# Boys Swim Team Booster Club By-Laws and Structure

# General membership

Membership of the booster club includes all swimming coaches, Osseo High School staff, swimming parents and alumni interested in contributing to the overall swimming program.

# Organizational Structure

The Swimming booster club will have two levels of organizational structure.

# Executive Committee

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| **Board Position** | **Responsibility** |
| Varsity Coach | Provide input for coaching needs |
| President | Facilitate all meetings, general and executive. Oversees all booster club activities |
| Vice President | Preform duties as assigned by the president. Preside over meetings in the president’s absence. |
| Secretary | Record and maintain minutes of all meetings and distribute booster club minutes to all members. |
| Treasurer | Responsible for incoming funds, expense, and financial statements. |

The booster club will maintain a minimum of three positions on the executive committee. The positions of secretary and treasurer are required to be always maintained.

Additional duties for these positions will depend on current booster club initiatives and programs. Serving on the executive committee is for the benefit of the program. Serving in one of the positions does not assure preferential treatment of that board members swimmer.

The executive committee bases its selection of board members by a majority vote. Any individual interested in serving for a board position can submit their name to the president or varsity coach for consideration. The term of service on the board will be one year for the period starting August 15th and ending August 14th.

# Committees

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| **Committee** | **Responsibility** |
| Fundraising Committee | Leads all fundraising activities |
| Apparel Committee | Defines and manages orders for team apparel from player packs to team orders. |
| Concessions Committee | Leads concession stand activities for home meets. |
| Baquet/Senior Night Committee | Plans activities around senior night and end of season banquet. |

There will be several committees organized to oversee major activities that are key to the booster club program. The executive committee will select a committee chair each year.

All parents of swimmers are welcome to join any committee and are expected to participate in a minimum of one committee.

# Executive Booster Club Meeting

Booster club meetings will occur no less than eight times each year to allow for all planning is in place to allow initiatives to be compelted and financial objectives met.

On an annual basis the committee shall:

1. Review the by-laws and revise as necessary
2. Review ante financial status
3. Develop a yearly budget with input from coaches and committee members
4. Determine officer appointments

The booster club meetings will follow Roberts Rules of Order and a minimum of 3 committee members must be present for there to be a quorum.

Decisions made during booster club meetings are by simple majority vote.

The booster club president is responsible for developing and following the meeting agenda. Any topics for the meeting must be submitted to the president 24 hours in advance of the booster club meeting.

The financial statements will be presented a minimum of four times annually.

# All Member Meetings

The coaching staff will host a minimum of two general membership meetings. The timeframe and topics are as follows.

## Pre-Season Meeting

A pre-season meeting will be held in September/October. The coaches will present initiatives for the upcoming season and the committees that are required. Chairpersons for each committee will provide an overview of their volunteer needs. The overview of the annual budget will be presented.

## Coach/Swimmer/Parent Meeting

This meeting will be held in November prior the start of the season. Booster Club fees will be collected, and members will volunteer for the established committees.

# Contingency Plan

In the event an executive committee position becomes vacant prior to the scheduled term a qualified representative from the general membership or previous committee member shall fill the position until the next term.

In the event there is a concern that an individual on the executive committee or committee chairperson may need to be removed, the following grievance procedure will be followed:

* A special meeting is held where all members of the executive committee must be present.
* The concern will be discussed (what is reason for the concern)
* The individual will be given an opportunity to present their person
* The committee will define and document the course of action up to and including removal from the position. Final approval of the course of action will be a vote by the executive commit with 2/4 for approval. If the individual in question is on the executive committee, they forfeit their right to vote.

# Fiscal Requirements

The booster club’s fiscal year will be September 1st through August 31st.

A tentative and prioritized expense proposal from the coaching staff will be submitted by the end of August. The executive board will work with the coaching staff to finalize the budget recommendation. The budget proposal will be ratified by the full booster club membership no later than November booster club meeting.

A majority of the executive committee must approve all non-budgeted expenditures. Accepted method of communication will be electronic.

The executive committee will acknowledge all donations with a thank you letter.

The executive committee will ensure a minimum balance at the end of the fiscal year of $2,500.00 that will be verified annually. This minimum is to cover the incurred expenses for the following fiscal year before any additional funds are raised.

# By Law Enactment

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Varsity Coach Date

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President Date

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Vice President Date

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Secretary Date

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Treasurer Date