



# **BOOSTER CLUB BY-LAWS**

Amended 8/19



## **Article I – NAME**

The name of this association shall THE UPPER MORELAND BOOSTER CLUB (UMBC).

## **Article II- OBJECTIVES/MISSION**

### **Section 1**

To operate as a school-based organization and to coordinate the efforts of coaches, the athletic director and high school administrators with parents/guardians in order to support the growth and development of Upper Moreland High School (UMHS) athletes and athletic teams in a positive, spirited and inspirational environment.

### **Section 2**

To provide recognition to UMHS student-athletes for outstanding athletic achievements.

### **Section 3**

To provide supplemental financial support for UMHS athletic programs as outlined in the budget.

## **Article III- General Board/Volunteers**

### **Section 1**

Any adult member of the UMHS community, including parent/guardians, staff and township residents, may become a member of the General Board upon appointment to a board position by the Executive Board, and will assume the responsibilities of said board position and have voting rights. Members of the General Board maintain voting rights if present for at least 50% of the General Board meetings that have been held from the start of the school year or time of their appointment if the position was not assumed at the start of the school year. Votes will generally be held at General Board meetings but may be held electronically if time-sensitive.

### **Section 2**

Any adult member of the UMHS community, including parent/guardians, staff and township residents, may attend meetings and volunteer at UMBC activities, but will not have voting rights.

### **Section 3**

All UMBC volunteers will obtain and maintain volunteer clearances in accordance with UMTSD board of directors' guidelines.

## **Article IV- Officers/Executive Board**

### **Section 1**

The Executive Board officers for the UMHS BC shall be a president, a vice president, a secretary and a treasurer. These are elected members that are responsible for the management of business and affairs of the UMBC. Executive Board members must be a parent/guardian of a current UMHS student.

Section 1.1 The President shall:

- be present at all Executive Board and General Board meetings, unless prior notice is given to the remaining officers of the Executive Board
- prepare and make available an agenda for all meetings of the UMBC
- preside at all meetings of the organization
- be an ex-officio member of all committees, except the nominating committee
- serve as the liaison between the organization and the UMHS Administration and UMTSD board of directors
- coordinate parent-outreach activities at freshman orientation and back-to-school nights
- have the authority to co-sign checks
- review and determine appropriateness of coach wish requests with the Athletic Director or other appropriate high school administrators prior to presenting wishes to the Executive and General Boards for consideration
- provide the UMHS administration with dates for meetings and UMBC activities for inclusion in the district calendar
- submit required facilities request for all UMBC activities, or delegate this responsibility to another Executive Board member
- obtain approval for all fundraising activities from the UMTSD board of directors, or delegate this responsibility to another Executive Board member
- oversee UMBC recognition of athletes at all senior nights
- participate in development of the annual budget, which will be presented at the first meeting of the school year
- be available for regular electronic correspondence with the executive board to discuss issues and make decisions.

Section 1.2 The Vice-President shall:

- assume all duties of the President in his or her absence
- assume the position of interim President if the President is unable to fulfill his or her term
- provide assistance to the President in fulfillment of his or her duties, when requested
- participate in development of the annual budget, which will be presented at the first meeting of the school year
- be available for regular electronic correspondence with the Executive Board to discuss issues and make decisions
- serve as the primary board-contact/advisor for the Jr. Boosters' Club
- have the ability to co-sign checks
- coordinate board nominations as directed in Article VII

Section 1.3 The Secretary shall:

- keep minutes of all meetings of the Executive and General Board
- prepare and make available copies of minutes at General Board meetings for approval
- keep attendance records for all meetings
- notify the General Board, school community and social media director of upcoming meetings and events
- be responsible for correspondence relating to UMBC activities
- provide assistance to the President in fulfillment of his or her duties, when requested
- participate in development of the annual budget
- be available for regular electronic correspondence with the Executive Board to discuss issues and make decisions

Section 1.4 The Treasurer shall:

- receive all monies collected in the name of the organization and deposit said monies

- into appropriate accounts
- keep an accurate record of receipts and expenditures
- review and reconcile bank statements
- ensure that all checks have been signed by two designated members of the Executive Board
- have the authority to co-sign checks
- pay all bills on receipt
- present a statement of finances at all general meetings
- participate in development of the annual budget, which will be presented at the first meeting of the school year
- present proposed annual budget to general board to be approved at the first general meeting of the new school year
- keep records in order such that they may be easily reviewed for accuracy at the end of a fiscal year or at the end of a treasurer's stay in office
- be available for regular electronic correspondence with the executive board to discuss issues and make decisions
- maintain 501c(3) paperwork and renew small games of chance license yearly

## Section 2

The term of each office shall be one year, with officers assuming the duties of their respective offices on July 1<sup>st</sup> and continuing until June 30<sup>th</sup> of the following year. There shall be no limit on the number of terms that an individual may continue in one position. A qualified individual may serve in a different position than previously, pending election.

## Section 3

It is preferred, but not required, that candidates for UMBC executive board positions have attended at least two general membership meetings during the prior academic year or have served on the executive board of another UMTSD or township organization.

