

Articles of Association for the

Twinsburg Athletic Association of the Twinsburg City School District

dba Twinsburg Athletic Boosters

Recognizing the need for support for the Twinsburg City School District Athletic Program and Facilities, and realizing that tax funds have not been sufficient for such purposes, the parents and other residents of the school district have organized themselves in conformity with the constitution and by-laws herein after stated.

ARTICLE I NAME

The name of this association shall be the "Twinsburg Athletic Boosters" - herein after sometimes referred to as the "TAB".

ARTICLE II PURPOSE

It shall be the purpose of this association to provide support for school athletic activities, give volunteer assistance to the Twinsburg City School District Athletic Director, his or her staff, the Twinsburg City Schools Administration, and the Twinsburg City School District Board of Education; And to help financially in supplementing/supporting the athletic department budget when requested by the Athletic Director. The TAB shall be a non-profit organization (501 c3) whose purpose shall be to sponsor and/or support projects that are deemed by the Athletic Director as necessary to provide adequate support, and any other functions to promote and carry out the district athletic activities.

ARTICLE III MEMBERSHIP

Section 1 Active annual membership shall be open to residents of the Twinsburg City School District, nineteen years of age and older, and to persons outside of the district with an interest in the TAB.

Section 2 Membership Levels

- White
- Blue
- Gold
- Corporate

Yearly membership fees will be determined by the Membership Committee.

This structure keeps the focus on the benefits of each membership level while allowing flexibility in membership fees.

Section 3 Voting Rights

Each PAID membership is entitled to one vote per motion. The exception is the Gold level, which is considered a family membership, will allow for 2 votes only if BOTH members are present at meeting.

ARTICLE IV MEETINGS

Section 1 Regular meetings shall be held on the 2nd Monday of the month at 7:00 pm, at announced location

Section 2 The May meeting of each year shall be known as the "Annual Meeting" for the purpose of election of officers, and a review of these Articles of Association.

Section 3 Attendance shall be open to all members and to any other interested parties

Section 4 At least eight (8) current members in good standing shall constitute a quorum for the transaction of business at any regular meeting of this association.

Section 5 The privilege of holding office, introducing motions, debating, and voting shall be limited to members in good standing of the association.

Section 6 Special meetings of the association may be called by the executive committee.

ARTICLE V OFFICERS AND ELECTIONS

Section 1 A. The Officers of this Association shall be:

- 1) President
- 2) Vice-President
- 3) Secretary
- 4) Treasurer

B. Officers shall be elected annually by a ballot or by vote, in the month of May. The office of President and Secretary shall be elected in even numbered years; The office of Vice-President and Treasurer shall be elected in odd numbered years. If there is but one nominee for any office, it shall be in order to move that the Secretary cast the elective ballot of the association for that nominee.

C. Officers shall assume their official duties at the July regular meeting and shall serve for a term of two years, but not limited to one term.

D. To prevent a conflict of interest, no current Twinsburg Board of Education Member may be nominated, elected or appointed to office in the Association. A coach may be elected to the position of Secretary, with the understanding that he/she forfeits the right to vote on any financial issues pertaining to purchases for any sport which that person coaches.

E. Officer-nominees must have been a member for the current year.

Section 2 A Any active TAB member can introduce a nominee. All nominations are to be introduced at the April meeting.

B. Only those who have consented to serve if elected shall be eligible for nomination, either by the Committee or from the floor.

Section 3 A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Committee. A notice of such election must be given in advance. In case a vacancy occurs for the office of President, the Vice-President shall serve as acting President for the remainder of the term. If such vacancy does occur, an interim President shall be appointed by the remaining members of the Executive Committee.

Section 4 Current members, verified by the membership chair, must be present and signed-in at the May meeting to vote for officers. No outside or absentee ballots will be accepted.

ARTICLE VI DUTIES of OFFICERS

Section 1 The President shall preside at all meetings of the Association and of the Executive Committee; shall perform such other duties as maybe prescribed in these Articles of Association or those assigned to him/her by the Association or by the Executive Committee; and shall coordinate the work of the officers and committees in order that the objectives may be promoted.

