

State College Swimming & Diving Booster Club Bylaws

Article I – Name and Purpose

The name of this organization shall be the *“State College Swimming and Diving Booster Club”*.

The primary objective of the Booster Club is to provide support to the high school boys and girls Swimming and Diving Team of State College Area School District (SCASD). Specifically, we strive to:

1. Promote fan support, spirit, sportsmanship and team unity.
2. Enhance benefits to student athletes beyond what the school district’s budgetary funds cover.

The members of the Booster Club shall adopt and may, from time to time, revise such bylaws as may be required to carry out these objectives.

Article II – Membership

- A. There shall be one type of membership open to all persons who subscribe to the purposes and objectives of this club. Membership in the Booster Club shall be open to all persons interested in supporting Swimming and Diving within the State College Area School District.
- B. Dues
 1. The fee for Booster Club membership is established each year by a majority vote of the Booster Club Board. The Booster Club shall be a not-for-profit organization. All monies collected via dues and other fund raising initiatives will be used for the benefit of the program.
 2. Membership dues shall be per family and/or alumni per year, payable on or before the first day of February, with family membership voting privileges for all paying family members in attendance at General Membership Meetings.

C. Meetings

Annually, a General Membership Meeting will be held for the primary purpose of the election of new Board Members. Nominees for Board Members will be presented, and additional nominations may be made from the floor.

In addition, special meetings of the general membership of the Booster Club may be called either by the President, or a majority vote of the members of the Board. A quorum for any General Membership Meeting shall be those members in attendance.

Voting at General Membership meetings shall be by voice except as directed by the presiding officer. Any positions contested during elections shall be determined by written ballot.

Article III – Board of Directors

The affairs, activities, and operation of the organization shall be managed by a board of directors. The board shall generally include twelve members, including the officers of the organization. All board members shall be parents of a member of the SCASD Swimming and Diving Team, and no person shall serve in more than one capacity.

The Board shall be comprised of a President, Vice President, Secretary, Treasurer, Past President, and at least seven additional members. The additional members shall include the coordinator positions listed and detailed below, plus the Parent Diving Representative. Only the positions listed below shall be eligible to vote on matters brought before the Board. Each position shall have one vote.

While these positions are recommended, it is acknowledged that all positions may not be filled each year. In those situations, the responsibilities detailed below will be managed by those individuals serving on the Board.

The Board shall serve during the year starting immediately after the election.

A. Meetings

Board Meetings shall be scheduled each month from September through April. The Booster Club Board sets the time and place of the meetings. Traditionally, the Booster Club Board members, coaching staff, and representative team captains attend Booster Club Board Meetings where business is conducted on behalf of the Booster Club

Members. The meetings are publicized in advance, open to all Booster Club members, and broader attendance is encouraged, as is attendance by the members of the Swimming and Diving Team.

Voting at Board meetings shall be by voice except as directed by the presiding officer. Any positions contested during elections shall be determined by written ballot.

B. Quorum

A quorum for a Booster Club Board Meeting shall be a simple majority of the Board.

C. Duties of Officers and Board Members

1. President (1 Yr term)

- Call and preside over Booster Club meetings
- Serve as liaison with Swimming and Diving Coaches and the Athletic Director
- Monitor responsibilities of other Board Members

2. Vice President (1 Yr term)

- Preside at Booster Club meetings in absence of President
- Oversee fund raising initiatives
- Traditionally nominated for President for subsequent season

3. Secretary

- Take Minutes at Booster Club meetings and provide to the President for dissemination
- Attend to other correspondence as necessary to conduct the affairs of the Booster Club
- Be the official custodian of the records of this organization
- Arrange for team and individual photos at the beginning of the season, including production and installation of senior banners

4. Treasurer

- Maintain fiscal affairs of the club including checking account
- Develop Budget and provide Treasurer's Report at Booster Club meetings
- Oversee booster club membership solicitation

5. Past President (1 Yr term)

- Provide organizational continuity from season-to-season with current-year president
- Secure hotel reservation for PIAA State Championship

6. District 6 Meet Coordinator
 - Serve as liaison with PIAA District 6 Meet Director to secure volunteers to staff District championship meet
 - During meet, ensure all volunteer positions are filled and operating effectively
7. Volunteer Coordinator
 - Secure timers and other volunteers for swim meets
 - Secure families to host pasta parties throughout the season
 - Secure volunteers for PIAA District 6 Championship meet
8. Meal Coordinator
 - Coordinate pre-meet snacks for the team for all home meets
 - Working with coaches, coordinate team snack and/or meals for all away meets, including post-season meets (Mid Penns, Plunge, Districts, States)
9. Banquet Coordinator
 - Establish location and date for end-of-year Banquet
 - Work with coaching staff to coordinate agenda and invitations
 - Handle recognition for coaching staff, team awards
10. Special Events Coordinators (1-3 individuals)
 - Solicit assistance from booster club membership to organize special team events, including pancake breakfast, Teacher Appreciation Night, Senior Night, and Alumni Night
11. Team Apparel Coordinator
 - Order senior gifts and team awards, as required
 - Order and arrange for sale of team apparel
 - Secure vendor for District 6 Championship meet apparel sale
12. Media Relations
 - Encourage media promotion of the team through the distribution of information, meet results, and team progress throughout the season to the High School athletic office and media outlets in the region
13. Diving Representative
 - Represent diving team member parents
 - Serve as liaison to divers for other representatives

All Booster Club Board Members are typically in place by the first Booster Club Meeting of each school year.

Some Board Member positions are for one-year terms, and others may be for more than one year. There is no limitation on the number of terms during which a Board Member may serve.

Vacancies on the Board that arise during the term shall be filled by a vote of the Board Members. Except for filling Board vacancies, the election of nominated Board Members is subject to general Booster Club membership approval as described in Article II.

Article IV – Amendments

Amendments to the bylaws may be proposed by the Board of Directors or by petition of 25% or more of the general Booster Club membership.

The bylaws may be amended by a majority vote of those Booster Club Board Members present and voting at a Booster Club meeting, convened specifically for that purpose.