

# MARCELLUS SPORTS BOOSTERS

## BY-LAWS

### ARTICLE I - Name

The name of this organization shall be the Marcellus Sports Boosters. (MSB). MSB operates as a 501C3 organization.

### ARTICLE II - Mission

The Marcellus Sports Boosters are a volunteer organization recognized by the Marcellus Central School District (MCS D). The purpose of the MSB is to encourage, support, and recognize the athletic participation and achievement of all MCS D students in all school athletic programs. All undertakings by this organization shall be in cooperation with the MCS D Board of Education, Administration, and Athletic Department.

### ARTICLE III - Fiscal Year

The fiscal year for this organization shall be from the 1<sup>st</sup> day of July through the 30<sup>th</sup> day of June of the next succeeding year, inclusive.

### ARTICLE IV - Membership

Section 1. Membership shall be open to any supporter of the MCS D athletic programs.

Section 2. The term of regular and special memberships, upon receipt of dues, shall be for a period of one year between the dates of July 1, and June 30 of the next succeeding year.

### ARTICLE V - Membership Dues and Season Pass

Section 1. Regular membership dues for each fiscal year shall be \$10 per member with a maximum of \$20.00 per family. Special memberships shall be \$40.00 per fiscal year for the Premier Family membership and shall include \$10.00 in Mustang Money, and \$100.00 for the Lifetime membership and shall include \$25.00 in Mustang Money. Mustang Money can only be used in the Concession Stand or for MSB Merchandise.

Section 2. Season Pass allows entry into all Home Varsity Games, excluding sectional and tournament events. Season pass rates will be \$50.00 for immediate Family, \$25.00 for individuals, \$10.00 for students and senior citizens +60 yrs. old.

Section 3. Membership dues and season pass rates shall be reviewed annually, and may be adjusted at the Annual Meeting by majority vote.

Section 4. Members will be notified of the Annual meeting date, time, and location.

### ARTICLE VI - Officers

Section 1. The elected officers shall be a President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.

Section 2. Officers shall be elected at the Annual meeting.

Section 3. The officers shall serve for a period of one year and shall assume their duties on July 1<sup>st</sup> of the next fiscal year.

Section 4. In the event of a vacancy of any office for any cause, the Board of Directors shall have the authority to fill such a vacancy from the membership of the organization for the unexpired term.

ARTICLE VII - Duties of Officers

Section 1. All officers shall be members of the Board of Directors.

Section 2. PRESIDENT

Shall preside at all meetings of this organization and of the Board of Directors and shall appoint all necessary committees. Shall conduct meetings according to parliamentary procedure. Shall develop and make public all meeting agendas at least two (2) days prior to the next meeting. Shall be responsible for the annual renewal of the MSB not-for-profit status. Shall maintain all committee files on record and shall interact with the Treasurer in accordance with the Accounting Control Procedures. Shall communicate with the Athletic Director concerning MSB activities. Shall be responsible for maintaining the 501C-3 status.

Section 3. VICE PRESIDENT

Shall assist the President and assume all duties of the President in his/her absence. Shall assume the role and responsibilities of the Concession Stand Manager (CSM) as described in ARTICLE XIII of this document. Shall perform such other duties as the Board of Directors may direct.

Section 4. RECORDING SECRETARY (R.S.)

Shall record and maintain on file the proceedings of all meetings of this organization and of the Board of Directors. Shall make a report of proceedings to this organization at the monthly and Annual Meetings. Shall make public the previous month's meeting minutes at least two (2) days prior to the next meeting. Shall perform such other duties as the Board of Directors may direct.

Section 5. CORRESPONDING SECRETARY (C.S.)

Shall maintain and update a current membership roll and be responsible for all necessary correspondence and mailings. Shall provide notification of all organization meetings. Shall be responsible for maintenance of the MSB web site. Shall make monthly and Annual meeting dates available for publication in the MCSD calendar. Shall invite MSCD coaches and students to attend monthly meetings at the beginning of the school year and at the beginning of each sport season. Shall perform such other duties as the Board of Directors may direct.

