

MARCELLUS SPORTS BOOSTER BY-LAWS

Article I - Name

The name of this organization shall be the Marcellus Sports Boosters (MSB). MSB operates as a 501(c)(3) organization.

Article II - Mission

The Marcellus Sports Boosters are a volunteer organization recognized by the Marcellus Central School District (MCSD). The purpose of the MSB is to encourage, support, and recognize the athletic participation and achievement of all MCSD students in all school athletic programs. All undertakings by this organization shall be in cooperation with the MCSD Board of Education, Administration and Athletic Department.

Article III - Fiscal Year

The fiscal year for this organization shall be from the 1st day of July through the 30th day of June of the next succeeding year, inclusive.

Article IV - Membership

Section 1. Membership shall be open to any supporter of the MCSD athletic programs.

Section 2. The term of regular and special memberships, upon receipt of dues, shall be for a period of one year between the dates of July 1, and June 30 of the next succeeding year.

Article V - Membership Dues and Season Passes

Section 1. Regular membership dues for each fiscal year shall be \$20.00 per member. Special memberships shall be \$60.00 per fiscal year for the Premier Family membership (includes membership for two) and shall include a season's pass to all sporting contests for the immediate family of the purchasing member (see Section 2), and \$500.00 for the Lifetime membership. Officers and the Board of Directors shall be provided Premier Family memberships at no charge.

Section 2. Season passes allow entry into all Home Varsity Games, excluding sectional and tournament events. Season pass rates will be \$10.00 for students and senior citizens 60 years and older. Such discounted season passes, shall not include membership.

Section 3. Membership dues and season pass rates shall be reviewed annually, and may be adjusted at the Annual Meeting by majority vote.

Section 4. Membership records shall be maintained by MSB and will include the member's names, email address, and phone number. Members will be notified of all meetings via email. At the request of a member, he/she will be removed from the MSB email correspondence list. Lifetime Members who do not keep their contact information up to date and have not responded to MSB notices for 3 years shall be moved to the inactive membership list and will

not be included on future correspondence until they reactivate their membership with the Secretary.

Article VI - Officers

Section 1. The elected officers shall be a President, Vice President/Concession Stand Manager, Concession Stand Scheduler, Secretary, and Treasurer.

Section 2. Officers shall be elected at the Annual Meeting.

Section 3. The officers shall serve for a period of one year and shall assume their duties on July 1st of the next fiscal year.

Section 4. In the event of a vacancy of any office for any cause, the Board of Directors shall have the authority to fill such a vacancy from the membership of the organization for the unexpired term.

Article VII - Duties of Officers

Section 1. All officers shall be members of the Board of Directors.

Section 2. PRESIDENT: Shall preside at all meetings of this organization and of the Board of Directors and shall appoint all necessary committees. Shall develop and make public all meeting agendas prior to the next meeting. Shall be responsible for the annual renewal and maintenance of the MSB 501(c)(3) not-for-profit status. Shall maintain all committee files on the record and shall interact with the Treasurer in accordance with the Accounting Control procedures (ACP). Shall communicate with the Athletic Director concerning MSB activities.

Section 3. VICE PRESIDENT: Shall assist the President and assume all duties of the President in his/her absence. Shall assume the role and responsibilities of the Concession Stand Manager (CSM) as described in Article XIII of this document. Shall perform such other duties as the Board of Directors may direct.

Section 4. SECRETARY: Shall record and maintain on file the proceedings of all meetings of this organization and of the Board of Directors. Shall make a report of the proceedings to this organization at the monthly and annual meetings. Shall make public the previous month's meeting minutes at least two (2) days prior to the next meeting. Shall perform such other duties as the Board of Directors may direct. Shall maintain and update a current membership roll and be responsible for all necessary correspondence and mailings whether via standard mail or via email. Shall provide notification of all organization meetings. Shall make monthly and annual meeting dates available for publication in the MCSD calendar. Shall invite MCSD coaches, Parent Representatives, and students to attend monthly meeting at the beginning of the school year and at the beginning of each sport season. Shall perform such other duties as the Board of Directors may direct.

