

Antietam Senior High School Sports Booster By-Laws

By-Laws of the Antietam Senior High School Sports Boosters of the Antietam School District

Article 1 – Name

The name of the organization will be Antietam High School Sports Boosters, hereafter referred to as "ASHS Sports Boosters".

Article 2 – General Purpose and Specific Objectives

The general purpose of ASHS Sports Boosters Club is to support and promote all formal sport activities of Antietam Senior High School athletic programs.

The specific objectives of the ASHS Sports Boosters:

- A. To encourage and recognize high scholastic achievement, sportsmanship and character
- B. To contribute to the morale, spirit and enthusiasm of the student body and community
- C. To increase student awareness of and participation in Antietam Senior High School athletic programs
- D. To provide an additional funding source to enhance the athletic programs and participant experience
- E. To encourage parent and community involvement with the school and it's athletic programs
- F. To provide support and assistance to the athletes and coaches to obtain these objectives

Article 3 – Membership

- A. Membership in the ASHS Sports Boosters shall be open to:
 1. All interested residents of the Antietam School District, 18 years of age or older
 2. Parents/legal guardians and/or direct family members (age 18 and older) of current student athletes at Antietam Senior High School, regardless of their place of residence.
 3. Members of the staff of Antietam Middle/Senior High School, regardless of their place of residence.
 4. All ASHS graduates and alumni, regardless of their place of residence.
 5. All current/active Antietam sports team coaches, regardless of their place of residence.
- B. All members of the organization are encouraged to attend General Membership meetings, join committees of the organization and bring forth issues and recommendations for the good of the organization. The General Membership is responsible for the election of Officers and approving any amendment of the organization's By-Laws.
- C. The General Membership of the ASHS Sports Boosters will meet once a month during the school year. The President will have the power to call special General Membership and/or Executive Board meetings at the President's discretion.
- D. Membership in the ASHS Sports Boosters will entitle each member in good standing to one vote on any issue that comes before the ASHS Sports Boosters at a designated membership meeting at which the member is present.
- E. A member is considered to be in good standing as long as they have attended a minimum of three meetings during the current school year. At the beginning of each school year this rule takes effect at the third meeting.
- F. Members will be accepted throughout the year, but in order to qualify for voting privileges, a member must attend at least three General Membership meetings, qualifying them as a member in good standing, as of date of vote.

Article 4 – Board of Officers (Executive Committee)

- A. The officers of the ASHS Sports Boosters will consist of a President, a Vice-President, a Secretary and a Treasurer, who will be members of the ASHS Sports Boosters in good standing.
- B. All positions will be elected positions. Nominations and elections of all the candidates to Board of Officers will be presented at the August General Membership meeting. The term of all offices is one year, to run from August to August.
- C. Vacancies occurring during the year will be filled by appointment by the remaining Officers. Vacancies must be filled within 60 days of the date of resignation. The appointee will serve the remainder of the term.
- D. Officers must be members in good standings with the ASHS Sports Boosters, and must be residents of the Antietam School District.

Article 5 – Duties of the Officers

The Executive Committee of the ASHS Sports Boosters, as a whole, is responsible for yearly approval of the ASHS Sports Boosters budget and yearly review of the ASHS Sports Boosters By-Laws. The Executive Committee also maintains the right to initiate changes directly related to the operation of the ASHS Sports Boosters without prior General Membership approval or vote.

President:

1. Will preside at all meetings of the General Membership and Officers.
2. Will manage the business of the ASHS Sports Boosters.
3. Will prepare the agenda for each meeting.
4. Will be a member of all committees.
5. Will co-sign checks and co-approve payments authorized through the Treasurer of the ASHS Sports Boosters. The President is also authorized to sign checks and approve payments individually.
6. Will serve as the official liaison between the ASHS Sports Boosters, the Athletic Director, the Administration, and the Antietam School District School Board.
7. Will obtain a roster of student athletes participating in each sport and coaches' names and contact information related to each sport.
8. Will obtain a game schedule for each sport and each season.

Vice President:

1. Will share in the duties of the President.
2. Will handle any special projects assigned by the President and approved by the Board of Officers.
3. In the absence of the President, the Vice President will assume the duties of the President.
4. In the event of a vacancy in the office of President, the Vice President will assume the duties of the office.

Secretary:

1. Will attend all meetings of the General Membership and of the Board of Officers.
2. Will maintain an accurate written record of all meetings and votes and present minutes at the next General Membership meeting for approval. These records will be kept in a book specifically for this purpose.
3. Will obtain and complete "School Use Forms" required for activities utilizing Antietam School District property and facilities.
4. Will maintain a roster of student athletes participating in each sport and coaches' names and contact information related to each sport.
 - a. This is to insure that all athletes who begin a sports season remain eligible to participate throughout that sport's season.
 - b. This is to insure that all athletes who begin a sports season remain active with the team throughout the season.
5. Will secure all contact information to include telephone, cell phone and e-mail addresses (with permission) of all Officers and Committee chairpersons for the ASHS Sports Boosters. This roster will be made available to the Officers to facilitate expeditious communication between the Board members.
6. Will collect all signatures of General Members attending each meeting and maintain attendance records to monitor members in good standing.

