

Plymouth North Athletics Booster Club



**By-Laws
as Amended October 2014**

Plymouth North HS Booster Club Bylaws

Article I - Name

The name of the organization shall be Plymouth North Athletic Booster Club

Article II - Purpose

The purpose of the organization shall be

- To encourage interest in and give support to all interscholastic athletic teams at PNHS
- To promote the health and welfare of the student athletes at PNHS
- To recognize and reward student athletes at PNHS

Article III - Membership:

Membership shall be open to all supporters of PNHS student athletes as well as (4) Student Athletes, Team Representatives, Board Members, Ad Hoc Committee Chair, Coaches & Athletic Director of PNHS.

Article IV - Organization

The Organization consists of voting & non-voting members.

Student Athletes: 4 student athletes, consisting of 2 seniors, one junior and one sophomore. Student athletes will be nominated by the coaches and appointed by the Athletic Director by the beginning of school year. Each student Athlete Representative shall have one vote.

Team Representatives: Each Varsity Program shall have one representative and one alternate representative. Team Representative must be a designated caregiver to an athlete participating in that sport. Team Representatives have one vote and in their absence, their appointed alternate may cast vote.

Executive Board Members: The executive board shall be nominated and elected by the voting members on an annual basis. The executive board shall consist of the following: President, Co-Vice Presidents, Secretary, Treasurer and Director of Communications.

Ad Hoc Committee Chairs: Chairs of any ad hoc committee as appointed by Executive Board and approved by Executive Board President. AD Hoc Committee chairs shall have one vote.

No person shall receive more than one vote, regardless of the number of voting eligible positions held.

Non-voting members: Consists of AD, Coaches and volunteers.

Meeting Quorum: 50% of the Executive Board and 50% of the current sports seasons voting members shall be required for a quorum.

Meetings: All general meetings shall be open to the public. Meeting minutes and treasurer's report shall be available to all members. Meetings shall be held at Plymouth North High School on a monthly basis.

Article V - Guidelines

The fiscal year shall be July 1 to June 30.

Spending/Expenditure Guidelines: Individual Executive Board members may spend up to \$200 per request without prior approval. Executive Board Members may spend up to \$500 with the approval of 2 other board members. Any expense over \$500 needs to be approved by full executive board. Any expense over \$1500 needs to be approved by a meeting quorum. This policy does not apply to team expenditures of their own funds.

Any expenses for programs/athletes participating in divisional/regional, state or national competitions shall be reviewed to determine if financially viable and then will require a meeting quorum for approval.

President and/or Treasurer are only Executive Board members authorized to sign checks.

Presidents/Treasurer approval of up to \$200 per request and Executive Board Members up to \$750 per request. Receipts for all payments shall be required. All spending shall be limited to funds available.

The Executive Board Members shall propose a short/long range spending plan at the first annual meeting, based on the needs of the program and available funding

Article VI-Duties

President:

- Preside at all meetings of members of the Booster Club
- Oversee final approval of monthly meeting agenda
- Recruit and approve chairpersons of ad hoc committees
- Issue notification/reminder for monthly meetings
- See that elections are held in accordance with the By-Laws
- Oversee maintenance and compliance of bylaws
- Present or approve presenters for booster initiatives (as needed)
- Liaison with school officials and Athletic Director
- President may chair ad hoc committee if so desired

Co-Vice President:

- Act as an aide to the President
- Act as President in the absence of that officer
- One Co-Vice President to chair Fundraising Committee
- One Co-Vice President to chair Scholarship Committee and Building Usage applications

Assist in Recruitment of chairpersons of ad hoc committees
Supervise the functions of select ad hoc committee chairpersons
Assist in advising, supporting and communication with all the standing committees
Oversee maintenance and compliance of bylaws

Secretary:

Record the minutes of all meetings
Distribute approved minutes to Communications Director to be posted on website
Conduct all correspondence for the Booster Club under the direction of Executive Board Members
Keep attendance at all meetings
Keep a log of decisions and approved policies and distribute to Communications Director for posting to website
Assist in Recruitment of chairpersons of ad hoc committees
Supervise the functions of select ad hoc committee chairpersons
Assist in advising, supporting and communication with all the standing committees
Oversee maintenance and compliance of bylaws

Treasurer:

Maintain the booster club checking account
Balance bank statements monthly
Process account payable payments as received
Send billing invoices as needed
Deposit all income generated from various activities
Distribute cash box change for concession stand sales
Count all proceeds and make deposits in a timely fashion
Report monthly all income/expense activities to board members
Keep a log of approved funds separate from the meeting minutes
Maintain/store, on PNHS property, financial records for a minimum of 7 years
Process calendar year reports. Make sure papers are filed with the IRS.
Assist president/vice president/secretary with other duties as needed

Director of Communication:

The Director of Communications shall manage:
The Booster Club website, online content, social media and marketing distribution.
Director of Communications shall also manage creation of print and electronic collateral and media relations.
Assist in Recruitment of chairpersons of ad hoc committees
Supervise the functions of select ad hoc committee chairpersons
Assist in advising, supporting and communication with all the standing committees
Oversee maintenance and compliance of bylaw

Team Representatives: The Team Representative (or alternate) is responsible for attending the monthly General Membership meetings, including those held when their sport is not in session. The Team Representative is in charge of all fundraising activities for the program. All monies raised during a team fundraiser will be the primary responsibility of the Team Representative.

Committees Chairs: The Board shall establish various committees for the purpose of carrying out any of the objectives as stated in Article II-Purpose.

Article VII

Other

Amendments:

The by-laws may be amended by a two-thirds majority of the eligible voting membership at a regular meeting (See Article IV, Meeting Quorum).

The by-laws must be reviewed every 2 years.