

# UPPER ARLINGTON GIRLS SOCCER PARENT BOARD BY-LAWS

Established 9/2/20  
Revised and Approved 8/19/2023

## ARTICLE I

### 1. General Organization

- a) **Name** - Upper Arlington Girls Soccer Parent Board (UAGS Parent Board)  
b) **Mission** - The UAGS Parent Board will foster the Upper Arlington High School Girls Soccer Program by:

- (i) supporting the development of Upper Arlington girls soccer players;
- (ii) providing funding for equipment, uniform purchases, coaching staff, and team activities,
- (iii) supporting the coaches as requested,
- (iv) directing and conducting promotional and fundraising activities, and
- (v) providing any additional support and resources which the Upper Arlington High School Girls Soccer Program may need.

c) **Non-profit organization**- The UAGS Parent Board shall be a 501(c)(3) non-profit corporation. All funds collected are for the benefit of the Upper Arlington High School Girls Soccer Program. All funds dispersed are to be approved by a majority of the voting members of the UAGS Parent Board. Upon dissolution of this organization, assets of the organization will be used exclusively for exempt purposes such as the education of Upper Arlington High School students.

d) **Membership Requirements**- To qualify to serve on the UAGS Parent Board, a board member must be a parent, step-parent, or legal guardian of a current Upper Arlington High School Girls' Soccer Program player(s) and whose dues (reference Article II) are paid in full.

#### e) **Organization and Powers of the Parent Board**

i) The UAGS Parent Board is an extension of the Upper Arlington High School (UAHS) and, as such, is a non-profit organization. The UAGS Parent Board is organized exclusively for charitable and educational purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. The UAGS Coaching staff, contracted or non-contracted, are an agent of the Upper Arlington School District, and therefore, are not employees and/or agents of the UAGS Board.

ii) Use of Funds – Disbursement of funds is to be done in accordance with the Upper Arlington Athletic Director guidelines to meet the needs of the Upper Arlington High School Girls Soccer Program.

iii) Upon the dissolution of this Parent Board, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, including to the Upper Arlington Athletic Department for the express intent of future Girls Soccer financial needs, or to support another Upper Arlington Athletic Department need.

#### f) **Management of UAGS Parent Board**

Board voting members to be elected annually consist of:

- (1) President
- (2) Vice President

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- (3) Secretary
- (4) Treasurer
- (5) Past President
- (6) Fundraising Chair
- (7) Communications Chair
- (8) Game Day Chair
- (9) Uniforms & Spirit Wear Chair
- (10) Sponsorship Chair
- (11) Program Chair
- (12) Hospitality Chair
- (13) Member at large

Board Non-Voting Members consist of:

- (14) Coach Representative Non-Voting Member
- (15) Varsity, JVA and JVB Captains' Parents
- (16) Additional members may be added to the UAGS Parent Board through an amendment to the By-Laws, or by majority vote of the UAGS Parent Board voting members. In the event that there are Co-Positions, in any voting board position serving in any given year, the UAGS Parent Board would remain consistent with 13 voting privileges.

**g) Election of Board Members-** Any open UAGS Parent Board positions will be filled by a majority vote of the current Board Members at any UAGS Parent Board meeting for which notice of such election has been provided: (i) The Board will provide notice to all Upper Arlington Girls Soccer program parents and guardians by email of any open positions at least 2 weeks in advance of a Board Meeting during which the board will vote on the final slate; (ii) Any parent or guardian of a current soccer player may nominate themselves or another parent for such open position by submitting a nomination, in writing via email, to the current Board President ([uagssoccer@gmail.com](mailto:uagssoccer@gmail.com)); (iii) Nominations should identify the board position in which the nominee is interested and must be received by the current Board President at least three days in advance of the Board Meeting at which position will be filled. All open board positions, final slate, will be filled and approved by majority vote by the December Parent Board Meeting for the following academic year. The UAGS Parent Board will not appoint more than one member from the same family serving at any one time. The candidates receiving the greatest number of votes by Board members at the meeting shall be elected. At any point during their term a Board position is vacated, current Directors may appoint a replacement by a majority vote without notice to the parents and legal guardians of current players.

