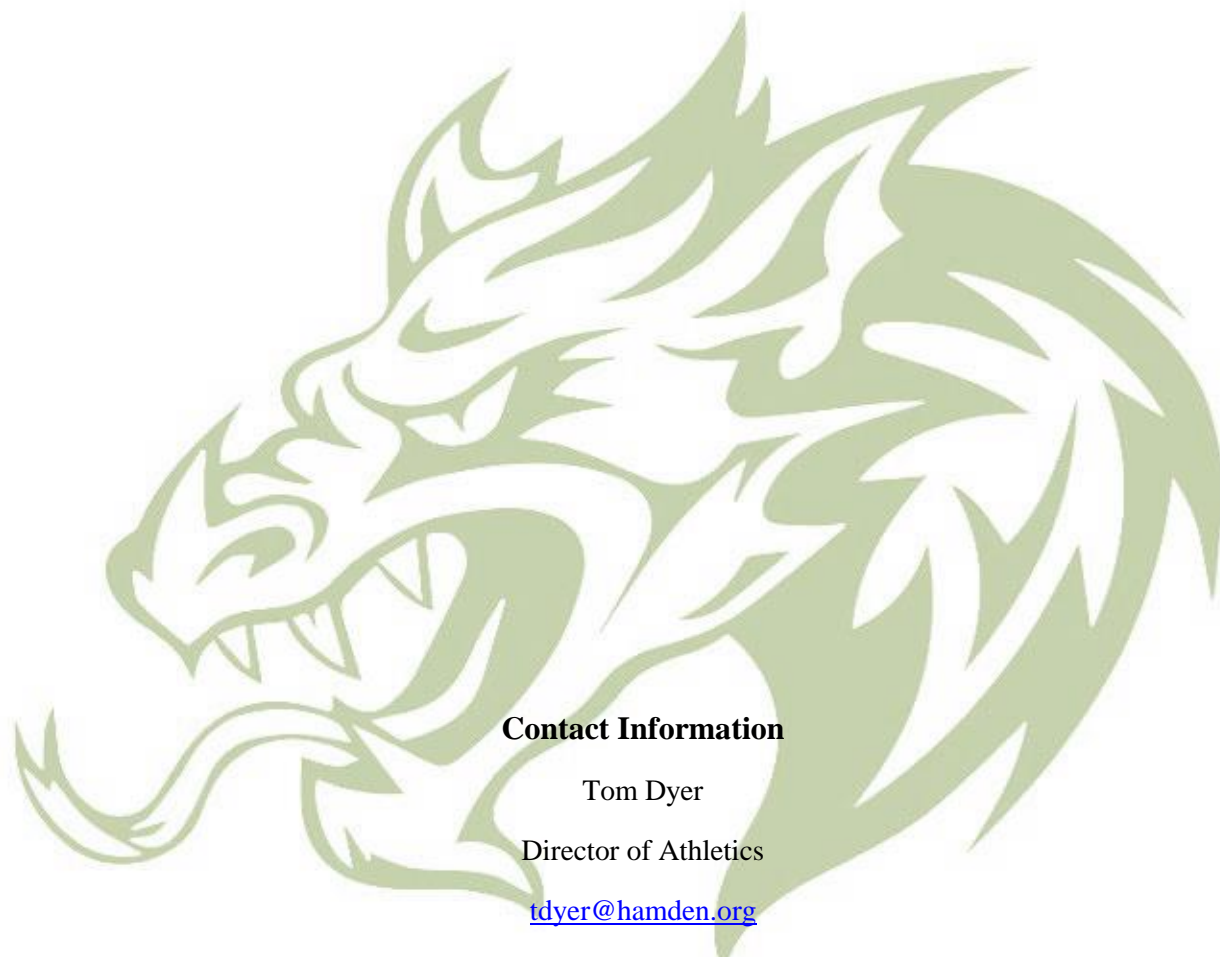


Hamden Public Schools

Athletic Booster Club Guidelines and Procedures



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Mission Statement

Our mission is to provide a rigorous athletic program which complements and supports our challenging academic program by teaching students to persevere, work well with others, become responsible decision makers and consistently compete at everything they do. We seek to become the home of Scholars and Champions.

Introduction

The following packet includes general guidelines and responsibilities for both formal and informal booster clubs to follow when supporting Hamden High School Athletics. The handbook was created to address many of the questions asked regarding parent booster clubs and assist you in running a successful booster club. We would like to thank you for your support of our programs. If you should have any questions after reading this information please reach out to the Hamden Athletic Office.

Purpose and Function of Booster Clubs

A Booster Club is defined as “an organization that is formed to help support the efforts of a sports team or organization. Support is shown in many ways, including volunteering time, raising money, and contributing funds to better enhance the team’s or organization’s performance.”

