at best, receive only partial consideration (funding) from the Boosters.





# Licking Heights Athletic Boosters, Inc.

### **Policy Statement**

No. 0903: Request for Funding - Process and Form

Purpose: To establish a formal process for requesting funds from the Boosters. To ensure the timely submission of a request, thereby allowing sufficient time for the Boosters to evaluate and justify the expenditure.

- 1. <u>Request Form</u>. The Boosters, with the approval of the Athletic Director, will create and make available an official Booster Request Form (BRF).
  - a. The form is only required when requesting Booster funds. It is NOT required for a Coach utilizing his/her individual sport account.
  - b. All requests must be approved by the Athletic Director.
- 2. <u>Justification</u>. Provide detailed information, including the reason and purpose for the request. Information should at a minimum include; the quantity being requested, the need for the purchase, if replacement, the condition of the current items, and the date (year) it was last purchased.
  - a. If lost or stolen, was a police report filed? If not, why? If not returned by a student, what efforts were made to recoup the loss?
- 3. Quotes and/or Bids. Quotes are required for all requests. If the amount is less than \$500, only one (1) quote is required. If the amount is over \$500 and less than \$2,000, two (2) quotes/bids are required. If the amount is exceeds \$2,000, three (3) quotes/bids are required.
  - a. Guarantee and/or warranty information should be included in the quote.
- 4. <u>Funding</u>. Have all other avenues for funding been exhausted? Is this something the School Board or Athletic Department should be providing and have you made a request? Is there funding, full or partial, available in the team sport account?

### No. 0903: Request for Funding - Continued

- 5. <u>Presenting Your Request</u>. All requests should be presented at the regular monthly Booster meeting, using the required form.
  - a. Timeliness. Coaches should plan ahead and make request as early as possible. A suggestion would be to evaluate your uniforms and equipment at the end of the season and make your request soon after. At a minimum, the by-laws require that a request be made at one meeting and voted on at the next.
    - i. Emergency request will be considered, with the Athletic Director's approval. However, keep in mind that poor planning is NOT a reason for an emergency.
  - b. Presentation. The presentation of the request should be made by one of the coaching staff, at a regular monthly meeting. If no one from the coaching staff is available, the parent team representative may present.
- 6. <u>Accountability</u>. Who is the person responsible for inventory, storage and safe keeping of the equipment?
- Compliance. Those sports that comply with this policy will be given first and priority consideration when requesting uniforms and/or equipment.
- 8. <u>Non-Compliance</u>. Those sports that fail to comply with this policy will, at best, receive only partial consideration (funding) from the Boosters.

[Another policy should require Coaches to at least submit some sort of "withdrawal" form, when using their account. This protects both the Coaches and the Boosters from improper use of funds by unauthorized person(s). It's just good business policy.]

## Licking Heights Athletic Boosters, Inc.

		DU	oster Req	uest Fori	n (RKF)			
Sport:						Amount Request:	NO. O. C.	
Level:	[] HS	[] MS	[] Other:					
Request:	(Details: be	specific; iten	n description, c	juantities, siz	es, color, etc	attach addi	itional iformat	ion)
D		3					Fī	
Reason: [ ] Replacement	(Why? Plea	ase be specific	c; age and conc	lition of curre	ent item(s), l	ast purchased	.)	
[ ] Additional [ ] Lost/Stolen [ ] Initial Purchas [ ] Other:	50		RA	JF	T			
Quote / Bid:	(Please attac	ch copy of qu	ote and/or bid a	and any guara	intee/warran	ty information	n.)	
<\$500 = 1 Bids \$500-\$2,000 = 2 Bids >\$2,000 = 3 Bids Funding Source:	1			II				
[ ] Sport Acc't. [ ] AD / Board [ ] Boosters [ ] Other:		SI .			T		,	
		1	)/2					
Coach:				-	Athletic D	irector		
		a source	Booste	r Use Only		The state of the s		
Booster Meetings	Coach		Parent Rep	. coo omy	Parents		Other	
Fundraising	Sport		Booster		Concessi	ons	Outer	(n-1)
Date Presented:	Date:		Booster Presnted by:	Use Only				
st Meeting Date of Vote: and Meeting	Date:		Note:			100		
] Approved ] Denied	[ ] Full [ ] Partial							
resident/Officer					Secretary		9	



