

Pulaski Sports Booster Club, Inc.



By-Laws of the Pulaski Sports Booster Club
Adopted on March 16, 2022

Mission Statement: To provide positive support to all Pulaski Academy & Central Schools (PACS) activities, promote school spirit and assist our students in making their Modified, JV, and Varsity years memorable.

Article I: Name

Section 1. The name of the organization shall be: Pulaski Sports Booster Club: hereafter referred to as the Boosters.

Section 2. It is a 501-C (3), non-profit, all volunteer organization.

Article II: Objectives

Section 1. The objectives of this organization shall be:

1. To provide positive support for all competitive activities of PACS.
2. To create and improve public interest in all athletic activities of PACS.
3. To cooperate with and assist the PACS Athletic Department and the school administration in the promotion of all athletic activities.
4. All fundraising activities shall be for the sole purpose of providing supplementary financial support to PACS athletic activities, services and supplies, excluding uniforms.
5. A Senior Grant award of \$300 will be awarded annually to a male and female Senior Athlete
 - a. Athlete must have participated in a sport for a minimum of (3) years of high school.
 - b. Athlete must have a minimum GPA of 2.5, be in good standing and have zero athletic code violations during his/her high school career.
 - c. Complete the scholarship application (google form).
 - d. Applications are due to the Boosters by May 1st.

- e. The winners will be selected by active booster club members
(Article VIII, section 6).
6. A Sports Camp Grant award of \$50 will be selected by lottery for 5 students submitting an application for funds towards an athletic camp
 - a. May 1st deadline.
 - b. Copy of the athletic camp sign up form.
 - c. Eligible for grades 7 through 11.
 - d. One entry per student per year.
 - e. Athlete must have a minimum GPA of 2.5, be in good standing and have zero athletic code violations during his/her high school career.
 - f. Complete the (google form).

Article III: Membership

Section 1. Membership in the Pulaski Sports Booster Club shall be open to any adult interested in the purpose or programs of the Boosters either living within the boundaries of the School District, employed by the School District, or is the legal guardian of a student attending a school in the School District.

Section 2. Membership is defined as having active involvement in Booster or athletic related events and activities. There are no membership fees.

Article IV: Governing of the Boosters

Section 1. The governing of the Boosters shall be by the Executive Board.

The Executive Board shall be comprised of the following officers:

1. Past President
 1. To assist the President in assuring a smooth and orderly transition of office.
 2. To serve as advisor to the officers of the Executive Board on parliamentary procedures, on the historical business and proceedings associated with the Boosters.
2. President
 1. To oversee and be responsible for the Boosters as an organization.
 2. To plan and run the Booster meetings, as well as draft the meeting agenda.
 3. To communicate with the Athletic Director prior to every monthly meeting regarding the general business of the Boosters.
 4. To appoint committees from the general membership as needed.
 5. To call Executive Board meetings when deemed necessary.

6. To act as a representative of the Boosters at other functions.
 7. To perform other duties as requested by the Executive Board.
3. Vice President
 1. To assist the President in performing the responsibilities of the Boosters.
 2. To assume the tasks of the President when the President is unable.
 3. To appoint committees from the general membership as needed.
 4. To assist the Sport Liaisons and Representatives.
 5. To act as a representative of the Boosters at other functions.
 6. To perform other duties as requested by the Executive Board.
 4. Treasurer
 1. To collect, deposit and disburse the funds of the Boosters as directed by the Executive Board, sport liaisons and representatives.
 2. To record and keep record of the financial transactions of the Boosters.
 3. To report the financial status by providing an updated, detailed account statement at each monthly Booster meeting.
 4. To submit a 990N Non-profit twice a year.
 5. To act as a representative of the Boosters at other functions.
 6. To perform other duties as requested by the Executive Board.
 5. Secretary
 1. To record the attendance and meeting minutes at each monthly meeting.
 2. To finalize and publish each monthly meeting minutes prior to the next meeting.
 3. To act as a representative of the Boosters at other functions.
 4. To perform other duties as requested by the Executive Board.
 6. Fundraising Coordinator
 1. To create fundraising campaigns and advertise said campaigns.
 2. To collect coach funding requests and distribute to the Executive Board, Sport Liaisons and Representatives for review prior to monthly Booster meetings.
 3. To act as a representative of the Boosters at other functions.
 4. To perform other duties as requested by the Executive Board.

Section 2. The Boosters shall also be supported by the following Sport Liaisons and Representatives.

1. Sports Liaison

- a. The primary role of each Sports Liaison is to communicate with the head coach of the associated sport and to the Boosters at Large
 - b. Other responsibilities of the Sports Liaisons are described in detail in the Pulaski Sports Booster club as referred to under Article V, Guidelines.
2. The sports Liaisons shall represent each PACS sport.

Baseball	Golf	Softball	Boys Basketball
Girls Basketball	Girls Track	Boys Track	Boys Soccer
Girls Soccer	Girls Cross Country	Boys Cross Country	Football
Wrestling	Volleyball	Indoor Track	Hockey
Boys Swimming/Diving	Girls Swimming/Diving	Boys Tennis	Girls Tennis

3. Representatives

The role of each Representative is dictated by the operation of each of the following as it pertains to the Boosters

Scholarship		

Article V: Guidelines

Section 1. Each Liaison should refer to the PACS Boosters Liaisons as a guide for fulfilling their responsibilities

Section 2. When coaches are requesting funding of the Boosters, they must adhere to the PACS Booster Funding Request Guidelines (see google form).