Section 2 The Vice-President shall act as aid to the President and shall perform the duties of the President in the absence or inability of that officer to serve.

Section 3 The Secretary shall record the minutes of all meetings of the Association and shall perform other duties as delegated.

Section 4 The Treasurer shall receive all monies of the Association; shall keep an accurate record of receipts and expenditures; and shall pay out funds in accordance with the approved budget as authorized by the Association.

Section 5 The Treasurer shall present a financial statement at every meeting of the Association, and at other times when requested by the Executive Committee. A full financial report at the last regular meeting in June is required. The Treasurer's accounts shall be examined annually in September by an auditing committee of a minimum of four and up to a maximum of six members, who, when satisfied that the Treasurer's annual report is correct, shall sign a statement of that fact at the end of the report. The Executive Committee shall appoint the auditing committee at the August monthly meeting.

Section 6 The Treasurer shall provide all necessary documents to the Superintendent of Twinsburg City Schools, including those required for tax purposes, proof of the Association's good standing as a 501(c)(3) organization, a current list of officers, and a certification from an outside accountant confirming that federal and state taxes are up to date. This ensures compliance with all relevant regulations and maintains the Association's standing within the community.

All Officers shall:

- A) Perform the duties prescribed in these bylaws.
- B) Deliver to their successors all official material within ten (10) days after the last regular meeting of the school year or immediately upon resignation.

ARTICLE VII EXECUTIVE COMMITTEE

Section 1 The Executive Committee shall consist of all the officers of the Association. Three officers of the Association must be present to constitute a quorum. The members of the Executive Committee shall serve until their successors are installed. The President may invite an advisor to attend an executive session for the purpose of presenting information. Only the members of the committee have voting privileges.

Section 2 The duties of the Executive Committee shall be:

- A) To transact business in the intervals between regular meetings, and such other business as referred to the Committee by the Association.
- B) To appoint a new chairperson or sports representative in case of a vacated position or non-performance.
- C) To approve cash advances and purchases outside of the approved budget up to the amount of \$1,500.00; The expenditure must be reported at the next monthly meeting. All additional expenditures shall be submitted to TAB for approval.
- D) To Create special committees as deemed necessary to promote and carry out the work of the Association.
- E) Meet with the Director of Athletics for discussion relating to the TAB's support for the Athletic Department.

ARTICLE VIII STANDING COMMITTEES

Section 1 General Rules:

- A) The Chairperson of each standing committee shall be nominated by the executive committee and approved for the chairmanship by a simple majority vote of the members attending the monthly meeting at which he/she is presented.
- B) The President shall be an ex-officio member of all committees except the nominating committee.
- C) The committee shall consist of a chairperson and as many committee members as the chairperson deems necessary.
- D) A committee chairperson shall assume their duties from the date of approval and shall serve a term of one year. A chairperson may be re-nominated and approved for additional term(s).

Section 2 Membership Committee

- A) The committee shall maintain current membership records and stimulate active membership in the Association.
- B) The committee shall be responsible for conducting a membership drive to be held annually, commencing in July, and continuing throughout the school year.
- C) The committee shall provide current membership lists at each monthly meeting.
- D) The Chairperson is to appoint an individual to verify that all participation and voting members are members in good standing.
- E) The committee is responsible for communicating with and getting membership forms to all athletic coaches prior to their respective seasons.

- 1) The committee should request attendance at pre-season meetings held by the coaches and/or athletic department for athletes and parents to promote the mission of TAB

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- F) The committee chair is responsible to deposit income with the Treasurer in a timely manner.

Section 3

Ways and Means Committee

- A) The committee shall seek out new opportunities for fundraising and propose ideas to the membership for approval.
- B) The committee shall coordinate all aspects of any fundraising event with appropriate chairpersons.
- C) The chairperson shall encourage participation of the entire membership. Coordination with the membership committee shall be expected.

