

Solon Academic Boosters Club, Inc.

Bylaws

Approved January 17, 2024

Article 1. Organization's Name

The name of this organization shall be Solon Academic Boosters Club, Inc., hereinafter referred to as "ABC".

Article 2. Mission

The mission of ABC shall be to promote, recognize, and reward academic achievement at Solon High School.

Article 3. Membership

There should be the following types of memberships in the ABC:

Section 1. Types of Memberships

- A. General Memberships
 - a. Staff Membership (\$5 minimum)
 - b. Early Bird Membership (\$10 minimum which is available through 9/30)
 - c. Family Membership (\$25 minimum)
 - d. Silver Membership (\$50 minimum)
 - e. Gold Membership (\$75 minimum)
 - f. Platinum Membership (\$100 minimum)
- B. Corporate Memberships (\$250 minimum)

Section 2. Dues

- A. Membership dues follow our fiscal year, August 1 through July 31.
- B. Membership dues must be paid annually.
- C. Annual dues shall be established by a simple majority of the Executive Committee.

Section 3. Privileges of Membership

The rights and privileges of all members of the ABC who have paid their dues, shall include but not be limited to the following:

- A. Making a motion
- B. Voting
- C. Holding office and/or chairing a committee
- D. Early registration for college essay workshop for family memberships and above
- E. Scholarship eligibility for family memberships and above

Article 4: Officers/Executive Committee

Section 1. Officers

- A. The officers of the ABC shall be President, Vice President, Treasurer, and Secretary.
- B. The officers of the ABC shall be known as the Executive Committee.
- C. Term- All officers shall be elected to serve for a one-year term of office and no more than three (3) consecutive years in that office.
- D. Vacancies - The Vice President shall fill a vacancy occurring in the office of

President. All other vacancies shall be filled by a member presented by the Nominating Committee, subject to a majority vote of the members present with five (5) days notice of such election having been given.

- E. The officers of the ABC shall be current members for the term in which they are serving.

Section 2. Nomination of Officers

- A. Slate- The Nominating Committee shall prepare a slate comprised of one (1) candidate for each office to be filled. The committee shall obtain consent from each nominee to their name as a candidate for office. The Nominating Committee shall present the prepared slate at the March meeting.
- B. Additional Nominations - Additional nominations, with the consent of the nominee, may be made from the floor following the Nominating Committee's report at the March meeting. Such nominations shall be presented with the slate to be voted upon at the April meeting. The candidates receiving the largest number of votes for each office shall be declared elected.
- C. Eligibility - All nominees must have a Solon High School student during their service term.
- D. Election - An election of officers for positions to be filled shall be made at the April meeting. A majority vote of the members in attendance at the meeting is required to accept the slate.

Section 3. Duties of Executive Committees

- A. President- The President shall preside at all meetings. No agreement or contract shall be entered into without the approval of the President. The President shall be an ex-officio member of all committees.
- B. Vice President- The Vice President shall assist the President in the performance of their duties and shall assume the duties of the President in their absence. The Vice President shall preside over all book store related duties. The Vice President shall perform other duties as may be required by the Executive Committee.
- C. Treasurer- The Treasurer shall be responsible for the care and custody of all funds and financial duties of the ABC. The Treasurer shall deposit or cause to be deposited the same in such banks or depositories as the Executive Committee shall direct. The Treasurer shall be responsible for the preparation of the annual budget, payment of all legal and authorized debts incurred by the ABC and submit monthly financial reports. Expenses not provided for in the budget shall be authorized and paid for only by directions of the Executive Committee. All checks in excess of \$500.00 must be co-signed by the President.
- D. Secretary- The Secretary shall be responsible for the keeping of all meeting minutes. The Secretary shall be in charge of all records of the ABC, other than financial records and shall perform such other duties as may be required by the Executive Committee.
- E. Executive Committee- The Executive Committee shall have general charge and control of the affairs, funds and property of the ABC, and shall hold final fiscal responsibility for the ABC.

Article 5. Meetings

Section 1. Monthly Meetings

- A. ABC shall hold its monthly meeting the third Wednesday of the month.
- B. Meetings shall be held during the months of August, September, October, November, January, February, March, April, and May. If necessary, a June meeting may be called by the President.

Section 2. Special Meetings

- A. Special meetings of the ABC may be called by the President or by a majority of the Executive Committee, five (5) days notice having been given.
- B. No other business than that which is stated in the call shall be transacted at a special meeting.

Section 3. Attendance

- A. Members of the Executive Committee are expected to attend all meetings. Executive Committee members shall notify the Secretary or President when unable to attend.
- B. Any Executive Committee member absent for three (3) consecutive meetings may be asked to resign from the Executive Committee.

Section 4. Quorum

- A. A quorum for the official transaction of business at all meetings shall consist of a minimum of two (2) Executive Committee members plus those general members present.

Section 5. Voting

- A. Unless otherwise stipulated in these bylaws, a simple majority of the members present at a monthly meeting is required for a motion to be approved or defeated.
- B. All members, including the Executive Committee, have one (1) vote.