# Licking Heights Athletic Boosters, Inc.

## **Policy Statement**

No. 0907: Licking Heights Touchdown Club

<u>Purpose:</u> To establish a committee, to be known as the "Licking Heights Touchdown Club" that would organize and operate under the auspices and authority of the Licking Heights Athletic Boosters, Inc. organization.

<u>Mission Statement:</u> The Licking Heights Touchdown Club is established to provide a means to promote, encourage support, and lend financial assistance to the football programs at Licking Heights for the purpose of the betterment of the football program.

Governing Authority: The Licking Heights Touchdown Club may adopt procedures to effectively operate the "committee". However, in no case, may the procedures or the operation be in conflict with the Licking Heights Athletic Boosters Code of Regulations and By-Laws, nor may it violate or jeopardize the Boosters Federal Tax Exempt 501(c)(3) status.

### 1. Organization

- a. Director: Members of the TDC will elect a Club Director, who must be an active and current member of the LH Athletic Boosters. The Director may appoint Committee Chairs as deemed necessary for the efficient and effective operation of the TDC. The Director will attend all Booster general meetings.
- b. Committee Chair(s): The Chairperson of each committee must be a current member of the LH Athletic Boosters. The standing committees are to be, but are not limited to; Financial, Hospitality, and Communications.

### 2. Membership

- a. Membership to the TDC is open to anyone with an interest in supporting and promoting the football programs at Licking Heights.
- b. Membership to the TDC also includes membership into the LH Athletic Boosters. However, if the individual does not meet Boosters membership requirements, they will be granted an auxiliary (non-voting) membership.

#### 3. Dues

a. The TDC will establish membership dues. From each individual membership, five (\$5) dollars will go to the LH Athletic Booster general fund and the balance into the TDC football account.

### 4. Financial

- a. The Financial Chair will maintain a record of all financial transactions of the TDC. The Chair will collect all revenues and submit the funds to the Athletic Booster's Treasurer for deposit.
- b. All expenditures must be approved by the TDC Director and presented to the LH Athletic Boosters for review and disbursement.
- c. Expenditures must be in accordance with the TDC and LH Boosters mission statements and not violate the intent of the Code of Regulations and By-Laws.

### 5. Fundraising

- a. The TDC will create, organize, and operate fundraisers as they deem necessary and beneficial to fulfill the mission and goals of the committee.
- b. <u>Non-Compete</u>: The TDC will not schedule any fundraisers that are in conflict with or in competition with the Athletic Boosters fundraiser. The TDC, by way of the Director or Committee Chair, will communicate their fundraising intentions at the earliest possible date to the LH Athletic Boosters Secretary to ensure there are no conflicts.
- c. Federal 501 (c)(3) Status: Any use of the LH Athletic Boosters 501(c)(3) status must have prior approval of the Booster's Executive Board, in writing.

### 6. Athletic Boosters Support

- a. The Licking Heights Athletic Boosters, Inc. welcomes, encourages, and supports the efforts of this newly formed Touchdown Club.
  - i. While the TDC is focused on a specific sport, football, it assists the Athletic Boosters accomplish more within their mission and goals.
  - ii. We encourage the TDC committee to grow, develop, and mature into a Fighting Hornet spirit filled tradition at Licking Heights.

### 7. Open

a.