Treasurer:

1. Will have custody of the ASHS Sports Boosters funds
2. Will keep full and accurate account of all receipts and disbursements in the ASHS Sports Boosters books.
3. Will deposit all money in the name and to the credit of the ASHS Sports Boosters in such depository as may be designated by the Board of Officers.
4. Will disburse the funds and write checks for the ASHS Sports Boosters as may be authorized by the Board of Officers and preserve proper vouchers for such disbursements.
 - a. Checks and payments, whenever possible, will be signed by both the President and the Treasurer.
 - b. Treasurer is authorized to sign checks and approve payments individually.
5. Will render a full financial report at the General Membership meetings.
6. Will request and obtains all statements and receipts required to complete all financial transactions of the ASHS Sports Boosters.
7. Will participate in an annual audit to be conducted with all Board of Officer members.
8. Will accept and monitor deposit of and withdrawal of funds from individual sports teams/coaches.

Article 6 – Committee Chairs

All Committee Chairs/Directors are required to keep a written account of all plans, purchases, donations, volunteer participation, and all activities involved in their particular committee. This written account will be maintained by the Secretary and may be used as a specific event guideline or referred to as a reference as needed.

A. Concessions Director(s):

1. Will oversee all Concessions for all sports during all seasons.
2. Will insure that Concessions are open as much as possible during all sports seasons and tournaments.
3. Will secure volunteers through General Membership and Antietam School District residents to operate Concession stands.
4. Will keep record of all school student volunteers operating through School's Volunteer Program.
5. Will provide Concession operations instructions to all volunteers.
6. Will open and close Concession stands.
7. Will clean, stock, monitor inventory, set prices and monitor donations of food and drink.
8. Will provide requests for funds to Treasurer/President for Concession needs. Funds will be provided by the Treasurer based on past records and estimate of future need.

B. Fundraising Director(s): A Fund Raiser is defined as any activity whose specific purpose is to raise money.

1. Will obtain approval by the ASHS Sports Boosters Board of Officers for any fund raisers to be conducted.
2. Will be responsible for fund-raising, solicitation of donations, arranging the sale of all items created for sale at ASHS Sports Functions.
3. Will operate the ASHS Sports Boosters stand during events in which the Boosters will participate; and procure volunteers for this stand.
4. Will solicit and obtain ads by local businesses and parents for sports and banquet programs/brochures.
5. Will organize production of T-shirts, pennants and other school logoed memorabilia without concession income.
6. Will develop new fundraising opportunities to increase budget for ASHS Sports Boosters.
7. Funds will be provided by the Treasurer based on past records and estimate of future need.

C. Homecoming Director(s):

1. Will coordinate with Antietam Middle Senior High School Principal and clearly divide all responsibilities of ASHS Sports Boosters and Antietam Middle Senior High School.
2. Will manage and arrange for all decorations to be used at Homecoming Event venue.
3. Will coordinate parade vehicles, to include emergency vehicles, and the parade route, to include starting and finishing areas.
4. Will arrange for additional concessions to be sold during Homecoming Activities.
5. Will obtain emcee services for Homecoming Activities and announcement of Homecoming Court.
6. Will obtain gifts for presentation to the Homecoming King and Queen.
7. Funds will be provided by the Treasurer based on past records and estimate of future need.

D. Banquet Director(s):

1. Will establish location/venue of Sports Banquet
2. Will coordinate publication and procurement of advertisements, with assistance from Fundraising Director(s), for the Banquet Program.
3. Will coordinate with the Athletic Director to insure accuracy in the Banquet Program.
4. Will coordinate with caterer for the menu and prices of the Banquet.
5. Will manage and arrange for all decorations of Banquet, to include student favors.
6. Will design and distribute invitations to the Banquet.
7. Will oversee and manage raffle and auction of any items available during the Banquet
8. Will procure and oversee volunteers for set-up before and clean-up after the Banquet.
9. Will arrange for and procure senior athlete gifts.
10. Funds will be provided by the Treasurer based on past records and estimate of future need.
11. Will ensure that parents who volunteered or donated toward the concession stand will be refunded ticket money at the time of the banquet.
12. Will allow only senior athletes who attend the banquet and stay thru the entire ceremony to receive the senior gifts awarded by the Sports Boosters. Those who do not stay for the entire ceremony will forfeit the gift.