Booster Clubs may play a key role in supporting Hamden Public Schools activities in many ways, and we are very thankful for the positive contributions booster club’s will provide to our programs.

Booster clubs may raise money by printing promotional items like team schedules, programs and team yearbooks. Booster clubs can financially support the programs by providing additional funding for events, such as pre/post game dinners and social events during the season. Booster Clubs may perform, meet, or organize in any way, in accordance with the above stated definition, that supports or boosts the program they are formed to support.

It is the charge of the Athletic Director of Hamden Public Schools to ensure that the booster clubs are within their defined parameters.

Hamden Public Schools Booster Clubs Should:

- Volunteer time and raise money
- Contribute funds to better enhance the team or organizations performance (Policy 3280)
- Print promotional items like team schedules and game programs
- Financially support the program by providing additional funding for additional equipment, camp, end of the season banquets and awards
- Organize team events
- Listen and work closely with the head coach
- Provide the Athletic Department with a copy of the clubs bylaws and officers by the official practice day for the respective sport
- Provide appropriate Title IX expenditures as requested by the Athletic Director
- Discuss as official business any item that meets the criteria listed above

Hamden Public Schools Booster Clubs should not:

- Openly discuss or perform a performance review of the head coach or staff
- Review the performance of a coach funded by the booster club
- Openly discuss playing time issues
- Ransom funding of the program in order to control the hiring or firing of the head coach or staff member
- Offer up a petition by booster club members to hire or fire a coach
- Plan, organize, or attempt to implement an off season training program without direction or consent from the Head Coach/ AD/Principal
- Use the Hamden Public Schools District Tax exempt identification number
- Discuss as official business any item that does not meet the definition and function of a booster club

The Booster Club Code of Ethics

The Hamden Public Schools herewith sets forth the following as the Booster Club Code of Ethics, and states that violation of any provision hereof by a member may constitute grounds for suspension of membership or expulsion from the booster club, the following Code of Ethics are in effect:

It is the duty of all concerned with booster club supported extracurricular programs to:

1. Keep in mind that as a volunteer in the organization, I realize that I am subject to a code of ethics similar to that which binds the professional in the field in which I place my efforts. Like them, I assume certain responsibilities and expect to account for what I do in terms of what I am expected to achieve.
2. Remember that my attitude toward volunteer work should be professional. I believe that I have an obligation to my work, to those who direct it, to my colleagues, to those for whom it is done, and to the public.
3. Cultivate awareness that participation in extracurricular activities is part of the total education experience for the participants and to further recognize that the purpose of activities in school

programs is to develop and promote physical, mental, moral, social and emotional well-being of the participants.

4. Emphasize sportsmanship, ethical conduct and fair play as they relate to the lifetime impact on the participants and spectators.

5. Demonstrate leadership, teamwork and commitment to the participants through my actions in working with fellow volunteers.

6. Work within the framework and purpose of my organization as defined by my organization's by-laws.

7. Strive to create a productive organization that supports the needs of our participants.

8. Create a productive and positive working environment with coaches, leaders and administration.

9. Develop an awareness and understanding of the rules and guidelines governing competition, the school and/or the extracurricular program, and comply with them in all activities.

10. Refrain from making disparaging remarks to officials, coaches, participants or spectators and to exemplify self-control and accept adverse decisions without public display of emotion.

11. Encourage participants within the extracurricular activities I support to develop proper health habits and discourage the use of chemicals.

12. To treat everyone with acceptance and respect, valuing individual and cultural difference, and showing care and concern for others.

13. To hold ourselves accountable to the highest standards for honesty, truthfulness and public service.

14. To provide an open and inviting environment for all.

www.training.boosterclubs.org/coe.html

Essential booster club officers

President-

Club leadership, mission development, administrative liaison, executive (rule enforcing) officer. Typically acts as liaison between the club, the coaching staff, and the school administration

Vice president-

Organizes the leaders of various committees, and helps to make the behind-the-scenes needs happen. Takes over interim duties of the President if the President is unavailable

Treasurer-

Handles financial transactions, booster club bank account, and works to obtain 501(c) (3) status with the IRS, able to provide monthly statements to the club. This person is also responsible maintaining the tax-exempt status of the organization.

- Finances
- Treasurer report should contain all transactions that took place prior to the meeting
- Finances of each individual booster club should be open to 100% of all its members to review

Secretary-

Records meeting minutes, sends out regular communications, compiles member contact information

Other Possible Officers for Larger Clubs

Membership/Recruitment Officer-

A membership or recruitment officer hosts regular social events and membership drives to attract potential volunteers and permanent members.

Communication Officer-

Separate from the secretary, having a dedicated communications officer means putting a stronger emphasis on marketing for events, fundraisers, recruitment, as well as maintaining a presence on social media

Fundraising/Grant Writing Coordinator

While the Treasurer may handle finances, fundraising as a goal throughout the year is best handled by an officer who can dedicate their time specifically to event planning, recruiting volunteers, and marketing.