Article 6. Standing Committees

Section 1. The following committees shall be established to assist in carrying out the mission of the ABC:

- A. Academic Awards (National Merit)
- B. Academic Awards (Year-End)
- C. Academic Teams Support
- D. Agendas/Student Planners
- E. Book Sales
- F. Bylaws
- G. College Essay Workshop
- H. Corporate Membership
- I. Fundraising
- J. General Membership
- K. Rising Stars
- L. Scholarship
- M. Shining Stars
- N. Strive for .5
- O. Technology

Section 2. Formation and Committee Chairs

- A. Standing committees may be dissolved or additional committees may be added

- by a two-thirds (2/3) vote of the members present.
- B. Chairpersons of the standing committees shall be appointed by the President and considered members of the Board of Directors.

Section 3. Duties

- A. Chairpersons shall appoint a committee to assist in the planning and execution of each program.
- B. Chairpersons shall keep in contact with the Executive Committee concerning each program.

Section 4. Scholarship Committee

- A. The scholarship selection committee shall be appointed by the chairperson of the Scholarship committee.
- B. Committee members shall consist of the following: a representative from the Freshman class; representative from the Sophomore class; representative from the Junior class; executive officer; and an at-large member or alumni of ABC.
- C. All scholarship selection committee members shall be current members of ABC.
- D. No senior parent shall sit on the scholarship committee to determine scholarship recipients.
- E. The ABC President shall serve as the moderator and vote only in case of a tie.
- F. The Scholarship Committee shall arrange for student notification of the availability of the ABC scholarship applications during the month of January.
- G. The Chairperson of the Scholarship Committee shall gather and prepare copies of the applications to be distributed to the scholarship selection Committee.
- H. The committee shall decide the number of recipients and the amount of each scholarship.
- I. The Scholarship selection committee shall follow the guidelines for evaluating applications and judging scholarships that were established by the Executive Committee and Board of Directors.
- J. The Scholarship Committee will evaluate all applications that meet the eligibility requirements stipulated on the application including but not limited to:
 - a. In order to be eligible for a scholarship, parents/guardians must have at minimum a family membership by December 31 of their student's senior year.
 - b. Applicant's cumulative GPA must be at least 3.75.

Article 7. Special Committees

Special committees shall be appointed by the Executive Committee as needed and shall dissolve as their tasks are completed.

Section 1. Nominating Committee

- A. The Nominating Committee shall be appointed by the President at the January meeting.
- B. The Nominating Committee shall consist of two (2) members of the Executive Committee and 3 members who are committee chairs or members at large.
- C. The Nominating Committee shall prepare a slate of officers with candidates for each office being announced at the March meeting. Elections will be held at the April meeting.

Section 2. Audit Committee

- A. The Audit Committee shall be appointed by the President.
- B. The Audit Committee shall consist of two (2) members of the general membership or executive committee.
- C. The Treasurer shall not sit on the Audit Committee.
- D. The Audit Committee shall conduct an annual audit of the ABC's financial records in the summer months.

Article 8. Fiscal Policies

Section 1. Fiscal Year

The fiscal year of the ABC is from August 1 through July 31.

Section 2. Accounts and Audits

- A. The books and accounts of the ABC shall be kept in accordance with generally accepted accounting principles.
- B. An Audit Committee shall conduct an annual audit of the ABC's books during the summer months.
- C. The Audit Committee shall submit a report at the August meeting.

Section 3. Non-sufficient Fund Check Policy

- A. Upon receipt of an insufficient check, the Treasurer shall notify the writer of the check as soon as possible by phone and/or email.
- B. The writer of the returned check will be held responsible for the amount of the check in addition to a returned check fee and/or bank fee if applicable.
- C. The check is not to be presented to the bank a second time for payment.
- D. A minimum of two phone calls and/or emails will be made to the writer of the check in attempts to collect funds.

Section 4. Non-budgeted Expenses

- A. Non-budgeted expenditures less than \$100 may be made by the Treasurer providing funds are available and unencumbered.
- B. Non-budgeted expenditures greater than \$100 must be approved by a majority of the Executive Committee.

Section 5. Dissolution

Should dissolution of the ABC occur, any funds remaining at dissolution after outstanding debts are paid, shall be equally distributed to Solon High School academic teams.

Article 9. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order shall govern the ABC in cases in which they are applicable and in which they are not inconsistent with these bylaws or any special rules of order that the ABC may adopt.

Article 10. Amendment of Bylaws

These bylaws may be amended at any regular membership meeting of the ABC by two-thirds vote of those present and voting. Notice of proposed amendments must be provided to the membership at least fourteen (14) days prior to the meeting.

Operating Policies

Section 1. ABC and Solon High School

The ABC shall not in any way interfere in the policies, administration, curriculum, or instruction at Solon High School.

Section 2. Commitments

The ABC may cooperate with other organizations and agencies concerned with child welfare but persons representing the organization in such matters shall make no commitments that bind the club.

Section 3. Maintenance of Files

Each of the officers and chairs of standing and special committees shall maintain a file and deliver said file to their successor or President within ten (10) days of the close of the school year.

Section 4. Bylaws and Policies

A copy of the ABC's bylaws and policies shall be included in the file of each officer and be presented to the Solon High School principal's office or inclusion in the principal's files. A copy of the ABC's bylaws, standing rules, and policies shall be available to any interested party upon request.

Section 5. Gratuity

Any gratuity including gifts or financial benefits received because of a position held in the ABC will be turned over to the ABC.

Section 6. Membership List

The membership list of the ABC shall not be given to any person or group outside the club.