(6) **Fundraising Chair:** Responsible for the upcoming season annual fundraiser to include, but not limited to, evaluate the longevity of previous years' annual fundraiser to ensure monetary success to support the upcoming season and budget, coordinate with other fall sports' programs to eliminate conflict, and oversee the fundraiser in its entirety.

(7) **Communications Chair:** Responsible for keeping [uagirlssoccer.com](http://uagirlssoccer.com) website updated and communications of the Upper Arlington Girls Soccer Program. Works with coaching staff and maintains registration records for players and summer youth camp registrants.

(8) **Game Day Chair:** Responsible for coordinating volunteer needs and scheduling game day activities for home and away games - seeking volunteer sign ups for, but not limited to: game statistics to be obtained for coaching staff, ball girl coverage, concession stand for home games, video recording, team water and Gatorade, bus chaperones, and game day programs.

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h) **Members at Large** – The UAGS Parent Board may appoint Members at Large via a majority vote at any point during their term.

i) **Term of Office**- The President and Vice President will serve in these roles for one year, commencing January 1st and ending December 31st. To ensure continuation of the Program, the Vice President of the Board should be a parent of a Sophomore player in the Program, and have the choice to serve as President the following year, and Past President the year after; such that this person will serve on the Board for three years.

j) **Removal of Board Members** – Any Member may be removed by a majority of the voting members whenever in their judgment the best interests of the Upper Arlington Girls Soccer Program and/or the UAGS Parent Board will be served thereby. Any Member will resign if after tryouts they no longer have a child in the Upper Arlington Girls Soccer Program for that academic school year.

k) **Succession of Removed or Resigned Member**- In the event that a UAGS Parent Board Member is removed or resigns, the Board may appoint a replacement to fill the position as set forth above in paragraph g.

l) **Non-discrimination Policy Statement**- UAGS Parent Board does not tolerate discrimination by the Upper Arlington Girls Soccer Program based on any non-merit factor, including race, national origin, color, religion, sex, sexual orientation, gender identity, disability (physical or mental), or age.

m) **Conflict of Interest Policy**- No member of the UAGS Parent Board, or any of its Committees, shall derive any personal profit or gain, directly or indirectly (i.e. family member), by reason of his or her participation with the UAGS Parent Board. Each individual shall disclose to the UAGS Parent Board any personal interest which he or she may have in any matter pending before the UAGS Parent Board and shall refrain from participation in any decision on such matter. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interests applicable to nonprofit and charitable organizations.

### 2. Duties of Board members

(1) **President:** shall call and conduct general membership meetings and Parent Board meetings; advises parents and coaches of meeting dates; act as the liaison between the UAGS Parent Board and Upper Arlington High School; oversee committees and the general running of the UAGS Parent Board; serve as the second signature on the UAGS Parent Board checking account.

(6) **Fundraising Chair:** Responsible for the upcoming season annual fundraiser to include, but not limited to, evaluate the longevity of previous years' annual fundraiser to ensure monetary success to support the upcoming season and budget, coordinate with other fall sports' programs to eliminate conflict, and oversee the fundraiser in its entirety.