Individual Fundraising Accounts [Individual Team Accounts]

Fundraising is a necessary part of high school athletics. We are very thankful for the efforts of parents and booster clubs. Be aware that membership on a team and or playing time is not affected in any way by the amount of money raised by a participant

Some booster clubs create individual fundraising accounts to give credit to those who participate in fundraising activities. It is often asked whether such accounts are legal under IRS charity rules and if so, whether the individuals may control how the funds in their accounts are used.

The IRS has a strict rule against private inurement – the transfer of any of an organization's assets to, or for the benefit of, an individual for a nonexempt purpose. Therefore, individuals may not control any fundraising accounts set-up in their name, nor may they withdraw funds from the "accounts" to use as they wish. The tax-exempt organization must at all times determine how its funds, even funds credited to an individual with respect to their fundraising efforts, are used. And, all funds must be used for the organization's tax-exempt purposes.

The IRS also prohibits earmarking of contributions. You cannot make a tax-deductible contribution to a tax-exempt organization and earmark or designate the funds donated for the support of a specific individual. If you could, parents could make tax-deductible contributions that they earmarked to pay for specific expenses of their own child.

1. Individuals understand that the money raised is really the property of the tax-exempt organization; the tax-exempt organization must control the funds and determine what portion, if any, of the amounts raised may be credited to the individuals;
2. All amounts raised are used for the tax-exempt purposes of the organization; the organization, and not the individuals, must determine how the funds are used; and,
3. Individuals may not withdraw funds to use as they wish; individuals who leave the organization cannot take amounts credited to their name with them; the funds stay with the organization to be used for the organization's tax-exempt purposes

The Director of Athletics' Executive Secretary will maintain a fundraising calendar and in conjunction with Hamden Central Office. Solicitation periods should be scheduled to minimize overlapping fundraisers. Advertising for solicitation should be limited and according to other administrative regulations or building rules. Money raised through fundraisers shall be spent for the general welfare of the students who raise the money. The Head Coach with assistance from the Athletic Director shall assist on what the money gets spent on. Sales tax is to be paid according to current state law. Prices of items being sold should be adjusted to provide for the payment of appropriate taxes.

The Hamden Board of Education recognizes that certain types of fundraising activities will enhance the relationship between school and community and will continue to the improvement of the school program. The Board also recognizes that businesses, cultural and community organizations hold an interest in the quality of public education and, from time to time, offer to

support that interest with a variety of contributions to the school district. School districts, however, are public institutions fully supported by taxes and the Board has a clear responsibility to protect students, staff, and their families from exploitation by special interests including, but not limited to, economic, environmental and political exploitation. The Board also recognizes that exploitation works both ways. A potential donor may feel unduly pressured, either directly or indirectly, when solicited to contribute to a program promoted by the school system.(Policy 1324)

Solicitation of Funds from and by Students, Staff and School Sanctioned Parent Organizations

The Board of Education established the following acceptance criteria:

1. There shall be sufficient educational or financial benefits to the school and/or students, either directly or indirectly, to justify the fundraising activity.
2. Fundraising shall be in good taste and appropriate for the school district.
3. Fundraising shall be limited to Board-approved activities; activities sponsored by faculty, students, and school-related parent organizations for nonprofit school benefits; or educational and recreational activities sponsored by agencies of the town government.
4. Solicitation of funds from businesses or other outside organizations shall be with the understanding that public recognition for contributions will be determined by the Superintendent.
5. Funds raised from the activity will be applied to a specific school system-related project.
6. The fundraising mechanics or procedures will not unacceptably burden staff or subject the school to unnecessary risks or responsibility.
7. Instructional time will not be used to conduct or promote fundraising activities except in cases where it is an integral part of the curriculum.
8. School employees will not be approached during school hours for the purpose of soliciting funds or selling goods.
9. Handling and accounting of fundraising material shall be the responsibility of the sponsoring group.

Solicitation of Funds from and by Students

The following additional criteria shall be applied to solicitation by students:

1. Elementary school students will not participate in door-to-door sales or canvassing.
2. Elementary or middle school fundraising will not result in profit or advertisement for any commercial enterprise except when profits are realized in conjunction with the following:

- A. Annual all-school fundraising events of one week or less (e.g., fairs, bazaars).
 - B. Fundraising activities designed to acquire funds for approved field trips.
 - C. Class pictures.
 - D. And other events approved by the Superintendent.
3. Under no circumstances shall students be required to solicit and no mandatory quotas shall be imposed upon them.
4. Commercial enterprise for private profit will be allowed only for the purchase of goods and services approved in advance by the Superintendent for student activities.

