



# **Northern Swimming & Diving Boosters**

## **BYLAWS**

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## **ARTICLE I – NAME**

This organization shall be known as the Northern Swimming and Diving Boosters (heretofore referred to as “Boosters”).

## **ARTICLE II – OBJECTIVE**

**Section 1.** The purpose of the Boosters is to promote and support the Northern Swimming and Diving program through the direction of the Head Coach, Athletic Director and Northern York County School District Administration Booster Club Guidelines. The Boosters are not to assume financial obligations which generally are accepted to be the responsibility of the school district. The objective of this organization is to promote the following fundamentals with the Northern Swimming and Diving Athletes:

- Sportsmanship
- Mental and Physical Health and Well-Being
- Strong Moral Character
- Citizenship
- Cultural and Scholastic Achievement
- Achieving Maximum Athletic Potential
- The overall pursuit of maintaining a long-term, highly respected High School Swimming and Diving Program.

**Section 2.** The Boosters will promote these fundamentals by incorporating the following activities on an ongoing basis:

- Various fundraising activities as approved by the District. Funds should be raised to meet the yearly budget. Indiscriminate fund raising should not occur. The Boosters should try to carry over no more than approximately \$5,000 to the next year unless they are accumulating funds for a major future expenditure to benefit the athletes.
- Recruiting for future teams from within the District.
- Coordination of the High School Swimming & Diving Program’s long-term goals.
- Generate news articles to Promote Students/Athletes and Northern Swimming & Diving.
- Booster members will report inappropriate spectator or athlete conduct to the coaching staff as soon as possible.
- Represent Swimming and Diving Student-Athletes in scholarship selections.
- Always exhibit positive support of athletes, officials, other Booster members and Coaches.
- The Boosters should follow the direction of the head coach to provide the needs that are identified by the head coach or administration.

## **ARTICLE III – MEMBERSHIP**

Membership will be open to the Head Coach and all active, rostered Northern High School Swimming and Diving Team participant's parents and/or legal guardians. The Booster membership shall elect officers by the end of April of every year. All Booster members are considered “Voting Members” until such time that their athlete becomes inactive by graduating, quitting, or being dismissed from the team by the Head Coach.

## ARTICLE IV – GOVERNMENT

**Section 1.** The elected Booster officers (President, Vice President, Secretary and Treasurer) shall be referred to as the "Board." If an officer resigns or is removed from office by an affirmative vote of two-thirds of the Officers and members voting at any regularly scheduled meeting, provided that written notice of such proposed change is given to any officer, and then shall be distributed to each officer and member at least ten (10) days prior to the meeting at which time such proposed changes shall be submitted to a vote. A replacement officer will be elected by the membership. The newly elected officer shall fill the remainder of the resigning/removed officer's term. All resignations must be accepted by the Board and so noted in the minute meetings.

**Section 2.** Election of Officers: Elections will be held at the regularly scheduled meeting in April.

The Boosters shall elect from the Booster membership (in accordance with Article III) a President, Vice President, Secretary and Treasurer. The Booster Secretary will collect all nominations and present them to the membership via a written ballot at least seven (7) days prior to the Election. Each member and current officers are entitled to cast one vote for each office. If a member or officer is unable to attend the Election Meeting, they may submit a completed, signed "absentee ballot" to the Secretary or their designee prior to the Election meeting. This absentee ballot will be opened and counted at the Election Meeting. The member receiving the greatest single number of votes will win the office for which they were nominated. In the event of a tie, a simple coin toss will decide. One candidate will toss the coin and the other one will call it in the air.

**Section 3.** Said Boosters are organized exclusively for charitable, educational, and recreational purposes, including for such purposes, the making of the distributions to organizations under Section 501(c)(3) of the Internal Revenue Code (or the corresponding section of any future Federal tax code). The Boosters are organized as a fundraising organization for the support of the Northern Swimming and Diving Team.

**Section 4.** No part of the income of the Boosters shall be ensured to the benefit or be distributable to its members, officers, or other private persons, except that the Boosters shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501(c)(3) purposes. Funds are always deposited into an authorized booster bank account. Funds are to be kept separate from personal funds or school funds.