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- (2) **Vice President:** In absence of the President, act in his/her place performing necessary duties; attend Upper Arlington High School Athletic meetings. At the end of each year, it is the option of the Vice President to move into the role of President for the upcoming year.
- (3) **Secretary:** Takes and maintains minutes of all meetings and minutes should be prepared and shared via email to Board members by the next scheduled UAGS Parent Board meeting.
- (4) **Treasurer:** Responsible for the disbursement of funds on behalf of the UAGS Parent Board. Prepare financial statements at year-end (12/31), provide statements to team members to reflect fees and report at monthly Board meetings all financial transactions. Act as liaison with UA Central Office accounting as needed and complete 501(c)(3) filings, and AG filing. Responsible for maintaining relationships with First Merchants Bank and tracking the receipt of deposits, processing, and Elavon payments. Also, maintain a summary of all player's fee payments, and work with, but not limited to, the Fundraising Chair and Sponsorship Chair to ensure those efforts meet budgetary items.
- (5) **Past President:** Serves in advisory role to the new President/Co-President and provides guidance from previous years activities, records, and documentation.
- (9) **Spirit Wear/Uniforms Chair:** Responsible for determining company to purchase spirit wear, meet with Varsity Captains and Coaches to determine spirit wear for purchase; coordinating with Coach and Treasurer to purchase socks, backpacks, yardsigns, and any other needed item. Responsible for working with coaching staff to procure new uniforms at the end of each two-year uniform cycle.
- (10) **Sponsorship Chair:** Responsible for creating letters/contracts and soliciting businesses to provide financial sponsorship to the Upper Arlington Girls Soccer Program. Coordinating advertisement content with these businesses for the program, scoreboard, and UAGS Soccer Program social media pages. Contact Senior parents for senior pages and payment; receive/report payments to the Treasurer; coordinate with Program Chair all appropriate content and photos.
- (11) **Program Chair:** Identify and secure local photographer as well as reserve UAHS stadium for picture day; Coordinate delivery to vendor of senior images for senior banner printing; Identify and coordinate with a vendor to print varsity poster; Coordinate with Sponsorship Chair on timing of ad sales for Program; Secure design specialist to update Program content; Contract with local printing company for printing of Program.
- (12) **Hospitality Chair:** Coordinate pre-season activities, showcases and distant travel games (hotels, team meals, snacks, etc.) and activities throughout the season - Meet the Team, Team Bonding Events, Middle School Night, Senior Night, Alumni Night, End of Season Banquet, etc.
- (13) **Member at Large** – Serves as needed.

Coach Representative (non-voting): Head Coach will work closely with the UAGS Board President and Board to ensure continuity of the program and all needs are being met throughout the calendar year.

- (6) **Fundraising Chair:** Responsible for the upcoming season annual fundraiser to include, but not limited to, evaluate the longevity of previous years' annual fundraiser to ensure monetary success to support the upcoming season and budget, coordinate with other fall sports' programs to eliminate conflict, and oversee the fundraiser in its entirety.
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Coach(es) will establish and schedule league and other games and keep the Board apprised of the game and other schedules and any updates or changes thereto.

Volunteer Responsibilities (non-voting): Every Upper Arlington Girls Soccer family is required to work a minimum of (3) volunteer shifts. The opportunity for Upper Arlington Girls Soccer Program families to choose a committee or work task will be presented at the annual Spring Kick-off meeting, Meet the Team Night, and/or through various methods of communications, or as may be offered throughout the year.

## 3. Meetings

The Board will call meetings as required by planning, prior to and during the active season. The UAGS Parent Board's fiscal year shall run from January 1 through December 31.

## ARTICLE II

### 1. Funding and Budget

- a) The UAGS Parent Board will follow rules and regulations established by Upper Arlington High School Athletics and Upper Arlington Board of Education.
  - b) Fundraising programs shall be approved by the UAGS Board and shall conform to the current standards established by the Upper Arlington Board of Education.
  - c) The funds of this organization, secured from whatever source, shall be used for the sole purpose expressed in Article I. Committee members can act as agents in the purchase of authorized materials and/or services on behalf of the organization with the specific approval of the UAGS Board beforehand. The only expenditures that are authorized are those related to budgeted items. Any expenditure other than these must be approved by the UAGS Board prior to any funds being disbursed and then that amount is to be incorporated in a revised budget. If deemed necessary, the UAGS Board may determine a monetary expenditure threshold above which proposed disbursements must receive prior approval by the Directors. The annual UAGS budget will be prepared by the UAGS Board in advance of the active season and in time for the upcoming season. Funds raised should be used for the current season, however, excess funds may be carried over to the next season and will be applied to the general costs of the Program.
- (6) **Fundraising Chair:** Responsible for the upcoming season annual fundraiser to include, but not limited to, evaluate the longevity of previous years' annual fundraiser to ensure monetary success to support the upcoming season and budget, coordinate with other fall sports' programs to eliminate conflict, and oversee the fundraiser in its entirety.
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- d) Individual Player Fees- Player fees to be established by the UAGS Parent Board and are payable for the entire season on or before the Meet the Team meeting. Upper Arlington Board of Education fees are to be made through EZPAY prior to the season's first practice or as outlined by the Upper Arlington School District - these fees are in addition to and not affiliated with UAGS. Extreme hardship cases will be considered for approval by the UAGS Parent Board and without identification of the requesting family being released outside of the UAGS Board.
- e) Budget- The UAGS Board President and Treasurer shall prepare a preliminary budget based on the previous year's expenses and present it to the UAGS Board for a majority vote for approval during the December or January UAGS Parent Board Meeting. The Treasurer will maintain a budget without deficits, unless approved by the UAGS Board, and hold the UAGS bank account(s) to a combined minimum balance of \$10,000.00.
- f) Player Eligibility and Conduct- A player is ineligible to participate if she has not turned in all required school registration forms. A player must meet League, Upper Arlington High School, and Ohio High School Athletic Association criteria to be eligible to play.

