MIDDLETOWN HIGH SCHOOL BOOSTER CLUB BY-LAWS

Article I – Name

The name of this organization shall be the Middletown High School Blue Dragon Booster Club, Inc. (The Booster Club).

Article II – Purpose

The Booster Club is a non-profit organization whose mission is to promote athletic programs, increase community interest, recognize the endeavors and the achievements of the teams and individual athletes, and to assist the athletics department coaches and administrative staff. The Booster Club is a completely volunteer-based organization, in its operations and its mission.

Parents' membership and involvement is the key to a successful athletic booster club. We encourage the parents of every student athlete to become a member.

Article III – Membership

Membership is open to any parent of a student athlete at school; alumnus/a, or administration/staff can be a "member" of the Booster Club. "Members" are considered to be non-voting body of participants.

Article IV – Executive Board & Committees

A. The Executive Board is made up of the following:
    a. Athletic Director
    b. President
    c. Vice-President
    d. Treasurer
    e. Assistant Treasurer
    f. Secretary

The Executive Committee is made up of the following:
    a. Chair of Banquets and Awards
    b. Concession Coordinator
    c. Welcome New Members ("Welcome Wagon")
    d. Fundraiser/Events Coordinator

1. Election of Officers shall be held at each June meeting, at which time the slate will be presented and any nominations from the floor will be entertained.

    1. Nominations of Officers: The outgoing president shall appoint a nomination committee made up of at least three booster members

who are not on the executive committee. The committee will present a slate of candidates at the May meeting.
In April of each year, the President shall notify the Executive Board and Committee members to gauge interest on those who are returning. At the Booster Club meeting in May of each year, the President will take nominations from the floor. Anyone can run for office, in addition to the returning Board and Committee members. At the June meeting, elections will be held from the slate of candidates. Additional nominations can still be taken from the floor.

2. Filling of vacancies: Vacancies which might occur at any point in time, resulting from resignation, or any other reason, shall be filled by the President, subject to approval by the Executive Board.

B. At the discretion of the Executive Board, Executive Sessions can be called at any time.

C. Duties of Officers
    1. President – The President shall serve as the Chief Executive Officer of the Booster Club , and shall:
        a. Preside at all meetings of the Booster Club.
        b. Have general charge and supervision of the affairs of the Booster Club.
        c. Present a report on the state and condition of the affairs of the Booster Club at each meeting.
        d. See that any reports, statements (financial or other), certificates, and any other reporting required by local, state, and federal ordinances and laws, are properly kept, maintained, and filed in a timely fashion.
        e. Enforce these By-Laws and see that all orders and resolutions of the Booster Club are carried into effect.
        f. The President shall have executive discretion to spend up to $1,500, if needed. The President shall inform the Executive Board of the circumstances that this money was spent, whether in an emergency situation, or to make a purchase for the benefit of the Booster Club. The expenditure shall be presented to the members at the next scheduled meeting for review.
        g. The President and the Executive Board may remove any person for failure to perform their duties, and / or for acting in a manner that is contrary to the beliefs, values, and mission of the Booster Club.
    2. Vice-President – The Vice-President shall exercise all duties and responsibilities of governing the Booster Club, should the President not be available. The Vice-President shall also have such governing authority to perform such duties, as assigned by the Booster Club, the President, or these By-Laws.

3. Secretary – The Secretary shall act as record keeper and communications for the Booster Club, on all related matters, Executive Board / Committee sessions, and other.
    a. Give and serve all notices for meetings, pursuant to these By-Laws.
    b. Be the custodian of the records of the Booster Club.
    c. Maintain accurate and timely notes, meeting minutes, and communications regarding upcoming events, notifications, etc.
    d. Reply to all correspondence to the Booster Club, as directed by the President or the Executive Board
    e. Perform any duties, from time to time, as assigned by the President.
4. Treasurer – The Treasurer shall have charge and custody of all financial record keeping for the club,and its respective teams.
    a. Keep a full and accurate account of the assets, liabilities, receipts and disbursements, and all other financial transactions on behalf of the Booster Club.
    b. Responsible for disbursement of checks, payments, and other reimbursements, to support Booster Club activities.
    c. Provide monthly financial updates to the Board, Committee Members, and Heads Of.
    d. Perform any duties, from time to time, as assigned by the President.
5. Assistant Treasurer – The Assistant Treasurer shall exercise all duties and responsibilities of governing the Booster Club, should the Treasurer not be available. He / she shall also have such governing authority to perform such duties, as assigned by the Booster Club, the President, or these By-Laws.

