

# **The Dover Mothers Club**

## **Bylaws**

**2023-2024**

### **Article I – Name**

The name of this organization shall be the Dover Mothers Athletic Club which was formed under the direction of the Dover High School coaching staff in February 1959.

### **Article II – Mission**

The Dover Mothers Club is dedicated to the enhancement of the athletic experience of Dover High School athletes, their teams, and their fans through the promotion of athletics, school spirit, and the development of competitive teams, academically successful student-athletes, and a community awareness of their athletic achievements.

### **Article III – Purpose**

- A. To lend moral support and to share an understanding of the school's athletic program
- B. To offer assistance in any capacity beneficial to that program when possible
- C. To promote goodwill and sportsmanship among those schools participating in Dover High School's athletic agenda
- D. To provide student athletes with keepable, consumable items not otherwise provided

### **Article IV – Organization**

#### **Section 1: General Membership**

- A. All female legal guardians of students who participate in a high school sport may become a member of this club or any other female desiring membership.
- B. An active member is any non-officer who has attended not less than half of all general meetings in a fiscal year.
- C. An active member is eligible to vote or hold office.
- D. Female coaches and coaches' wives are invited to become honorary members.

#### **Section 2: Officers**

The officers of the Dover Mothers Athletic Club shall be President, Vice-President, Secretary, and Treasurer

#### **Section 3: Team Mom**

The team mom serves to benefit her team, the coach, and the district. To that end, all team moms shall be approved by the following separate but equal entities; the mothers club general officers by unanimous vote and the coach and Athletic Director. Should any one entity disagree with the selection, a new candidate would need to be selected. This process shall run as follows:

- i. The current team mom shall inform the Mothers Club at any time during her final season that she does not intend to continue for the following season.
- ii. The now outgoing mom will share the name of the newly nominated team mom.

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- iii. The Mothers Club will facilitate sharing this name with the coach and inform the outgoing team mom when the approval process is complete and if the nominated mom has been approved. The approval process shall not exceed a 2 week time period.
  - iv. Should the nominee be approved, it is recommended the nominee should immediately begin shadowing the outgoing team mom and attend meetings.
  - v. Should the nominee not be approved, the outgoing team mom will need to submit a new name as soon as possible to begin the process again.
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- A. Must attend all Dover Mothers Athletic Club meetings during their season of the sport barring any conflict with team competition. Attendance may be in person or via zoom. Please note that in person attendance is preferred and zoom attendance has limited participation.
  - B. Must approve all disbursement of funds for their sport and approve all fundraisers
  - C. Is responsible for collecting all monies for their sport and depositing funds into the account at First Federal Bank within 30 days of receipt and then submitting a copy of the bank receipt to the Treasurer. Failure to do so could result in loss of funds from the general fund.
  - D. Be present on picture day and write down the names in the team photo to be sent in for the program
  - E. Submit a copy of the roster to the Secretary
  - F. Keep organized records and notes of activities to hand off to next year's team mom
  - G. Be prepared to organize the parents of your team work 50/50 during football season
  - H. Be prepared to organize the parents of your team to work the concessions during football, soccer, track, wrestling and girls basketball events.
  - I. Be prepared to take inventory and restock concession stand products
  - J. Be prepared to collect and return the cash box from the treasurer.
  - K. The team mom will sign off on the balance with the Treasurer at the monthly meetings.
  - L. Along with the coach and Treasurer, the team mom will sign off on the team balance at the beginning and end of the season.
  - M. Must leave a positive balance in the account at the end of the season.

#### **Article V - Meetings**

##### **Section 1: Regular Meetings**

- A. Regular meetings shall be held on a monthly basis at the high school at a time to be determined by the officers. Meetings are normally held in the library on the first Tuesday of each month at 7p.m.
- B. Reasonable effort shall be made to publicize the date, time, and location of all meetings different from above.
- C. At the May meeting, the bylaws will be amended if needed
- D. At the May meeting, officers will be installed
- E. Reimbursements will be given to team moms at monthly meetings.
- F. Mid-month meetings may be held at the discretion of the Treasurer and will be used only to deposit funds or distribute reimbursement checks. No new business may be discussed.

