

**CINCINNATI CHRISTIAN SCHOOLS, INC.**  
**ATHLETIC BOOSTERS BY-LAWS**  
**Originated Nov. 2001**  
**Amended**  
**July, 2007**

**ARTICLE I – NAME, ADDRESS & PURPOSE**

Section 1 – The name of this organization shall be the Cincinnati Christian Schools, Inc. Athletic Boosters.

Section 2 – The official address of the CCS Athletic Boosters shall be Cincinnati Christian Schools, Inc., 7474 Morris Rd., Hamilton, OH 45011.

Section 3 – The CCS Athletic Boosters is a voluntary association of individuals organized exclusively to support, promote, and encourage the students/athletes, coaches and athletic programs of CCS in conjunction with the Mission Statement and Statement of Faith of Cincinnati Christian Schools, Inc. The Boosters shall provide financial, physical, and emotional support to enhance the athletic experience for our student/athletes.

- a. To bring a closer relationship between the parents and coaches;
- b. To promote Christian values and Biblical principles to enhance the athletic experience of the students;
- c. To promote Christian fellowship and exchange of ideas and concerns among parents, students and staff (Hebrew 10:24-25) stimulate one another to love and good deeds;
- d. To raise funds (a secondary function) necessary for an established purpose that will complement and enrich the sports program.

**ARTICLE II – GENERAL MEMBERSHIP & DUES**

Section 1 – The membership of this organization shall be open to the parents or guardians of enrolled students, teachers, staff, principals, administration, and school board members of Cincinnati Christian Schools. Any and all other friends of Christian education who are interested in furthering the purpose of this organization and support the Mission Statement of Cincinnati Christian Schools may become associate members (associate members may not vote or hold an office).

Section 2 – Members shall not be required to pay any membership dues to CCS Athletic Boosters.

Section 3 – Every member of the organization shall be eligible to participate in the business meeting and serve any of the organization’s elective or appointive positions.

(associate members may not vote or hold any of the organization's elective or appointive positions).

### **ARTICLE III – MEETINGS**

Section 1 – Annual Meeting: The date of the regular annual meeting shall be scheduled the third Monday of April held at Cincinnati Christian Schools, Inc. for the purpose of electing executive officers (in the current open positions for the coming year). In the event there are no individuals nominated – the executive officers will ask those individuals they feel appropriate to prayerfully consider those open positions. Annual reports from the executive officers and committee chairpersons will be made available at this meeting. The president and/or executive officers may adjust the date, time and place as the need arises.

Section 2 – The executive officers will hold meetings as needed to prepare and plan for those activities and fundraisers per quarter. These meetings will include the Athletic Director. Officers' attendance shall be necessary to conduct business.

2a – The president may call special meetings of the executive officers any time or any two members of the executive officers, providing each officer is notified one week in advance. If an emergency arises and such notice is not possible, a telephone call may be placed to each officer, with 24-hour notice of such meeting.

Section 3 – Regular scheduled meetings shall be conducted. The president and/or executive officers may adjust date, time and place as the need arises.

Section 4 – Special meetings for the general membership may be called by the president and/or the executive officers, when deemed necessary, three-fourths (3/4) approval of the executive officers.

- All decisions of a general membership meeting shall be determined by a two-thirds (2/3) vote of a quorum of officers and the voting members present at the meeting.

Section 5 – Notice of these meetings shall be posted in the school and published in the monthly school mailing as well as on the school website ([www.cincinnatichristian.org](http://www.cincinnatichristian.org)) not less than 10 days before the meeting.

Section 6 – Should a meeting date fall on a Monday when school is canceled, the meeting will be postponed until the next regular monthly meeting, or, if rescheduling is necessary, will be determined by the president and the executive officers. Notices of postponement or rescheduling will be announced in the school and posted on the CCS website.

### **ARTICLE IV – OFFICERS OF THE EXECUTIVE BOARD**

Section 1 – The officers of the Cincinnati Christian School, Inc. Athletic Boosters shall be: president, vice-president, secretary, and treasurer.

Section 2 – The president and vice-president shall be elected for a two-year term and all other officers for a one-year term or until successors have been elected and accepted office.

Section 3 – The officers shall constitute the executive officers.

Section 4 – The officers shall be elected at the April meeting, or as close to April as possible and installed into office during the June meeting.

Section 5 – Election of officers shall be by a simple majority of votes cast for any candidate by members present at the annual meeting. Offices not filled after election shall be filled by board appointment with a confirming unanimous vote of the executive board in accordance with Biblical qualifications stated herein.

Section 6 – Notification Follow-up – Within one week following elections, the secretary shall notify the nominees of election results.

- Thank each one and their willingness to serve.
- Notify elected officers of scheduled meetings & responsibilities.
- Contact those who declined to be a nominee and those who were not elected for possible appointments to serve on committees.

Section 6 – Executive Officers Duties/Responsibilities

President:

- a. Shall convene regularly scheduled meetings, shall preside or arrange for other members of the executive officers to preside at each meeting.
- b. The president shall prepare a written agenda for each meeting and have an idea of the scope of information to be presented from each reporting Athletic Booster Committee.
- c. Perform the following responsibilities:
  - i. Draft goals for coming year for executive officers approval.
  - ii. Be responsible for specific assignments for the VP, elected and appointed chair people and officers (Prov. 16:9, 19:21, 21:15, Ps. 37:23)
  - iii. Meet quarterly with the Athletic Director for communication and coordination. Communicate regularly with the Development Coordinator through email, phone conversation, or face-to-face meeting.
  - iv. Formulate cohesiveness and communication with executive officers (Heb. 10:24-25)
  - v. Is an ex-officio member of all committees.