## Section 4

The Executive Board will create a yearly budget between July 1 and August 15 prior to each school year. The budget to be approved at the first general meeting of the school year by Executive Board members and eligible General Board members.

## Section 5 Removal from Office

### Section 5.1

An officer may be removed under the following circumstances:

- Failure to execute the duties of the office for two consecutive months, without valid reason
- Failure to abide by the policies and procedures outlined in the by-laws
- Failure to abide by school district guidelines

### Section 5.2

If it is determined that an officer may be removed from office, based on the guidelines in Section 5.1, said officer can be removed by majority vote for removal of remaining Executive officers and General Board members

## **Article V – General Board Positions**

### Section 1

General Board Positions are appointed by Executive Board majority vote and may include:  
-Snack Stand Director

- Football Program Coordinator
- Pancake Breakfast Coordinator (2)
- Banquet Organizer (2)
- Tournament Organizer (2)
- Social Media Director (can be Jr. Booster Club member working under supervision of the Vice-President)
- Community Liaison
- Coach Liaison
- Past-President (if willing, an out-going President may serve for one year after leaving the position, if the out-going President is not going to serve in another UMBC Executive or General Board position.

## Section 2

General Board members shall

- give status reports, as needed, at the General Board meeting
- obtain permission for expenditures, other than routine ones, from the Executive Board
- submit collected monies to a member of the Executive Board or designee as soon as possible upon completion of an event
- submit receipts to the Treasurer within two weeks of completion of an event

## Section 3

General Board members may be removed by a majority vote of the Executive Board if duties are not adequately executed or for failure to comply with UMBC by-laws or rules governing volunteers in the UMTSD.

## Section 4

The responsibilities of a General Board position will be assumed by the executive board if said General Board position is not filled or if the member is removed from the General Board

## Section 5

Additional general board positions can be created and filled by the Executive Board on an as-needed basis.

# **Article VI – Meetings**

## Section 1

General meetings will be held monthly, and scheduled one year in advance in coordination with the school district calendar. If an unforeseen conflict arises, the meeting may be rescheduled by a  $\frac{3}{4}$  vote of the Executive Board. Members will be notified of this change via personal emails and UMHS announcements.

## Section 2

An Executive Board meeting shall be scheduled before the start of each school year, with the purpose of reviewing the budget and planning start-of-school activities. Additional Executive Board meetings shall be held when deemed necessary by a majority of the Executive Board.

## Section 3

Special General Board meetings may be called by the President or by a majority of the Executive Board if deemed necessary and if not in conflict with previously scheduled district activities.

## **Article VII – Nominations and Elections**

### **Section 1**

Nominations should be submitted to the Vice President from April 1<sup>st</sup> up to and including the start of the May meeting. All nominees must inform the Vice President of acceptance of their nomination by the close of nominations.

### **Section 2**

Nominations shall be presented at the conclusion of regular business at the May meeting. Only General board and Executive board member who are eligible to vote and who are present at the meeting may vote.

## **Article VIII Fundraising**

### **Section 1**

Any fundraiser that is presented to UMBC for submission to the UMTSD must be accordance with guidelines and limitations established by the UMTSD school board.

### **Section 2**

All requests presented to the UMBC must be on the appropriate form and cannot be forwarded to the district without the signature of the current UMBC President. The signature of the Vice President is an alternative if the President is not available for more than three business days and has given verbal/electronic permission to the Vice President.

### **Section 3**

Requests for approval of fundraising events or campaigns must include specific dates or time periods during which they will take place. Fundraising events or campaigns may only take place on the date(s) or time periods specified.

### **Section 4**

Fundraisers may not be advertised or initiated until appropriate fundraising and facility use forms have been submitted.

### **Section 5**

Members of the Executive Board may submit requests for approval only for fundraisers that will be entered into the general UMBC account, not for any specific team sub-account.

## **Article IX Coach “Wishes”**

### **Section 1**

Coaches must complete the “wish” form and submit it to the Athletic Director. Wishes may be submitted any time during the year. Wishes for items/activities that benefit multiple teams and/or large groups of student-athletes will be given priority.

## Section 2

The following protocol must be followed:

- The wish should be vetted by the Athletic Director to determine that the request should not be considered by the UMTSD first. Requests for apparel and uniforms will not be considered.
- UMBC may consider an appeal to the UMTSD if an item/activity is not approved
- Once a request is vetted and any appeals concluded, the wish will be reviewed at the next general board meeting, where present Executive and General Board members will vote, with the majority determining the decision. The President may participate in discussion/debate regarding the request, but will vote only in the event of a tie.
- Coaches will be notified of the decision on their request within one month.
- Voting may be completed electronically if the request is time-sensitive. The President shall forward the request to the Executive and General Board via text (or email if a large amount of supporting information is needed). Members will have 48 hours to enter their vote.

## **Article X Athletic Awards**

### Section 1

Any individual athlete or member of a team that finishes their season as a Suburban One champion (or higher) will be provided with an apparel item(s).

