

## **ARTICLE I – PURPOSE STATEMENT**

### **SECTION 1. NAME**

The name of this organization shall be the “Seneca Valley High School Booster Club” of Montgomery County, Maryland, and hereinafter be referred to as the Booster Club.

### **SECTION 2. PURPOSE**

The purpose of the Booster Club is to support and promote ALL Athletic and School Sponsored activity groups at Seneca Valley High School by uniting students, parents, coaches, faculty, staff, and community in a way that enhances the sharing of school spirit, and provides moral as well as financial support. To assure the ongoing improvement to all Seneca Valley High School athletic and activity group programs, the Booster Club shall recognize and work in conjunction with individual activity booster groups.

### **SECTION 3. ORGANIZATION**

- The Booster Club shall be formed as a Maryland Charitable Not-For-Profit Corporation and will maintain Internal Revenue Code Section 501 (c) (3) tax status.
- Each educational activity booster group that is deemed appropriate by the administration of Seneca Valley High School and the policies of School District shall be governed and represented by the Booster Club.
- This Booster Club shall abide by MCPS rules (refer to Appendix A, which applies to only Athletic events).

## **ARTICLE II – MEMBERSHIP**

### **SECTION 1. MEMBERS**

Membership in the Booster Club shall consist of the following:

- Staff/Coaches
- Current Students, Parents, Family
- Seneca Valley High School Alumnus
- Ex Officio
- Business Community

There shall be no discrimination as to membership on the basis of race, color, gender, religion, ancestry, national origin, marital status, socioeconomic status, age, disability, physical characteristics, or sexual orientation.

## **SECTION 2. ENTITLEMENTS**

Members in good standing are entitled to all benefits and privileges of the Booster Club.

## **SECTION 3. TERMINATION OF MEMBERSHIP**

Any member of the Booster Club may be removed by a 3/5 (60%) vote of the Executive Officers of the Booster Club at any regular scheduled meeting, or at a special meeting called for that purpose, for conduct deemed prejudicial to this Booster Club, provided that such member shall first have been served with written notice of the conduct deemed prejudicial to the Booster Club, and shall be given the opportunity to be heard at the meeting at which such vote is taken. At the time a membership is terminated, all entitlements and privileges of the Booster Club shall be immediately revoked.

Termination of membership in the General Booster Club shall terminate membership in all individual activity groups.

## **SECTION 4. MEMBERSHIP YEAR**

This membership year shall be defined as between July 1 and the following June 30.

## **SECTION 5. DUES AND ASSESSMENT**

Dues are established and assessed on a fiscal year basis. The fiscal year shall be concurrent with the Booster Club's membership year. No assessments other than regular membership dues shall be levied; HOWEVER, various dues levels may be set with commensurate special recognition, such as membership premiums or placement of names in listings or plaques. The amount of membership dues shall be determined by a vote of the Booster Club Executive Officers for the ensuing Booster Club membership year no later than the regularly scheduled May meeting of the current Booster Club year.

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## **ARTICLE III – EXECUTIVE OFFICERS**

### **SECTION 1.**

No person shall hold more than one Executive Officer Position.

The Executive Officers of the Club shall consist of the following

- **President (Non-Voting member unless to break a tie, but vote will be in the best interest of Seneca Valley High School and the Booster Club)**
- **Vice-President(s)**
- **Secretary(s)**
- **Treasurer**

## **SECTION 2. DUTIES OF THE OFFICERS**

The duties of the Officers shall be described as follows:

- **President**

To call meetings of the general membership, Officers, Directors, and special membership meetings; preside at such meetings; appoint special committees from the membership; appoint all committee chairs subject to the ratification of the Club. Represent the club at meetings of any other group(s) where the purposes and actions of the Club have pertinence; perform other duties as prescribed by the Officers and Directors of this club. The President shall not be the sponsor of any school activity group. The President, with the approval of a majority of the Officers, shall be the only one with authority to enter into a contract on behalf of the Booster Club. Term shall be two years.

- **Vice-President(s)**

To serve as the first backup officer(s) to the President, and perform the duties of President at such times as the President is unable to server at any Club function; perform other duties as prescribed by the Officers and Directors of this Club. Term shall be two years.