Section 4

Publicity Committee

- A) The Committee shall be responsible for informing the membership and general public of all meetings, special functions and events held by the Association, using any and all means of communications.
- B) This shall include, but not be limited to, , TAB Website, social media sites and the Board of Education.
 - 1) To include TAB meetings on the school calendar
 - 2) Communicating with the Board of Education about fundraising programs and special events.

Section 5

Twins Days Committee

- A) The chairperson shall be responsible for any and all communication between the Twinsburg Athletic Boosters, The Twins Days Festival Committee (TDFC) and the Twinsburg Board of Education.
- B) The chairperson shall be responsible for coordination of all volunteers for the Twins Days Festival
- C) The chairperson shall solicit all committee members to assist with this event.
- D) The chairperson is responsible to produce contracts with the TDFC when available, at which time all contract terms will be discussed and affirmed by the Executive Committee.
- E) The committee chair is responsible to deposit income with the Treasurer in a timely manner.

Section 6

Program Ads and Printing Committee

In the event the TAB decides to produce a Sports Program:

- A) The committee shall be responsible for selling ads to appear in the Fall and Winter programs.
- B) The committee is to select a printer and provide them the necessary information for ads, photographs and applicable rosters. The timing must be coordinated to make programs available as early as possible for home events in the Fall & Winter Seasons.
- C) The committee chair is responsible to deposit income with the Treasurer in a timely manner.

Section 7

Athletic Achievements and Honors Committee

- A) For teams and/or individual athletes that reach certain levels of athletic excellence, recognition will be given. The chairperson will present this information at each meeting, if applicable.
- B) This committee shall be the event promoter for the Hall of Fame and Award activities.
 - 1) To include the announcement of each event to the media and the public.
 - 2) To distribute and make available the necessary forms.
 - 3) To contact award supplier and candidate(s) to obtain pertinent information and picture for permanent display well in advance of event.
 - 4) To communicate expectations and information to candidate(s), regarding induction ceremony and reception date, place and time well in advance of event.

Section 8 **Apparel Committee**

In the event the TAB decides to sell Tiger Apparel:

- A) The committee is to source apparel and pricing for Association approval by the Executive Committee
- B) The committee is responsible for the display of articles for sale at any athletic events.
- C) The committee chair is responsible to deposit income with the Treasurer in a timely manner.

Section 9 **Hospitality Committee**

A) This committee is responsible for supplying and staffing the following:

- 1) Any team special request - as approved by membership.
- 2) Tournament or Game Hospitality Room (for coaches, officials and workers)
- 3) Concession Stands
- 4) Coordinating food purchases for all events

B) The committee chair is responsible to deposit income with the Treasurer in a timely manner.

ARTICLE IX **SPECIAL COMMITTEES**

Section 1 The duties of a special committee are to function for a limited time to perform a specific task, and to dissolve upon completion of that task. Upon such completion, they shall file a report with the Association at a regular meeting.

Section 2 When the need for a special committee is identified, the chairperson who is nominated by the president and approved by the membership, may request the necessary number of committee members to effectively carry out the task.

Section 3 The chairperson of any special committee has only reporting privileges at executive committee meetings during the length of their appointment and/or assignment.

ARTICLE X **STANDING RULES**

Athletic Department Funding

Section 1 All equipment/funding requests must be submitted from the Athletic Director to the TAB President/Executive committee minimum one week prior to the regular monthly meeting. Any request that is not submitted one week before the regular meeting will be considered for the following meeting.

Section 2 The TAB executive committee will review all requests and evaluate if the request is appropriate and feasible.

Section 3 The TAB President will present all appropriate and feasible requests in excess of current Executive Committee approval authority at the next regular monthly meeting to be voted on by the membership.

Section 4 If an emergency arises, all additional requests for Association funds must be formally presented through the Athletic Director, who will meet with the Executive Committee for approval. If approved by the Executive Committee, and in excess of current Executive Committee approval authority, the request shall be brought forward to the membership via email for an emergency vote.

Section 5 All assets of the Twinsburg Athletic Boosters, in the case of dissolution thereof, shall be given to the Treasurer of the Twinsburg City School District. The superintendent shall be the executor.