Section 5. TREASURER: Shall adhere to the Accounting Control Procedures (ACP) as described in Article XII. Shall pay all bills when duly audited. Shall sign all checks in accordance with the ACPs and subject to countersignature by at least one (1) additional Board approved designee. Shall maintain and make public a Treasurer's report of receipts and disbursements, together with all money and property on hand prior to the monthly and annual meetings and to the Board of Directors whenever required. Shall maintain and manage separate team accounts. Shall maintain and monitor scholarship monies held by the CNY Community Foundation. Shall maintain the MSB insurance policy and tax exempt number. Shall file any required state and federal tax reports. Shall perform such other duties as the Board of Directors may direct.

Section 6. Concession Stand Scheduler: Shall be responsible for maintaining snack shack schedule and coordinating a volunteer schedule. Concession Stand Scheduler shall work with coaches, Parent Representatives, and board members to assure adequate staffing for all events. Concession Stand Scheduler shall work with the Vice President/Concession Stand Manager to coordinate all snack shack activities.

Article VIII - Board of Directors

Section 1. The management and control of this organization shall be vested in a Board of Directors which shall consist of the five (5) elected officers and six (6) additional elected members.

Section 2. Members of the Board of Directors, excluding the elected officers, shall be elected at the annual meeting, five (5) of whom shall be elected at the first annual meeting for a term of one (1) year, and five (5) for a term of two (2) years; thereafter, five (5) directors shall be elected each year for a term of two (2) years. Beginning June 1, 2017, (3) directors shall be elected each year for a term of two (2) years, or to fill the remaining term of a former director. Directors unable to meet the obligations of the organization may be removed at the annual meeting by a majority vote of the membership.

Section 3. Members of the Board of Directors shall serve for a period of two (2) years, except for the five (5) elected for a term of one (1) year at the first annual meeting and shall assume their duties on July 1st of the next succeeding fiscal year.

Section 4. Each member of the Board of Directors shall participate on at least one (1) MSB committee or participate in the organization of at least one fund raising activity. Participation in MSB committees or Fundraisers will be monitored by the Secretary. Directors not meeting this requirement will be charged for the Premier Family Membership.

Section 5. Committees – though not all necessary committees can be determined at this time, the following committees shall be established annually. In addition to community and MSB members, these committees shall consist of MSB Board members with the minimum number denoted below:

- 1) Scholarship Committee (1 MSB Board Members)
- 2) Fund Raising Committee (2 MSB Board Members)
- 3) Nominating Committee (1 MSB Board Member)
- 4) Senior Banquet (1 MSB Board Member)
- 5) League Jackets (1 MSB Board Member)

Article IX - Duties of the Board of Directors

Section 1. The Directors of this organization shall have charge of care and management of the property of this organization and direct the affairs of this organization. They shall have the power and authority to enforce the by-laws and make such rules and regulations, not in conflict with the by-laws, as may be necessary to conduct the affairs of this organization.

Section 2. In the event of a vacancy in the Board of Directors for any cause, the Board of Directors shall have the authority to fill such vacancy from the membership of the organization for the unexpired term.

Section 3. A regular meeting of the Board of Directors shall be held monthly. Special meetings may be called at any time at the option of three (3) Directors. A majority of the Board shall constitute a quorum for the transaction of business. All members of the organization are invited and urged to attend Directors' meetings and may participate in discussion and initiate motions. Voting privileges are restricted to the Board of Directors. In the event a quorum of the Board is not able to attend the regular meeting, the Board may direct official business via electronic means assuming no Board Member dissents. Objection by a Board Member must be made within 2 days of the electronic dissemination for discussion and approval.

Article X - Nomination and Elections

Section 1. Nominations of officers shall be made by the Nominating Committee to be appointed by the President. Nominations will be presented at the May meeting for voting on at the annual meeting in June. After discussion at the June meeting, alternative nominations may be proposed and voted.

Section 2. Elections shall be conducted by written ballot. The officer candidate receiving a majority of votes of members present shall be elected. The individual candidates for Directors receiving the highest number of votes for this office shall be elected.

Article XI - Meetings

Section 1. Monthly meetings shall be held August through June. Meetings shall be held the 2nd Monday of each month when school is in session with the exception of the August meeting to be held on the 3rd Monday of August. If a school holiday or closing occurs on the 2nd Monday, the meeting shall be held on the 2nd Tuesday of that month. Meetings will commence at 6 pm on the scheduled day.

