



MILFORD HIGH SCHOOL BOOSTERS CLUB, INC.

BYLAWS OF THE MILFORD HIGH SCHOOL BOOSTERS CLUB, INC.

(Legally chartered and incorporated in November 1971, reorganized November 2009)

ARTICLE I –Name

Section 1 – Name

The name of this organization shall be the Milford High School Boosters Club, Inc. For the purpose of identification and brevity, any mention of the Milford High School Boosters Club, Inc. shall be referred to as the Boosters Club.

ARTICLE II- Mission Statement

Section 1 – Mission Statement

The Milford High School Boosters Club, Inc. is a charitable, non-profit organization whose purpose it is to encourage enthusiastic support and interest in Milford High School athletics; to award scholarships which contribute to the post-secondary education of graduating athletes; to contribute to the advancement and needs of athletic programs at the high school; to lend support to the Director of Athletics.

ARTICLE III - Objectives

Section 1 – Objectives

The objectives of the Booster Club shall be:

- 1) To arouse and maintain an enthusiastic interest in all programs of the Athletic Department of Milford High School.
- 2) To lend all possible support to the Athletic programs at the Milford High School and specifically to the Director of Athletics. As such, the Boosters Club shall have authority over the disbursement of Boosters funds but shall not govern the specific use within the Athletic Department. The Boosters Club shall have no authority over the appointment of or termination of team coaches, or selection of team players, captains, etc. Solely the Director of Athletics and his/her team coaches shall govern such activities.
- 3) To build and maintain an organization which will help promote the activities of the Milford High School Athletic Department. (Grades 9-12)
- 4) Help develop the potential of Milford High School athletes.
- 5) Act as an umbrella organization to all the athletic teams at Milford High School.

ARTICLE IV – Membership & Application

Section 1 – Membership

The membership of the Boosters Club shall not be limited. Anyone interested in the progress and development of the Athletic programs of Milford High School shall be eligible for membership. In order to be eligible for a Boosters sponsored Scholarship, the student (family) must be a member.

Section 2 – Application

Application for membership shall be made by written application to the Boosters Club and the payment of dues thereof.

Section 3 – Resignation

Any member of the Boosters Club may resign at any time, but such resignation shall not entitle such member to a rebate of the dues paid.

ARTICLE V – Dues

Section 1- Booster Club Dues

Membership levels and Boosters Club dues shall be determined at the May meeting and are paid annually.

Boosters Club fiscal year shall be September 1 – thru August 31.

ARTICLE VI – Meetings

Section 1 – Monthly Boosters Club Meeting

The monthly Booster meeting will be for business pertinent to the club. The Secretary shall send notices of this meeting to the Executive Committee and each Booster's member and team sport representative at least ten days prior to the meeting.

The May Boosters Club Meeting shall be for the nomination and election of officers.

Section 2 – Fall Membership Meeting

The Boosters Club shall hold a fall meeting in September each year for the purpose of presenting the planned program for the school year to the membership of the Boosters Club.

Section 3 – Executive Committee

The Executive Committee shall meet as deemed necessary by the President for the purpose of conducting the Boosters Club business.

Section 4 – Quorum

- 1) A quorum of the Club shall be determined by the Executive Committee at and/or before each scheduled meeting of the Club.
- 2) A majority shall constitute a quorum at any Executive Committee meeting.

ARTICLE VII – Election of Officers

Section 1 – Nominations

Nominations of officers shall be presented and accepted by the Executive committee during the May meeting.

Section 2 – Balloting

Election shall be by written ballot by a plurality of the members present. If there are no contests, the Secretary shall cast one vote for the slate as presented and the President shall declare the nominees elected.

ARTICLE VIII – Officers and Executive Committee

Section 1 – Officers

The officers of the Boosters Club shall be the President, Vice President, Treasurer and Secretary. The term of office for each office shall be for no more than two consecutive years from June 1 to May 30 of the second year. The President shall appoint Standing Committees and any other such Special Committee as he/she or the membership deem necessary. The Standing Committees shall be appointed prior to July 1. Officers shall be members of the Boosters Club.

Section 2 – Executive Committee

The Executive Committee has permanent and rotating members. The rotating (and voting) elected members shall consist of the President, Vice President, Treasurer, and Secretary and Athletic Director. The rotating (and voting) members appointed by the Executive Committee are the chairs of four standing committees: Fundraising, Membership & Publicity, Concessions & Spirit, and one Alumni Representative. These appointed positions are two-year terms. Executive Committee membership includes all past presidents of the Booster Club.

Section 3 – Duties of the President

The President shall be the chief executive officer of the Boosters Club. The President shall preside at all meetings of the Boosters Club and the Executive Committee, and shall call such meetings as specified in Article VI. It shall be the President's duty to exercise supervision over the activities and welfare of the Boosters Club and keep the members of the Executive Committee informed of all matters pertaining to the affairs of the Boosters Club. The President shall, with the approval of the Executive Committee, hire an attorney to handle any legal issues as deemed necessary. The President shall sign any and all legal documents as required by law.