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#### Section 2: Special Meetings

- A. Special meetings can be called by the President at the written request of 2 of the 3 remaining officers or by the written request of the Athletic Director, School Principal, or the School Board.
- B. Membership must be given at least three days' notice of the date, time, place, and purpose of the meeting via email. No business other than that specified in the written request shall be considered at this special meeting.

#### Section 3: Accessibility

- A. In the event that in person meetings are not permissible, the appointed officers will meet via zoom on the regular scheduled dates and times. A link to the zoom will be provided in the month's agenda located on the website so the general membership may join as well
- B. Members wishing zoom attendance to count must remain on camera and leave their name and sport in the comments.

#### Section 4: Order of Business

Order of business at all meetings shall be substantially as follows:

- A. Call to Order
- B. Secretary's Report / Approval of previous meeting minutes
- C. Completion or Revisitation of old business
- D. Treasurer's Report
- E. Team Mom's Reports
- F. Athletic Director's Report
- G. Fundraising and Projects
- H. New Business
- I. Adjournment

#### Section 5: Voting

All voting activities shall be conducted by the Vice-President, Treasurer, Secretary, and general membership. The President shall have the final vote in the event of a tie. There shall be no voting by proxy. There shall be no voting unless a quorum is present. A quorum consists of, at minimum, any combination of three officers.

#### **Article VI - Officers**

##### Section 1: Designation and terms.

- A. The officers of this organization shall be President, Vice President, Secretary, and Treasurer.

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- B. All officers shall serve for a term of one (1) year.
- C. No officer shall be eligible to serve more than two (2) consecutive terms in the same office unless no member wishes to fulfill the duties of the office and the current officer is agreeable to stay in this office.
- D. No person may hold more than one elected office at the same time.

### Section 2: Nominations, Elections, and Installations.

- A. Nominations for officers will be discussed at the monthly meeting in February and March if necessary.
- B. Elections will be held at the April monthly meeting and installation of officers will take place in May.
- C. The officers will assume their duties beginning immediately following the May meeting out of consideration for any senior moms.

### Section 3: Vacancies.

In the event that the offices of Vice President, Treasurer, or Secretary become vacant, the officers shall appoint a person to fill such vacancy. In the event that the office of President becomes vacant, the Vice President shall assume the duties for the duration of the term or until a special election is held.

### Section 4: Duties.

- A. President shall:
  - 1. Preside at all meetings
  - 2. Appoint all special committees
  - 3. Serve as an ex-officio member of all committees
  - 4. Provide general supervision, direction, and control of the Dover Mothers Athletic Club
  - 5. Represent or appoint a representative for the Club in meetings and discussions with school and city officials
  - 6. Pay approved expenditures in the absence of the Treasurer
  - 7. Oversee or appoint a representative to oversee the 50/50 activities
- B. Vice President shall:
  - 1. Perform the duties of the President in her absence
  - 2. Assist the President in the performance of her duties
- C. Secretary shall:
  - 1. Keep an accurate written record of all meetings and shall perform duties of corresponding secretary
  - 2. Prepare and disseminate preliminary copies of meeting minutes to the officers ahead of the general meeting
  - 3. Present the minutes of the previous meeting at the current meeting for approval

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4. Act as custodian of records of the Dover Mothers Athletic Club
  5. Maintain an active email list of all members
  6. Order and prepare all of the Scholar Athlete Awards given to those student athletes/trainers/statisticians who hold a GPA of 3.2 or higher during their sport season.
  7. Update website monthly
- D. Treasurer shall:
1. Receive all Dover Mothers Athletic Club income and deposit it in the appropriate accounts
  2. Keep accurate records of all receipts and expenditures
  3. Pay all expenditures as authorized by team moms and officers
  4. Prepare a financial report to be presented at all regular meetings
  5. Prepare an annual financial report, in conjunction with an approved accountant, after the fiscal year end including an itemized list of all income and expenditures for the previous year. This report shall be disseminated to the officers as soon as possible for preview and presented at the general membership meeting the following August.
  6. File forms with the federal, state, and local governments as required by law.
  7. Take all steps to maintain the Dover Mothers Athletic Club's 501(c)(3) status
  8. Maintain banking and vendor relationships and accounts keeping them in good status.
  9. In the instance of an incoming treasurer, the outgoing treasurer shall remain until June end to reconcile and close out books for the fiscal year.