Section 6 **Chairpersons**

No member shall be recommended and approved as chairperson of more than one standing committee at a time unless necessity dictates.

Section 7 **Membership List**

The President shall have available at all times a complete list of members in good standing as a guide to assist him/her in making appointments.

Section 8

State Qualifier Allowance

When funds are available, TAB may provide a per-diem amount not to exceed \$40 per qualifying athlete and coaches towards expenses in recognition and to defray costs associated with travel to the OHSAA state level competition. All monetary requests must be submitted through the THS Athletic Director upon the determination of the number of state qualifiers. TAB executive committee with input from the Athletic Director will determine a final approved number of athletes and coaches. All money not spent and receipts must be returned to the TAB treasurer within one week after the completion of the state competition.

- i. Money must be spent on meals.
- ii. Alcohol will not be reimbursed

TAB will not provide any financial support from the general fund for any meals and/or expenses incurred during the regular season or any tournament trips. Funds for these expenses must come from the team's specific fundraising account where applicable.

Section 9

Uniforms

Twinsburg School District provides team uniforms. TAB will not purchase athletic uniforms with any TAB funds.

Section 10

Concession Stands

TAB will sell concessions at various athletic events as determined by the district and other events as required or requested.

- i. All other concession stand income raised will be placed in the TAB general fund.
- ii. The concession stand volunteer opportunities will be available to all students.
- iii. Additional food, not sold at the end of the season (year), may be donated to a group at the discretion of the TAB Executive Committee.

Section 11

Team Fundraisers

In order for teams to complete their own fundraisers **and** place the funds in TAB's 501C-3 account, they **MUST** complete and submit to the Athletic Director, the "Fundraiser Information" form two weeks prior to the actual event. The Fundraiser Information form is available in the Athletic Directors' office. Athletic Director needs to forward the approved form to the Executive Committee for their awareness. All funds must be given to a member of the TAB Executive Committee within **one week** of the conclusion of the fundraiser.

Any youth camp or clinic fundraising camps provided by any team must have a final roster submitted with any funds provided to the Treasurer for deposit.

No money may be spent on miscellaneous items, i.e. drinks or food for athletes/coaches.

Fundraiser must be billed as a "Twinsburg Athletic Booster" (T.A.B.) with proceeds to benefit the specific team being helped.

All checks must be made out to Twinsburg Athletic Boosters or TAB

Funds will be deposited in TAB general fund but earmarked for sport that raised the funds.

Spending of funds must be approved by the Head Coach or designee of the Head Coach. Coaches must let TAB Treasurer know if the designee is selected for his or her team.

For any purchase utilizing team funds in excess of \$500, the request form must be signed by the Head Coach,

Team funds used for the purchase of coach's gear shall be limited to \$150 per Executive committee approved coach, per year.

All expenses shall be paid in the following manner, unless a special arrangement has been made:

- i. Head Coach or designee completes a Request for Equipment/Funds form
- ii. Purchase is made, or item is ordered by TAB Treasurer (to avoid paying sales tax it is preferable to provide the information to the TAB treasurer and allow him/her to order the item)
- iii. Receipt or invoice and completed TAB Reconciliation Form is given to TAB Treasurer
- iv. Check for reimbursement or a check to the company is sent
- v. Funds are withdrawn from team account

NOTE: Any approved expense in excess of \$1,500 requires an additional approval from an executive committee member

Section 12 Senior Night
TAB will provide a carnation for all senior parents on athletic teams on senior night and a maximum of \$200 from the general fund for the coach to use towards a celebration/recognition of the seniors on their team.

Section 13 TAB Charitable Donations
TAB does not make donations to any individuals or charitable organizations.

Section 14 THS Yearbook Ad
TAB may purchase one yearbook ad in the THS yearbook at the discretion of the TAB Executive Committee. The amount of the ad must not exceed \$500.

