

SWARTZ CREEK ATHLETIC BOOSTERS BYLAWS
Amended June 14, 2010

ARTICLE I - NAME

SECTION 1: The name of the organization shall be the Swartz Creek Athletic Boosters herein referred to as the SC Athletic Boosters

ARTICLE 2 - PURPOSE

SECTION 1: The purpose of the organization is to promote the athletic programs of the Swartz Creek Community Schools. The SC Athletic Boosters shall be a non-profit organization.

ARTICLE 3- MEMBERSHIP AND DUES

SECTION 1: Anyone interested in supporting the purpose of this organization shall be eligible for membership .

SECTION 2: Membership shall be on a yearly basis beginning June 1 through May 31 of the following year.

SECTION 3: The annual dues of the organization shall be \$10.00 per family per year. Dues will not be refunded.

SECTION 4: The organization shall admit new members at anytime.

ARTICLE 4 – OFFICERS AND THEIR ELECTION

SECTION 1: Each officer of the organization shall be an active member.

SECTION 2: The executive committee of this organization shall be the President, Vice-President, Treasurer and Secretary.

SECTION 3: A vacancy in occurring in any office shall be filled for the remainder of the term by Presidential appointment with approval of the executive officers.

- SECTION 4:** Officers shall be elected by the last Monday in May.
- SECTION 5:** Officers shall assume their official duties the first Monday in June.
- SECTION 6:** All Terms for executive officers, with the exception of Treasurer, will be one year and a person shall not serve more than four (4) consecutive terms in the same office. The Term for Treasurer shall be one year and a person shall not serve more than two (2) consecutive terms in office.
- SECTION 7:** The nominations for each office shall come from the membership.
- SECTION 8:** Balloting shall be by secret ballot. However, if there is only one nominee for any office, election for that office may be by voice vote.
- SECTION 9:** The officers shall be declared elected when they have received a majority vote of the members present.

ARTICLE 5 – DUTIES OF OFFICERS

- SECTION 1:** The President is to be considered the chief officer of the organization. **The President shall:**
- A. Be in charge of and conduct all meetings in accordance with Robert’s Rule of Order.
 - B. Oversee all of the organizations affairs and activities
 - C. Be a member ex-officio of all committees
 - D. Be the official representative of the organization at all external meetings as the need arises.

SECTION 2:

The Vice President shall:

- A. Act as an aide to the President in the performance of his/her duties. The Vice President shall, in the absence of the President, perform the duties of the President.

SECTION 3:

The Secretary shall:

- A. Be the keeper of all records of the organization except financial.
- B. Conduct all correspondence unless otherwise delegated.
- C. Keep a permanent record of all regular and special meetings and keep the by-laws current.
- D. Be responsible for all notices to be sent to the membership.
- E. Maintain an electronic copy of the current membership roster.
- F. Maintain electronic copies of Committee Chair's responsibilities, procedures, data bases, filed/completed non-profit forms and other pertinent information.

SECTION 4:

The Treasurer shall:

- A. Receive all monies of the organization with a designated form signed by two independent counters.
- B. Keep a full and accurate account of all receipts and expenditures.
- C. Make disbursements as authorized by the organization.
- D. Present a financial statement at every regular meeting.

SECTION 5:

All officers shall perform the duties outline in these Bylaws and those assigned from time to time.

ARTICLE 6 - MEETINGS

- SECTION 1:** At least twelve (12) regular meetings of this organization shall be held during the school year. Dates of regular meetings shall be determined by the officers, and announced at the first fall meeting. The regular meeting day shall be Monday.
- SECTION 2:** The first fall meeting shall be considered the annual meeting.
- SECTION 3:** Special Meetings of the organization may be called by the President, three (3) days notice having been given. This notice will be given by posting the meeting date and time on the Booster's Webpage and by calling the Executive Committee by phone.
- SECTION 4:** The privilege of holding office, introducing motions, debating and voting shall be limited to members whose current membership dues are paid.
- SECTION 5:** Scheduled meetings will not be held if school is closed. Thru November 1, the scheduled meeting will be held on the next day where school is in session. After November 1, the meeting will be held the following Monday.

ARTICLE 7 – ORDER OF BUSINESS

- SECTION 1:** The order of business for all meetings shall be as follows:
- A. Call to Order
 - B. Approval of Minutes
 - C. Treasurer's Report
 - D. Unfinished Business
 - E. New Business
 - F. Reports of committees (including financial status)
 - G. Announcements/Communications
 - H. Adjournment
- SECTION 2:** Special meetings shall deal with only the business for which the meeting was called.

ARTICLE 8 – COMMITTEES

- SECTION 1:** Only members of the organization shall be eligible to chair or serve on any committee.
- SECTION 2:** The chairperson of each standing and/or special committee shall be appointed by the President.
- SECTION 3:** Standing committee chairperson shall assume their duties the first Monday in June.
- SECTION 4:** All committees shall keep the organization informed of their progress under committee reports on the agenda.
- SECTION 5:** Committees requiring funds need approval of the membership.
- SECTION 6:** The President shall serve as ex-officio member of all committees.

ARTICLE 9 - STANDING COMMITTEES AND DUTIES

- SECTION 1:** The standing committees of this organization shall be:
- A. Concession Stand Committee
 - B. Raffle Committee
 - C. Membership Committee
 - D. Pride & Spirit Night Committee
 - E. Scholarship Committee
 - F. Golf Committee
 - G. Program Committee
 - H. Fundraising Committee
 - I. Sportsmanship/Ethics Committee
 - J. Promotional Sales Committee

SECTION 2:

The Concession Stand Committee shall:

- A. Obtain all necessary supplies and equipment for the concession stand.
- B. Establish a volunteer work schedule.
- C. Designate at least 2 (two) persons to count concession stand monies, sign designated form and turn in to the Treasurer after each game.
- D. Be accountable for all concession stand keys.