- **Secretary(s)**

To maintain and keep records of the Club; its executive officers, directors, and direct support groups as it pertains to the Club; annually publish a list of all Individual Activity Groups; handle all correspondence for the Club; perform other duties as prescribed by the Executive Officers of this Club. Will disseminate minutes of meetings and agenda. Shall keep a current copy of the Bylaws and Standing Rules. Be responsible for the preparation and counting of any necessary ballots. Term shall be two years.

- **Treasurer**

To collect, deposit and disburse the funds of the Club as directed by the Officers; keep all financial records of the Club; at the direction of the club will present for examination all records pertaining to the office. Make such further reports and perform other duties as prescribed by the officers and directors of the Club. File such annual reports with the Internal Revenue Service, the State of Maryland, MCPS, and local agencies as required by law. An itemized list of income and expenditures shall be presented to the President by the Treasurer and copies made available for all members to see at each meeting. These records will be maintained on file. Term shall be two years.

- **At Large Directors**

To serve as the main liaison of the individual activity group(s). They shall represent and bring forward the activity group(s) interest and suggestion and bring to motion(s) to the Booster Club for these activity group(s). Term shall be one year or as deemed by the President. The President shall appoint three At Large Directors and no more.

**Officers** shall have the right to meet as a group, on an as-needed basis, to carry out the business of the Club.

### **SECTION 3. ELECTION OF EXECUTIVE OFFICERS**

Election of Officers shall be conducted at the April meeting of the Club annually. The nominating committee shall submit a slate of candidates at the regular March meeting. Additional nominations will be accepted from the floor providing prior approval has been obtained from the nominee to serve in the office for which he/she is nominated. To hold the position of President of Seneca Valley High School Booster Club, the individual must have a child enrolled at Seneca Valley High School. Voting shall be reserved to members in good standing. All nominees must be members in good standing of the Booster Club and have been a member for at least 30 days.

### **SECTION 4. TERMS OF OFFICE**

The terms served by all Executive Officers shall coincide with the membership year as described in Article II, Section 4. No individual may be elected to more than one term in the same office and no more than two terms in any office consecutively.

### **SECTION 5. VACANCY**

Vacancy of Executive Officers shall be filled by appointment made by the remaining Executive Officers; the new appointee shall serve until the vacant term expires. Appointees shall be made from the ranks of members in good standing of the Booster Club.

## **ARTICLE IV-AT-LARGE OF DIRECTORS**

### **SECTION 1. AT-LARGE DIRECTORS**

The At-Large Directors of the Club shall consist of the persons referenced in Article III Section 2.E.

### **SECTION 2. DUTIES OF THE AT-LARGE DIRECTORS**

The duties of the Directors shall be as follows:

- To attend all Booster Club meetings and serve as voting members in affairs of the Club.
- To be a natural source for persons wishing to become Officers in the Club.
- To serve as liaison persons to their individual activity group(s).

### **SECTION 3. CONDUCT OF MEETING**

All membership meetings shall be conducted as follows:

- In accordance with Roberts Rules of Order, except where they are in conflict with the By-Laws of this document, in such event, these By-Laws shall govern.

Booster Club meetings will be scheduled on a quarterly basis at Seneca Valley High School (to be decided by the board).

## **ARTICLE VI-COMMITTEES - This section is suspended in its entirety until further notice**

### **SECTION 1. COMMITTEE TYPES**

There shall be two types of committees: Operational committees and Special committees.

- Operational committees are relatively permanent in nature and are the backbone of the Club's operations.
- Special committees are appointed to accomplish special objectives and tasks, and will generally expire as soon as those objectives and tasks are completed.

### **SECTION 2. COMMITTEE CHAIRPERSONS**

Booster Club members in good standing may chair committees. The term of office shall be one year or until successors have been appointed.

### **SECTION 3. OPERATIONAL COMMITTEES**

Operational committees chairs shall be included as part of the board of directors having voting rights at board meetings. These committees may include, but not be limited to the following:

#### **ALUMNI COMMITTEE**

This committee will be responsible for reaching out to our alumni for membership and support.