**Section 5.** Notwithstanding any other provision of these articles, the Boosters shall not carry on any other activities not permitted to be carried on (a) by association/organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future Federal tax code), or (b) by an association/organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code (or corresponding section of any future Federal tax code).

**Section 6.** Upon dissolution of the Boosters, assets shall be distributed to the District as per Section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future Federal tax code).

**Section 7.** However, if the District is not then in existence or no longer a qualified distribute, or unwilling or unable to accept the distribution, then the assets of the Boosters shall be distributed to a fund,

foundation, or corporation organized and operated exclusively for the purposes specified in Section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future the Federal tax code).

## ARTICLE V – ATTENDANCE AND OTHER REQUIREMENTS

- Section 1.** All elected Officers must attend sixty (60%) percent of the regularly scheduled meetings in any fiscal year (July thru May). Any officer not in compliance with the attendance policy will be dropped from the Board until the Officers and Voting Members can review the situation. All absentee officers should notify another officer prior to the meeting with a reason for absence.
- Section 2.** Excused absences, with respect to officers, are defined as work-related, illness, family emergencies, other sporting commitments, and/or reasons pre-approved by an elected board member upon requested leave of absence.
- Section 3.** If an officer's absence is deemed unexcused, written notification of unexcused absence will be issued by the Secretary or President to said officer as a violation of the terms of the Boosters Bylaws under Article V, Section 1. Three (3) such violations during one school year will result in forfeiture of said officer's position.
- Section 4.** Officers and the membership must support annual fundraisers and/or provide time or funds proportionally to achieve budget goals.

## ARTICLE VI – DUTIES OF THE OFFICERS

- Section 1.** PRESIDENT – It shall be the duty of the President to preside over or chair all regularly scheduled and special meetings of the Boosters; to appoint the chair and solicit volunteers for membership of the various committees; and to perform all other duties usually pertaining to said office. These duties include preparing a Booster meeting agenda, based on input from the other officers, Head Coach and members. The President shall only vote in the event of a tie on all votes pertaining to the Boosters with the exception of election of officers. The President shall turn over all official records to their successor upon the expiration of their term.
- Section 2.** VICE PRESIDENT – The Vice President shall assist, and serve in the absence of, the President. In the event of disability of the President, the Vice President shall assume the duties of the President until a special election can occur. The Vice-President shall turn over all official records to their successor upon the expiration of their term.
- Section 3.** SECRETARY – It shall be the duty of the Secretary to give notice to all members, Head Coach and Athletic Director of all meetings; attend and keep record of attendance, meeting minutes and voting results; keep a register of the members and officers of the Boosters with their names, addresses (US Mail and electronic mail), phone numbers, and date of election of officers. The secretary shall notify all elected officers and members of special meetings upon request of (1) the President or (2) five or more members and perform all other duties that are usual to the office. The Secretary shall turn over all official records to their successor upon the expiration of their term. The Secretary shall be the Parliamentarian according to Robert's Rules of Order. The Secretary shall forward a copy of the monthly financial report and meeting minutes to the Head Coach and Athletic Director as soon after the meeting as possible.

**Section 4.** TREASURER – The Treasurer shall have charge of all money, securities, and valuable papers; make disbursements of the funds by check co-signed by one other Booster Officer; keep suitable books of account; and provide a written monthly Financial Report with copy of the most recent bank statement at each regularly scheduled meeting. Books shall be closed annually as of May 31, and submitted by no later than June 15 for an annual audit to be conducted by a boosters member designated by the President. The Treasurer shall surrender all official records and books to their successor upon the expiration of their term.

## **ARTICLE VII – STANDING COMMITTEES**

**Section 1.** The President may appoint the members of the following Standing Committees by asking for volunteers from the membership. The Committee appointments are to be spread among the members. The Committee Chair, or their designee, shall preside over Committee Meetings. Committee Chairs shall serve a 1 year term or until he/she resigns or is removed by an affirmative vote of two-thirds of the Officers and members voting at any regularly scheduled meeting.

- Awards Banquet
- Concession Stand
- Fund Raising
- Farmers Fair
- Meet Programs
- Meet Volunteers (Home and Away)
- Northern Swimming & Diving Website Photography
- Senior Gift
- Senior/Parent Recognition Night Sportswear Sale
- Team Swimming Suits and Caps
- Sponsorships
- YouTube Live Streaming

**Section 2.** If any new Standing Committees shall be formed during the year, the President, shall appoint a member to serve as Chair by asking for volunteers first. The Committee Chair shall then obtain members of the committee by asking for volunteers first from the membership.