### ARTICLE III

#### 1. Athletic Department Guidelines (uagoldenbears.com):

**Transportation** - Must adhere to Upper Arlington High School Athletics Chaperone Policy which prohibits use of alcohol, drugs or tobacco. No school buses may be used before 4pm. There is a 50 mile limit on school buses, meaning if any team has a soccer event over 50 miles away from Upper Arlington High School, the UAGS Parent Board must fund private transportation to such an event. Contact Jackie Brown (Athletic Department Secretary) for a list of approved private bus companies.

**Website**- Must include "This site is not sponsored by the Upper Arlington City School District." Furthermore, the views and opinions on this web site are not necessarily those of the Upper Arlington City School District. There is a two-page "Guidelines for the Development and Maintenance of Web Sites and Web pages" that should be adhered to. Coaches maintain each of their own Google calendars.

**Meet the Team** - Contact Debbie Crockett to reserve a space and any necessary equipment.. Must take place within the first three weeks of August. Must show the OHSAA required video( 20 minutes) and have each parent and student athlete sign in on a roster spreadsheet. Submit roster to athletic office within 5 days of our

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meet the team. Head coaches will have an agenda and the board will have one too. Email AD with the date once it is set.

**Team Posters-** Must be approved by Athletic Department before printing. Must be in team uniform or team warm-up and be "classy".

### Special Event Nights

Senior Night: Need approval by coach and athletic director. Scripts need prior approval by coach and athletic director. Events must be completed before scheduled start of game. Parents are not admitted free unless a prior arrangement has been made with the Athletic Department. The parent group will be responsible for reimbursing the athletic department for all free admissions.

Middle School/Youth Nights: Need approval by coach and athletic director. Students need to dress in their uniform, jersey or some sort of team wear, so they are easily identified by the ticket staff in order to be admitted for free. Parents of athletes are not admitted free unless a prior arrangement has been made with the athletic department. Any formal announcement during pre-game or half time needs approval by athletic director and must fit within allotted time. Athletes should sit as a team with their coach during the event.

Fundraising/Discount Tickets at athletic events: Need approval by coach and athletic director. Special discounts on ticket price need approval by the athletic director. The difference in ticket price will be charged to the Board. Any special announcements or events happening during the game need to be approved by the athletic director. Other than concession stand duty, Upper Arlington Girls Soccer Program is not permitted to fundraise at another team's event.

Banquet/Award Nights- Contact Debbie Crockett to reserve a facility. No banquets should begin food service later than 6pm. Set-up chairpersons for various committees: programs, publicity, tickets, finance, Page 4 March, 2020 hospitality, decorations, etc. Ticket prices around \$12 for adults and \$6 for students. Forward one program to the athletic department. Contact Jackie Brown to learn who will represent the district. Guidelines for JVA and JVB teams...Each coach give 3-5 minute summary of season and introduce team members without any dialogue and hand out athletic office award. Any video must be approved by coach. No invocation or prayer. Keep banquet times less than 2 hours (show video at end so there is the option to leave).