D. Duties Of Executive Committees
1. The Chair of Banquet and Awards – The Chair of Banquet and Awards is responsible for ensuring that the function of the Banquet and Awards committee, as stated under Article VI, Sec A., of these By-Laws are carried out.
2. Concessions Coordinator – This position is NOT required to be at every event at which there is a concession. The coordinator(s) is responsible for the following:
    a. To manage the assignments of teams to work in the concession stand for scheduled events. Every effort will be made to assign teams that are in the off season, in an equitable manner.
    b. Ensure the rotation of teams as concession volunteers. Also ensure that “Heads Of” leaders have secured proper staffing for the concession event in a timely fashion.
    c. Ensure that there are a minimum of 8 volunteers (for outdoor venue events) and 3 volunteers (for indoor venue events). Concessions operate at all home games at the stadium, and

indoors, including state championship games, or other events, as requested by adminiation and or coaches.

8. Welcome New Members ("Welcome Wagon") - This individual will be a seasoned member of the Booster Club, and will educate new members on Booster Club procedures.
9. Events/Fundraising Coordinator – This person is responsible for keeping a calendar of all booster Club fundraisers and all team fundraisers. This calendar will then be emailed to the secretary for distribution to all members, on a monthly basis.

Article V – Voting

A. Voting shall be conducted by roll call. The roll call is comprised of members of the Executive Committee and the (Heads Of) or their delegate of the recognized "Friends of" groups.
    1. A delegate can vote if:
        a. The (Heads Of) is not in attendance
        b. If the (Heads Of) is in attendance, but is voting as the chair of another "Friends of" group.
        c. Heads of Club Sports do not vote.
B. Quorum is 51% of possible roll call votes.
C. Each recognized "Friends of" group has one vote. That vote is determined by 51% of that group's constituency that is present and voting.
D. Each member of the executive committee has one vote that may be cast as an officer or as a member of a "Friends of" group. No person may cast more than one vote on a motion
E. A simple majority (51%) of the roll carries the vote.
F. the Head of is the only voting member for that sport if the heads of is not present to vote then one member from that sport will vote in place of the heads of
G. The Athletic Director can, in the best interest of all committees, veto any vote. A 2/3 vote of the roll is needed to override said veto.
H. A tabling motion, having been seconded and voted upon by the membership shall be discussed at the next meeting.

Article VI – Committees

A. The Banquet and Award Committee: This committee is comprised of the entire membership and the purpose of this committee is to provide fall, winter, and spring banquets to honor all athletes. This committee will provide awards to teams or individuals who have achieved outstanding accomplishments (i.e. league champions and state champions). When honoring state championship teams, jackets will be awarded to these members of the team who have earned a varsity letter and/or have qualified for a state tournament entry and /or have been a contributing factor in the acquisition of a state championship. When honoring league

championship teams, trophies will be awarded to all members of the team. Note: the coach will use his/her discretion in recommending those team members to be awarded. When honoring individuals their names and accomplishments will be placed on a plaque to be purchased by the Booster Club and displayed in an appropriate location in the high school. The athletic director will confer with the Booster Club president for the purpose of consistency; and then make the final determination of recipients. Awards criteria should be approved by the executive committee.

B. Scholarship Committee: The purpose of this committee is to select the recipients of the scholarship decided by the booster club. The club has the right to increase/decrease any scholarships based on the financial status of the club.
C. The Booster Club awards the following Scholarships: Wilderman, Bransfield, Greco, Balsamo, and Military Salutes.
D. The (Heads Of) the "Friends of" Group in consultation with the coach/coaches of the team will allocate funds.

Article VII –
The heads of
handles setting up fundraisers and is the go between the coach and the parents.example telling the parents about upcoming practices and fundraisers. If a coach needs money to purchase items they are go to the heads of and get the funds that are needed. also the heads of keeps coaches informed as to how much they have in the account. coaches are to let heads of know well ahead of time how much money they will need for the upcoming year.
"Friends Of"

A. A minimum of (4) individuals constitutes a "Friends of" group. "Friends of" may be formed for each sport provided that it has been given approval by the executive committee. Prior to approval by the executive committee, each "friends of" group must establish a purpose, a written membership list, and fund-raising activity. Once approved by the executive committee, each chairperson and/or proxy is expected to attend all general meetings and to give a report. A representative from each sport should attend each monthly meeting. Friends of are a group of parents and guardians of that sport that help the heads of with fundraising and other activities within that sport. and may attend meetings and take part.

Once a fund-raising project has been implemented during a fiscal year (July 1 – June 30) a "Friends of" group may choose another fund-raising project with the approval of the Booster Club. Absent unusual

circumstances all money must be turned into the Treasurer within 72 hours of a fundraiser.

