

STEINERT HIGH SCHOOL
FOOTBALL BOOSTER CLUB

**CONSTITUTION AND
BY LAWS**

Steinert High School Football Booster Club

Proper Title

Hamilton Township

City or Town

Mercer

County

CONSTITUTION

Name

The name of this association is the Steinert High School Football Booster Club of Hamilton Township, Mercer County, New Jersey. It is a local unit organized under the authority of the Parents and Coaches of Steinert High School.

Purpose

The Objective of the Steinert Football Booster Club is to provide support and encouragement for the athletic, academic and personal achievements of the members of the Steinert High School Football Team by volunteering time, contributing financial backing, and fundraising for the success of the team.

Membership

Membership in the Steinert High School Football Booster Club shall be available to any individual who subscribes to the Objective of the Steinert High School Football Booster Club without regard to race, color, creed or national origin under such rules and regulations not in conflict with the provisions of these bylaws.

The director of athletics and the head football coach shall be members ex-officio.

The principal of Steinert High School shall be an honorary member, ex-officio.

Officers

The officers of this association shall consist of a president, two (2) vice presidents, secretary, treasurer and alumni advisor.

Each officer shall be elected for a term of one year upon approval by a majority vote of the general membership at the December meeting of the association.

No officer may serve more than 2 consecutive terms in the same position.

Standing Committees

The standing committees of the association shall be: concession stand, field maintenance, clothing sales, fundraising, membership and banquet. These committees shall be chaired by a member from the general membership, or when necessary, by an officer.

The chairman of all standing committees shall present plans of work to the executive committee and no committee work shall be undertaken without the approval of the executive committee.

Executive Committee

The Executive Committee shall consist of the officers of the association, the head varsity football coach, a representative from each grade level, and the standing committee chairmen. The members of the Executive Committee shall serve until their successors are elected or appointed. The duties of the Executive Committee shall be:

- a. To transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association.
- b. To create committees, other than the standing committees, as deemed necessary to carry on the work of the association.
- c. To approve the plans of work of all committees.
- d. To present a report at the regular meetings of the association.

Meetings

At least eight regular meetings of this association shall be held during the school year.

Amendments and Repeals

This Constitution or any part thereof may be amended or repealed by a two-thirds (2/3) affirmative vote of the general membership in attendance at two consecutive general membership meetings, provided notice of the proposed amendment or repeal has been given to all members via a meeting announcement, voicemail, email, or webpage posting.

The Bylaws or any part thereof may be amended by a two-thirds (2/3) affirmative vote of the general membership in attendance at a regular scheduled meeting, provided notice of the proposed amendment has been given to all members at the prior meeting.

BYLAWS

Membership and Dues

- a. A member in good standing of this association is one who abides by these bylaws, who have paid their current membership fee, and has attended at least one meeting.
- b. Each member of the association shall pay an annual membership fee of either **\$25** for a general membership, which shall include one season pass to all home football games and one vote at meetings; or **\$35** for a family membership, which shall include two season passes to all home football games and voting privileges for two parents and/or guardians.
- c. The membership of this association shall be from April 1st through March 31st.
- d. The association shall conduct an annual enrollment of members. But persons may be admitted to membership at any time.
- e. The privilege of voting, debating, introducing motions, and holding a position on the executive committee shall be limited to members who have been members in good standing of the association at least 15 days.

Nominations and Elections

Only those individuals who have been a member in good standing for 15 days shall be eligible for nomination.

- a. The officers of this association shall be elected by a majority vote.
- b. The vote will be written only when more than one member is nominated to an office.
- c. Officers shall assume their official duties at the close of the end of season banquet in January and shall serve one year or until successors are elected.
- d. Any vacancy of an officer shall be filled for the unexpired term by a member elected by a majority vote of the remaining members of the executive committee. Notice of such election having been given to the general membership by the secretary.
- e. Officers shall deliver to their successors all official material no later than January 15th or ten days following the election of their successors.

Duties of Officers

- a. The president shall serve as the liaison to the football coaching staff and athletic director; shall preside at all meetings of the association and the executive committee; shall perform such duties as may be prescribed in these bylaws or assigned to him/her by the association or by the executive committee; and shall coordinate the work of the officers and committees of the association.
- b. The vice president(s) shall act as aides to the president and shall perform the duties of the president in the absence or inability of that officer to serve; shall oversee at least two standing committees, reporting on them in the absence of a chairman at both executive committee meetings and general membership meetings; shall perform any other duties assigned to him/her by the association or the executive committee.
- c. The secretary shall record the minutes of all meetings of the association and of the executive Committee; shall have a copy of the approved bylaws, and a membership list available at every meeting; shall be the custodian of all official records pertaining to the current school year; and shall conduct all business correspondence including permits, licenses, and reports for such.
- d. The treasurer shall have custody of all funds of the association; shall keep an accurate record of receipts and expenditures; shall propose an annual budget to the general membership by the April meeting; shall pay out local funds in accordance with the approved budget as authorized by the association; shall present a financial statement of accounts at every meeting of the association and other times when requested by the executive committee. All checks shall require two signatures, one of the treasurer and one of another executive committee member. The association's accounts shall be audited annually by an audit committee, which shall submit its report at the March meeting of the club. The fiscal year of this association shall begin on April 1st and end on March 31st. It will be the same as the membership year.
- e. The alumni officer must have graduated from Steinert High School; shall oversee at least one standing committee, reporting in the absence of a chairman at both executive committee meetings and general membership meetings; shall be responsible for the establishment and maintenance of the alumni contact information; shall be involved with the organization of alumni events; shall provide guidance to students/clubs and also generate a booster club newsletter.

Meetings

- a. The regular meetings of the club shall be held on the first Thursday of the month at 7:30pm.
- b. The president may change the date and time with a notice given to the general membership at least two weeks in advance.
- c. The annual meeting for the purpose of electing officers will be in December.
- d. Fifteen members shall constitute a quorum for elections and all other voting.
- e. All agenda items must be submitted in writing or via email to the president and secretary at least one week prior to the general meeting.

Basic Policies

- a. The association shall be noncommercial, nonsectarian, and nonpartisan.
- b. Criticism of individual teachers, administrators or coaches shall not be tolerated in open meetings.
- c. The club will dissolve when and if Steinert Football Team no longer exists or at any time that the coaches or parents deem it to be in the best interest of the team and club.
- d. If the club dissolves, all money left in the Steinert Football Booster Club account will be turned over to the Steinert High School's General Fund to be used at the discretion of the school's administration.