

# **SMETHPORT SPORTS BOOSTERS**

PO Box 192  
Smethport PA 16749

## **BY-LAWS OF THE SMETHPORT SPORTS BOOSTERS**

April 2012

### **Article I. Name and Mailing Address**

#### **Section A:**

The name of the organization shall be called the "Smethport Sports Boosters" herein after call "Sports Boosters".

#### **Section B:**

The Sports Boosters is a non-profit organization, that maintains a mailing address of PO Box 192, Smethport, PA 16749.

### **Article II. General Objectives and Purpose**

#### **Section A:**

The general objective of the Sports Boosters includes:

- 1) To encourage excellence in scholarship, sportsmanship, and performance;
- 2) To encourage student, parent, and community participation in the Athletic Program;
- 3) To foster enjoyment of and encourage life-long appreciation for athletics;
- 4) To provide support and assistance to the athletes and coaches to obtain these objectives.

### **Article III. Membership**

#### **Section A: Classes of Membership: Active or Inactive**

An *Active Member* is an eligible member who has attended at least two (2) meetings or participated in the (2) fundraising activities (Fair Concession, Stadium Concession, 50/50 seller, 300 club seller, or any other Sports Boosters sponsored event) or any combination within the April to March year.

An *Inactive Member* is an eligible member who in the previous year met the obligations of membership but currently has not attended meetings or working fundraising events. Active Membership status can be resumed by meeting the obligations. New members will be considered inactive until all membership qualifications are met.

#### **Section B: Eligibility**

Any resident of the Smethport Area School District who is not currently an enrolled student and is at least 18 years of age is eligible for membership.

#### **Section C: Rights of Active Members**

Any Active Member is qualified to vote, serve on a committee, or hold an office. Active Members must be present at meetings to vote.

#### **Section D: Resignation and Disciplinary Action**

- 1) Any member may resign from the Sports Boosters by submitting the request in writing.
- 2) Any member who does not meet Active Member requirements for more than a year will be removed from the membership list.
- 3) Upon completing all obligations of Active Membership, full Active Membership will be reinstated for a person who resigns or is removed from the Active Membership list.

### **Article IV. Officers**

#### **Section A: List in Order of Rank**

Officers of the Sports Boosters shall consist of President, Vice-President, Secretary, and Treasurer.

## **Section B: Duties**

### **Duties of the President:**

- 1) Create the agenda and preside at all meetings;
- 2) Serve as the official representative of the Sports Boosters and sign any documents or contracts for the Sports Boosters;
- 3) Appoint committees;
- 4) Call special meetings;
- 5) See that the By-Laws are enforced;
- 6) Appoint a person to have the records and books audited annually;
- 7) Coordinate the use of any Sports Boosters' property or equipment outside of approved Sports Boosters activities;
- 8) Be the liaison between the Sports Boosters and the Athletic Director and the School District;
- 9) Cast the deciding vote in the event of a tie.

### **Duties of the Vice-President:**

- 1) Assist the President in all matters;
- 2) Preside at meetings in the absence of the President;
- 3) Assume the duties of the President if the President resigns or is unable to fulfill the duties of the office;
- 4) Serve as Chairperson of the Membership Committee;
- 5) Keep attendance records of all meetings and fundraising events.

### **Duties of the Secretary:**

- 1) Keep accurate minutes of Sports Boosters' meetings;
- 2) Read/correct the minutes of the previous meeting for approval; Keep a record of all incoming and outgoing correspondence;
- 3) Announce regular and special meetings by placing ads in the local paper and on the local radio stations.

### **Duties of the Treasurer:**

- 1) Have custody of the Sports Boosters' funds and records;
- 2) Receive and dispense funds as authorized;
- 3) Provide a monthly statement and financial report;
- 4) Prepare and submit reports, tax returns, End of the Year Report, and any other required financial matters;
- 5) Keep a record of any donations or memorials.

