

Granby Jr.-Sr. High School

ATHLETIC BOOSTER CLUB

ARTICLE I - NAME

The name of this organization is **A Non-Profit Organization Organized on April 2, 2003** (hereinafter, referred to as the GJSHS Booster Club).

ARTICLE II - PURPOSE AND OBJECTIVES

MISSION STATEMENT

The Granby Booster Club is a 501c3 non-profit fundraising group of volunteer parents committed to helping financially support the athletic programs at Granby Jr.-Sr. High School for the benefit of all athletes. The Booster Club is dedicated to establishing open communication and a good working relationship with the representatives of Granby Jr.-Sr. High School in order to provide the athletes with rewards and opportunities above and beyond the existing school budget while striving towards offering service equality to all athletes.

Objectives

The objectives of the GJSHS Booster Club are to:

- Every dollar we raise goes back into Granby Athletics

What is the Athletic Booster Club?

Athletic Booster Clubs are organizations in schools at the high school level and are generally run and organized by the parents/guardians of athletes.

The main function of the Athletic Booster Club is to develop support for the athletic program and raise funds to supplement shrinking support as a result of budget cuts.

Below are just some examples of how the booster club raises money:

- Raffles held at sporting events
- Selling family and fan gear such as t-shirts, jackets, blankets
- Sale of concessions at games

ARTICLE IV - BOARD OF DIRECTORS

The Board of Directors (hereinafter, referred to as the Board) is responsible to act on behalf of the GJSHS

What are bylaws?

A booster club's bylaws provide the rules or articles on how the organization operates, including how often meetings are held, and how voting is conducted. The bylaws contain the details of the rules of membership. Bylaws must address the organization's fiscal year, organizational structure, and the methods used to elect officers.

Bylaws must:

- Be approved and signed by the Board of Directors on an annual basis
- Address the organizational structure
- Address the methods used to elect officers
- Contain the rules of membership
- Include how meetings will be publicized and conducted
- Address the organization's fiscal year

The Board shall:

Disclaimer:

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ARTICLES

ARTICLE I - NAME

The name of this organization shall be known as the Granby Booster Club, Incorporated (hereinafter, referred to as the GJSHS Booster Club).

ARTICLE II - PURPOSE AND OBJECTIVES

Purpose The purpose of the GJSHS Booster Club shall be to provide financial support for the athletic programs at Granby Jr.-Sr. High School (hereinafter "GJSHS"), to meet the needs of all student-athletes and to provide a scholarship(s) for eligible Senior Varsity athlete(s).

- Objectives** The objectives of the GJSHS Booster Club are to:
- Promote and encourage attendance at all GJSHS athletic events by parents, students, faculty, alumni, and the community.
 - Encourage students to volunteer their time helping the Booster Club at the Concession Stand and Athletic Banquets.
 - Promote financial support to the GJSHS Athletic teams
 - Recognize Senior Athletes at the end of their season
 - Recognize student-athletes for their participation and accomplishments with a year-end banquet.

ARTICLE III - MEMBERSHIP

The GJSHS Booster Club is open to all parents and guardians whose student-athlete participates in the GJSHS Athletic Program.

ARTICLE IV - BOARD OF DIRECTORS

The Board of Directors (hereinafter, referred to as the Board) shall be responsible to act on behalf of the GJSHS Booster Club in the management of the business affairs of the organization, except for matters decided by a vote in the General Membership Meetings. All officers and Board positions are **unpaid volunteer positions**.

- The Board shall consist of a:
- President
 - Vice-President
 - Secretary
 - Treasurer
 - Social Media Coordinator
 - Principal
 - Athletic Director
 - If applicable, Chairperson for each subcommittee

The Board shall:

- Perform all the duties of the office, including but not limited to ensuring that all decisions of the Board are put into effect; appointing chairpersons to all committees; serving as an ex officio

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- Manage and direct the affairs of the GJSHS Booster Club, fulfill the responsibilities approved and directed by the membership, and take such actions as may be required within the scope of these bylaws for the good of the organization.
- Approve the President's creation and dissolution of all necessary Committees and Chairpersons;
- Approve the plans of work of the Subcommittees;
- Ensure that the GJSHS Booster Club is operating in full support of the Principal, Athletic Director, and Coaches.