E. Scholarship Director(s):

1. Will insure that all applicants for scholarships are graduating seniors attending college or other continuing education.
2. Will insure that all applicants for scholarships have properly completed scholarship requirements based on the individual scholarship requirements.
3. Will coordinate with scholarship presenters and Banquet director for presentation of scholarships during Banquet.
4. Will insure that the voting body does not include parents or guardians of senior students.
 - i. Goal is to provide scholarships to the top two girls and top two boy applicants. In years where there are not at least two applicants of each sex, funds do not allow, or other circumstances, it will be at the scholarship chair's discretion to change the number or amount of awards.
 1. Eligibility Requirements:
 - a. Maintain at least a "C" average during all four years of high school (to be verified by guidance office)
 - b. Play at least two sports during each of the four years of high school (verified by Athletic Director). The athletic director will also be requested to comment on whether the applicant has exhibited any poor behavior/sportsmanship during athletic career, i.e. fights, suspensions, etc.
 2. Scholarship chair will confirm applications, have contact with guidance office during the process and request that the office announce the availability of the applications and the deadline.
 3. Essays must be one page, typed, double-spaced, without name, with cover sheet attached.
 - a. Essays must address why he/she should receive the scholarship
 - b. Essays must address how he/she has demonstrated the four points which Antietam High School Sports Boosters wishes to promote: individual hard work, team player, leadership and good sportsmanship with teammates and opponents.
 4. Essays must be submitted to the guidance office by the deadline to qualify. After verification by guidance and the athletic director, applications should be placed in a sealed envelope to be picked up by scholarship chair, or designee, and remain confidential.
 5. Scholarship chair will assign a code to each cover sheet and essay for confidentiality (ex: G1, B1, B2, G2) and separate the cover sheets from the essays.
 6. Scholarship chair will request a committee of sports boosters members to review the essays. These boosters members must be in good standing, per by-laws, who are NOT parents or guardians of seniors, even if their senior child is not an applicant. Reviews will be done in private; parents or boosters members who are not part of the review committee will not be permitted to violate the confidentiality expected from the applicants. A ranking process will be explained by the chair; essays will be ranked by each committee member individually, discussed, and an overall ranking will be calculated. From this process, the winners will be selected. The chair will then request checks for the winners from the treasurer, who will place them directly in sealed envelopes to be awarded at the banquet. These checks will be made out directly to the student, as the committee will be unaware of each student's specific college of choice. Essays, ranking notes, etc., will remain in the scholarship file in the chair's possession for confidentiality.

Article 7 – General Membership Meetings

General Membership meetings will be held once a month during the school year. The dates of these meetings will be published each year at the August meeting for the upcoming year. General Membership meetings will be held the second Monday of each month at 7:00pm in the High School Cafeteria, unless otherwise noted on the booster schedule. Dates are subject to change as situations arise.

- A. All team coaches as well as the Athletic Director are welcome to attend the General Membership meetings. The Coaches and Athletic Director will not have a vote unless they are an ASHS Sports Boosters member in good standing.
- B. Members will log-in their attendance to General Membership meetings of the ASHS Sports Boosters so an accurate record of their attendance can be properly maintained.

- C. Any new business to be proposed for General Membership action must be presented to an ASHS Sports Booster Officer and to the President prior to the meeting. If it is determined that the matter requires Officer action, it may be handled in that manner with full discussion. If the matter requires full General Membership action, it will be placed on the agenda as soon as possible.

Article 8 –Funds

Team requests for funds must be submitted by the Coach or Team Representative to the AMSHS Athletic Director. If request is approved as appropriate by the Athletic Director, in writing, an ASHS Board Officer must be notified by the team representative or coach in advance of the upcoming meeting in order to guarantee the item is placed on the agenda. All requests for funds will be considered on a case by case basis and will not be automatically granted.

- A. Requests for funds under \$100.00 may be approved directly by majority rule of the Board of Officers of the ASHS Sports Boosters.
- B. Votes for fund-raising projects and dispersal of funds over \$100.00 will be done by simple majority of active members in attendance of General Membership meetings.
- C. Fund requests by Committee Chairs will be determined by the Treasurer and will be based on past records and estimate of future need.
- D. The ASHS Sports Boosters Treasurer will also maintain individual team accounts of fund raising monies raised by each team. Deposits and withdrawals for these funds should be made, whenever possible, in writing at a Sports Boosters meeting. Coaches may contact the Treasurer directly if unable to attend the meetings. All coaches are made aware of this process in a welcoming notice distributed by the athletic director.
- E. No part of the net earnings of the ASHS Sports Boosters shall be used to the benefit of or be distributable to its members or officers.
- F. Checks require the signature of both the Treasurer and President.
- G. Deposits and donations to the ASHS Sports Boosters accounts are to be deposited and managed by the Treasurer

Article 9 – ASHS Sports Boosters Policies

- A. The ASHS Sports Boosters operates under the auspices of the Antietam School District. As such, the ASHS Sports Boosters benefits by having use of District facilities and is covered by various insurance policies.
- B. The ASHS Sports Boosters must be considerate of the administration with all communications, notices and posters. District policies must be complied with at all times.
- C. The ASHS Sports Boosters is a supporter of the Antietam High School Athletic Program and has no input in the various aspects of the athletic programs.
- D. No ASHS Sports Boosters volunteer will represent themselves as an ASHS Sports Boosters spokesperson to anyone in the administration or staff without specific authorization or instruction from the President.
- E. Amendments to these By-Laws may be made by a majority vote of the members present (and in good standing) at any meeting and with proper notice to the General Membership

Antietam Senior High School/ Sports Boosters



August 2009

By-Laws