

**STEPHEN DECATUR HIGH SCHOOL
ATHLETIC BOOSTER'S ASSOCIATION
BYLAWS**



"Home of the Seahawks"

**Respectably submitted by:
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09/15/2009**

STEPHEN DECATUR HIGH SCHOOL
ATHLETIC BOOSTERS ASSOCIATION
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Article One: Name

The organization shall be known as the Athletic Boosters Association of Stephen Decatur High School.

Article Two: Mission

Section I: General

The general mission of this organization shall be:

- A. Cooperating on the athletic activities with the school administration, faculty and coaches while helping foster a financial program that will achieve maximum results by enlarging the present Athletic Department capabilities to serve all sports and associated functions.

- B. Promoting better relationships between the community and the school through the athletic activities, enriching relationships of student-school-community through sports.

Section II: Specifics

The specific mission of this organization shall be:

- A. Raising funds for approved athletic equipment and or supplies of the school via concessions and various other events approved by the school administration.

- B. Providing members to aid the athletic program to assist in miscellaneous duties as requested by coaching staff and/or school administration.

- C. Promoting a public relations program necessary to insure full participation of the community in the athletic program of the school.

Article Three: Members

A. The members of this organization shall be adults within the school community and who are interested in the athletic activities of Stephen Decatur High School.

Article Four: Board Members

Section I: Elective

A. The President, Vice President, Secretary, and Treasurer shall be the elective officers of this organization.

B. The elective officers, along with the Athletic Director and the Principal of Stephen Decatur High School shall constitute the Executive Board. If desired, the Principal may appoint, in writing, an Administrative Designee to serve in his/her place.

C. The government of the Athletic Boosters Association shall be vested on the Executive Board. The business of the Executive Board will be governed by a majority vote of the Executive Board.

D. The school's Principal has the power to supersede all Athletic Booster's Executive Board's decisions.

Article Five: Election/Officers & Duties/Appointment of Board Members

Section I: Elections

A. Nominations for President, Vice-President, Secretary and Treasurer shall be solicited by presiding President during the March and April meetings. Candidates shall be nominated from the floor.

B. Elections shall be held during the May meeting.

C. A majority of ballots cast shall decide an election.

D. The newly elected officers shall take office immediately.

Section II: Officers & Duties

A. **President** – President shall preside at all meetings of the Boosters, the Boosters Board, and Executive Committee; Be a member of the ex officio of all committees with the exception of the

nominating committee; Appoint all committee chairmen subject to the ratification of the Board; Coordinate the work of officers and committees in order that the purposes of the organization may be promoted.

B. Vice President – Vice President shall act as aide to the president and shall perform the duties of the president in the absence or inability of that officer to act; Have such other powers and perform such other duties as from time to time may be prescribed by the President or by the board.

C. Secretary – Secretary shall keep an accurate record of the proceeding of all meeting of the Booster Board and Executive Committee; Record all expenditures in the minutes; Prepare and disseminate minutes of the meetings to appropriate administrative staff, Athletic Director, and Board Members; Keep a current copy of the Bylaws; Responsible for the preparation and counting of any necessary ballots; Send correspondence deemed necessary by the President and the Board.

D. Treasurer – Treasurer shall receive monies of the Boosters, keeping an accurate record thereof, and shall deposit them in the name of the SDHS Athletic Boosters in a bank approved by the Board; Pay all bills as authorized by the Booster Board or the organization; Keep an accurate record of receipts and disbursements which is a permanent record of the Boosters. All other financial records must be retained for seven years including the current year; Present a statement of account at every meeting of the Board and general meeting and when otherwise requested by the Board; Make an annual financial report in September to the board and general meeting which includes gross receipts and disbursements for the year; File such annual reports with the IRS, State of Maryland, and local agencies as required by law.

Section III: Appointments

A. In the event of death or resignation of the President, the Vice-President shall be installed as President and a new Vice-President shall be appointed by the Executive Board for the remainder of the current school year.

B. The tenure of an appointed officer shall be the same as an elected officer.

Article Six: Meetings

Section I: General Assembly Meetings

A. A regular meeting of the Athletic Boosters Association shall be held on the second Wednesday of each month. In the event of a Holiday or a scheduling conflict, the Executive Board may reschedule meeting for the next available date.

B. Business will be governed by a majority vote of the Executive Board.

C. Special meetings of the General Assembly may be called by the President.

Section II: Executive Board Meetings

A. The Executive Board shall meet annually, before the first regular meeting. Additional meeting may be called at the discretion of the President and/or Principal/Designee.

Article Seven: Finances

Section I: Funds

A. Fundraising equipment must be approved per Article Two Section II.

B. All fundraising activities will follow these guidelines:

1. All income will become part of the general funds of this organization.

C. All funds will be deposited with the Stephen Decatur High School Booster's Treasurer and will be subject to a yearly financial audit.

D. Deposits will be verified by the Treasurer, who will present a financial report at each General Assembly meeting.

E. Monthly bank statements will be reviewed and signed by the Booster's Treasurer and President.

Section II: Request for Funding

A. Equipment, supply or financial requests made to the Athletic Boosters Association from coaches and/or Administration must be

submitted in writing on a request form during or preferably before the regular monthly General Assembly meetings.

B. It shall be the general policy of the Organization that any funds approved for distribution to a particular sport or Athletic Department shall be for the primary purpose of acquiring equipment and supplies to benefit the sports team(s) and athletes, and specifically excluding uniform purchases.

C. All equipment and supplies funded, in part or whole, must become part of the school inventory.

Section III. Approval for Funding

A. The Executive Board will vote and make all final decisions on funding.

Article Eight: Amendments

No amendments shall be made to these By-laws except at a regular meeting of the General Assembly and by a majority of the Executive Board voting. No amendment shall be made unless a formal notice in writing of the proposed amendment has been given at the previous meeting of the General Assembly.