**Yard Signs-**\*Morrison Sign Company 276-1181 Kelly Roth

**Coach's gifts-** Are not allowed per IRS 501(c)(3) guidelines and district guidelines.

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**Player Forms-** Can be found and filled out the 8to18 website when players are registered.

**Annual Filing Requirements for the Athletic Office** by October 31 and District's Treasurer's Office by June 30.

- A. By-Laws
- B. List of current officers and contact information.
- C. Copy of Employer Identification Number (EIN)
- D. Copy of IRS Tax determination Letter
- E. Copy of Annual Financial Report
- F. Copy of Dishonesty/Surety Bond
- G. Copy of filing with Attorney General's Office

**UAHS Athletic Department Contact Information-** [www.uagoldenbears.com](http://www.uagoldenbears.com)

**Youth Summer Camp-** Assuming the UAGS Parent Board is compliant with all district guidelines, the UAGS Parent Board's liability insurance for youth camps is covered through the district. Payments must go through the UAGS Parent Board . Coaches are paid through the UAGS Parent Board and 1099-Misc are issued for payments greater than \$600. All camp expenses (i.e. coaches' fees, t-shirts, refreshments/snacks, equipment, etc.) should be paid with the youth summer camp fees. The UAGS Parent Board may pay for the surety bond which is required for district compliance. The balance of funds is distributed to the coaches as determined by the head coach and/or Association (whoever is running the camp).

## 2. School District Policy & Guidelines

Employer Identification Number (EIN)- Must have own separate Tax ID number. It is not acceptable to use the District's.

Coaches' compensation- UAGS Parent Board may not compensate a coach or advisor to supplement the salary the school district pays the employee. No end of season (thank-you) gift cards.

Dishonesty/Surety Bond- The UAGS Parent Board may purchase for the UAGS Parent Board and submit a copy of certificate to Treasurer's Office or complete/submit information by August 1 so District can apply for all groups at once. In order to be compliant with the dishonesty bond, the following internal controls must be

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followed: 1. An annual audit must be performed by someone other than the Treasurer and President. 2. President should reconcile/review monthly bank statement. 3. Two signatures must be present Page 4 March, 2020 on every check. Renew yearly and update Treasurer and President's name if necessary.

Annual Filing- By October 31 each year, the UAGS Parent Board must provide the Superintendent with:

1. A copy of most recent 990, Form 990EZ or other type of annual financial report;
2. A list of current officers and contact information;
3. A list of proposed fundraising activity for the ensuing school year;
4. A copy of most recent charter documents;
5. A copy of Dishonesty Insurance certificate

Best Practices- The treasurer is authorized to draw checks with the President to co-sign. All monies collected shall be deposited no later than bi-monthly. The treasurer's monthly accounting, using a reconciled monthly bank statement, must be approved by the President or Vice-President. President or Vice- President will sign the monthly bank statement.

Gift Reporting- Monetary donations of \$250 or more and goods or services donations of \$75 or more are required to have written acknowledgment to the donor. Acknowledgment must include: Booster Group's name and address, donor's name and address, date of contribution and amount of contribution.

State Attorney General Filing Requirements- Always use EIN as reference. Must register with the Attorney General's office. Can submit one of IRS 990 forms or Ohio's Annual Financial report of Charitable Organization. Fees: If assets and receipts are less than \$25k then 0. If assets/receipts more than \$25k then \$50. <http://ohioattorneygeneral.gov/Business-and-Non-Profits/Charity/Charitable-Registration>. Must file with Attorney General yearly at the end of the calendar year at: [charitableregistration.ohioattorneygeneral.gov](http://charitableregistration.ohioattorneygeneral.gov).

Tax Exemption- The UAGS Parent Board is a 501(c)(3) charitable organization which allows it to receive tax-exempt donations and be exempt from sales tax.

Federal Filing Requirements- Yearly, after each calendar year, the UAGS Parent Board must file Form 990 (gross receipts >\$200k), 990 EZ (gross receipts \$50k>\$200k), or 990 N (gross receipts<\$50k) based on our gross receipts.

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