## **ARTICLE VIII – MEETINGS**

**Section 1.** Meetings will be scheduled regularly from July through May. Additional "Special" meetings shall be called (1) at the discretion of the President or (2) by five members directing the Secretary to call a meeting. As stated in Article VI, Section 3 above, the Secretary shall communicate to all members the date, time and location of all meetings – regularly scheduled or Special. Regularly scheduled monthly Booster meetings shall be conducted via conferencing tool designated by the President. Committee meetings may be conducted elsewhere. All members, coaches and the Athletic Director are invited to attend all Booster meetings. Their participation and discussion will be solicited and welcomed.

**Section 2.** Robert's Rules of Order, newly revised, shall be used as the parliamentary authority for conducting all meetings and business of the Boosters.

## **ARTICLE IX – A QUORUM AND VOTING**

- Section 1.** A simple majority of existing Officers and at least three members in attendance shall constitute a quorum for a Booster Meeting. A quorum is necessary to conduct any meeting.
- Section 2.** A simple majority of Committee members shall constitute a quorum for any Committee meeting.
- Section 3.** A simple majority vote of the total number present (Officers and members) shall govern, except when otherwise provided for in the By-Laws. See Article VI, Section 1, regarding tiebreaking votes and Article IV, Section 2 Voting for the Election of Officers.

## **ARTICLE X – ORDER OF BUSINESS**

- Section 1.**
- Meeting Call to Order
  - Roll Call
  - Distribute Agenda
  - Read & Approval of Previous Month's Minutes
  - Treasurer's Report & Approval
  - Coach's Report
  - Committee Reports
  - Old Business
  - New Business
  - Adjourn Meeting
- Section 2.** The order of business at any meeting may be changed by the Officers.

## **ARTICLE XI – BUDGET**

- Section 1.** The Officers and membership shall create an annual budget to meet the needs of the program, activity, or school based on goals and objectives in collaboration with the coaches or athletic director.
- Section 2.** The budget shall include "cost of doing business" expenses for the booster club, such as insurance, printing, supplies and fundraising expenses.
- Section 3.** Budget is an estimate of planned income and expenses for the year.
- Section 4.** Budget may be changed or modified during the year and shall require membership approval.

## **ARTICLE XII – FINANCIAL POLICY**

- Section 1.** The Officers and membership shall decide all matters pertaining to finances of the Boosters. The Officers shall place all income in the organization's treasuries, directing the expenditures to fulfill the purposes of the Boosters with the Officers retaining the right to oversee all monies.
- Section 2.** All monies raised or held under the auspices of the Boosters will be deposited in the Boosters' Treasuries by the Treasurer and will be subject to a monthly review by the Officers, Head Coach and all voting members. All monies will be managed and placed in a named depository as outlined under the Rules of Incorporation in the State of Pennsylvania.

## **ARTICLE XIII – ADDITIONAL RULES**

- Section 1.** The Officers may sponsor educational programs for coaches with cost not to exceed an amount approved by the Officers and members.
- Section 2.** Boosters abide by the Booster Club Guidelines as provided by the Northern York School District.
- Section 3.** Mass email communications to all Officers and Members should be limited to coming from an Officer, Head Coach, or Committee Chair.

## **ARTICLE XIV – DISCIPLINARY PROCEDURES**

- Section 1.** All matters regarding potential misconduct will be handled via the District Code of Conduct process.
- Section 2.** All original financial documents pertaining to the Boosters shall remain in the possession of the Treasurer. Written requests for copies shall be submitted to the Treasurer. A response from the Treasurer will be provided within 30 days.

## **ARTICLE XV – AMENDMENTS TO THE BYLAWS**

These bylaws, or any section thereof, may be amended or repealed by an affirmative vote of two-thirds of the Officers and members voting at any regularly scheduled meeting provided that written notice of such proposed changes over the signature of the Secretary shall be distributed to each officer and member at least ten (10) days prior to the meetings at which such proposed changes shall be submitted.