

Bylaws of
The Easton Valley Athletic Booster Club

The Easton Valley Athletic Booster Club exists to provide supplemental financial support to our athletic programs while encouraging open lines of communication between athletic teams, coaches, the athletic director, school administration, and the general public. Easton Valley Athletic Booster Club members and officers are voluntary positions and require a time commitment. If you have a child participating in a sport in grades 7 through 12, you are automatically a member of the Easton Valley Athletic Booster Club.

Article I – Members & Officers

Section 1. Definition of a Booster Member. A booster member will be any person, who is at least 18 years of age, interested in supporting the athletic programs of the Easton Valley School District. Such individuals may attend any regularly scheduled booster meeting and may vote for new officers during the elections in May, if present.

Section 2. Definition of an Athletic Booster Officer. An officer is a person who is interested in supporting the athletic programs of the Easton Valley School District through participation in meetings, decisions, and events held by the Easton Valley Athletic Booster Club. The officers of the Booster Club shall be the President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer.

Article II – Meetings

The member and officer term year of the Easton Valley Athletic Booster Club is from July 1st through June 30th of any given year.

Section 1. Annual Meetings. A regular annual meeting will be held on the second Wednesday of May. At this meeting an election of officers for the upcoming year will occur, with their term beginning July 1st. The Easton Valley Athletic Booster Club Bylaws will also be read and reviewed by the President at the annual meeting in May.

Section 2. Monthly Meetings. The Easton Valley Athletic Booster Club will meet in the high school on the second Wednesday of each month at 6:30pm. The dates and times of the meetings will be determined before the upcoming school year and printed on the school calendar. If a meeting date and time is rescheduled, the President will notify members via the daily announcements, via email, and/or post the new date and time on the school website. If other social media avenues are utilized, then the appropriate update should be made.

Section 3. Majority. A majority of the officers shall be present at all scheduled meetings to determine matters of business and carry out an official vote.

Section 4. Agenda. An agenda for each meeting will be available on the school website on the Monday prior to the regularly scheduled meeting. Once the agenda has been posted, no changes or additions will be made unless the request requires immediate attention.

Article III – Officers

Section 1. Officers. The officers of the Easton Valley Athletic Booster Club shall be the President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer. These positions will be elected at the May meeting by all members present. Consecutive absences or a failure to meet responsibilities may result in

dismissal of the officer's position/responsibilities and a replacement will be elected by written ballot via a majority vote of all members and officers present.

Section 2. Tenure of Officers. President, 1st Vice President, and 2nd Vice President shall follow a three year rotation. Each year at the annual meeting in May, a 2nd Vice President shall be elected for a three year term. In the second year of the term, she/he shall serve as 1st Vice President and in the third year, as President. The Secretary and Treasurer positions will be 1 year terms. There will be a 2 year consecutive term limit in the same office. After the 2nd year, the officers may run for the same office as previously held, if they have had a 1 year absence from the position. Interested candidates should submit their name to the President or 1st Vice President during the month of April to be added to the ballot. Each officer shall be elected by written ballot via a majority vote of all members and officers present. The Treasurer shall count the votes and the Secretary shall confirm the results. The results should be made available to both the outgoing and incoming officers.

Section 3. President. The President shall make every effort to attend all meetings and have general supervision of all of the organizations committees. The President shall conduct the meeting following the posted agenda.

Section 4. 1st Vice President. The 1st Vice President shall make every effort to attend all meetings. The 1st Vice President shall act under the direction of the President and in his/her absence shall perform the duties of the President.

Section 5. 2nd Vice President. The 2nd Vice President shall make every effort to attend all meetings. This position has been created as a support role to the President and 1st Vice President as well as to learn the ins and outs of the organization. The 2nd Vice President is encouraged to be a part of the committee's work as often as possible.

Section 6. Secretary. The Secretary shall act under the direction of the President and shall record the minutes at all meetings. The Secretary shall take attendance at the meetings, be responsible for sharing the past meeting minutes at the regularly scheduled meetings, and also post the minutes on the school website. The Secretary will also need to communicate with the high school office to have the agenda posted on the website by the Monday prior to the regularly scheduled meeting.

Section 7. Treasurer. The Treasurer shall make every effort to attend all meetings. The Treasurer is responsible for communicating funding requests approved by the Booster Club to the school for payment. Verifications of deposit should be given to the Treasurer in a timely manner so these can be traced back to the Booster Club account. The Treasurer shall provide written financial reports to the officers at the monthly meetings of the Easton Valley Athletic Booster Club. These reports will include a balance of each of the individual sport accounts. A verbal summary of account balances and other pertinent information will be shared with the members in attendance at each of the monthly meetings. The Treasurer will be required to work with the Business Manager of the Easton Valley School District to prepare the required financial reports.

Section 8. Vacancies. An officer vacancy shall be replaced for the remainder of the term year with a newly elected officer. The vacancy shall be elected by written ballot via a majority vote of all members and officers present. The Treasurer shall count the votes and the Secretary shall confirm the results.

Article IV – Funds

Section 1. Funds. The funds of the Athletic Booster Club are on the books of the Easton Valley School District. Each sport has its own individual account and the Athletic Booster Club also has a separate account.

Section 2. Funding Requests. The Easton Valley Athletic Director will take requests from coaches throughout the year. The Athletic Director and coach will decide if a request should be made to the Athletic Booster Club and how much the request will be. A Funding Request Form must be brought to a monthly Booster Club meeting to be discussed and voted on by the officers of the Booster Club. **Prior approval of funding requests is required for full reimbursement.**

Section 3. Money Box. The High School/Activities Secretary will prepare a money box for each individual athletic event with the appropriate amount of money and a verification form labeled with the correct event information. Two unrelated booster club members will verify the money box totals before and after each event. These individuals will sign and date the verification form. The form and money box will be turned in to the Administrator or Athletic Director on duty. The High School/Activities Secretary will provide the Treasurer with a copy of the verification form in a timely manner. The Treasurer will be responsible for reporting these deposits, with detailed event information, on the financial reports each month to ensure dual-control efforts are being made.

Article V – Approval & Amendments

Section 1. The Bylaws of the Easton Valley Athletic Booster Club should be presented to the Easton Valley School Board for approval.

Section 2. The Bylaws of the Easton Valley Athletic Booster Club may be amended at a regular meeting when a majority of the Officers are present to carry out an affirmative vote, as long as Section 3 and Section 4 have occurred.

Section 3. Each proposed change in the Bylaws of the Easton Valley Athletic Booster Club shall be read at a prior meeting before it will be considered for an amendment.

Section 4. Any change in the Bylaws of the Easton Valley Athletic Booster Club will be presented to the Easton Valley School Board for approval before a vote on the change can be considered.

Article VI – Dissolution

Dissolution of the Easton Valley Athletic Booster Club shall be when the program is no longer workable and the interest in the program no longer constitutes a working arrangement. Any assets or money remaining shall be turned over to the Athletic Department of Easton Valley Community Schools to further develop the Athletic Department.