Section 1: If action on behalf of the GJSHS Booster Club is necessary between the regularly scheduled membership meetings, the President shall take such action based on the two-thirds (2/3) majority vote of the Board. A report of the action taken shall be made at the next regularly scheduled membership meeting.

Section 2: The Board and officers may not receive any compensation or anything of value for their services as a member or as an officer. All GJSHS Booster Club members may receive reimbursement for expenses incurred on behalf of the GJSHS Booster Club in accordance with the procedures set forth in these bylaws.

Section 3: A Board member or officer, may be removed at any time for a good cause. "Good Cause" for removal of an officer or Board member includes, but is not limited to, the unexcused absences from three (3) consecutive meetings; willful neglect of his/her duties; fraud; misuse of the GJSHS Booster Club funds; accepting compensation or other things of value-based upon their Board position; conflicts of interests not approved by the Board; or other appearances of impropriety that are determined by the Board to reflect negatively on the GJSHS Booster Club.

ARTICLE V - OFFICERS

Officers shall consist of:

- President
- Vice-President
- Secretary
- Treasurer
- Social Media Coordinator

Officers shall:

- be elected annually by the membership
- are required to be active members in good standing
- shall not be permitted to hold more than one office at the same time.
- In the event that an officer cannot perform or choose not to perform their duties for their entire term, the remaining officers may appoint a replacement. The person(s) appointed shall hold office until the end of the term.
- have a two-year term that begins in June 2021 and ends in June 2023
- remember that positions are unpaid and voluntary

SECTION 1: DUTIES OF OFFICERS

President:

The President is an individual who has previously been active within the GJSHS Booster Club. The major duties include, but are not limited to, the following:

- Perform all the duties of the office, including but not limited to ensuring that all decisions of the Board are put into effect; appointing chairpersons to all committees; serving as an ex officio

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- member of all committees; having overall leadership and management responsibility for the organization;
- Preside at all meetings and prepare the agenda for all meetings;
- Regularly communicate with the Athletic Director, Principal, and/or Superintendent regarding Booster Club activities.
- Call special meetings as needed
- Responsible for obtaining annual licenses and documentation for the State
- Organize electronic voting as needed;

ARTICLE VI – MEETINGS AND VOTING PRIVILEGES

Vice President:

The Vice President acts as the President's representative in his/her absence. They must remain familiar with the organization. The major duties include, but are not limited to, the following:

- Act as President in the event of the President's absence.
- Preside at all meetings and help prepare the agenda for all meetings;
-
- Perform duties assigned by the President, assist the President in performing his/her duties, and shall implement and support the purposes of the organization.
- Keep an inventory of items needed for the Snack Shack or Snack Table
- Annually, coordinate with the town the inspection of the outdoor Booster building.

Secretary

The Secretary is responsible for keeping accurate records for the GJSHS Booster Club and reporting to the membership. The Secretary must ensure the accuracy of the meeting minutes and have a knowledge of the organization's procedures. The major duties include, but are not limited to, the following:

- Maintain meeting minutes for the GJSHS Booster Club
- Capture attendance, notes, decisions, officer and committee reports, and budget requests;
- Handle correspondence as necessary and report on all correspondence on behalf of the GJSHS Booster Club
- Obtain approval of minutes before each monthly meeting
- Upload the minutes of each meeting to the GJSHS Booster Club Google drive no later than two (2) weeks following each meeting.
- Maintain a copy of these bylaws, a record of all meetings, minutes, and decisions of the Board
- Maintain a list of current members that denotes their GJSHS Booster Club position and the name and class year of their child(ren).
- Organize volunteers as needed for coverage at sporting events
- Verify student volunteer hours

