

**MOUNT SINAI BOOSTER CLUB
NORTH COUNTRY ROAD
MOUNT SINAI, NY 11766**

REVISED: 4/7/2018

April 7, 2018 By-Laws of the Mount Sinai Booster Club

ARTICLE I Name and Purpose

Section A. The name of the organization shall be: Mount Sinai Booster Club

Section B. The purpose of this organization shall be:

1. To educate parents and the community about issues of importance to parents, school, and the school district in regards to athletic programs.
2. To help in fund raising projects for athletic equipment and programs through:
 - Various fund raising events as described by the board and/or membership
 - At least on major “sales” event
 - On-going merchandise sales
3. To be a volunteer support group to the Mount Sinai Athletics Department
4. To promote fellowship along with communication between Parents, Coaches and the Athletic Office
5. To promote and support in Mount Sinai School District it’s ideas, programs, purposes and philosophy of Athletics

ARTICLE II Duties of Officers and Executive Board Members

Section A. The officers of the organization shall be the President, Vice President and Treasurer

Section B. The Board shall consist of the above officers and the following: Recording Secretary, Special Events Coordinator and Membership Coordinator

Section C. All Board Members are voting members

Section D. The duties of these Board Members shall be:

1. President (Officer)
 - Presides at meetings
 - Attends meetings of other groups as a Booster representative
 - Acts as a liaison between the Booster membership and the Athletic Office

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- Acts as a trouble shooter for problems referred to him/her by Board Members
 - Channels all mail, calls, information to appropriate people
 - Has authority to approve expenditures up to \$100 without Board approval; communicates all expenditures at the next Executive Board meeting
 - Works up outlines speeches and agendas for meetings
 - Delegates Booster responsibilities as appropriate
 - Keeps all materials to be passed on to future Presidents
 - Required to attend 90% of all Executive and General Meetings
2. Vice President (Officer)
- Handles President's duties when he/she cannot
 - Handles membership
 - Obtains building use forms for all Booster sponsored activities
 - Coordinates with the Special Events coordinator messages to be put on the electronic signs, social media; this includes, but is not limited to the approval of messages and communication of changes to the Special Events coordinator
 - Responsible for taking minutes at Booster meetings in the absence of the Recording Secretary
 - Required to attend 90% of all Executive and General Meetings
3. Recording Secretary
- Takes and reads minutes at all Booster club meetings
 - Takes minutes at other meetings he/she attends on behalf of the Booster Club
 - Handles correspondence for the organization
 - Handles e-mails from website
 - Keeps a current calendar of Booster club events
 - Keeps a list of Booster club supplies and equipment
 - Required to attend 90% of all Executive and General Meetings
4. Treasurer (officer)
- Handles moneys and writes checks
 - Keeps financial records, balances accounts, keeps journals current
 - Presents a report at each Booster club meeting
 - Prepares annual report of all moneys through August 1 to present to the Booster Executive Board as well as to the membership at the first scheduled Booster Club meeting the following fall
 - Acts as a liaison to the Athletic Office
 - Prepares fiscal year end statement for Athletic Director Review
 - Required to attend 90% of all Executive and General Meetings
5. Special Events Coordinator
- Sets up committees for fund raising events
 - Oversees all such events

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- Gathers information regarding fund raising e.g. Merchandise Sales, Special Events including the Senior Awards Dinner and Golf Outing etc. and reports back to the Booster Club board
- Oversees Concession Stand
- Create fliers for necessary events, get approvals as needed
- Responsible for taking minutes at Booster Club meetings in the absence of the Recording Secretary and Vice President
- Required to attend majority of General and Executive meetings

6. Membership Coordinator

- Prepares updates and distributes Volunteer forms
- Collects completed forms from all schools
- Prepares list of volunteers for all events and distributes to event chairperson
- Contacts and coordinates volunteers for all necessary events
- Keeps list of volunteers who serve at Booster/Sporting events
- Required to attend majority of General and Executive meetings

ARTICLE III Nomination, Election and Terms of Office

Section A. Nominations

1. Nominations will be in writing and taken at the April general meeting. Nominations are closed at the adjournment of this meeting.
2. All nominees must be members in good standing of the Booster Club.
3. A nominee for an officer position (President, Vice President, and Treasurer) must have served a minimum of one year on the Mount Sinai Board, currently holds a Booster Club Board position and has attended the majority of the current year's meetings both executive and general.
4. All nominees for Board positions other than Officer positions must have attended at least one meeting, or have volunteered on committee or have volunteered at one function of the organization during the current calendar membership year and prior to the April general meeting.
5. Any Eligible members in good standing may submit their name or the name of another eligible member in good standing for nomination to the Election Committee.
6. No member may accept nomination to or be a candidate for more than one office.
7. The acceptance of the nomination will be dated and contain the following information:
 - The full name of the candidate and if desired any special name to appear on the ballot;
 - The title of the position for which nominated; and
 - A certificate in the following form signed and dated by the proposed candidate or submitted via candidates e-mail: "I hereby accept the nomination for the office of (title of office)".