SECTION 3:

The Raffle Committee shall:

- A. Organize volunteers to sell raffle tickets at booster events and designated games throughout the year.

SECTION 4:

The Membership Committee shall:

- A. Coordinate the membership drive and develop public relations with team sports representatives.
- B. Maintain a current membership roster and submit regular updated copies to all executive committee members. A final membership roster for the current year shall be submitted to the Athletic Booster Secretary on May 31.

SECTION 5:

The Pride & Spirit Night Committee shall:

- A. Coordinate activities for Pride & Spirit Night with the appropriate school officials.

SECTION 6:

The Scholarship Committee shall:

- A. Collect information for seasonal Senior Scholar Athlete Awards from the Athletic Department.
- B. Coordinate the application and selection process for the Senior Varsity Scholarships per the following criteria:
 - a. Open to all Senior Varsity athletes.
 - b. Complete the application and requirements.
 - c. Have a 2.5 Grade point average or higher.
 - d. Student in good standing
 - e. Family must be a current SC Booster member who has signed up for membership prior to April 1 of the child's senior year.

SECTION 7:

The Golf Committee shall:

- A. Organize annual Booster Golf Outing.

SECTION 8:

The Program Committee Shall:

- A. Solicit and coordinate advertising activities for the Fall and winter programs.

SECTION 9:

The Fundraising/Marketing Committee shall:

- A. Solicit and coordinate various fundraising activities.

SECTION 10:

The Sportsmanship/Ethics Committee shall:

- A. Advocate and promote sportsmanship and ethics throughout Swartz Creek Schools.

SECTION 11:

Promotional Sales Committee shall:

- A. Purchase promotional items for sale to include:
 - a. Clothing (sweatshirts, jackets, etc.)
 - b. Accessories (gym bags, etc.)
 - c. Other appropriate items to promote spirit in the community (noisemakers, etc...)
- B. Maintain inventory of purchased items.
- C. Establish a volunteer work schedule to sell items.
- D. Designate at least 2 (two) persons to count sales monies and turn in to the Treasurer after each event.

ARTICLE 10 – POLICIES AND PROCEDURES

SECTION 1:

The basic policies and procedures of this organization are:

- A. Funds of the organization shall be deposited by any officer, withdrawal of funds by any two of the four officers.
- B. Per MHSAA Guidelines, Financial support for Swartz Creek athletes shall not exceed \$200.00 for individual State or National Competitions or \$500.00 per team for State or National Competitions and must be applied for prior to event.
- C. Fundraisers and special projects and/or programs (such as raffles) must be approved at a Boosters Meeting.
- D. Any expenditure over \$1,000.00 shall require a first and a second vote. The second vote will take place at the next meeting following the request for funding.
- E. In an emergency, the President will have power to approve spending of up to \$500.00 with oral approval of another officer of the organization.
- F. In the event that the Swartz Creek Athletic Boosters Organization should be dissolved, all assets will revert to the Swartz Creek High School Athletic Department after all outstanding bills are paid and all dispersals are made up to the time the Athletic Club is dissolved.

- G. Senior scholar athlete awards shall not exceed \$25.00 per season, per eligible athlete.
- H. By the last Monday of May, The executive officers shall appoint two parties independent of the Treasurer to conduct an annual verification of the Treasurer's books to be completed within 30 days after the end of the fiscal year.
- I. The minimum amount of \$500.00 per scholarship to a male and female scholar athlete each year in accordance with Scholarship funds available will be awarded by the decision of the Scholarship Committee.
- J. Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including , for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- K. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.
Notwithstanding any other provision of this document, the organization shall not carry on any other purposes not permitted to be carried on (a) by an organization exempt for federal income tax under section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c) (2) or the Internal Revenue Code,

or corresponding section of any future federal tax code.

- L. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE 11 – FISCAL YEAR

SECTION 1:

The Fiscal year of the organization shall begin June 1 and shall end the following May 31.

ARTICLE 12 - AMENDMENTS

SECTION 1:

The bylaws may be amended at any regular meetings of the organization by 2/3 (two-thirds) of the members present and voting. Notice of the proposed amendment shall have been given at the previous meeting and the membership has been informed one week in advance. Notice will be given to the membership by posting a notice on the Booster's Webpage.

Amended 6/14/2010- the following sections were revised:

Article 5- Section 3- Duties of Secretary, Item E

Article 5 – Section 3 - Dutes of Secretary, Item F

Article 5 – Section 4 – Duties of Treasurer, Item E

Article 6 – Meetings – Section 3

Article 6 – Meetings – Section 5

Article 9 – Standing Committees and Duties – Section 1

Article 9 – Standing Committees and Duties – Section 2, Concessions Stand Committee shall- Item C

Article 9 – Standing Committees and Duties – Section 3, Meet the Team Committee shall- Entire sec.

Article 9 – Standing Committees and Duties – Section 4, 50/50 Raffle Committee shall –renamed.

Article 9 – Standing Committees and Duties – Section 5, Membership Committee Shall- item B

Article 9- Standing Committees and Duties- Section 7, Scholarship Committee shall – Item B(a)

Article 9- Standing Committees and Duties- Section 7, Scholarship Committee shall – Item B(e)

Article 9 – Standing Committees and Duties- Section 9, Marketing Committee shall- renamed

Article 9 – Standing Committees and Duties- Section 10, Fundraising Committee shall- added

Article 10 – Policies and Procedures- Section 1(B)

Article 10 – Policies and Procedures- Section 1(D)

Article 10 – Policies and Procedures- Section 1(H)

Article 12 – Amendments – Section 1