## **Article VII – Financial Procedures**

### **Section 1: Fiscal Year**

The fiscal year of the Dover Mothers Athletic Club shall be from July 1 through June 30 of the following calendar year.

### **Section 2: Support**

Financial support shall be given solely to freshman, junior varsity and varsity sports approved by the Dover City Schools.

### **Section 3: Fundraising**

All fundraisers must be approved prior to commencement. The Dover High School Athletic office holds the fundraising request form which must be submitted, signed off on by the team coach, high school principal, and athletic director before it is considered approved.

### **Section 4: Team Funds**

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- A. Money collected from fundraising activities for a specific sport shall be deposited into the Club account at First Federal Community Bank not more than 30 days after the receipt of funds.
- B. The Team Mom will send a copy of the deposit clearly identifying the sport to which it belongs to the Treasurer for credit to the team account.
- C. Funds may only be used to support that team.
- D. Senior spend items:
  - 1. Statuettes will be provided for all senior athletes at the expense of the sport and or parent(s) under the discretion of the team mom. If an athlete wants additional people in his or her statuette at an additional cost, this cost must be absorbed by the sport or the athlete as well.
  - 2. Senior Banners will be provided for all senior athletes at the expense of the sport and (or) parents under the discretion of the team mom.
  - 3. Flowers will be provided by the general fund for the mothers of all senior athletes not to exceed \$10 per senior athlete.
- E. If a coach wishes to conduct his or her own fundraising, the Dover Mothers Club may deposit funds and pay for items purchased. The coach is entitled to spend this money independent of the Dover Mothers Athletic Club guidelines.  
*Example: A golf outing, invitational or tournament in which the athletes may participate, but not work.*
- F. Likewise, if a Dover Middle School athletic team wishes to conduct their own fundraising, the Dover Mothers Athletic Club may deposit funds and pay for items purchased. The middle school team is entitled to spend this money independent of the Dover Mothers Athletic Club guidelines.
- G. No sport shall carry a balance from year to year greater than \$12,000 unless it has been designated as monies for future purchases such as equipment, uniforms, or trips (and with consideration of the Dover Mothers Club spending guidelines).

#### Article VIII - Review and Amendment of the Bylaws

- A. The bylaws may be amended only upon a majority vote of the membership present at a regular meeting providing the members were informed that this meeting was identified as one at which amendments were to be considered.
- B. The bylaws shall be reviewed on an annual basis and will go into effect the following fiscal year.

#### Article IX - Policies

- A. The general fund will provide the following if monies are available to sports who participate in the general fund fundraisers.
  - 1. \$7.00 per athlete for a maximum of one meal per season will be allocated at the request of the coach or team mom. Receipts must be maintained and all monies not spent must be returned to the Treasurer.

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2. The maximum amount cannot exceed OHSAA regulations
3. A maximum of \$10 per senior athlete for flowers will be allocated at the request of the team mom. Receipts must be maintained and submitted to the treasurer.
- B. It is NOT our policy to purchase uniforms and equipment. If there are extenuating circumstances, we will review requests on a case by case basis during a monthly meeting.
- C. Sponsor boards will be displayed in the Dover area and will be given to the athlete at the end of the season.
- D. Any special request of money from the general fund by a coach or a member of the mothers club must be voted upon and approved at a monthly meeting

#### Article X - Dover Mothers Club Scholarship

- A. Dover Mothers Club will award one scholarship per year in the amount of \$500.00 to deserving scholar athletes. Two scholarships will be awarded if the balance in the general funds permits.
- B. The scholarship committee is made up of the Dover Mothers Club officers. The committee will follow the predetermined guidelines when choosing the top applicant.

#### Article XI - Approved, Adopted and Amendments

The Dover Bylaws which were approved and adopted in the year of 1959 have been amended on the following dates listed below.

- July 1986,
- February 1995,
- February 2003,
- January 2008,
- February 2012,
- January 2016,
- March 1991,
- October 1999,
- January 2004,
- January 2009,
- March 2013,
- August 2022,
- July 1991,
- September 2000,
- January 2005,
- January 2010,
- February 2014,
- October 2022,
- May 1992,
- December 2001,
- January 2007,
- March 2011,
- February 2015,
- May 2023,