Application Procedure

All requests to conduct fundraising shall be submitted on the Fundraising Application at least 15 days prior to the proposed activity through the athletic department, who will then forward it to the Superintendent's office. The request shall identify the name of the school team, name of the individual or organization, fundraising activity dates, purposes of the fundraising activity, nature of the fundraising activity, anticipated expenses and profits. At his or her option, the Superintendent may refer specific cases to the Board for approval. Booster Clubs will only be notified once the fundraising application has been processed. Fundraising Applications can be obtained at www.hamden.org under the Athletics Page, Forms Page or in the Athletic Office. Fundraisers may only incur from the start to the end of the season. We will not permit fundraisers out of season. The only exception to that would be for programs wishing to do a summer golf tournament.

Parent Involvement

Considerable experience and related evidence indicates that meaningful involvement of parents, guardians, and other care-givers in the schooling of children improves the quality of education significantly. To support the goal of the school district to educate all students effectively, the schools and parents must work as knowledgeable partners. We believe, that closer connections of parents and others responsible for the home care of the children with our schools can result in enhanced academic performance, improved behavior, and reduced absenteeism.

Therefore, all parents, guardians, and care-givers of students enrolled in our school district are encouraged to take an active role in the education of their children. They will include, but not be limited to, the following components of successful parent involvement programs:

- Communication between home and school should be regular, two-way and meaningful.
- Such communication may include monthly newsletters, required regular contact with all parents, two flexible parent-teacher conferences for each school year, drop in hours for parents, and home visits.
- Parents should play an integral role in assisting student learning.

- Responsible parenting should be promoted and supported.
- Parents should be welcome in every school and their input, support and assistance sought.
- Parent input should be sought regarding decisions that affect children and families.

Community resources should be made available to strengthen school programs, family practices and student learning. (Policy 1110.1)

Public Performance by Students

The Board of Education recognizes the educational value of student participation in civic and community affairs.

Teachers are encouraged to prepare students for public performances that contribute to student education. Such preparation and performances should not interfere unduly with other educational activities or programs.

School groups and individuals may, with the permission of the principal, participate in local public events which fall into the following classifications:

1. Events sponsored by the schools. Educational events in which the school is the host will have priority in scheduling appearances.
2. Community functions in the interests of the school, such as those originated by the PTA or other parent group.
3. Non-commercial civic occasions of local, state or national interest.
4. Events that is primarily patriotic in nature, such as Veteran's Day.
5. Other events as approved in advance by the Superintendent.
6. Programs sponsored by established character-building agencies, or programs sponsored jointly by the school system and mass communication media, of a public nature.

School groups may not participate in events that fall into any of the following classifications:

1. Events for private gain for advertising any commercial project, product or service. A school name, the names of school-sponsored groups or school equipment will not be exploited in any commercial event.
2. Events for furtherance of any politically partisan interest. In questionable cases, the matter shall be referred to the Superintendent for his/her review.
3. Events primarily for the furtherance of any religious concern.
4. Non-school events which unduly interfere with regular school programs, or that require excessive time for rehearsal or preparation.

Guideline for Booster Club Activities

Banquets

- Each group must work closely with the Varsity Head Coach in setting the time, place, and agenda for the activity
- Confirm with Head Coach the agenda for the order of the speakers and the trophy presentation.
 - If special guests are going to speak or present, please secure a place on the agenda, and confirm with the speaker.
- Send an invitation to all players, coaches, and guests in a timely manner.
- ALL Student Athletes must be invited to attend any Team banquet. If any students are allowed to attend free of charge, ALL students must be invited to attend free of charge. Teams cannot charge some students to attend and not others. Teams can charge students. Teams can charge parents.
- The awards given out at the banquet will be distributed by the Head Coach/Assistant
- There is no Alcohol consumption at team functions or team banquets
- The dinner and program should not exceed 2 ½ hours in length.
- To avoid conflict, banquets should not be held before 12:00pm on Sundays
- Senior gifts should not exceed \$50 for each athlete.

Advertising

- The Head Coach and advertising sponsor must approve all advertisements and content in printed programs for Hamden Public Schools events.
- All promotions must be approved by the Hamden Athletic Department
- Hamden Public Schools reserves the right to pull programs that are not consistent with district standards.

Senior Night Activities

The recognition of senior athletes at the last home game of the season has become a fine tradition at our school and others. Please keep the ceremonies brief and adhere to the following guidelines:

- HHS Administration and the Athletic Director must be notified of planned Senior Night activities in advance.
- Recognize senior players from both teams. A quick congratulations to the opposing team seniors is all that is needed. No need to call the other team's seniors each by name.
- Recognize parents of Hamden senior players. (Siblings and extended family can walk but will not be announced.)
- Possible flowers for players or mothers of senior players.
- Decorations and posters must be removed immediately following game.
- Food parties after game should be kept to a minimum and the **school cafeteria** should be utilized whenever possible. (Check with the Athletic Office for availability of cafeteria or other rooms)
- It is NOT REQUIRED for senior players to start or even play in this game. Coaches have the final decision about playing time based on competitive situations.