#### **EVENT SHOPPER COMMITTEE**

This committee will be responsible for:

- Tracking the inventory of food, serving and cleaning supplies in concession booths.
- Purchasing food and other items for non-concession events.
- Purchasing food as needed and providing records, receipts and other documentation to the Treasurer and President.

#### **COMMUNITY RELATIONS COMMITTEE**

This committee actively works to increase awareness of the Booster Club in the community by using public relations opportunities to get free press, etc., works to setup relationships with local vendors and groups to assist in the support of the school. Oversee advertising, etc.

#### **CONCESSIONS COMMITTEE**

This committee will be responsible for:

- Oversee all operations of Booster Booth.
- Manage capital improvements for projects for booth.
- Specifically oversee shoppers and staffing coordinator.
- Schedule clean up days and repair days as needed.
- Ensure volunteer list is given to staff at the Main Gate.

#### **FUNDRAISING COMMITTEE**

This committee will be responsible for all fundraising activities with the exception of Concessions. Yearly events will include items such as the yard sale and silent auction. Profits of all fundraising events will be given to the general Booster Club Account.

### **MEMBERSHIP COMMITTEE**

This committee will be responsible for proposing:

- Membership dues for the upcoming year.
- Securing new members.
- Maintaining current membership.
- Issuing a paid-up membership list.

### **MERCHANDISE COMMITTEE**

This committee will be responsible for the maintenance of "Official SVHS Booster Club" merchandise and apparel. Additionally, this committee shall create a purchase order for new merchandise, inventory and sell these items, with profits to the Booster Club Account.

### **NOMINATING COMMITTEE**

This committee shall consist of at least three members and shall be responsible for the nomination of a complete slate of Executive Officers for presentation at the March Regular club meeting. Rules to govern these nominations:

- Each nominee must provide prior approval to serve in the office for which she/he is nominated.
- Prior approval by a nominee may be given verbally if that person is present at the meeting in while her/his name is placed in nomination. If a nominee is not present, written approval must be obtained by the committee and presented at the meeting in which the nomination is made.
- Nominees for President, Vice-President, Treasurer, and Secretary must be members in good standing of the Booster Club.

### **SCHOLARSHIP COMMITTEE**

This committee shall recommend the number and amounts of annual Booster Club Scholarships as well as selection criteria for recipients.

### **VOLUNTEER COMMITTEE**

This committee will be responsible for the following:

- Assist the other committees in gaining volunteers for their planned events.
- Obtain SSL Training and will coordinate signing off of SSL Hours.
- Track and report monthly volunteer hours to Seneca Valley High School.

## **ARTICLE VII – FUNDS**

Where necessary the Booster Club can go directly to vendors to purchase necessary items to support operations and fundraising. To include but not limited to; concessions food & supplies, spirit wear, banners, etc.

### **SECTION 1. DEPOSIT OF FUNDS**

All funds of the Club shall be deposited in a qualified depository or depositories within the community of Seneca Valley under the name of Seneca Valley High School Booster Club Deposits shall be made within one week by the Treasurer or any signatories on the account.

### **SECTION 2. DISBURSEMENTS**

All disbursements shall be made by checks signed by two of the authorized signators on the account. All signatories shall be required to be bonded; the cost thereof shall be borne by the Booster Club. The Booster Club will establish methods of designation and distribution based on the needs of the school. Booster Club funds must be supplied on a program-wide basis.

Disbursement will be allocated to two parties on the order of 75% for the Athletic Department and 25% for Clubs and disbursed twice a year (January and June). Money accrued in January will be included in the June disbursement. Money accrued in June is spent and any outstanding funds can be offered or moved between the two parties. Money is intended to be spent, or at a minimum, allocated to the two parties listed. Every effort possible will be made to distribute funds, rollover is not acceptable. The Athletic Director has to be informed twice a year what money is available and what remainder exists. The Athletic Director has a right to stockpile money for long-term purchases.