Treasurer

The Treasurer is the authorized owner of the GJSHS Booster Club funds. The Treasurer receives and disburses all monies indicated in the budget or as authorized by the GJSHS Booster Club. The majority of the duties include, but are not limited to, the following:

- Manages a checking/savings account along with the President and Vice President
- Present/Maintains a current financial report including bank statements, bank reconciliations, and financial statements to the GJSHS Booster Club on a monthly basis.
- The spending of any money by check will require a vote by the Booster Club along with two signatures
- Create an End of Year Statement
- Responsible for maintaining documentation related to being a 501c3 and filing taxes
- Responsible for keeping town Raffle paper up to date.

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Social Media Coordinator

- The Social Media Coordinator will create engaging posts on the Booster Club's Facebook page, respond to inquiries, and engage in online conversations.

Fundraising

ARTICLE VI – MEETINGS AND VOTING PRIVILEGES

Meetings will be held monthly from August through June in a location to be determined. Notice and agenda of the GJSHS Booster Club meetings will be published one week prior to the meeting date. The GJSHS Booster Club will publish on social media, as well as, through emails to those members with email addresses on file. The notice will clearly indicate the date, location, and time of the meeting and the items to be discussed. Attendance of meetings by coaches, the athletic director, the principal, and the superintendent is welcomed and encouraged.

The Board and attendees present at the meetings shall be entitled to vote on club matters. It is important that all attendees understand the importance of our mission and be able to make informed decisions. The GJSHS Booster Club requires that voting attendees are in good standing with the Board. *A voting attendee is defined as someone who has been present at a minimum of two previous meetings in the prior twelve-month period and has volunteered at least 2 times in the last 12 months.*

ARTICLE VII - SUBCOMMITTEES

Subcommittees can be formed as determined necessary by the Board and are created for a specific purpose and voted upon by the membership. Subcommittees are automatically dissolved as soon as that purpose is accomplished and the subcommittee report is made. Subcommittees should complete their assignments within the current school year. If the objectives are not met at the end of the school year, officers will be required to reappoint members of the subcommittee for the following year until the purpose of the subcommittee has been achieved. Individuals who have a conflict of interest shall not be allowed to serve as members of the committee (for example, senior parents would not be included on a scholarship subcommittee since their child is a potential recipient of the monies).

Scholarship Review Subcommittee:

Responsibilities include:

- reviewing all scholarship applications
- the ability to make independent decisions on behalf of the scholarship
- evaluating the eligibility of all applicants without bias and making selection recommendations based on the established objective criteria for the scholarship
- avoiding any situation where personal or business relationships could have, or give the appearance of having, undue influence on the committee's judgment

In the case of a potential conflict of interest, the committee member shall declare the conflict, and refrain from participating in the discussions and decision-making process.

Requirements include:

ARTICLE VIII: REQUEST FOR FUNDING/FUNDRAISING

All team financial requests should be submitted via email to the GJSHS Booster at gjshsbooster@gmail.com with a copy to the Athletic Director and Principal.

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- For any purchase requests please provide a minimum of 2 cost estimates and the rationale behind the purchase must be submitted.
- Requests and reimbursements will be disbursed by the Treasurer.
- Financial support for out-of-season athletic activities or camps is prohibited under MIAA Standard 41 page 40 of the MIAA Handbook effective 7/1/2021 - 6/30/2023.

Fundraising

shall be:

- For the benefit of all GJSHS athletes

Fundraising will *NOT*:

- be required participation for any parent/guardian or student-athlete
- have set quotas for individuals or teams
- Be required for athletes to be eligible for GJSHS Booster Club scholarship programs
- Apply funds raised to benefit individual parents/students

ARTICLE IX: FINANCIAL ACCOUNTABILITY AND TRANSPARENCY

The GJSHS Booster Club will maintain its own bank account. All money raised by concession sales, fundraising, and donations shall be held in the GJSHS Booster bank account. There shall be complete transparency as to the financial activities of the GJSHS Booster Club. Any member of the Board and the general membership shall have full and complete access to all financial activities of the GJSHS Booster Club.