Policy Adopted at the Regular Meeting Month Day, 20XX

# Licking Heights Alumni Association, Inc. Policy Statement

### **DOCUMENT RETENTION AND DESTRUCTION POLICY**

### 1. Policy and Purposes

This Policy represents the policy of the Licking Heights Alumni Association, Inc. (the "organization") with respect to the retention and destruction of documents and other records, both in hard copy and electronic media (which may merely be referred to as "documents" in this Policy). Purposes of the Policy include (a) retention and maintenance of documents necessary for the proper functioning of the organization as well as to comply with applicable legal requirements; (b) destruction of documents which no longer need to be retained; and (c) guidance for the Board of Directors, officers, staff and other constituencies with respect to their responsibilities concerning document retention and destruction. Notwithstanding the foregoing, the organization reserves the right to revise or revoke this Policy at any time.

- 2. Administration: Responsibilities of the Administrator. The organization's Treasurer shall be the administrator ("Administrator") in charge of the administration of this Policy. The Administrator's responsibilities shall include supervising and coordinating the retention and destruction of documents pursuant to this Policy and particularly the Document Retention Schedule included below. The Administrator shall also be responsible for documenting the actions taken to maintain and/or destroy organization documents and retaining such documentation. The Administrator, with Board approval, may also modify the Document Retention Schedule from time to time as necessary to comply with law and/or to include additional or revised document categories as may be appropriate to reflect organizational policies and procedures.
- 3. Suspension of Document Destruction; Compliance. The organization becomes subject to a duty to preserve (or halt the destruction of) documents once litigation, an audit or a government investigation is reasonably anticipated. If the Administrator becomes aware that litigation, a governmental audit or a government investigation has been instituted, or is reasonably anticipated or contemplated, the Administrator shall immediately order a halt to all document destruction under this Policy.
- **4. Electronic Documents; Document Integrity.** Documents in electronic format shall be maintained just as hard copy or paper documents are, in accordance with the Document Retention Schedule. Due to the fact that the integrity of electronic documents, whether with respect to the ease of alteration or deletion, or otherwise, may come into question, the Administrator shall attempt to establish standards for document integrity, including guidelines for handling electronic files, backup procedures, archiving of documents, and regular checkups of the reliability of the system; provided, that such standards shall only be implemented to the extent that they are reasonably attainable considering the resources and other priorities of the organization.

### 8. Document Retention Schedule.

## **Document Type**

### **Retention Period**

Accounting and Finance				
Accounts Payable & Receivable	7 years			
Annual Financial Statements	7 years			
Audit Reports (External)	Permanent			
Bank Statements, Reconciliations & Deposit Slips	7 years			
Business Expense Reports/Employee/Documents	7 years			
Canceled Checks – routine	7 years			
Canceled Checks – special (i.e. loan repayment)	Permanent			
Credit Card Receipts	3 years			
General Ledger	Permanent			
Interim Financial Statements	7 years			
Contribution/Gifts/Grants				
Contribution Records	Permanent			
Documents Evidencing Terms of Gifts	Permanent			
Grant Records	7 years			
Corporate and Exemption				
Articles of Incorporation and Amendments	Permanent			
Bylaws and Amendments	Permanent			
IRS Exemption Application (Form 1023 or 1024)	Permanent			
IRS Exemption Determination Letter	Permanent			
State Exemption Application	Permanent			
State Exemption Determination Letter	Permanent			
Employer Identification (EIN) Designation	Permanent			
License and Permits	Permanent			
Annual Reports to Attorney General 7 Secretary of State	Permanent			
Other Corporate Filings	Permanent			
Minute Books, including Board & Committee Minutes	Permanent			
Miscellaneous				
Personnel / Employee Records	10 years after employment ends			
Workers Compensation, Insurance Policies & Claims	Permanent			
Contracts, related correspondence and other supporting documentation	10 years after termination			
Legal correspondence	Permanent			
Taxes				
Tax exemption documents & correspondence	Permanent			
IRS Rulings	Permanent			
Annual information returns – federal & state	Permanent			
Tax Returns	Permanent			