## **Section C: Term of Office**

- 1) Term of office shall be one (1) year;
- 2) Term shall be May 1<sup>st</sup> of the current year through April 30<sup>th</sup> of the next year.

## **Section D: Nominations and Elections**

- 1) The President shall appoint a Nomination Committee of at least three (3) Active Members;
- 2) The Committee shall prepare a slate of candidates culled from the list of Active Members for each office. An Active Member may request to be placed on the ballot;
- 3) All nominees must agree to serve prior to being placed on the ballot;
- 4) Each Active Member may vote, if present, for the election of officers;
- 5) Elections shall be held at the Annual Meeting in April of each year;
- 6) No more than one member of an immediate family may hold office during the same term;
- 7) The President shall appoint a replacement to serve until annual elections for any officer who resigns within an uncompleted term.

## **Article V. Meetings**

### **Section A: Regular Meetings**

- 1) Regular meetings shall be held monthly on the first Tuesday of each month at the High School at 7:00 p.m. unless otherwise notified. (July and August meeting locations will be announced);
- 2) At least two (2) officers must be present for a meeting to be held;
- 3) Meetings will be announced for the next year at the Annual Meeting;
- 4) Notice of cancellation or changes will be published in the local newspaper and radio station at least three (3) days in advance, if possible.

**Section B: Annual Meetings**

- 1) An Annual Meeting shall be held each year in the month of April;
- 2) Election of Officers will be held by paper ballot;
- 3) Activities of the Sports Boosters for the next year shall be discussed;
- 4) Committees of the previous year will report;
- 5) Coaches of all sports are encouraged to attend the Annual Meeting to present requests.

**Section C: Special Meetings**

- 1) The President may call a Special Meeting at the request of at least three (3) Active Members;
- 2) Special Meetings will be announced in the local newspaper and radio station at least three (3) days in advance;
- 3) The agenda shall consist of only the topics for which the meeting was called;
- 4) Any vote will be confined to the topic for which the meeting was called.

**Section D: Quorums**

- 1) A quorum shall consist of a majority of all Active Members present.

**Article VI. Board of Directors (N/A)****Article VII. Executive of Committee (N/A)****Article VIII. Committees****Section A: Nominating Committee**

The President shall appoint a Nominating Committee in February.

Duties of the Nominating Committee:

- 1) To prepare a ballot consisting of at least two (2) Active Members for each position, if possible, that are agreeable to serve if elected;
- 2) To present the slate of candidates at the March meeting;
- 3) To prepare a paper ballot for the April Annual Meeting;
- 4) To count the ballots and announce the new slate of officers. (If a committee member is a candidate, another Active Member shall be appointed to count ballots.)

**Section B: Membership Committee**

The President shall appoint a Membership Committee at the Annual Meeting. The Vice-President will serve as the Chairperson.

Duties of the Membership Committee:

- 1) To recruit new members to the Sports Boosters;
- 2) To maintain the Sports Boosters' Membership records;
- 3) To verify a person's qualifications (See Article III. Membership);
- 4) To keep accurate records of Active Members (See Article III. Membership);
- 5) To encourage each coach to select a Parent Representative to attend meetings to act as a liaison with the Sports Boosters for the purpose of supporting Sports Boosters' activities and fundraisers.

**Section C: Finance Committee**

The President shall appoint a committee of at least three (3) Active Members in February. The Treasurer shall be an Ad Hoc Member.

Duties of the Finance Committee:

- 1) In February, review the records of the Treasurer and Secretary;
- 2) Oversee the auditing of the books;
- 3) Provide a financial report at the Annual Meeting of the findings of the Finance Committee;
- 4) Prepare a budget for the next year based on requests from coaches based on the Sports Boosters' Guidelines for Financial Requests.

#### **Section D: Scholarship Committee**

The President shall appoint a committee of at least three (3) Active Members in March. Committee members may not serve if they have a family/household member who is eligible for a scholarship.