Section 6. TREASURER

Shall adhere to the Accounting Control Procedures (ACP) as described in ARTICLE XII. Shall pay all bills when duly audited. Shall sign all checks in accordance with the ACPs and subject to countersignature by at least one (1) additional Board approved designee. Shall maintain and make public a Treasurer's Report of receipts and disbursements, together with all money and property on hand at least two (2) days prior to the monthly and Annual meetings and to the Board of Directors whenever required. Shall maintain and manage separate team accounts. Shall maintain and monitor scholarship monies held by the Community Foundation and maintain a contact list of scholarship benefactors. Shall maintain and manage the Stadium Repairs Fund, established and designated for

stadium repairs as deemed necessary by the Athletic Director and /or the MSC Board of Education. Shall maintain the MSB insurance policy and tax exempt number. Shall file any required state and federal tax reports. Shall perform such other duties as the Board of Directors may direct.

ARTICLE VIII - Board of Directors

Section 1. The management and control of this organization shall be vested in a Board of Directors which shall consist of the five (5) elected officers and ten (10) additional elected members.

Section 2. Members of the Board of Directors, excluding the elected officers, shall be elected at the Annual Meeting, five (5) of whom shall be elected at the First Annual Meeting for a term of one (1) year and five (5) for a term of two (2) years; thereafter, five (5) directors shall be elected each year for a term of two (2) years.

Section 3. Members of the Board of Directors shall serve for a period of two (2) years, except for the five (5) elected for a term of one (1) year at the First Annual Meeting, and shall assume their duties on July 1<sup>st</sup> of the next succeeding fiscal year.

Section 4. Each member of the Board of Directors shall be responsible for at least one (1) MSB committee or fund raising activity. All members will be trained to be the Person-In-Charge of the concession stand and must be responsible for a minimum of one (1) event per season.

ARTICLE IX - Duties of the Board of Directors

Section 1. The Directors of this organization shall have charge of care and management of the property of this organization and direct the affairs of this organization. They shall have the power and authority to enforce the by-laws and make such rules and regulations, not in conflict with the by-laws, as may be necessary to conduct the affairs of this organization.

Section 2. In the event of a vacancy in the Board of Directors for any cause, the Board of Directors shall have the authority to fill such vacancy from the membership of the organization for the expired term.

Section 3. A regular meeting of the Board of Directors shall be held monthly. Special meetings may be called at any time at the option of the President and shall be called by him/her upon request therefore by three (3) directors. A majority of the Board shall constitute a quorum for the transaction of business. All members of the organization are invited and urged to attend Directors' meetings and may participate in discussion and initiate motions. Voting privileges are restricted to the Board of Directors.

ARTICLE X - Nomination and Elections

Section 1. Nominations of officers shall be made by the Nominating Committee to be appointed by the President. Nominations will be presented at the May meeting for voting on at the Annual Meeting.

Section 2. Elections shall be conducted by written ballot. The officer candidate receiving a majority of votes of members present shall be elected. The five (5) individual candidates for Directors receiving the highest number of votes for this office shall be elected.

ARTICLE XI - Meetings

Section 1. Monthly meetings shall be held September thru May. Meetings shall be held the 2<sup>nd</sup> Monday of each month when school is in session. If a school holiday or closing occurs on the 2<sup>nd</sup> Monday, the meeting shall be held on the 3<sup>rd</sup> Monday of that month.

Section 2. The Annual Meeting will be held on the last Monday in June each year. The Agenda shall include officer and Board of Director nominations and elections, review of membership dues and season pass rates, and review merchandise and concession stand prices. Voting privileges are extended to the entire membership for election of officers, Board of Directors, and by-law changes at the Annual Meeting.

Section 3. Special meetings may be called by the Board of Directors at any time during the fiscal year.

Section 4. All monthly meeting notifications shall be provided by the Corresponding Secretary and shall be made public in the MSCD calendar and on the MSB web-site. Changes to meeting date, time or location shall be made public via the MSB web-site and by e-mail to the board members, the Athletic Director, and the membership.

Section 5. The Athletic Director shall be invited to attend all monthly and Annual meetings and may present an agenda for each meeting. The Athletic Director shall communicate MSB activities to the MCSD Board of Education.

ARTICLE XII - Accounting Control Procedures (ACP)

Section 1. All members of MSB shall adhere to the ACP.

Section 2. The Treasurer will directly receive and review all bank statements (checking and savings) including cancelled checks to perform monthly reconciliation and reporting at the next scheduled monthly meeting. All documentation shall be submitted to the President within five (5) days of receipt for review.

Section 3. The Treasurer's Report will be drafted and issued for review, a minimum of two (2) days prior to the monthly and annual meetings.

Section 4. Without exception, all checks issued by this organization are to be signed by two (2) authorized signers. Any supporting documentation (invoices, statements, receipts) must be reviewed prior to signatures.