Expenses:

- All purchases, including but not limited to concession stand items, decorations, etc should be recorded.
- Invoices and receipts should be submitted to the Treasurer by email or a hard copy as soon as possible.

Financial Reporting

At a minimum, the GJSHS Booster Club membership should be provided with a financial statement and bank reconciliation at each meeting. The financial statement should provide a comparison of budgeted versus actual expenditures and receipts.

Cash Receipt Procedures

- It is recommended that deposits be made if the total receipts on hand exceed \$250.00. If receipts are less than \$250.00, deposits shall be made within one week even if the receipts are less than \$250.00. All money must be deposited prior to holidays and weekends.

Bank Reconciliation

- Upon receipt of the monthly bank statement, the balance indicated on the statement shall be reconciled to the bank account balance in the general ledger as of the last day of the month. The reconciliation should be completed within thirty (30) days of the date of the bank statement.

ARTICLE X - BOOSTER CLUB SCHOLARSHIP

Requirements include:

- All qualifying senior athletes must have the opportunity to apply for the GJSHS Booster Club Scholarship.
- The application process must be clearly communicated, and the application forms must be readily available to all potential applicants, their parents, and/or guardians before the end of the first grading period of the academic year.

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- The Scholarship Review Committee must be appointed by the GJSHS Booster Club President, Vice President, Treasurer, and Secretary prior to the new year.
- Members of the GJSHS Booster Club who have a child eligible for a scholarship may not serve on the Scholarship Review Committee.
- The Scholarship Review Committee must consider all qualifying applicants.
- Applicants identifying information must be redacted for the Scholarship Review Committee to ensure an equitable review.
- The qualification criteria for selection for scholarship winners (if any) must be communicated in writing to all potential applicants before the end of the year and may not be changed during the scholarship award period.
- The application decision, materials, notes, and/or any other documentation used by the Scholarship Review Committee in connection with a given application shall be made available upon written request to the Scholarship Review Committee. The Scholarship Review Committee must retain the original materials for a minimum of seven years.

Criteria for the Scholarship:

The Granby Booster Club Scholarship is awarded to a graduating senior athlete, as they further their education, and should be used to help offset the expenses (tuition, books, fees, and supplies) associated with it. The award amount will be determined at a later time.

The below criteria must be met in order to qualify for this scholarship. *Please read carefully*

- must have volunteered for the Granby Booster Club within the last two years for a minimum of 10 hours.
- must be a Senior Athlete at GJSHS who is scheduled to graduate in the spring of the current school year.
- must be accepted/enrolled in an accredited college, university, trade school, or military academy.
- must have a GPA of 2.5 or higher
- must have demonstrated high moral character during their tenure at GJSHS.
 - No excessive absences
 - Recognized for good discipline by school administration and athletic department
 - Exemplify good sportsmanship toward team members, coaches, opponents, and officials
- must complete and sign the scholarship application and submit it to the Guidance Department on/or before May 1, 2023.
- All completed applications must be turned in to the GJSHS Guidance Department no later than the deadline set.
- All scholarship applications which do not have the required information will be considered incomplete and returned to the applicant.
- Scholarship awards may not be on a "need" basis.
- The applicant's enrollment in an accredited institution (college, university, trade school, military academy, etc.) is a requirement for receiving scholarship funds.
- The GJSHS Booster Club may not require interviews with applicants in the decision process.
- Coaches may not be involved in the selection process.

ARTICLE XI - AMENDMENTS

The motion to amend the club's bylaws must be brought forward by a GJSHS Booster Club Board member.

Voting on a motion to amend the bylaws will be held at the next regularly scheduled meeting after the amendment was brought before the Booster Club. A majority vote of the attendees present prevails.