Duties of the Scholarship Committee:

- 1) Review the scholarship process and make recommendations, if needed, for approval by the Sports Boosters at a general meeting;
- 2) Prepare scholarship packets to distribute to graduating seniors;
- 3) Review all completed scholarship packets;
- 4) Decide scholarship winners to be announced at the Spring Banquet.

#### **Section E: Fundraising Committee**

The President shall appoint a Fundraising Committee at the Annual Meeting.

Duties of the Fundraising Committee:

- 1) Plan the menu, purchase food and other items needed, and recruit volunteers for the concession stand at the Sports Stadium for home games/meets;
- 2) Recruit sellers of 50/50 tickets at home games/meets;
- 3) Plan the menu, purchase food and other items needed, and recruit volunteers for the Fair concession stand;
- 4) Reproduce and sell 300 club tickets;
- 5) Develop other fundraising activities. Prior approval by a majority vote of Active Members at a Regular Meeting is required prior to initiating a fund-raising activity.

#### **Section F: Public Relations**

The President shall appoint a Public Relations Committee at the Annual Meeting.

Duties of the Public Relations Committee:

- 1) To create and submit for publishing advertising of Sports Boosters' activities such as fundraising events and banquets;
- 2) To create and revise annually, if needed, a brochure describing the Sports Boosters to be distributed at the McKean County Fair, 7<sup>th</sup> Grade Orientation, and other activities;
- 3) To create and have published the outcome of Sports Boosters' activities.

#### **Section G: Banquet Committee**

The President shall appoint a Banquet Committee at the Annual Meeting.

Duties of the Banquet Committee

- 1) Liaison with the Athletic Director to select dates for the banquets;
- 2) To prepare and mail invitations to all eligible athletes and their families;
- 3) To coordinate the purchasing of letters, pins, plaques, and trophies for eligible athletes with the Athletic Director;
- 4) To prepare a menu, order food, recruit help to serve, and clean up for the banquets.

### **Article IX. Parliamentary Authority**

#### **Section A:**

Robert's Rules of Order shall govern Sports Boosters' meetings in all cases in which they are applicable and in which they are not inconsistent with these By-Laws.

### **Article X. Amendment of the By-Laws**

#### **Section A:**

The President shall appoint a Special Committee, if needed, of at least three (3) Active Members to serve on the Committee. Amendments must be presented in writing and discussed at a regular meeting. The amendments will then be voted upon at the next regular meeting. The amendment needs a two-thirds (2/3) vote of members present at the meeting in order to pass. Any Active Member may request an amendment to the By-Laws be made. The current officers shall review the By-Laws every three (3) years.

Duties of the Special Committee:

- 1) To review existing By-laws as they pertain to the issue that needs to be addressed;
- 2) To create amendments to propose at a regular monthly meeting;
- 3) To follow Robert's Rule of Order in developing an amendment.

**Article XI. Expenditure of Funds**

**Section A:**

Bills for payment or receipts for all funds must be presented to the Treasurer as soon as possible after approval is given. No expenditure may exceed 50% of the club's funds minus operating expenses.

**Section B: Routine Expenditures**

- 1) Letters, pins, plaques, trophies, and other awards requested by the Athletic Director for the fall, winter, and spring sports banquets;
- 2) Sponsor radiobroadcasts for home, play-off, and state competitions; Promotions (notices, thank-you notes, etc.) recommended by the Public Relations Committee and approved by the Sports Boosters;
- 3) Sponsor fall, winter, and spring Sports Banquets;
- 4) General operating costs;
- 5) Awards for championship teams or individual athletes (See Section D below);
- 6) Annual Scholarship(s).