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8. If a vacancy occurs in any position between the nominations and the election, the vacant position will be posted until said election. If a new candidate is not nominated before the election, it becomes the responsibility of the Board to select a person to fill the vacancy.

Section B. Election

1. The President, Vice President, Treasurer, Special Events Coordinator, Recording Secretary, Membership Coordinator shall be elected once every year. All members in good standing shall be eligible to vote.
2. If only one person is nominated for a position, there may be a voice vote conducted by the Election Committee. The Secretary will record in the meeting minutes the results of the election. If more than one person is nominated for a position, the vote will be conducted by the use of secret ballot. Write-in votes and Absentee ballots will not be permitted. A list of names of the membership will be made available to the Election Committee for the purpose of checking the voting eligibility of members.
3. The candidates for each office receiving a majority of the votes actually cast shall be declared the winning candidate. In the event no candidate receives a majority of the votes cast, a runoff election will be held between the two candidates receiving the most votes.
4. A vacancy occurring in any office shall be filled for the unexpired term by a person selected by the Board. The general body shall be informed at the next general meeting.
5. The outgoing President or a person designated by the outgoing President shall oversee the installation of new officers.
6. The term of office shall be from August 1 to July 31

Section C. Election Committee

1. Prior to the start of nominations, the President shall appoint up to a three (3) member Election Committee. The Election Committee shall conduct the nomination/election process. Members of the election committee are not permitted to run for office in the election cycle in which they are members of the committee.

Section D. Tenure of Office

1. The term of office shall be from July 31 to August 1.
2. A vacancy occurring in any office shall be filled for the unexpired term by a person selected by the Board. The general body shall be informed at the next general meeting.

Section E. Installation of Officers

1. The installation of officers shall take place on August 1.
2. The outgoing President or a person designated by the outgoing President shall install officers.

Section F. Qualifications for Candidates

1. A candidate must be a member in good standing of the Booster Club prior to the nominations meeting.

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2. A candidate must have attended at least one meeting or have volunteered on one committee or have volunteered at one function of the organization during the membership year and prior to the nominations meeting.
3. A candidate for an officer position must have served a minimum of one year on the Mount Sinai Booster Club Board, Chaired a Booster Club event, currently holds a Booster Club position and had attended the majority of executive and general meetings.

ARTICLE IV. Board

- Section A. The Board shall consist of all Booster Club officers and Board Members
- Section B. The Board shall appoint additional committee chair people as needed.
- Section C. The Board shall receive recommendations, concerns, etc., of all committees, approve said recommendations and advise Booster Club representatives on appropriate courses of action.
- Section D. At least one Board member shall be present at every Booster Club Event and Fundraiser.
- Section E. The Board shall be responsible for reviewing Treasurer's Reports and disbursing funds.

ARTICLE V. Meetings

- Section A. General meetings of the organization shall not number less than three per year. All Board members are expected to attend.
- Section B. The Board will meet monthly during the calendar year. All Board members are expected to attend. Those Board members who are absent are responsible for obtaining the pertinent information.
- Section C. Additional Board meeting may be called by any Board member as deemed necessary.
- Section D. Quorums
1. A quorum of 3 members shall be necessary to call a general meeting to order.
 2. A majority shall be necessary to call an Executive Board meeting to order.
- Section E. Executive Board Meetings are closed sessions.

ARTICLE VI. Membership and Dues

- Section A. Any interested person associated with the Mount Sinai School District is eligible for membership.
- Section B. The membership year shall be from September 1 – June 30.

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- Section C. The annual Dues shall be \$15 per family per membership year. \$50 for Gold Membership per Family per membership year.
- Section D. In order to vote on the business of the organization one must be a paid member of the Booster club and of legal voting age.
- Section E. In order to vote at an election of Offices and Board members, one must be a paid member of the organization as of January 1 prior to the election and of legal voting age.

ARTICLE VII. Establishment of Committees

- Section A. The Board will establish necessary committees and appoint committee representatives.
- Section B. All committee meetings shall be held at the request of committee chair people.

ARTICLE VIII. Amendments

- Section A. A proposed amendment will immediately be referred to the Executive Board.
- Section B. The Board shall develop the proposed an amendment and present it at a general meeting.
- Section C. A majority vote of members present at the following general meeting shall be necessary to pass the Amendments(s).