

# Maine West Athletic Boosters



## By-Laws

### Mission Statement

To promote interest, attendance and support of athletics at Maine West High School.

# Maine West Athletic Boosters Club By-Laws

## Article I – Name and Objectives

The name of this organization is Maine West Athletic Boosters. Also referred to as “The Boosters, Boosters, MW Boosters, MWAB, Athletic Boosters” interchangeably in this document.

The objectives of the Maine West Athletic Boosters are to:

- Work in cooperation with the administration of Maine West High School and the Athletic Department to promote a better understanding and greater interest in Maine West High School athletic activities.
- Provide financial support through fundraising and sponsorship for the athletic activities.
- Increase morale among the athletes and fans.

## Article II – Membership Terms & Descriptions

- A. Regular Member- One who pays the annual donation to join the Maine West Athletic Boosters for the purposes of supporting Maine West athletics..
- B. VIP Member – Enjoys all the same benefits as the regular member but will also be provided certain VIP benefits (to be decided on and approved at a board meeting before the beginning of the school year).
- C. Board Member – One who wishes to participate on the Booster Boards planning and governance team. Executive Board members include the President, Vice-President, Treasurer, and Secretary while general board members are the individual committee chairs. All executive board members including committee chairs will receive regular membership.

## Article III – Membership Donations

- A. A written or online membership application shall be submitted annually along with the appropriate donation.
- B. Annual donation amounts will be fixed by resolution adopted by the Executive Board.
- C. Any person who expresses an interest in the objectives of the “Maine West Athletic Boosters” will be eligible for regular membership.
- D. Membership contributions, financing of expenses and fund-raising activities of any nature will be strictly voluntary.

#### Article IV – Meetings

- A. General meetings will be held the first Tuesday of every month at such place and hour as the Executive Board may designate. Notice of the meeting will be posted on social media/website/and emailed to members one week prior to the meeting. Final agenda will be posted Monday before the meeting. If the meeting is changed or cancelled, additional notification will be made via social media/website/emailed to members if time/access allows.
- B. All meetings will be open, but voting is limited to Executive Board and General Board members.
- C. Executive Board Elections will be held in July of each year. Voting at the July meeting will be done by the current Executive Board and General Board members. General Board Members will be appointed by the Athletic Booster President at the August meeting.

#### Article V – Executive Board/Officers, Board Members

- A. The Executive Board (officers) shall consist of the President, Vice President, Secretary and Treasurer and each shall serve a two (2) year term. Re-election to another term is permissible with a maximum of 2 consecutive terms. Executive Board members must be a parent or guardian of a child currently at Maine West.
- B. General Board Members are Chairpersons of the following committees: Fundraising, Membership, Concessions, Publicity/Social Media, Spiritwear and Sponsorship. They will be appointed for a term of one (1) year. Re-appointment to additional terms is permissible. Priority for General Board Member positions are first given to a parent or guardian who currently has a child at Maine West. If there is a vacancy it can be filled with a Maine West Alumni or past Maine West parent.
- C. All Executive/General Board Members elected or appointed must be a member in good standing to serve on the Board.
- D. Athletic Director and School Administrators will be considered ex-officio members of the Executive Board and shall have no voting rights on the board.
- E. Any Executive Board/General Board Member who has excessive absences in any year may be removed from their positions upon board vote.
- F. Any Executive Board position declared vacant will be filled by nomination by the Executive Board and approved with a simple majority vote of its members. Such appointee will serve the duration of the term of the vacant office.

#### Article VI – Quorum and Voting

- A. A quorum requires at least half of all Board members (Executive and General) being present or available via electronic media (phone, video, etc.) as well as at least 2 members of the Executive Board.

- B. All voting will be done by roll call as called by the President and recorded by the Secretary.
- C. An affirmative vote by the simple majority of the Board Members (Executive and General) in good standing will constitute approval of the motion. At least 2 Executive Board Members must be present or available via electronic media (phone, video, etc.). The president will not vote unless the case of a tie exists then they will be the tie breaker.
- D. If co-chairs exist on a committee, that committee only gets one vote.

## Article VII – Duties of Officers

### A. President

1. Will preside at all Maine West Athletic Booster meetings, and will ensure that the rules and by-laws are enforced.
2. Will be responsible for preparing an agenda for all regularly scheduled meetings of the Boosters.
3. Will be responsible to post agenda and meeting notes to Booster website.
4. Will be responsible for creating a monthly Booster newsletter on a monthly basis to be shared on website/social media/ emailed to members/coaching staff.
5. Will act as representative of the Boosters.
6. Will appoint committee chairpersons to fill the following positions: Fundraiser, Membership, Concessions, Publicity/Social Media, Spiritwear, and Sponsorship.
7. Will nominate individuals to fill open Executive Board positions which will then be approved by majority vote of the Board as a whole.
8. Facilitate communication with the coaching staff.
9. Coordinating Scholarship Applications and Processes

### B. Vice President

1. Will be responsible for coordinating the activities of the various standing committees and selecting and organizing all other special committees deemed necessary by the board.
2. Will act as representative of the Boosters.
3. Will preside at Board meetings in the absence of the President.
4. Coordinate/facilitate volunteers for various events using, email, social media or a platform of their choice, such as Sign-Up Genius.