Apparel

Booster clubs may wish to purchase apparel for the team that they represent. Apparel should be in school colors (forest green and green bay gold). It is understood that from time to time we host special game days (ex. Breast cancer awareness, etc.) You can support the cause with an appropriately colored shirt for the event. Everyone should use the same dragon for their gear. You can contact the Athletic Office if your vendor needs a proof of the dragon head. (Donation policy applies)

Proposing Purchasing of Special Items/Equipment

From time to time booster clubs members may wish to help with the purchase of large items or pieces of equipment to benefit the sports program. Before purchasing such items, the Director of Athletics must be consulted, and will also discuss the matter with the Superintendent of Schools who will present the proposed fundraising / donation request to the Board of Education for their consideration for approval. The Administration will determine the appropriateness of the proposed items and their effect on the Title IX implications for the District as a whole.

All student-athlete uniforms must be purchased by the school district. The booster clubs may purchase other supplementary clothing / equipment items for the teams, per the suggested list that is maintained by the Director of Athletics. (Donation policy applies)

Frequently Asked Questions

Do all HHS sports have a booster club?

There are still many sports that do not. Many of them are either newer clubs or have fewer participants than some of the other sports. Some of these clubs have had team captain parents coordinate the end of the season team event, such as a picnic or pizza party.

How are funds raised?

The most widely used ideas have been food sales at a game, car washes, bumper stickers, discount cards, player dues, and clothing sales. If you are using player dues no athlete will be excluded from the team for lack for of playing players dues.

Who is involved in fundraising?

The Athletes do a lot of fundraising themselves. Players' parents work at the concession tables during the games. Many clubs try to set it up so freshmen and JV parents work the varsity game, and varsity parent work the freshman or JV.

How do we handle the money raised?

The established clubs have checking accounts that are handled by a treasurer. All income and debits are handled through this account. The account is turned over as needed to the incoming treasurer. Accounts can be made through our school bank with the athletic department. Contact the Athletic Department for more information.

What types of items are purchased?

Coaches submit requests to the Athletic Director for uniforms, equipment, and other necessities. Booster groups have purchased the non-essential, program enhancing items. Please check with the Athletic Director before purchases are made.

Where are the banquets held?

Banquets range from potluck in the school cafeteria or community center, to restaurants or banquet facilities

How is the group run?

Some clubs have the parents of the varsity captains run the group. Other clubs have an elected board with by laws. Please keep the Athletic Director informed of changes in the officers or club leadership.

When and where are the meetings held?

Most clubs meet monthly- some only during that sports season, others year round. Meeting are often held in a classroom at HHS.

How do we reserve a meeting place?

Rooms at HHS need to be booked through the athletic office.

Are the coaches involved?

Some coaches do attend the meetings. It is up to the coach and club to work out what's best for them.

Do only varsity parents get involved?

Even if the sport your child is involved in has a freshman team, it is important for all of you to take an active role. Younger players and parents appreciate being included. It aids effective communication and prepares you for a leadership role as well.

What if I don't agree with the way the group is doing things?

Get involved! Be a part of the decision making process. Booster groups welcome new ideas and new faces. Parents need to take active roles and be willing to work as a team just like our athletes.

How is information communicated?

Some Clubs have newsletters. When newsletters and/or minutes of meetings are sent out in a timely fashion, parents get used to looking for them for information. Be clear be consistent when getting information out. Set up a phone tree to make calls easier. Relying on athletes to inform their parents is not always effective.

15 Tips for Successful Fundraising!

1. Decide how much money your group needs to raise

This will help you evaluate products and programs that will be ideal for your group.

2. Watch for hidden costs

Don't let your group's profits disappear because of hidden costs (ex. shipping, prizes).

3. Give yourself & your group lots of time to prepare

Select your fundraising program early. This will give you lots of time to plan. Include your fundraiser on the school or community calendars and newsletters.

4. Timing

Make sure to stagger the various fundraisers to avoid flooding your potential consumers and to avoid competing with other fundraisers

5. Set up specific dates & stick to them

If you avoid setting clear target dates the campaign tends to drag on and often without direction.

6. Try to conduct fewer & more effective programs

This will help maintain motivation and avoid "fundraising fatigue".

7. Rely on your fundraising company's expertise

Ask lots of questions & use your fundraising company's suggestions & advice.

8. Stay motivated throughout the program

Some organizers tend to lose interest once the program is underway. Put a 10-12 day time limit on order taking. It's easier to stay motivated with clear goals and deadlines.