**Section C: Special Request for Funding**

**General –**

- 1) Head Coaches are encouraged to request funds at the Annual Meeting in April;
- 2) The Request for Funding Form shall be used for all request, if possible;
- 3) Priority of funding will be based on the overall need among all athletes, practicality, urgency of need, long term effect, and availability of funds. Previous granting of funds to a sport will also be considered;
- 4) Funding will be limited to those items not provided for by the School District. School District funding will be taken into consideration;
- 5) No funds shall be given to directly benefit a member, officer of the Sports Boosters or any private individual with the exception of pre-approved services rendered by an individual;
- 6) Request may be approved in full or part as determined by majority vote of the Active Members;
- 7) A teams' separate fundraising profits deposited for holding with the Sports Boosters at the next Regular Meeting.

**Team Camps – Instructional Activities**

- 1) Smethport Area High School sports programs. (Teams registered as Hubbers or Lady Hubbers)
- 2) Head coach will organize and attend the activities;
- 3) Will be open to all high school athletes participating in the sport;
- 4) Team credit account funds will be utilized first; if additional funding is required and is approved by 2/3 vote, would come from the Boosters general account. Any fundraising monies raised by the requesting team would be placed into their team account.

**Section D: Recognition Awards**

**State Champions:**

- 1) A State Champion Ring for up to \$150 each and an apparel item for up to \$50 each shall be awarded to an individual or team (including coaches and managers) who is the State Champion.
- 2) A Banner shall be placed in the gym in recognition of a State Champion or team.

**State Individual Medalist (2<sup>nd</sup> thru 8<sup>th</sup> place):**

- 1) An apparel item for up to \$100 each shall be awarded to an individual who receive a state medal for 2<sup>nd</sup> thru 8<sup>th</sup> place finish.

**State Team Semi finalist (2<sup>nd</sup> thru 4<sup>th</sup> place):**

- 2) An apparel item for up to \$100 each shall be awarded to a team (including coaches and managers) who receive a state medal for 2<sup>nd</sup> thru 4<sup>th</sup> place finish.

A team plaque shall be awarded to an individual or team (including cheerleaders, coaches, and managers) who is a League Champion.

**STATE QUALIFIER:** (Not District 9 Champions)

An apparel item for up to \$40 shall be awarded to an individual or team (including coaches and managers) who qualifies for State tournaments but are not District 9 Champions.

**REGIONAL CHAMPIONS:**

An apparel item for up to \$40 shall be awarded to an individual who is a Regional Champion.\*\*

**District 9 Champion / League Champion:**

A team plaque shall be awarded to individual team members (including coaches and managers) who are District 9 Champions or League Champions. An individual or team that is District 9 Champions will also receive an apparel item for up to \$40.

**\*\*Currently the only sports team that this applies to is individual wrestlers. If there should be a change in the make up of any sport playoff tier, this will be re-evaluated.**

**Undefeated Season:**

- 1) An apparel item for up to \$40 each shall be awarded to individual team members of a Varsity team (including coaches and managers) who are undefeated in the regular season;
- 2) A team plaque for the trophy case shall be awarded to a Junior Varsity team who is undefeated in the regular season;
- 3) A team plaque for the trophy case shall be awarded to a Junior High team who is undefeated in the regular season.

**Highest Award:**

- 1) Only the Highest Award for the season shall be awarded to an individual or team for the season.

**Letter, Pins, and Patches:**

- 1) A Letter shall be awarded to an individual who qualifies;
- 2) A Pin shall be awarded to an individual who qualifies;
- 3) A Patch shall be awarded to all athletes receiving a Recognition Award listed above. The Patch will list all levels achieved.

**Banners:**

- 1) A banner shall be placed in the gym for all sports achieving championship at the league, district, regional, and state levels. A listing of the year in which the championship was achieved will be displayed on the banner.

**Article XII. Dissolution of the Sports Boosters**

**Section A:**

If the Smethport Sports' Boosters becomes inactive, all property and assets shall be turned over to the Smethport Scholarship Foundation to pay for annual scholarships for as long as the funds last.

By-Laws adopted on April 12, 2012

Signed Klara Okerlund  
Signature of President

Witnessed Jay Hughes  
Signature of Vice President