

# MT. ARARAT HIGH SCHOOL SPORTS BOOSTERS BY-LAWS

## ARTICLE I: NAME

The name of the organization is the Mt. Ararat High School Sports Boosters.

## ARTICLE II: PURPOSE

The purpose of this organization is to recognize and support the athletic teams of Mt. Ararat High School.

## ARTICLE III: GUIDING PRINCIPLES

The guiding principles are as follows:

1. To provide financial support to athletic programs;
2. To encourage participation in the Boosters organization by requiring attendance at the monthly meetings; and
3. To establish controls to maintain the financial solvency of the Boosters.

## ARTICLE IV: MEMBERSHIP AND VOTING

Each varsity sports program that is sponsored by Mt. Ararat High School will designate a team representative as its primary contact. This representative or an alternate must attend at least 8 meetings per year, which runs from August through June, in order for a team to be vested and to qualify for Boosters funding.

Voting membership consists of the Executive Board and one voting member representing each varsity sports team that is sponsored by Mt. Ararat High School. A voting member may be a coach, designated team representative or a team alternate representative. A member must be present to vote. A simple majority of the voting membership constitutes a quorum, which is necessary to do business. Except as otherwise provided in these By-laws, the affirmative vote of at least a simple majority of the voting membership is necessary for any action taken by the Boosters.

The President of the Boosters, or the next in the chain of command when the President is absent, can vote only when necessary to break a tie.

The varsity sports teams sponsored by Mt. Ararat High School are listed in the Boosters Policy Statement and will be updated annually by each August.

## ARTICLE V: OFFICERS

Section 1: The term of office is one year. Nominations will be made in March and elections are in April. Newly elected officers shall preside over the May meeting with the assistance of outgoing officers. Outgoing officers must attend this meeting to ensure a smooth transition. If this is not possible then training must be made available to incoming officers before the May meeting. There is no limit to the number of terms that officers may hold, but they must be re-elected on a yearly basis.

Section 2: The Executive Board consists of the President, the Vice-President, the Secretary, and the Treasurer.

A: The President shall preside at meetings of the organization and shall perform all duties incidental to this office and such other duties not inconsistent with the By-laws as may be required of the organization. The President shall decide all questions and disputes that may arise between members and appoint any and all committees not otherwise provided for. It is the President's duty to be the liaison between the members and the Athletic Director and the coaches to keep the Booster membership informed.

B: The Vice President shall, in the President's absence, assume full duties of the Presidency. The Vice President shall assist the President in the discharge of the duties related to the office of the Presidency.

C: The Secretary shall keep a full and accurate account of the record and the minutes of each meeting, handle all correspondence and publicity of the organization, and perform such duties as may be required.

D: The Treasurer shall receive and be responsible for all monies of the organization, deposit all funds in a duly organized financial institution operating under the laws of this State, and pay all outstanding bills. The Treasurer shall record these transactions in an accurate and up-to-date budget and will make these available for reviewing at each monthly meeting.

Section 3: Vacancies in office must be filled at the next regular business meeting by a majority vote of the members present.

Section 4: Whenever a majority of the Executive Board agrees that an officer has been grossly negligent of the duties defined in the By-laws, or is incapacitated, they shall recommend to those present at the next meeting of the organization that the office be declared vacant. If those present so vote by a 2/3rds majority, they shall immediately elect a new officer to replace and fill the unexpired term.

Section 5: It is the duty of all outgoing officers and members to prepare the new officers and members for service to the Boosters. They shall relinquish all receipts, books, papers, and other properties acquired or entrusted to them during their term. They shall inform the new officers and members of their duties and responsibilities, and ensure that they have a copy of the By-laws.

Section 6: All fiscal records must be maintained in accordance with MSAD 75 guidelines for operation of Student Activity Accounts and must be submitted to the accountant in the District Office on an annual basis for review. Fiscal records are subject to an annual audit by the auditor selected by MSAD 75 to conduct the District's annual audit.

Section 7: All monies received by the Boosters become the property of MSAD 75 upon receipt and are held by the Sports Boosters as fiduciary funds. In the event that the Sports Boosters is dissolved, the Executive Board shall turn over all assets to the Mt. Ararat Student Activity Fund and, at the same time, the Executive Board shall provide a full accounting of such assets and all fiscal records of the Sports Boosters to the accountant in the District Office.

## ARTICLE VI: MEETINGS

A regular meeting, at the discretion of the officers, will be held every month with the exception of the month of July.

## ARTICLE VII: AMENDMENTS

The By-laws may be amended by 2/3 of the voting members, as long as each amendment has been introduced at the preceding regular meeting. Amendments also require the approval of the MSAD 75 Board of Directors and do not become effective until such approval is obtained. The Sports Boosters shall submit amendments approved by the Sports Boosters membership to the MSAD 75 Board of Directors via the Superintendent of Schools at least ten calendar days prior to the next regular meeting of the Board of Directors.

## ARTICLE VIII: BUSINESS PROCEDURE

- Section 1      Order of Business
1. Call to order
  2. Roll call of officers and members
  3. Minutes
  4. Correspondence
  5. Treasurer's report
  6. Committee reports
  7. Old business
  8. New business
  9. Adjourn

Section 2      The final authority in the settlement of duties is Robert's Rules of Order, revised edition. The Secretary will keep a copy of this book and bring it to every meeting.

## ARTICLE IX: REVIEW

These By-laws must be reviewed annually following the election of new officers. Article VII establishes the procedures for the consideration and adoption of any changes to the By-laws. This article does not prevent review and/or revision at other times.

## ARTICLE X: POLICY STATEMENT

The Mt. Ararat High School Sports Boosters shall adopt a policy statement consistent with these By-laws for the governance of the organization's affairs. The policy statement must be approved by a majority of voting members by September each year, and may be amended by a majority of the members at any regular meeting. The policy statement must include a list of all varsity sports teams sponsored by Mt. Ararat High School.

ARTICLE XI: SIGNATURE REVIEWS

The By-laws were approved by a 2/3 majority  
of the Mt. Ararat High School Sports Boosters  
voting members.

Date: .....

\_\_\_\_\_  
President

The By-laws were approved by the MSAD 75  
School Board.

Date: .....

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MSAD 75 School Board Chair