9. Communicate clearly before, during & after the program is put in place

Keep energy levels high by reminding parents, teachers and other volunteers of the fundraising goals and deadlines.

10. Avoid shipping and ordering problems

Work closely with your volunteers and assure their order forms are legible and filled out completely.

11. Keep copies of the order forms

Always keep copies of the order forms before you send them to your fundraising company.

12. Recruit adult volunteers ahead of time

This will make the distribution of the products to the volunteers more efficient.

13. Double-check products received against your order forms

This needs to be done before the products are given to the volunteers to ensure that nothing is damaged or missing.

14. Keep absent volunteers informed

Don't forget to communicate the program's kick off and other important meetings to absent volunteers.

15. Have Fun!

A good attitude = better success.

Top 10 Things a Booster Club Should Know About -

Bylaws:

A written document that defines the purpose of your group, its organizational structure, and the rules that govern the group. Bylaws should be customized for your group, published, and reviewed annually for revisions.

Amendments:

Formal changes to your bylaws.

Agenda:

A written list of items that will be covered during a meeting.

Minutes:

The written record of the business transacted at a meeting. Minutes should be kept for both Executive Board meetings and general Booster Club meetings.

Motion:

A formal proposal that the group take some specific action. Motions are voted upon by the group. An idea at a meeting will often result in the presentation of a motion. A motion is the way to resolve a dispute, debate, disagreement, or open issue. Any member in good standing can present a motion to the group. A motion can be tabled if the group needs more time before voting upon the motion. Tabling a motion suspends consideration until the group's next formal meeting.

Seconding:

When a member presents a motion, their idea must be supported by another member. The supporting member "seconds" the motion to indicate their support. After a motion is seconded, it should be discussed by the group. A motion cannot be voted upon unless it is seconded.

Adjournment:

A formal way to end a meeting. At the appropriate time, a member moves to adjourn, another member seconds, and the rest of the members voice their agreement. The secretary records the adjournment time in the minutes.

Quorum:

The minimum number of members required to conduct business at a Booster Club meeting. Quorum is specified in the Booster Club's bylaws.

Officers and Elections:

The bylaws should specify the elected officers of the Booster Club, their main duties, their term of office, and the procedures by which they are nominated and elected.

Robert's Rules of Order:

Originally written by Major Henry M. Robert in 1876, it is the most common form of parliamentary procedure in the United States. It was designed to keep business moving, protect the rights of members, and ensure polite behavior in organizations. A Booster Club's bylaws should specify that Robert's Rules of Order is the group's parliamentary authority. The complete version of RRO is hundreds of pages and covers every conceivable situation for the most complex organization. Many simplified versions the Rules have been published. Every Booster Club president should own at least one simplified version of Robert's Rules

Roberts Rules of Order can be found here:

<http://www.boosterclubs.org/rules.html>

HAMDEN PUBLIC SCHOOLS HAMDEN, CONNECTICUT

FUND-RAISING APPLICATION

Please complete the entire application form and submit two weeks prior to the proposed activity (type or print legibly.)

1. School Name: _____ Name of Group: _____

2. Date(s) activity begins and ends: _____ Time: _____

3. Specific place activity will be held: _____

4. Describe activity: _____

5. Purpose of fund-raising activity (e.g., send cheerleaders to summer training camp, purchase new sweats for basketball): _____

Expected Revenue: \$ _____

6. Professional literature or other material used to promote fund raiser (please be specific):

7. Please attach a copy of promotional flyer of the items to be sold or event being submitted (if applicable).

Name of coordinator: _____ Date Submitted: _____

Email Address: _____ Phone #: _____

Address: _____

Approved by: _____ Principal/Supervisor Date: _____

Approved by: _____ Principal/Supervisor Date: _____

Revised 6/26/2014

SAMPLE BOOSTER CLUB

YOUR BOOSTER CLUB NAME

Meeting Date:

Meeting Location:

PRESENT: List names present at meeting

I. CALL TO ORDER

The meeting was called to order by (name of person) at 9:37AM.

II. APPROVAL OF THE MINUTES

(Name) moved to approve the minutes of the (month/date) meeting. The motion was seconded. The minutes were accepted as presented.

III. ADMINISTRATIVE REPORT

A. Acknowledgements

List name of person and the acknowledgements they gave.

IV. OFFICER,'S REPORT

A. Treasurer's Report

Year-end financial statements were distributed and reviewed.

B. Grants

If any discuss status

V. COMMITTEE REPORTS

A. Name of each committee

Information discussed and shared for each

VI. OLD BUSINESS

A. Budget

Include any recommendations and whether they were approved, tabled or denied. Financial numbers and projections should be discussed here.

VII. NEW BUSINESS

Include any recommendations and whether they were approved, tabled or denied. Financial numbers and projections should be discussed here.

There being no further business the meeting adjourned at 11:15AM.

