

AIRPORT ATHLETIC BOOSTERS

Bylaws

September 2016

Declaration: The bylaws will go into effect after vote at the October 6, 2008 meeting.

Article 1: Name

The club shall be known as the Airport Athletic Boosters.

Article 2: Purpose

The purpose of this club shall be to supplement the athletic budget of Airport High School and Wagar Middle School under the discretion of each Athletic Director.

This supplementation can be defined as:

- A. A limited funding source to help AHS/WMS athletic programs
- B. Can help with the beautification of the sports complex
- C. Can help provide a more professional look for AHS/WMS sports teams
- D. Can help promote Airport "team spirit"
- E. Should not pay for basic equipment and/or safety equipment
- F. Should not pay for coaches

The above guidelines can be overridden by majority vote by the members in cases of emergency and will be up to the governing body to determine.

Majority:

- A. A majority of officers and trustees must be present before a vote can be called.
- B. A vote can only be called by the President or Vice President
- C. Members at large are allowed to vote

Governing Body: A majority of officers with a president or vice president

Article 3: Active Membership

All parents or guardians of athletes, or any person interested in the purpose of the club and willing to assist in the boosters government and yearly projects.

Article 4: Officers

- A. The boosters will consist of 4 elected officers, including:
President, Vice-President, Secretary and Treasurer; and 2 appointed trustees including;
150 Club Chairman and Concession Stand Chairman
- B. The officers shall be elected at the October meeting and take office in November.
Each officer is required to serve a two-year term.
- C. Officers will review, approve or deny requests for funds from any of the Airport High School/Wagar Middle School sports needing supplemental funding after it is reviewed by the Athletic Director of that school. See Article 8 for Request Process.
- D. Oversee Booster sponsored fundraisers only

Article 5: Election

- A. Nominated candidates for offices, need to have participated in booster activities and attended meetings in the last year.

- B. Officers shall be elected at the October meeting by a ballot vote.

Article 6: Meetings

The officers will determine athletic booster meeting dates prior to the first meeting of the following school year.

Article 7: Airport High School & Wagar Middle School *Team Representatives

- A. Each sport, in good standing, is allowed 2 votes. 1 coach vote and 1 representative vote. This will not limit programs from sending more than one person as a representative, however, for programs with more than one representative, only 1 will serve as said programs representative voter. Any other persons wanting to vote, who is not a coach or team rep, must be in good standing, having attended 5 meetings the previous school year (2015-2016). For the individuals who are not in good standings, based on the attendance of the previous school year, may become immediately eligible by attending 5 meetings during the current school year 2016/2017. The school year is considered August – May. If the head coach cannot attend a meeting he/she can appoint a board approved designee on their coaching staff to attend the meeting and cast coaching vote.
- B. For a sport to be eligible to make requests of the boosters, the required representation must be met the previous school year
- C. . Attendance will be taken at each meeting.
- D. A non-represented request will only receive up to 20% funding.
- E. A booster officer cannot serve as a team representative.

Representative responsibilities include, but not limited to-

- a. Contact person between boosters, coach & other team parents
- b. Contact team parents for scheduled concession stand help
- c. May present coaches' requests after following the request process.

Article 8: Request Process

- A. All coaches and/or their representatives must submit a Coaches Request Form to the athletic Director. The Athletic Director will determine if the request should be funded from the athletic budget or approved to submit to boosters for funding. This form can be found on the Airport Athletic website. Signed request from the AD must be submitted to one of the booster officers two weeks prior to the next meeting.
- B. Upon AD approval, the officers will review each request and either approve or disapprove. If the officers approve, it will be added to the next meeting's agenda. A coach/representative must present this request in writing at the next booster meeting by completing a "Coaches Request Form". The boosters then may approve/deny this request via majority vote. A booster member must be in good standing in order to vote.

- C. Requests for amounts up to \$1000 may be voted on at the booster meeting. Amounts over \$1000 will be discussed and approval/denial will take place at the next booster meeting.
- D. Only teams having their own fundraisers or have provided “*significant” help to the booster club will be considered for requests above \$1000.
- E. The Booster Officers reserve the right to use their discretion on approving Team Requests. This discretion will be used to ensure equity amongst all sports and to maintain fiscal responsibility on behalf of the group.
- F. Each school year, the boosters will support each team’s fundraising efforts by donating one \$100 contribution towards each team’s individual fundraiser. This request should be emailed to the President one week prior to the next meeting. This is for any team in good standing.

*Significant:

- a: Participation by **all** individual sports to provide volunteers to work the concession stand during athletic seasons.
- b: Participation by individual sports in booster fundraisers throughout the year.

OFFICERS RESPONSIBILITIES

President

Responsibilities include but not limited to:

- Oversees general operations of the boosters and delegate miscellaneous tasks
- Schedules, creates agendas and chairs meetings
- Schedules fundraiser dates and the dates fliers need to be sent out. This should be coordinated with the Secretary.

Vice President

Responsibilities include but not limited to:

- Acts under the direction of the President
- Assists the President in the general operations of the boosters and miscellaneous tasks
- Presides over meeting in the absence of the President
- Assists the Concession Stand Chairman.
- Oversees announcements of each season’s upcoming events to the Jet Gazette

Secretary

Responsibilities include but not limited to:

- Acts under the direction of the President

- Assists in the general operations of the boosters
- Reports meeting dates for upcoming school year to the Communications director
- Preparation, publication and distribution of all meeting minutes
- Distributes all forms and fliers pertaining to the boosters
- Keeps attendance of team representatives, at monthly meetings.

Treasurer

Responsibilities include but not limited to:

- Acts under the direction of the President
- Assists in the general operations of the boosters
- Receives and receipts all monies of the Booster Club
- Deposits all money received in a bank or institution authorized by the Booster officers, withdrawing monies only by check and signing checks authorized by officers
- Pays bills as received.
- Makes monthly financial reports available for all booster meetings
- Prepares and submits all financial reports required by law
- Maintains log and copies of all fundraising requests
- Submits all books and papers to school's financial advisor upon request

APPOINTED POSITIONS

150 Club Chairman

Responsibilities include but not limited to:

- Prepares mailings of tickets for 150 club members
- Keeps track of returns and forward all monies to the Treasurer for deposit
- Holds monthly drawings at meeting and record results

Concession Stand Chairman

Responsibilities include but not limited to:

- Implements up-to-date procedures from the Health Department
- Oversees Concession Stand Committee/Buyer
- Gathers sports schedules and rosters to organize concession stand workers
- Creates sign-up sheets to take to team parent meetings in order to collect names of volunteers for concession stand
- Provides sign-up sheets for team representative to acquire volunteers for the concession stand for a designated game
- Makes reminder phone calls 1 week before each game.

A. *Concession Stand Buyer- appointed by officers*

Responsibilities include but not limited to:

- Reports to the Concession Stand Chairman
- Purchases all concession stand inventory
- Takes inventory of stock after each game and replenishes supplies before the next game
- Assists in scheduling of volunteers for concession stand.