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ARTICLE XII - RULES FOR DISSOLUTION

There are two ways a booster organization can be dissolved:

- 1) A resolution shall be adopted by the booster organization (or the executive board of the organization is inactive) stating that the question of such dissolution be submitted to a vote at a special meeting of the members having voting rights. At least 30 days prior to the meeting, written or printed notice shall be given to each member entitled to vote stating that the purpose of such meeting is to consider the advisability of dissolving the organization.
- 2) The Principal and/or Administration determines that the GJSHS Booster Club is not functioning in a way consistent with school and district policies.
- 3) If it is in the best interest that the GJSHS Booster Club be dissolved, the GJSHS Booster Club and/or the committee must determine the distribution and usage of treasury monies and other assets before dissolution. In order to comply with the Internal Revenue Service guidelines, care should be taken to ensure that excess funds are distributed within the framework of the organization's original purpose (i.e., athletic booster funds would remain within the athletic program).

ARTICLE XIII: RELATIONSHIP BETWEEN GJSHS BOOSTER CLUB AND GJSHS

The GJSHS Booster Club shall operate with the full support of the GJSHS administrators, the Athletic Director, and the coaches. At no time shall the GJSHS Booster Club make recommendations or become directly involved in the day-to-day operations of the GJSHS athletic programs. The GJSHS Booster Club serves only to support and facilitate the GJSHS athletic program and has no role in deciding the direction of policy established by the Principal and Athletic Director. The Athletic Director will communicate any game schedule changes or other relevant matters to the GJSHS Booster Club President and/or Vice President.

I certify that I am the duly elected and acting President of the GJSHS Booster Club and these Bylaws constitute the organization's Bylaws. The Bylaws were duly adopted at a meeting of the Executive Board held on February 24, 2023.

Approval Date: 2/24/2023

Kristina Misiaszek

Kristina Misiaszek

VICE PRESIDENT

I certify that I am the duly elected and acting Vice President of the GJSHS Booster Club and these Bylaws constitute the organization's Bylaws. The Bylaws were duly adopted at a meeting of the Executive Board held on February 24, 2023.

Approval Date: 2/24/2023

Kathy Berger

Kathy Berger

TREASURER

I certify that I am the duly elected and acting Treasurer of the GJSHS Booster Club and these Bylaws constitute the organization's Bylaws. The Bylaws were duly adopted at a meeting of the Executive Board held on February 24, 2023.

Approval Date: 2/24/2023

Brian Carillon

Brian Carillon

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SECRETARY

I certify that I am the duly elected and acting Secretary of the GJSHS Booster Club and these Bylaws constitute the organization's Bylaws. The bylaws were duly adopted at a meeting of the Executive Board held on February 24, 2023.

Approval Date: 2/24/2023


Courtney Florene

Granby Jr.-Sr. High School

ATHLETIC BOOSTER CLUB

BYLAW POLICY PAGE

Effective 01/01/2023

These bylaws shall replace any previously issued and authorized bylaws of the GJSHS Booster Club.

PRESIDENT

I certify that I am the duly elected and acting President of the GJSHS Booster Club and these Bylaws constitute the organization's Bylaws. The Bylaws were duly adopted at a meeting of the Executive Board held on February 24, 2023.

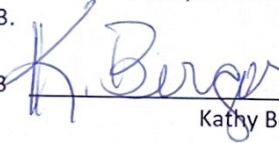
Approval Date: 2/24/2023


Kristina Misiaszek

VICE PRESIDENT

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Approval Date: 2/24/2023


Kathy Berger

TREASURER

I certify that I am the duly elected and acting Treasurer of the GJSHS Booster Club and these Bylaws constitute the organization's Bylaws. The Bylaws were duly adopted at a meeting of the Executive Board held on February 24, 2023.

Approval Date: 2/24/2023


Brian Carillon

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SECRETARY

I certify that I am the duly elected and acting Secretary of the GJSHS Booster Club and these Bylaws constitute the organization's Bylaws. The Bylaws were duly adopted at a meeting of the Executive Board held on February 24, 2023.

Approval Date: 2/24/2023



Courtney Moreno

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