Respectfully Submitted,
Name and title of secretary

Hamden High School (Sport) Booster Club

Constitution

ARTICLE I: NAME

The name of this organization shall be the **(Sport-Booster Club.)**

ARTICLE II: PURPOSE AND FUNCTION

It is the purpose of the Hamden High School **(Sport)** Booster Club to encourage and support the Hamden High School athletic philosophy as well as all sport and support groups. The (Sport) team, Hamden Athletic Department and athletic facilities shall be the focus of this organization.

ARTICLE III: MEMBERSHIP

Membership shall be open to any person who subscribes to the purpose and function of the Hamden High School **(Sport)** Booster Club. Members do not have to have students currently enrolled at Hamden High School to join.

ARTICLE IV: BOARD OF DIRECTORS

Section I The affairs of the club shall be managed by the Board of Directors who shall comply with the Constitution and By-Laws of the Hamden High School (Sport) Booster Club. The Athletic Director and/or Head Coach shall represent the administration of Hamden High School and shall serve as a member of the Board of Directors. A representative of the Hamden High staff may serve as a member of the Board of Directors.

Section II No member of the Board of Directors shall serve more than four (4) consecutive years, including the fulfillment of an un-expired term of a previous board member in the same role. If no other member applies for the position, the member will be allowed to reapply for the position.

ARTICLE V: OFFICERS

The officers of the club shall be adult members and shall consist of the President, a Vice-President, Secretary and Treasurer . Other positions such as Membership/Recruitment Officer, Communication Officer and Fundraising/Grant Coordinator are other positions available for larger booster clubs.

ARTICLE VI: MEETINGS

Section I Five (5) regularly scheduled meetings shall be held annually. Meetings will be held the **(day of the week- ex. First monday)** of **(Months)**.

Section II Meetings other than the five (5) yearly meetings, will be conducted upon call of the President.

ARTICLE VII: AMENDMENTS

These Articles of the Constitution may be amended at any meeting of the membership by a two-thirds (2/3) affirmative vote of the voting adult members present, provided due notice of the proposed amendment(s) has been given in writing to all members at least seven (7) days previous to the meeting.

BY-LAWS OF THE HAMDEN HIGH SCHOOL (SPORT) BOOSTER CLUB

ARTICLE I: MEMBERSHIP

Section I: Qualifications

A. Membership is open to persons who subscribe to the purpose and function of the Hamden High School (**Sport**) Booster Club.

B. Annual dues, club levels and privileges for membership shall be as follows:

\$ 25.00 Basic Family Membership (((((DO NOT HAVE TO HAVE MEMBERSHIP DUES))

Section II: Representation

Each adult member is entitled to one vote when personally in attendance at meetings of the club.

ARTICLE II: BOARD OF DIRECTORS

Section I: Number and Term of Office

The business and operation of the club shall be managed and controlled by a board of (**three to five (3-5)**) directors who shall be elected by a plurality vote of the members at the annual (**Month-Should be conclusion of previous season**) meeting.

Section II; Vacancies

In case of any vacancy on the Board, a successor for the un-expired term shall be elected by the membership.

Section III: Meetings

Board of Director's meetings shall be held at a time and place called by the President.

Section IV: Quorum

A majority of the directors present at a scheduled meeting shall constitute a quorum.

ARTICLE III: OFFICERS

Section I: Officers

The officers shall be elected at annual (**Month**) meeting. The Board, from their members, shall elect for the ensuing year, a President, Vice-President, Secretary and Treasurer. There also can be an election for Membership Officer, Communications Chairman and Fundraising Coordinator if the group size warrants it.

Section II: Vacancies

In case of a vacancy of any office, The Board of Directors shall fill the vacancy.

Section III: Duties

A. The President:

1. Shall preside at all meetings of the club and of the Board of Directors.
2. Shall personally represent the club or appoint a delegate as needed.
3. Shall appoint committees and committee chairpersons.
4. Shall effect compliance with the rules, regulations, and policies of the Hamden Board of Education and the Hamden High School Athletic Department.

B: The Vice-President:

1. Shall have such powers and perform such duties as delegated by the President.
2. In the absence or disability of the President, he/she shall perform the duties and exercise the powers on the President.

C: The Secretary:

1. Shall keep all minutes of all Board of Directors and membership meetings.
2. Shall keep such other records as directed by the Board of Directors.
3. Shall sign with the President, or with the Vice-President, all contracts.
4. Shall perform all the duties usually incident to the office of Secretary, subject to the control of the Board of Directors.