C. Secretary

1. Will keep a record of the proceedings of each board meeting as well as any special meetings. Meeting notes will be forwarded to the President and Athletic Director within one week of meeting.
2. Will assume the duties and powers of the President in the absence of the President and Vice President.
3. Will facilitate all email correspondence to Booster members.

D. Treasurer

1. Will receive all monies due the Boosters and disburse same as authorized by the Executive Board.
2. Will keep the books and an accurate record of accounts and will make a report at each meeting.
3. Will deposit all funds in the name of the Maine West Athletic Boosters in whichever bank the Board shall designate.
4. The records of the Treasurer shall be audited annually, when new terms of the office begin. The audit shall consist of four (4) board members, two of which shall be Executive Board members, the Treasurer and/or the incoming Treasurer and (2) additional board members. An outside auditor may also be considered to conduct the audit of the Treasurer's books.
5. The treasurer is responsible for filing federal and state annual returns and reports.

E. Publicity/Social Media Chairperson

1. Will be responsible for contacts with local newspapers, radio/TV, and social media regarding announcement of any special event, feature article or request for publicity, centering on the activities of the Boosters.

F. Membership Chairperson

1. Will be responsible for organizing and conducting annual membership dues solicitation of all eligible persons authorized by the Board and will provide an email list to the Executive Board and all chairpersons deemed necessary.
2. Provide members with annual membership passes.

G. Fundraising Chairperson

1. Will be responsible for the management of all fundraising events authorized by the Boosters.

H. Concession Chairperson

1. Will be responsible for the ordering of all supplies and food items used for the purpose of resale.
2. Will communicate with the Vice-President regarding staffing and scheduling of workers for all designated events.
3. Will be responsible for the training and management of all volunteers at scheduled events.

4. Shall seek board approval prior to any expenditure exceeding \$500.

I. Spiritwear Chairperson

1. Will be responsible for the ordering of all Maine West clothing used for the purpose of resale.
2. Be responsible for knowing the current inventory amounts and requesting re-orders as necessary.
3. Coordinate with the Vice-President to schedule volunteers and be responsible for the management of volunteers at designated events.
4. Shall seek Board approval for all expenditures exceeding \$500.
5. Must seek board approval for use of a vendor.

J. Sponsorship Chairperson

1. Shall be responsible for soliciting local merchants, businesses, and individuals for the purpose of generating revenue via donations and sales of advertising such as banner ad space or other types of advertising allowed by Maine Township School District 207.
2. Coordinate with the Vice-President to schedule volunteers and be responsible for the management of volunteers at designated events.

Article VIII – Finances and Appropriation Process for Obtaining Booster Funds

- A. The President and Treasurer will be authorized signers for the withdrawal of funds from the Maine West Athletic Boosters financial accounts. Both signatures will be required for all checks written on Athletic Boosters accounts. All checks in excess of \$500 will require 2 signatures.
- B. All requests for funding must be submitted in writing to the Maine West Athletic Boosters and may be submitted anytime throughout the year. Funding requests shall be voted on by the Board as a whole.
- C. Funding requests may be submitted multiple ways including but not limited to:
  1. Regular – shall be considered at the next scheduled Athletic Boosters Board Meeting.
  2. Emergency – When there is an immediate need for funding, the President may call a special meeting of the Executive Board to review the emergency request. In the event that such a meeting is not feasible, the President may commit the Boosters to an emergency expenditure in an amount not to exceed \$500 and must then notify the Executive Board members as to the nature of the funding that was authorized.
  3. Athletic Department Funding Requests – The Maine West Athletic Director may submit a summary list of requests for funding which is compiled from a review of coach's requests and athletic department needs. This list shall be reviewed at a meeting of the Boosters Board.

The Executive Board and General Board along with the Athletic Director will determine the priorities for equipment expenditures. They shall vote on appropriate levels of funding from this list.

4. Yearly Student Athlete Scholarships - The Maine West Athletic Boosters will offer at least two (2) \$500 scholarships in May of each year to be given to one senior (1) male and one senior (1) female athlete who's parent/guardian is a current regular or board member in good standing. Athletes are required to apply, the Booster President will review applications for completion and submit all applications as a blind review for the Executive Board and General Board to review and approve at the May meeting/or earlier as needed for presentation at Senior night.
5. Requests for appropriation of funds for the Athletic Department may also come from the Athletic Director at a regular meeting of the Board.

Article IX – Amendments to the By-Laws

The Maine West Athletic Boosters Club By-Laws may be amended at any Open meeting of the Club upon a two-thirds (2/3) vote of all eligible members present, two of which must be Executive Board members, provided that the proposed amendment(s) have been made available to the members present at the previous Booster Board meeting.

*This Document was adopted by the Maine West Athletic Boosters Board on August \_\_\_\_\_, 2020*

*President:* \_\_\_\_\_  
*Kelly Roback*

*Vice President:* \_\_\_\_\_  
*Mandy Griffin*

*Treasurer* \_\_\_\_\_  
Tim Ellsworth

*Treasurer* \_\_\_\_\_  
Aki Stepinska

*Secretary* \_\_\_\_\_  
Amanda Harrison