Section 5. All receipts from concession stand sales shall be handled in the manner outlined on the "Event Cash Report" forms. A supply of such forms will be kept at the concession stand. An electronic copy of this form shall be maintained on the MSB web-site.

Section 6. All other receipts (cash and checks) shall be submitted to a designated MSB representative(s) who shall upon receipt issue a numbered and written duplicate receipt to the party submitting the funds. The designated representative(s) may be anyone such designated, but in any event shall not be the President or Treasurer. The designated representative(s) shall promptly deposit the funds in the MSB bank account and submit the duplicate receipt, the bank deposit slip and any supporting documentation to the Treasurer within five (5) days for account reconciliation.

Section 7. The Treasurer will make financial records available for an annual audit by the Business Manager of the MCSD.

ARTICLE XIII - Concession Stand Procedures.

Section 1. Concession Stand Manager (CSM) shall be the MSB Vice President. Shall be responsible for insuring that the concession stand is open for all Varsity stadium events and any JV stadium events proceeded by or following a Varsity event or for any two (2) JV events scheduled back to back. In addition the concession stand will be open for all sectional events and non-MCS events as agreed upon between the Athletic Director, the MSB and the MCSD Board of Education.

Section 2. The CSM shall be trained in Health Dept. Rules and Regulations and concession stand procedures. Shall insure that the concession stand operates in compliance with all Health Dept. Rules and Regulations. Shall train other board members to be the Person-In-Charge of opening and closing the concession stand during stadium events. Trained board members can in turn train other volunteers.

Section 3. The CSM shall form and lead a committee that should include a representative from each athletic program to help fulfill the requirements of successfully operating the stand. Each member of the committee shall complete the training outlined in Section 4 and upon completion of the training protocol shall be considered qualified to be the Person-In-Charge of the concession stand. The committee shall be responsible for training additional volunteers, cleaning the stand at the beginning and end of each season, maintaining inventory of food and supplies, and establishing product prices. All price changes must be approved by the Board of Directors.

Section 4. The training protocol shall be a multiple step process. First, the trainer shall review written Health Dept. Rules and Regulations and concession stand Opening & Closing procedures with trainee. Second, trainee will complete a walk-through (cold) opening and closing with a trainer. Third, a trainee shall complete one (1) actual concession event with a trainer. Further training, if necessary, will be at the discretion of the trainer.

Section 5. All events must be properly staffed or the concession stand will not be open for that event. Each event requires one (1) trained charge person, and a minimum number of workers. A football game requires thirteen (13) workers and all other events require four (3) workers. All volunteers must be a minimum of eighteen (18) years old and must not be current students.

Section 6. The Person-In-Charge of a concession event will be responsible for securing volunteers required to operate the concession stand during their scheduled event. A current volunteer list and a list of those qualified to be in charge of the concession stand will be maintained and made public by the CSM or their designee.

Section 7. The concession stand shall be open by half-time of any JV event that is followed by a Varsity event. When a JV event follows a Varsity event, the concession stand shall be open from the start of the Varsity event through half-time of the JV event. When two (2) JV events are scheduled, the stand shall be open at half-time of the first event through half-time of the following event.

Section 8. All receipts from the concession stand shall be handled in the manner outlined on the "Event Cash Report" maintained at the concession stand and on file with the Treasurer. A bank deposit shall be made by the Person-in-charge of each concession event.

Section 9. MSB has the right of first refusal for providing concessions at all stadium events.

Section 10. Fifteen percent (15%) of the concession stand's gross revenues from non-MCS events shall be placed in the Stadium Repairs Fund administered by the MSB. An outside event will not involve Marcellus athletes. Events involving Marcellus athletes will not be bumped to allow outside activities in the stadium.

ARTICLE XIV - Team Fundraising

Section 1. MSB shall provide the controls and guardianship for all funds raised and used by school-based sports teams. Ten Percent (10%) of the net profit from each fund-raising event conducted by any MCSD sports team shall be retained by the MSB and maintained in a separate account for each team. Donations made to a team will not be subject to the ten percent (10%) retainer. MSB will "waive" the 10% retainer for any varsity team that completes all of the requirements outlined in Section 2.

Section 2. Each coach shall designate a minimum of one (1) team representative(s) who shall become a member of the Concession Stand Committee as described in Article XIII and will follow the Concession Stand Procedures also outlined in Article XIII. The trained team representative shall be responsible for opening, closing, and fully staffing the concession stand for a minimum of one (1) of the following options:

A. One (1) varsity football game AND one (1) additional stadium event.

OR...