A written request for funds including items, cost receipt of items, and beneficiary of items is required with a 'grant request form'. Funding requests may be submitted from the Athletic Director on behalf of school athletic teams and School Staff Sponsors of activity groups/Club Director. A team (2 member minimum), or activity group requesting funding must volunteer at one or more Boosters fundraising events, validated by Booster leadership records of volunteerism. Volunteerism can be conducted by a



parent, alumni, coach or sponsor, or student involved in the team or club requesting the funds. Volunteering prior to the request is accepted and volunteering post the request is allowed, per funding request and validated by volunteer signature logs and grant request forms with description of the volunteerism. Funding requests will be approved or denied by vote of the general membership.

## **ARTICLE VIII – AMENDMENTS**

### **SECTION 1. AMENDMENT PROPOSALS**

Amendments to these By-Laws may be proposed in the following manner:

- By majority of the current Executive Officers.
- By written request of the membership, submitted to the Executive Officers and a petition signed by a minimum of 10% of the members in good standing.

### **SECTION 2. PRIOR NOTICE OF VOTE**


Copies of all proposed amendments shall be made available to the Officers at least 10 days prior to the time at which they will be considered. The Correspondence Secretary will be responsible for providing notice to the General Membership and send copies of the proposed amendment to any member upon request.

### **SECTION 3. AMENDMENT VOTE**

Amendments to the By-Laws shall be made by a two-thirds majority of the Board of Directors casting an affirmative vote at a scheduled meeting.

#### **Certification**

I certify that the foregoing is a true and correct copy of the By-Laws of the SVHS Booster Club, duly adopted by the initial Board of Directors on Aug 21, 2023.

Booster President:  Date: 2/2/24  
Robert Duda

Booster Treasurer:  Date: 2/2/24  
Treena Selak

## Appendix A

### **MCPS – SCHOOL/PROGRAM STANDARDS AND PROCEDURES**

#### **BOOSTER CLUBS**

- **Purpose**

These standards ensure equity and consistency in the form and function of athletic booster clubs across the school system. Athletic booster clubs are of great potential benefit to a school and an athletic program. However, in the absence of consistent standards, athletic booster clubs can be divisive and counterproductive to the goals of the school system. These rules and standards ensure that athletic booster clubs operate within Title IX, MPSSAA, and MCPS parameters, and that they provide benefit in a legal, positive, and equitable manner.

- **Definition**

Athletic booster clubs are organized groups of adults who provide financial and/or non-financial support for high school athletic programs. There may be only one athletic booster club per high school. With permission from the athletic booster club and principal, individual team, support groups may exist as auxiliary organizations under the umbrella and direction of the larger athletic booster club. The combined support provided by the athletic booster club, including auxiliary support groups, must be equitable for all teams and both genders.

- **Authority to Function**

The athletic booster club must have the approval of the principal in order to function. The athletic booster club must develop/present to the principal for approval a constitution that establishes the structure, purpose, election process, financial accounting, and operating guidelines of the group. A representative of the high school should be included at all meetings. Auxiliary or support groups must operate under sponsorship and with the permission of the athletic booster club and principal, and all activities and funds must be funneled through approved by the booster club and principal (or designee).

- **Fundraising and Financial Accounting**

All regularly scheduled athletic booster club meetings should include a financial report. The booster club must follow school and school system guidelines and procedures with respect to fundraisers, including gaining approval from the principal or designee for all fundraisers and follow approved school system

accounting procedures. Auxiliary or individual team support organizations may not raise funds for an individual, team, or school, unless they received permissions from the athletic booster club and principal (or designee).

- **Personal Effects**

Fund raised by the athletic booster club may not be used for personal items for athletes or out-of-season activities, including camp or clinic fees, meals, apparel for coaches or participants, summer league-related expenses, or coaches' compensation. Nominal awards or gifts may be purchased for teams or individuals, such as plaques or T-shirts, but such purchases must be made in an equitable manner for all teams.

- **Donations/Purchases**

In order to ensure that athletic programs comply with MCPS regulations DJA-RA, and DJA-RB, all goods and services should be secured with school funds and properly recorded as program expenditures. Athletic booster club or individuals may not take direct payment for supplies, equipment, maintenance, uniforms or services. The school makes the purchase, and the booster club or person providing the donation reimburses the school. Athletic booster club or individual donations must be presented to the principal (or designee). Donations or payments may not be presented to a coach or participant.