Section 2. The annual meeting will be held in June on the 2nd Monday of the month. The agenda shall include officer and Board of Director nominations and elections, review of membership dues and season pass rates. Voting privileges are extended to the entire membership for election of officers, Board of Directors, and by-law changes at the annual meeting.

Section 3. Special meetings may be called by the Board of Directors at any time during the fiscal year.

Section 4. All monthly meeting notifications shall be provided by the Secretary and shall be made public in the MCSD calendar and on the MSB website. Changes to meeting date, time or location shall be made public via the MSB website and by email to the Board members, Athletic Director, and the membership.

Section 5. The Athletic Director shall be invited to attend all monthly and annual meetings and may present an agenda for each meeting. The Athletic Director shall communicate MSB activities to the MCSD Board of Education.

Article XII - Accounting Control Procedures (ACP)

Section 1. All members of MSB shall adhere to the ACP.

Section 2. The Treasurer will directly receive and review all bank statements (checking and savings) to perform monthly reconciliation and reporting at the next scheduled monthly meeting. All documentation shall be submitted to the President within five (5) days of receipt for review.

Section 3. The Treasurer's report will be drafted and issued for review a minimum of two (2) days prior to the monthly and annual meetings.

Section 4. Without exception, all checks issued by this organization are to be signed by two (2) authorized signers. Any supporting documentation (invoices, statements, receipts) must be reviewed prior to signatures.

Section 5. All receipts from concession stand sales shall be handled in the manner outlined on the "Event Cash Report" forms. A supply of such forms will be kept at the concession stand. An electronic copy of this form shall be maintained on the MSB website.

Section 6. All team receipts (cash and checks) shall be submitted to the Treasurer by the team's Parent Representative, who must be a member of the Marcellus Sports Boosters, at the next scheduled monthly meeting of MSB. In certain extreme cases, the Parent Representative may transfer funds prior to the next scheduled MSB meeting but this exception shall be invoked only in extreme cases. The Treasurer shall upon receipt issue a numbered and written duplicate receipt to the party submitting the funds. The Treasurer shall promptly deposit the funds in the MSB bank account and the Treasurer shall record the transaction for presentation at the next MSB meeting for review by the Board and confirmation by the Parent Representative submitting the funds.

Section 7. The Treasurer will make financial records available for an annual audit by the Business Manager of the MCSD.

Article XIII - Concession Stand Procedures

Section 1. Concession Stand Manager (CSM) shall be the MSB Vice President and shall, along with the Concession Stand Scheduler (CSS) ensure that the concession stand is prepared and staffed for all Varsity stadium events and for any JV stadium events preceded by or following a Varsity event, or for any two (2) JV events scheduled back to back. In addition, the concession stand will be open for all sectional events and non-MCS events as agreed upon by the Athletic Director, the MSB, and the MCSD Board of Education.

Section 2. Both the CSM and the CSS shall be trained in Health Department rules and regulations and concession stand procedures. They shall insure that the concession stand operates in compliance with all Health Department rules and regulations. They shall train other Board Members to be the Person-in-Charge of opening and closing the concession stand during stadium events. Trained Board Members can in turn train other volunteers.

Section 3. The CSM and CSS shall form and lead a committee that should include a Parent Representative from each athletic program to help fulfill the requirements of successfully operating the stand. Each member of the committee or their designee, in the case of a Parent Representative, shall complete the training outlined in Section 4 and upon completion of the training protocol shall be considered qualified to be the Person-in-Charge of the concession stand. The committee shall be responsible for training additional volunteers, cleaning the stand at the beginning and end of each season, maintaining inventory of food and supplies, and establishing product prices. All price changes must be approved by the CSM, CSS, and Treasurer.

Section 4. The training protocol shall be a multiple step process. First, the trainer shall review written Health Department rules and regulations and concession stand opening and closing procedures with the trainee. Second, the trainee will complete a walk-through (cold) opening and closing with a trainer. Third, the trainee shall complete one (1) actual concession event with a trainer. Further training, if necessary, will be at the discretion of the trainer.