Section 4 – Duties of the Vice President

The Vice President shall, in the absence of the President, perform all the duties and assume all responsibilities of the President. In addition, the Vice President shall be the coordinator of all active committees.

Section 5 – Duties of the Secretary

The Secretary shall record activities of all Booster Club Executive Committee and membership meetings.

Section 6 – Duties of Treasurer

The Treasurer shall receive and disburse the funds of the Boosters Club as established by the budget and authorized by the Executive Committee. The Treasurer shall keep and preserve proper vouchers and books of account, which shall be open for examination by the Executive Committee, and/or the membership of the Boosters Club. The Treasurer shall also make voucher records and books of account available annually for audit by an auditing committee duly appointed by the President.

The Treasurer shall deposit funds of the Boosters Club in a Boosters Club account approved by the Executive Committee and shall disburse money only upon vouchers approved by the Executive Committee. Disbursement of funds to the Athletic Department for program improvements and individual or team recognition shall come at the Athletic Director's specific written request only. All checks drawn upon the funds of the Boosters Club shall require the signature of the President or Treasurer. The Treasurer shall submit an annual report to the membership at the annual Boosters Club meeting in May. In addition, the Treasurer shall submit a financial report at each membership meeting and shall also present other financial reports as may be requested by the Boosters Club.

Section 7 – Duties of the Executive Committee

The Executive Committee shall present to the membership the programs and projects for the coming year. The Executive Committee shall coordinate and execute the programs and projects approved by the Boosters Club. The Executive Committee shall manage the affairs and funds of the Boosters Club, including the approval of fundraising requests, acting with full powers as delegated by the members of Boosters Club.

Section 8 – Vacancies

Executive Committee vacancies shall be filled by appointment for the unexpired term by a majority vote of the Executive Committee.

ARTICLE IX – Standing Committees and Duties

Section 1 – Sport Representative

Each sport or team of Milford High School shall at all times have a designated parent representative (Sport Representative) to serve as the spokesperson for that sport in matters coming before Club whether related to that sport or otherwise. The Sport Representative shall be a volunteer approved by the head varsity coach of each sport and shall report directly to the Executive Committee.

Section 2 - Membership & Publicity

The committee chair shall be responsible for maintaining the membership database and the responsibility to publicize Club events.

Section 3 – Fund Raising

The committee chair shall coordinate the solicitation of fund raising and the coordination and publication of the yearly Team Booklet.

Section 4 - Concessions & Spirit

The committee chair shall coordinate the volunteers for concession stand and other fundraising events. Oversee the sale of spirit related items.

Section 5 – Alumni Representative

Coordinates and acts as the liaison person between the Booster Club and the Milford High School Alumni.

Section 6 – Past Booster Club Presidents/Athletic Directors

Past Booster Club Presidents and Athletic Directors become honorary members of the Boosters Club.

ARTICLE X – Scholarships

Section 1 – Scholarship Eligibility

Student Athletes, who wish to be considered for the annual award of Booster Club Scholarships, must meet the following criteria:

- a. To be eligible for consideration, a student shall have applied for a Milford High School Boosters Club scholarship, shall be a graduating senior and

shall have been accepted for the fall semester at a post-secondary school. Recipients shall have been a member of four athletic teams during at least two of the four years of high school, excluding time lost due to injuries. An applicant must have at least one parent or guardian who has been a member of the Club for a minimum of three out of the four years of the student's high school career. Exceptions in regard to membership requirements may be made for transfer students at the discretion of the Boosters Executive Committee. Criteria used by the committee may include: a proven commitment to interscholastic sports as demonstrated by number of years played, level of participation and number of sports pursued; character, sportsmanship and participation of family in the club.

- b. In a given year, if the numbers of athletes who meet the criteria stated in paragraph (a) exceed the funds allocated for that year, the Scholarship Committee must address the Executive and Finance Committees to request additional funds.
- c. If the Scholarship Committee is unable to award all of the funds allocated in a given year to deserving athletes following the criteria in (a) above, then deserving athletes who do not meet the membership criteria may be considered for a scholarship of a lesser dollar amount to be determined by the Executive Committee. In this case, the letter included with the scholarship will be a "nonmember" scholarship letter. Additionally, in the event that the money allocated for a given year exceeds the awarding of member and nonmember athlete scholarships, any excess funds will be placed in a reserve account for future scholarships.
- d. Any scholarship award exceptions to the above stipulations: must be voted on by the Executive Committee.

ARTICLE XI – Amendments

Section 1 – Amendments

These bylaws may be amended by a two-thirds vote of the members of the Club present at any regular meeting, provided those present constitute a quorum as defined in Article VI, Section 4. Notice of amendment proposals must be mailed or otherwise distributed to members at least two weeks prior to the date of the meeting. A copy of said amendment proposal (s) shall be made available for review at the office of the Athletic Director. Private donations intended for a specific sport will be accepted by the Boosters and allocated as requested by the donor.