B. When a fundraiser has been done all monies must be turned into the Treasurer Via AD office or arrange other means. Funds should be used for the Athletes ie Sr gifts, pizza parties or team building events, the coach may want to purchase items needed for his or her team these funds are not to be used for individual Athletes

The purpose of each "Friends of" group is to provide its team with important benefits that are not the responsibility of the school system.

1. Friends of All Sports – any adult who is not affiliated with a particular sport; and who is not engaged in fund-raising.
2. Any friends of group making a purchase for their team; clothing items, etc.should consult the coach first and then the Treasurer before the purchase is made.

D. Club Sports - A club sport is any sport on the Athletic Director's list of high school sports that is not funded by the Board of Education.

1. These clubs shall be welcomed as members of The Booster Club
2. They shall participate in Booster Club events: Adult/Parent as volunteers, students as student-athletes.
3. Abide by all Booster Club by-laws and practices (*) with the following exception:
    a. A club sport "Friends of" group may have a concession stand, at its own sporting event, staffed by its own volunteers. Profits from this concession may be retained by the "Friends of" group in order to allow the club to provide equipment, uniforms, transportation and/or other items unfunded by the Board of Education. In any other circumstances, a club sport "Friends of" group may only conduct fundraising including raffles or concessions, at any official "team" event with the normal approval of the Booster Club membership.
    b. This Club status shall terminate when the Board of Education has funded the sport at the same level as the existing Board of Education funded high school sports.
    c. Club sports do not have voting rights

(*) Example of a Booster Club practice: On a rotating basis, each "Friends of" group provides volunteers to staff events that the Booster Club runs or helps out at.

Article VIII – Financial Structure

A. All "Friends of" monies collected shall be deposited into one account and earmarked to the respective "Friends of" groups. No "Friends of" group

should exceed their balances on hand. In addition, committees may wish to embark on a common fund-raising project that can benefit the entire organization at which time all "Friends of" groups may participate.

B. Expenditures are decided by the "Friends of" group, but should be screened by the Athletic Director.
    1. See addendum for "Friends of" fund-raisers.

Allocations are a stipend that is paid out to teams that help with the operation of the concession stands. The allocation is a dollar amount can range from 0% to 4%, depending on the financial stability of the Booster Club. Allocations will be paid out as follows:

· Teams who do not cover their shifts and/or do not fulfill staffing requirements as scheduled – 0%

· Teams who cover half their shifts and/or fulfill half their staffing requirements as scheduled – 2%

· Teams who cover all shifts & fulfill all staffing requirements as scheduled – 4%

Allocations will be paid out at the beginning of the next school year. I.E. Concession assignments worked in the 2017-2018 school year, the allocation will be paid out at the beginning of the 2018-2019 school year.

Article IX – Meetings

A. A general meeting shall be held on the first Wednesday of every month at 7:00 p.m.
B. The executive committee will attend all regularly scheduled meetings and will convene ½ hour prior to regularly scheduled meetings.
C. (Heads Of) or their proxy must give a report at each meeting.
D. Special meetings may be called at the discretion of the executive committee or by a two thirds vote of the voting members.

Article X – Amendments/Revisions

A. The By-Laws can be amended/revised at any regularly scheduled Booster Club meeting by 2/3 majority vote of those members in attendance, provided that the proposed amendment/revisions is presented in writing to the membership at least two weeks prior to the Booster Club meeting.
B. The Booster Club will promptly incorporate all approved amendments/revisions into the By-Laws.

Article XI – Dissolution

A. Upon 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 purpose.

Proposal to accept the Athletic Director's list of sports that are available to qualify for a "Friends of " group (Art VII, Sec. C, C2-C3) as an amendment to the by laws according to Art X, Sec. B.

Baseball
Boys Basketball
Girls Basketball
Fall Cheerleading
Winter Cheerleading
Spring Crew
Boys Cross Country
Girls Cross Country
Winter Dance
Football
Ultimate Frisbee
Boys Golf
Girls Golf
Unified Sports
Hockey
Boys Soccer
Girls Soccer
Softball
Boys Swimming
Girls Swimming
Boys Tennis
Girls Tennis
Boys & Girls Indoor Track
Boys & Girls Outdoor Track
Volleyball
Wrestling
Boys Lacrosse
Girls Lacrosse

Revision Date	Revsions Made By	Edits	Notes
09/29/19	Anthony Fazzino, Booster Club President Lauren Phoenix, Booster Club Treasurer	General update to By-Laws	Yellow to be removed Red changes
10/20/19 2/27/20	Anthony Fazzino Booster club President	General update to By-Laws	Yellow to be removed Red chages