Section 5. All events must be properly staffed or the concession stand will not be open for that event. Each event requires one (1) trained Person-in-Charge, and a minimum number of workers. A football game requires thirteen (13) workers and all other regular stadium events require three (3) workers. All volunteers must be a minimum of fourteen (14) years old. Students may volunteer but the ratio of student volunteers to non-student volunteers age 18 or over must not exceed 2:1. At most six (6) students may volunteer at one event.

Section 6. The Person-in-Charge of a concession event shall be responsible for securing volunteers required to operate the concession stand during their scheduled event. A current volunteer list and a list of those qualified to be in charge of the concession stand will be maintained and made public by the CSM, CSS, or his/her designee.

Section 7. The concession stand shall be open by half-time of any JV event that is followed by a Varsity event. When a JV event follows a Varsity event, the concession stand shall be open from the start of the Varsity event through half-time of the JV event. When two (2) JV events are scheduled, the stand shall be open at half-time of the first event through half-time of the following event.

Section 8. All receipts from the concession stand shall be handled in the manner outlined on the "Event Cash Report" maintained at the concession stand and on file with the Treasurer. A bank deposit shall be made by the Person-in-Charge of each concession event.

Section 9. MSB has the right of first refusal for providing concessions at all stadium events.

Article XIV - Team Fund Raising

Section 1. MSB shall provide the controls and guardianship for all funds raised and used by school-based sports teams. Ten percent (10%) of the net profit from each fund raising event conducted by any MCSD sports team shall be retained by the MSB and maintained in a separate account for each team. Donations made to a team will not be subject to the ten percent (10%) retainer. MSB will waive the retainer for any varsity team that completes all of the requirements outlined in Section 2.

Section 2. Each coach shall designate a minimum of one (1) team representative(s), the Parent Representative (See Section I of Article XV), who shall be or become a member of MSB and a member of the concession stand committee as described in Article XIII, unless such representative designates another MSB member to fill this roll for the team, and will follow the concession stand procedures also outline in Article XIII. The trained team representative shall be responsible for opening, closing and fully staffing the concession stand for a minimum of one (1) of the following options:

- A. one (1) varsity football game or one (1) multi-team stadium event ; AND one (1) additional stadium event.

OR

B. Any combination of three (3) of the following:

- varsity boys or girls soccer,
- varsity boys or girls lacrosse,
- track meet

All requirements must be fulfilled before the waiver will be granted.

Sign-in sheets are located in a notebook kept in the concession stand. All workers shall sign in, and completed forms shall be kept in the notebook. The stated number of workers must be present at all times during the event or the staffing requirement will not be considered fulfilled.

Section 3. MSB President or a designated board member shall work with the Athletic Director to communicate the 10% fund raising rule to all coaches at the start of each school year and prior to each sport season.

Article XV - Coach Alliances

Section 1. At the beginning of the school year, the Secretary shall invite all modified, JV and Varsity coaches to attend monthly MSB meetings. Coaches shall be required to provide a Parent Representative who will be expected to attend monthly MSB meetings to facilitate MSB understanding of their program needs and to foster communication with the MSB. The Parent Representative shall be responsible for handling all financial transactions with the MSB Treasurer. The Parent Representative will be the liaison between the Coach and MSB. MSB shall provide family season passes to every coach after notification and identification of the team's Parent Representative with the MSB.

Section 2. MSB may provide up to \$100.00 per MCSD Board approved coach, per program, per fiscal year toward coaching clinics.

Section 3. Coaches shall complete a fund request form available in the Athletic Director's office, when requesting funds from the MSB. The Parent Representative shall present the request in person at a Marcellus Sports Booster meeting. The Coach may be present to assist the Parent Representative and to respond to questions. If the Parent Representative and the Coach are unable to attend the meeting, the Athletic Director may present the request.

Section 4. MSB shall not provide any funds for team uniforms, travel expenses or officiating needs. These are all MCSD responsibilities. An exception of up to \$1000.00 will be provided for the provision of a "coach type" bus for team travel to/from regional or state events.