Vice-President:

- a. Shall preside in the absence of the president and shall perform the necessary duties with the same authority as the president.
- b. Shall aid the president and perform those duties as deemed necessary by the president.

Secretary:

- a. Shall record minutes of all meetings held by the CCS Athletic Boosters and keep all reports of the CCS Athletic Boosters committees. All records shall be the property of Cincinnati Christian Schools, Inc. Meeting minutes of the Athletic Boosters shall be open to the inspection of any member at all reasonable times.
- b. The secretary shall conduct all correspondence of the Boosters and shall act as clerk of any committee upon request.
- c. To record meeting attendance.
- d. To tabulate ballots of executive officers elections/appointments.

Treasurer:

- a. Shall obtain a monthly statement from the Chief Financial Officer detailing booster income and expenditures.
- b. Shall report income, expenditures, and account balance to the general membership during monthly business meetings.
- c. Shall keep a record of future expenditures that have been approved by the general membership, but that have not yet been billed or paid.

Section 7 – Special Events Committee – When deemed necessary by the executive officers and approved by the Development Coordinator, its purpose is to create methods and means of creating activities or projects that could, if necessary, generate funds to be used to enhance and compliment purpose of this organization in the school and shall be appointed by the executive officers.

- a. To have ideas for activities, projects and resources available ahead of time that could be utilized for new opportunities for specific needs or projects.
- b. To develop criteria for effectively evaluating different types of activities or projects based on benefits received, as well as being stewards of the resources God provides.
- c. Coordinate activities and projects with the Athletic Director and Development Coordinator.

Section 8 – Attendance of the Executive Officers – Officers of the executive board are expected to attend all scheduled meetings.

- a. Each executive officer serves as an essential part of the functioning body. Absence sometimes is unavoidable due to unforeseen circumstances or schedule conflicts. However, if a member establishes a pattern of non-attendance, and the period of absences exceeds 50% of the scheduled

meetings per semester, the executive officers shall determine who will investigate the reasons for absence and discern if the member needs help, or should consider resigning.

Section 9 – Resignations and Vacancies during Term – Vacancies of Officers occurring in the executive board are to be filled by a unanimous vote of the executive board appointment, by special meeting, those individuals they feel appropriate to prayerfully consider those open positions. These vacancies will be filled only to the end of the year.

Section 10 – Term of Office – The president and vice-president shall be elected to a two-year term. All other officers and the executive board shall be elected to a one-year term. The president and vice-president shall serve only one term. All other officers on the executive board may not hold the same office more than two consecutive terms, with the exception of the appointed committee chairperson, who may serve annually without limit to number of terms.

Section 11 – Nominating Committee – The nominating Committee shall be elected at the February meeting and shall consist of three members. They shall present at the April meeting a list of the candidates nominated and shall prepare ballots for use in voting. Candidates for election may also be nominated by any member at the annual meeting.

## **ARTICLE V – CHARTER**

Section 1 – The purpose of the Cincinnati Christian Schools, Inc. Athletic Boosters as stated in ARTICLE I, Section 3 is: “. . . to support, promote and encourage the students/athletes, coaches and athletic programs of Cincinnati Christian Schools, Inc.” The Boosters shall provide financial, physical, and emotional help to enhance the athletic experience for our students/athletes.

Section 2 – Financial contributions may be provided when requested or when a need is perceived, to athletic programs for the purpose of purchasing necessary equipment or upgrading existing facilities. It is not the intent of the Boosters to provide items for personal use for team or coaching personnel.

Section 3 – Upon agreement of the voting membership, contributions may be provided for support during special and unusual sporting events to help defray the expenses of travel, lodging or meals.

Section 4 – The Cincinnati Christian Schools, Inc. Athletic Boosters, upon agreement of the voting membership, may provide contributions for awards, prizes and gifts to special school functions related to program. Such functions shall include, but not be limited to the following:

- a. Award ceremonies
- b. Graduation or class activities
- c. Homecoming activities
- d. Banquets

Section 5 – The Cincinnati Christian Schools Athletic Boosters, upon agreement of the voting membership, may provide financial support towards the purchase of team appearance items which represent Cincinnati Christian Schools middle and high school. The purchase of uniforms shall be considered and voted on only following a recommendation from the Athletic Director. Guidance for the expenditure of this financial support is provided as follows:

- a. Team sweats, shirts, warm-ups, gym traveling bags, and hats are examples of items to be considered under this provision. Such items would be property of the CCS Athletic Department and shall remain the responsibility of the Athletic Director and the coaching staff.

## **ARTICLE VI – COMMITTEES**

Section 1 – The president and executive officers may create committees as needed, such as membership, school spiritwear, etc.

## **ARTICLE VII – AMENDMENTS**

Section 1 – These by-laws may be amended when necessary by a two-thirds majority of the voting membership. Proposed amendments must be submitted in writing, to the voting membership at a regular meeting. Copies of the proposed changes will be available from the president and secretary and published (available in the school office and school website) the month prior to the second vote. The changes must be approved by two-thirds of the voting membership at two consecutive general meeting.

These by-laws, with revisions, were approved at a general meeting of the voting membership of the Cincinnati Christian Schools, Inc. Athletic Boosters on (dates):

June 23, 2007

July 9, 2007