Article VI: Elections

Section 1. The election of new officers shall take place at the June annual meeting. New officers will begin their term at the first meeting of the following school year in August.

Section 2. Vacancies: A vacancy of the president's position during the term of office shall be filled by the vice president. The vacancy of any other office shall be appointed by the Executive Board.

Section 3. Term: All Executive Board positions shall be a 2 year term. Officers shall hold office for two years or until qualified successors are chosen. There is no limit on the number of terms an officer may serve.

Section 4. No officer may hold more than one office at a time.

Section 5. There shall be a minimum of 4 Executive Board members.

Section 6. Qualifications: All sitting Adult Liaisons, representatives and active Booster participants in good standing with the Boosters, shall be eligible for nomination to the Executive Board.

Section 7. Nominations: The President shall accept nominations from the Boosters at the regular May meeting. Seconds to nominations are not necessary. Candidates need not be physically present to receive nomination to an Executive Board position. Candidates may receive nominations for more that one Executive Board position and may run for multiple positions. ,However, an individual may only hold one Executive Board position. Candidates must accept or decline the nomination by notifying the Executive Board prior to the Annual Meeting.

Section 8. Elections: When there is more than one nominee for a given position, a ballot vote shall be taken. Only Booster members physically present at the Annual Meeting may cast a vote. They must have attended 3 of 6 meetings September-February of the calendar year. The Secretary shall collect all cast ballots. All ballots shall be publicly opened and tabulated. The winner shall be determined by a majority vote. In case of a tie, the members present shall cast a second ballot

Article VII: Meetings

Section 1. Booster meetings shall be held on the second Monday of each month during the school year, unless rescheduling is necessary. Meeting shall coincide with the school calendar, with the first meeting being held in August and the Annual Meeting in June.

Section 2. The items of business on the agenda at each monthly meeting will be:

1. Minutes for previous meeting
2. Treasurer's Report
3. Funding Request Presentations
4. School Liaison/Athletic Director's Report
5. President's Report
6. New Business
7. Fundraising Updates
8. Reports from Representatives
9. Liaison Updates

Section 3. A meeting of the Executive Board shall be called by any member of the Executive Board when deemed necessary.

Section 4. Two-thirds of the current Executive Board shall constitute a quorum at any meeting to approve expenditures over \$500.00. In the event that a quorum is not met and the expenditure is prudent, the President may, at their discretion, conduct a straw poll by phone or email.

Section 5. The Annual Meeting to close the school year, shall be held during June.

Section 6. All funding requests from coaches are forwarded to the Boosters through the Fundraising Coordinator, by completing the funding request form (see google form). Coaches are expected to present their funding request at a Booster meeting.

Section 7. The PACS Athletic Director or PACS designee must be present at the Boosters regularly scheduled meeting for funding requests to be approved.

Article VIII Voting

Section 1. All Executive Board officers, Sport Liaisons and Representatives are entitled to one vote. If a sport has co-liaisons, only one vote per sport is allowed.

Section 2. No one person shall be allowed to have more than one vote, even if this individual holds more than one position. For example, an individual could be a Sport Liaison and a Representative, but is only entitled to one vote.

Section 3. If a Sport Liaison or Representative is unable to attend a meeting, the co-liaison or representative is able to vote.

Section 4. A 51 % majority vote on any issue shall constitute passage with the exception of amendments to the By-laws.

Section 5. All expenditures of funds must be approved by voting members, except routine snack shack inventory purchases or fundraising purchases less than \$250.

Section 6. In order to be eligible to vote, Booster members must attend 3 out of 6 monthly meetings during the months of September through February of the calendar year.

Article IX: Committees

Section 1. There shall be committees appointed by the President or Vice President as may be required to promote the objectives and interest of the Boosters.

Section 2. Standing Committees are the following and are led by a Representative:

By-Laws
Scholarship

Each Standing Committee will be led by a representative who will communicate to the Boosters at each monthly meeting.

Section 3. Each sport may form a committee for the purpose of serving specific needs of that sport. The Sport Liaison shall be the leader of such a committee. Communication to the Boosters of a sport committee is performed by the Sport Liaison.

Article X: Amendments to the By-Laws

Section 1. These By-Laws shall be amended only by a two-thirds ($\frac{2}{3}$) vote of the quorum present at the Annual Meeting of the current year. Any proposed amendments to the By-Laws shall be distributed to the Executive Board, Sport Liaisons and Representatives at least 14 calendar days prior to the Annual Meeting where such amendments may be considered for adoption or amendment.

Article XI: Dissolution of Organization

Section 1. The Boosters may be dissolved through two-thirds ($\frac{2}{3}$) ballot vote of the quorum present at the Annual Meeting of the Boosters. Upon dissolution of the Boosters, all the assets shall be donated to the PACS Athletic Department.

Article XII: Communication

Section 1. All Executive Board members must use the Boosters email address. The email address is to be used anytime there is an exchange of information between Board members, In addition, all communication via email to Booster participants and the general public must be done with the official Booster email address. We should make an effort to funnel official requests through the main booster club email. Requests outside of the official email can be forwarded by any board member to the official gmail address for record purposes. pacssportsboosterclub@gmail.com is accessible by all board members.

Section 2. All Booster members including the Executive Board, Sport Liaisons and Representatives shall not use social media to negatively impact PACS sports or Booster sponsored events. Evidence of such behavior may lead to discontinued membership or affiliation with the Boosters.