

BY-LAWS
TANTASQUA ATHLETIC BOOSTER CLUB
Effective November 9, 2015

ARTICLE I: NAME

The name of this organization shall be the Tantasqua Athletic Booster Club.

ARTICLE II: OBJECTIVES

The purpose of this organization shall be:

1. To promote a spirit of sportsmanship, responsibility and enthusiasm among the students and supporters of the Tantasqua Regional Senior High School and Tantasqua Regional Junior High School and;
2. To aid and assist in the development and enhancements of the athletic program of the Tantasqua Regional Senior High School and Tantasqua Regional Junior High School.

ARTICLE III: MEMBERSHIP

The membership of this volunteer organization shall consist of people 18 years of age and older who are interested in upholding its objectives as stated and actively demonstrate this interest. All dues-paying members and members of the Board of Directors shall have a voice and a vote in the matters of the organization.

ARTICLE IV: BOARD OF DIRECTORS

1. The Board of Directors shall consist of the President, VicePresident, Secretary and Treasurer of the organization, at least one Representative, when possible, from each of the member towns, the Athletic Director and a representative of the administration of the Tantasqua Regional Senior High School and/or the Tantasqua Regional Junior High School. The maximum number of directors shall be twelve.
2. The President, VicePresident, Secretary, Treasurer and Town Representative shall be elected at the general membership meeting in May of each year. Each nominee must be present at the meeting in person or by proxy.
3. A quorum shall consist of one more than half the number on the Board of Directors.
4. The duties of the Board of Directors shall include receiving all requests and presenting such requests with a recommendation to the general membership meeting for a vote and conducting the daily operations of the Tantasqua Athletic Booster Club.

5. Any office or town representative position that becomes vacant shall be filled by appointment of the Board of Directors.

ARTICLE V: OFFICERS

1. The officers of the Tantasqua Athletic Booster Club shall consist of President, Vice President, Secretary and Treasurer.
2. The duties of the officers are as follows:
 - A. The PRESIDENT shall preside at all meetings of the organization, shall prepare each general membership meeting agenda, shall implement the policies of the organization, shall appoint all committees with the advice and consent of the Board of Directors, and shall be an ex-officio member of all committees.
 - B. The VICE PRESIDENT shall assist the President in the execution of his/her duties, shall assume said duties in the President's absence, and shall maintain the membership roster.
 - C. The SECRETARY shall record the minutes of all meetings of the organization, shall keep all non-financial records of the organization, and shall perform such other duties as may be delegated.
 - D. The TREASURER shall receive any funds derived from dues and activities of this organization and make disbursement into the Booster Club Checking Account within four business days, shall hold the checkbook, shall keep accurate records of all receipts and disbursements, shall present a current financial report at the general membership meetings, shall prepare the next year's budget before June 30th which will be voted on and approved by a majority vote of members present, and shall file all required tax return information with the IRS. The books shall be audited annually between June 1 and August 31.

ARTICLE VI: MEETINGS

General Membership Meetings:

1. General membership meetings shall be held a minimum of four times a year, the exact date and place to be determined by the Board of Directors. A majority of the members present shall carry a vote.
2. All meetings shall be conducted according to ROBERTS RULES OF ORDER.

ARTICLE VII: FINANCIAL POLICIES

Financial policies of the Tantasqua Athletic Booster Club:

1. The Board of Directors shall be responsible for the finances of the Tantasqua Athletic Booster Club. All expenditures and/or funding requests, other than operating expenses, must be approved by the general membership at a convened meeting.
2. The Treasurer can solely sign checks up to \$500. In the absence of the Treasurer, either the President or the Vice President may sign checks. Checks in the amount of \$500 and over must have two signatures.
3. All contributions or solicitations shall be for the sole benefit of the Tantasqua students participating in athletics.
4. All requests for funding shall be made according to the funding request guidelines outlined in Article VIII of the bylaws.
5. Should the organization become defunct, any funds remaining in the treasury after all debts have been satisfied shall be assigned at the discretion of the Board of Directors to the Varsity Activity Fund.

ARTICLE VIII: FUNDING REQUEST GUIDELINES

Any Tantasqua sports team that wishes to receive funding assistance beyond that which is identified and budgeted for by the Booster Club and considered ongoing (i.e. scholarships, senior banquet) may submit a request following these guidelines:

The request must be:

1. Submitted in writing on the Booster Club Request Form to the Booster Club President a minimum of two weeks prior to the next scheduled meeting so that it can be added to the agenda and the Board & General Membership can be advised prior to the meeting.
2. The form must be signed by the head coach and the athletic director to ensure strong communication at all levels.
3. **If the requested amount exceeds \$5000, the Team Fundraising Request Form needs to be filled out in addition to the Booster Club Funding Request Form. This form needs to be signed by the Athletic Director and the Building Principal. Voting on such requests will follow the same voting requirements.**
4. Since there may be questions or additional information needed in order to consider the proposal, a member of the coaching staff must be in attendance at the meeting to present and discuss the request.
5. After the presentation, the Board of Directors will take a vote whether to pass the request on to the general membership or not. A quorum in the affirmative will move it on to the general membership for a vote; a quorum in the negative will halt the request; a tie will automatically negate the request.

6. Voting criteria for funding will be based on whether or not the request meets some or all of the following criteria:
 1. Is for the sole benefit of the Tantasqua students participating in athletics
 2. Promotes a spirit of sportsmanship, responsibility and enthusiasm among the students and supporters of TRHS and TRJHS
 3. Aids and assists in the development and enhancement of the Tantasqua Athletic program
7. The requestor, unless a current Booster Club member, may not be present during the voting.
8. In the event a Booster Club Board Member cannot attend the meeting, they will be given an opportunity to cast a vote electronically no later than 24 hours prior to the meeting.
9. If/when a funding request moves on to the general membership, a majority vote must be obtained at the meeting that the funding request is brought forward.
10. A notification will be given to the requestor one way or the other via phone or email.
10. If approved, a check will be cut after submission of an invoice.
11. All equipment purchased by the Tantasqua Athletic Booster Club becomes property of the Tantasqua Regional School system.

ARTICLE IX: AMENDMENTS

Amendments to the by-laws must be made in writing and approved by the Board of Directors with a majority vote. Changes made will be effective immediately.