Section 15 Team Championship T-Shirts
TAB will purchase 1 T-shirt for every member of any varsity team that wins a league championship. The allowance will be up to \$15 per shirt. TAB will also purchase 1 T-shirt for every varsity coach of the team.
TAB will purchase 1 T-shirt for every athlete who qualifies as a competitor or an alternate for the OHSAA state championship. The allowance will be up to \$10 per shirt. TAB will also purchase 1 T-shirt for every varsity coach of the team.

Section 16 **TAB Executive Committee reserves the right to act outside of these policies in the event a special circumstance should arise.**

ARTICLE XI Denial of Membership

Section 1 Reasons for Denial

Membership can be denied if the applicant:

- a. Has a history of harmful behavior in this or similar groups.
- c. Previously violated the bylaws or policies as a member.
- d. Displays actions or values that conflict with the organization’s mission.

Section 2 Denial Process

- a. Review: The Membership Committee reviews all applications and flags concerns.
- b. Executive Decision: The Executive Committee reviews flagged applications and decides if membership should be denied.
- c. Notification: Denied applicants receive written notice with the reasons.

Section 3 Appeal Process

- a. Appeal: Applicants can appeal in writing within 30 days of denial.
- b. Final Decision: The Executive Committee reviews the appeal and votes. A two-thirds (2/3) majority is needed to overturn the denial.

Section 4 Reapplying

Denied applicants may reapply after one year. Membership approval requires a two-thirds (2/3) Executive Committee vote.

ARTICLE XII TWINSBURG ATHLETIC BOOSTER’S AWARDS

Section 1 Committee

An awards committee will be selected by the President of not more than ten (10) members to determine the winners of the Awards.

Section 2 Awards

The TAB will award one (1) **T Mike Award** of one-thousand dollars (\$1,000) to the top qualifying male or female senior athlete each school year and whose parents are current members of TAB as of December 31st of that school year.

The TAB will award one (1) **Al Baker Award** of one thousand (\$1,000) to the top qualifying male or female senior athlete who completes the most service hours for TAB during their high school career and whose parents are current members of TAB as of December 31st of that school year.

The TAB may also award up to eight (8) awards of five-hundred dollars (\$500) to qualifying senior athletes who meet the criteria when funds are available and whose parents are current members of TAB as of December 31st of that school year.

Section 3 Process

The THS Guidance Department will provide the completed applications to the Awards Committee by date specified on that year’s application. A copy of the complete membership list as of December 31st of the current school year is to be used to determine eligibility of all applicants. The number of scholarships will be determined by the Executive Committee based on current financial viability and will be announced during the March meeting.

Section 4 Eligibility Requirements

Certain criteria are to be met by each applicant. The criteria are as follows:

- A) Twinsburg High School graduating senior athletes whose parent(s) or guardian(s) are members in good standing of the TAB by the end of the first semester (December 31) of the current school year will be considered eligible for Twinsburg Athletic Boosters' Awards.
- B) The applicant has been accepted, and will be attending a four-year college, a two-year college, or a trade school/apprentice program.
- C) The application must have been received by the established deadline.
- D) It is the responsibility of the chairperson to review and revise the application when deemed necessary.

Section 5: Dispute Resolution

In the event of any disputes or disagreements regarding the awards process, eligibility, or selection of recipients, the matter shall be settled by a vote of the Executive Committee by a two-thirds (2/3) vote.

ARTICLE XIII AMENDMENTS

Amendments to these Articles may be proposed at a regular membership meeting and adopted after at least one reading of same; by a two-thirds vote of members present.

Definitions

Member in Good Standing:

Having paid all required dues and fees by the designated deadline. Adheres to the bylaws, rules, and regulations set forth by the organization.

Date created	August 12, 1976
Revision 1 approved	November 11, 2002
Revision 2 approved	March 10, 2003
Revision 3 approved	November 12, 2012
Revision 4 approved	February 11, 2013
Revision 5 approved	June 9, 2014
Revision 6 approved	August 10, 2015
Revision 7 approved	September 10, 2016
Revision 8 approved	August 12, 2017
Revision 9 approved	September 9, 2019
Revision 10 approved	December 9, 2024