B. any combination of three (3) of the following:

- \* varsity boys or girls soccer,
- \* varsity boys or girls lacrosse,
- \* track meet

All requirements must be fulfilled before the waiver will be granted.

Sign-in sheets are located in the concession stand, all workers shall sign-in, and completed forms shall be returned with the keys. The stated number of workers must be present at all times during the event or the staffing requirement will not be considered fulfilled.

Section 3. MSB President or a designated board member shall work with the Athletic Director to communicate the 10% fundraising rule to all coaches at the start of each school year and prior to each sport season.

Section 4. Use of the MSB name and tax-exempt status for team fundraising shall adhere to guidelines outlined on the team Fundraising Request form available in the Athletic Director's office.

ARTICLE XV - Coach Alliances.

Section 1. At the beginning of the school year, the CS shall invite all modified, JV and Varsity coaches to attend monthly MSB meetings.

Coaches shall be encouraged to provide a parent representative who will attend monthly MSB meetings to facilitate MSB understanding of their program needs and to foster communication with the MSB. MSB shall provide family season passes to every coach who registers a parent representative with the MSB.

Section 2. MSB may provide up to \$100.00 per MCSB Board approved coach, per program, per fiscal year toward coaching clinics.

Section 3. Coaches shall complete a Fundraising Request form, available in the Athletic Director's office, when requesting funds from the MSB. Each coach or their parent representative shall present the request in person at a MSB meeting. If both are unable to attend the meeting the Athletic Director may present the request.

Section 4. MSB shall not provide any funds for team uniforms, travel expenses or officiating needs. These are all MCSB responsibilities.

#### ARTICLE XVI - Awards

Section 1. The MSB shall purchase jackets for all eligible varsity team members whose team wins a League, Sectional, or State Championship where four (4) or more teams are competing. Additionally, the MSB shall purchase a jacket for any individual who wins an individual first place award at the Sectional or State level. A student shall receive only one (1) jacket during his/her varsity career, with patches being given for subsequent awards.

Section 2. The MSB shall host an annual awards ceremony known as the Block M Awards ceremony for all Varsity Athletes each June. Every Varsity athlete shall be recognized at this ceremony. A member of the Board of Directors shall chair the committee to plan and coordinate the ceremony with the Athletic Department. Date of the award ceremony will be determined and made public a minimum of two (2) months prior to the event. Athlete sign-up sheets will be available in the athletic Director's office once the date is determined. This event shall be free to all Varsity athletes. Additional guests shall be charged \$10 each to attend the ceremony. Dinner shall be included.

Section 3. The MSB shall provide ten (10) athletic scholarships per fiscal year at \$400.00 each to graduating seniors. The scholarships shall be awarded at the annual Block M Awards ceremony. A member of the Board of Directors shall chair and form a scholarship committee. This committee will select the scholarship recipients based on MSB criteria.

#### ARTICLE XVII - Amendments

Section 1. All proposed amendments to the By-Laws must be submitted in writing to the President in time to be incorporated in the monthly meeting agenda and be read at the meeting. Voting will follow discussion by membership.

Section 2. These By-Laws may be amended by a two-thirds majority vote of the members present at a Membership Meeting.

Revisions to By-Laws:

June 1979	-	ARTICLE XIII	-	added
June 1980	-	ARTICLE IX, Section 3	-	rewritten
		ARTICLE XI, Section 1	-	rewritten
June 1984	-	ARTICLE XIII, Section 2	-	added
April 2009	-	ARTICLE I	-	rewritten
		ARTICLE II,	-	rewritten
		ARTICLE IV, Section 1	-	rewritten
		ARTICLE V, Section 1	-	rewritten
		Section 2	-	added
		Section 3	-	added
		Section 4	-	added
		ARTICLE VII, Section 2	-	rewritten
		Section 3	-	rewritten
		Section 4	-	rewritten
		Section 5	-	rewritten
		Section 6	-	rewritten
		ARTICLE VIII, Section 4	-	added
		ARTICLE X, Section 1	-	rewritten
		ARTICLE XI, Section 1	-	rewritten
		Section 2	-	rewritten
		Section 4	-	added
		Section 5	-	added
		ARTICLE XII,	-	added
		ARTICLE XIII,	-	added
		ARTICLE XIV,	-	added
		ARTICLE XV,	-	added
		ARTICLE XVI,	-	added
		Section 1	-	rewritten
		Section 2	-	rewritten
		Section 3	-	added
		ARTICLE XVII, Section 1	-	rewritten