D: The Treasurer:

1. Shall keep the financial records of the club, collect dues, and authorize payment on approval of the Board. All funds are to be kept at Hamden High School (**OR name of bank. 2 signatures will be required for this**)
2. Shall perform all the duties usually incident to the office of the Treasurer, subject to the control of the Board of Directors.
3. Handles financial transactions, booster club bank account, and works to obtain 501(c) (3) status with the IRS, able to provide monthly statements to the club. This person is also responsible maintaining the tax-exempt status of the organization.
4. Finances of each individual booster club should be open to 100% of all its members to review. Treasurer report should contain all transactions that took place prior to the meeting

E. The Membership Officer

1. Shall keep all membership records and update all rolls on a monthly basis.
2. Shall keep a database of past and present members for club use.
3. Shall advise the club on membership commitments from the 20 sports.
4. Shall organize yearly membership mailings to past, current and potential members.

F. The Communication Officer

1. Shall keep handle all communication to members of the booster club under the direction of the board.
2. This communication will have an emphasis on marketing for events, fundraisers, recruitment, as well as maintaining a presence on social media.

G. The Fundraising Coordinator

1. Shall keep handle all fundraising under the direction of the board.
2. Responsible for event planning, recruiting volunteers, and marketing for fundraiser associated with the program.

ARTICLE IV: FINANCE

The funds are to be deposited into the school account associated with the booster club at Hamden High School (**OR a bank approved by the Board of Directors**) and may be withdrawn on the signature of the Hamden High School (**Sport**) Booster Club Treasurer and Hamden High School Treasurer (Booster Club President will be 2nd signature if at a bank)

ARTICLE V: FISCAL YEAR

The fiscal year of the Booster Club shall begin August first and end July thirty-first.

ARTICLE VI: BASIC POLICIES OF OPERATION

The following section defines policy for the Hamden High School (**Sport**) Booster Club.

A. The club shall be non-political and non-sectarian.

B: The name of the organization or the names of the members in their official capacities shall not be used in connection with a commercial concern or with any partisan interests.

C: The organization shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office. Political candidates may pay for advertisements in the Booster Club athletic program.

D: Persons representing the organization shall make no commitments that bind the organization, unless authorized by the Board of Directors.

E: In the event of the dissolution of the club, its assets shall be distributed to the Hamden High School Athletic Department and in accordance with current Internal Revenue Codes.

ARTICLE VII: AMENDMENTS

These By-Laws may be amended at a meeting of the membership by a 2/3 affirmative vote of the adult members present and voting, provided due notice of the proposed amendment(s) has been given in writing to all members at least seven (7) days previous.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall be the authority on all questions of procedure not specifically stated in the Constitution and By-Laws.

ARTICLE IX: FINANCES

A: The funds of this association shall be used to further the purpose expressed in Article II of this Constitution. Only the Castle High School Treasurer, upon the approval of the Board of Directors, shall be authorized to disburse funds.

B: The President of the association shall have the authority to authorize expenditures up to one hundred dollars (\$100.00) each month when it is not feasible to call a special meeting of the Board of Directors. A report of expenditures shall be given at the next meeting.

C: This association is organized as a non-profit organization per section 501(c)(3) of the Internal Revenue Code and no member shall have any legal or equitable ownership in any of its funds or property. In the event of the dissolution of this association, any funds or property remaining shall be turned over to Hamden High School.

- D: All funds collected by the officers or members of the Board of Directors shall be deposited in an account approved by the Board and Hamden High School Athletics Department.
- E: The Treasurer of the association shall authorize payment by check of all debts of the association within seven (7) days after receipt or on approval by the Board of Directors.
- F: All projects that require financial obligation of the club as proposed by coaches will be presented to the Board of Directors via email so it can be shared with the entire Board. This will be done at monthly meetings in order for the Board of Directors to plan their budget. The budget shall normally be voted on at the **(MONTH)** meeting, but may be changed by a vote of the Board.
- G: Total expenditures cannot exceed approved budgeted amounts without approval of the Board of Directors. No expenditure can exceed \$ 600.00. Items are to be those approved by the Hamden High School **(Sport)** Booster Club, listed on the itemized request for funds form and submitted to the **(Sport)** Booster Club Board. Unused funds cannot be applied to other items without the approval of the Board of Directors. The \$600 expenditure ceiling may be adjusted yearly upon a 2/3 vote of those in attendance at the May meeting.
- H. A bi-annual audit shall be required. The treasurer will be required to submit a detailed report at the end of each year.

ARTICLE X: AMENDMENTS

- A: This Constitution may be amended at any Annual Meeting of the association in **(MONTH)** by the affirmative vote of two-thirds (2/3) of the members present, provided that any proposed change shall be presented for discussion and debate no later than the **(MONTH PRIOR TO MONTH ABOVE)** meeting and that it be listed on the agenda for the Annual Meeting each **(MONTH)**.

Revision approved and effective **(DATE)**.

PRESIDENT _____ Date _____

VICE PRESIDENT _____ Date _____

SECRETARY _____ Date _____

TREASURER _____ Date _____