Section 5. Annual Financial Pledge for any sports program shall be limited beginning July 1, 2017 to the greater of \$5,000 or 50% of available unallocated funds. This measure shall ensure that the organization does not overextend its support to one program in such a way as to limit its ability to support another program.

Article XVI - Awards

Section 1. The MSB shall purchase jackets for all eligible varsity team members whose team wins a League, Sectional or State Championship where four (4) or more teams are competing. Additionally, the MSB shall purchase a jacket for any individual who wins an individual first place award at the Sectional or State level. A student shall receive only one (1) jacket during his/her varsity career.

Section 2. The MSB shall host an annual awards ceremony known as the Senior Athletic Awards Banquet for senior varsity athletes each June. Every senior varsity athlete shall be recognized at this ceremony. A member of the Board of Directors shall chair the committee to plan and coordinate the ceremony with the Athletic Department. The date of the award ceremony shall be determined and made public a minimum of two (2) months prior to the event. This event shall be free to all varsity athletes. Additional guests shall be charged a nominal fee to cover MSB expenses to attend the ceremony. Invitations shall be mailed to each senior and his/her family five (5) weeks before the event with response cards and return envelopes included. Dinner may be included.

Section 3. The MSB shall provide ten (10) athletic scholarships per fiscal year to graduating seniors. The amount of these scholarships shall be established each year by the Board after consultation with both the Treasurer and Scholarship Committee based on the current level of funding and the discretion of the Scholarship Committee. The Board shall also award the named scholarships from funds released from the CNY Community Foundation account. The amounts of these scholarships shall also be determined as above, based on the current level of funding of the Foundation account, and any additional contributions made to the account during the current calendar year. The scholarships shall be awarded at the annual Senior Athletic Awards Banquet. A member of the Board of Directors shall chair and form a scholarship committee. This committee shall select the scholarship recipients based on MSB criteria. This committee shall also maintain a contact list of scholarship benefactors.

Article XVII - Amendments

Section 1. All proposed amendments to the by-laws must be submitted in writing to the President in time to be incorporated in the monthly meeting agenda and be read at the meeting. Voting shall follow discussion by the membership.

Section 2. These by-laws may be amended by a two-thirds majority vote of the members present at a membership meeting.

Revisions to the By-Laws:

June 1979	Article XIII		added
June 1980	Article IX,	Section 3	rewritten
	Article XI,	Section 1	rewritten
June 1984	Article XIII,	Section 2	added
April 2009	Article I		rewritten
	Article II		rewritten
	Article IV,	Section 1	rewritten
	Article V,	Section 1	rewritten
		Section 2	added
		Section 3	added
		Section 4	added
	Article VII,	Section 2	rewritten
		Section 3	rewritten
		Section 4	rewritten
		Section 5	rewritten
		Section 6	rewritten
	Article VIII,	Section 4	added
	Article X,	Section 1	rewritten
	Article XI,	Section 1	rewritten
		Section 2	rewritten
		Section 4	added
		Section 5	added
	Article XII,		added
	Article XIII,		added
	Article XIV,		added
	Article XV,		added
	Article XVI,		added
		Section 1	rewritten
		Section 2	rewritten
		Section 3	added
	Article XVII,	Section 1	rewritten
June 2015	Article V	Sections 1, 2, 4	amended
	Article VI	Section 1	amended
	Article VII	Sections 2, 5	amended
		Sections 7, 8	added
	Article VIII	Sections 1-4	amended
		Section 5	added
	Article IX	Section 3	amended
	Article X	Section 1	amended
	Article XI	Sections 1-2	amended
	Article XII	Section 6	amended

Article XIII	Sections 1-3, 6, 10	amended
Article XIV	Section 2	amended
Article XV	Sections 1, 3	amended
Article XVI	Sections 2, 3	amended

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Article VI	Section 1	amended
Article VII	Section 4,5	re-written
Article VII	Section 7	removed
Article VIII	Section 1	amended
Article VIII	Section 5	amended
Article XI	Section 1	amended
Article XIII	Section 5	amended
Article XIII	Section 10	removed
Article XIV	Section 2	amended
Article XV	Section 3	amended
Article XV	Section 5	added
Article XVI	Section 1	amended
Article XVI	Section 2	amended
Article XVI	Section 3	amended