### Section 2

The apparel item will be selected by the individual or team. The maximum cost for the apparel item(s) will be delineated in the annual budget.

## **Article XI All-Sports Annual Banquet**

### Section 1

An annual All-Sports Banquet will be held prior to graduation. The date will be scheduled one year in advance in coordination with the district schedule. A location for the banquet must be secured no less than six months prior to the banquet.

### Section 2

The UMBC will purchase plaques, trophies, or bowl associated with each of the following awards that will be presented at the banquet:

- Most Valuable Player (MVP) for each Varsity team, selected by Head Varsity coach, with input from the coaching staff if desired by the Head coach.
- Babe Ruth Awards: awarded to one male and one female player by vote of senior athletes, for excellent sportsmanship, fair play, and outstanding citizenship
- Coaches' Achievement Awards: awarded to one male and one female student, nominated by the coaches, whose athletic, scholastic, and civic accomplishments set him/her apart from his/her peers in the graduating class. The student shall have maintained a positive attitude, demonstrated self-sacrifice and a strong work ethic, and displayed the characteristics of a true athlete.
- Robert Alexander Memorial Award: Awarded by the men of the Thirty-First Engineering Battalion of the U.S. Army to the athlete who has shown the most improvement through personal dedication and self-discipline. This student has contributed most commendably to the athletic program at Upper Moreland High School in the manner of athlete Robert S. Alexander, a graduate of the Class of 1968, who was killed in Viet Nam on April 3, 1970.
- Marjorie Smith Award: Awarded to one male and one female student who may not have received individual honors and publicity for their athletic endeavors, yet have

continued to strive for the success of their team(s). Nominees are individuals, whose primary goal in competition is for the team to succeed, rather than for personal acknowledgement.

-The Joseph F. Wesley Scholar Athlete Award: Awarded to a student in recognition of superior scholarship and for athletic prowess in a variety of sports.

-Charles Ritinski Scholarship: Awarded to one male and one female student who have been active in sports and are furthering their educations. The recipients are nominated by coaches and the scholarships are funded by the UMBC as delineated in the annual budget.

-Outstanding Male and Female Athlete Awards: Presented to one female and one male student who has exhibited outstanding athletic performance, maintained a positive attitude and demonstrated self-sacrifice, dedication and exemplary athletic skill in at least two varsity sports.

#### Section 4

All senior athletes will be provided with a keepsake item, such as t-shirt or poster, to be provided by the UMBC in accordance with the yearly budget.

### **Article XII Social Media**

#### Section 1

Social Media postings will be overseen by an appointed member of the General Board. In lieu of an adult volunteer, a Jr. Booster member may assume this position and will be supervised by the Vice President.

#### Section 2

Social media postings will be limited to information, announcements, or pictures related to UMHS school teams and UMBC activities.

#### Section 3

All postings will be neutral or positive in tone. At no time will the Social Media Director or designee engage in negative discourse or debate with Social Media participants.

### **Article XIII Tax Exempt Organization**

UMBC maintains 501c(3) status. This status is maintained by the treasurer via maintenance/filing of appropriate paperwork.

### **Article XIV Indemnification**

Section 1 To the fullest extent permitted by law, UMSTD shall depend, indemnify and hold harmless Upper Moreland Booster Club (UMBC), the Executive and General Board of UMBC, their agents or servants ("indemnified parties") from and against any and all claims, damages, costs, expenses and legal fees related to any injury to, or death of, any person(s) whatsoever, or damage to property of any kind by whomsoever owned, arising out of or caused or claimed to have been caused, in whole or in part, by an act or omission on the part of UMTSD, any of its subcontractors, agents, any other person or entity directly or indirectly employed by UMTSD, its subcontractors, their agents and employees, or any other person or entity for whom UMTSD may be legally liable, while engaged in the performance of any work, service or activity associated with or related to the contracted services. Furthermore, and without limited the generality of the foregoing, UMTSD shall defend, indemnify and hold harmless the indemnified Parties from and against any and all claims, suits, judgments and demands whatsoever, including, but not limited to, all fines, penalties, or damages of any nature resulting from UMTSD's failure to comply with this contract.

## **Article XV Amendments**

### **Section 1**

These by-laws may be amended by a majority vote of members with voting eligibility at any General Board meeting.

### **Section 2**

The Executive Board shall review the by-laws annually. Suggested amendments may be made in accordance with section 1.

## **Article XVI Dissolution**

If this organization votes to dissolve, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be evenly divided amongst existing sports teams of all seasons for purpose determined by head coach to benefit all members of the team or the team overall.

Revised February 2019 by:  
2018-2019 Academic Year Executive Board  
ELIZABETH GAROFALO, President  
JOHN DOMBROWSKI, Vice-President  
TAMI OLEXA, Treasurer  
AMY BATES, Secretary

Revised August 2019  
2019-2020 Academic Year Executive Board  
ELIZABETH GAROFALO, President  
GREG WILEY, Vice-President  
TAMI OLEXA, Treasurer  
CLAUDIA SUKANICK, Secretary