



# BY LAWS

Last Updated: May 2021

# ARTICLE I: NAME

The name of this organization shall be the Buccaneer Sports Boosters.

# ARTICLE II: PURPOSE

Section 1. The purpose of the Buccaneer Sports Boosters shall be to provide positive support for the Grand Haven High School and Lakeshore Middle School athletic programs, and to honor and recognize all participants in athletics sponsored by their respective Athletic Departments.

Section 2. The Buccaneer Sports Boosters' role shall be strictly non-political in nature. This organization shall not attempt to influence the School Board, school administration, coaching staff, or other school officials in personnel matters dealing with the school system's athletic program, or their decisions regarding policy, staffing, or administration of the athletic program. The Buccaneer Sports Boosters reserve the right to express opinions on matters of special interest to the improvement of athletics in the Grand Haven Area Public Schools.

# ARTICLE III: MEMBERSHIP

Section 1. Membership in the Buccaneer Sports Boosters shall be open to anyone interested in supporting and upholding the purposes of this organization as stated herein.

Section 2. There shall be no restriction on the number of members in this organization.

Section 3. Financial membership is contingent upon payment of annual dues, which will be determined by the Executive Board.

Section 4. Volunteer membership is contingent upon attending a minimum of three (3) of the last five (5) meetings.

Section 5. Each Grand Haven Area Public School sanctioned Varsity sport must have a representative as an active member of the Buccaneer Sports Boosters. The representative is required to attend at least 75% of the monthly meetings each year. The representative(s) should be designated by the head coach and can only represent one sport throughout the year. A Freshman and Junior Varsity team representative may also be designated and can attend monthly meetings.

# ARTICLE IV: MEETINGS

Section 1. General membership meetings shall be held on the second Monday of each month, from August through June, of each school year. Exceptions to these meeting dates are holidays or conflicts with the school calendar. The Secretary shall be responsible for notifying the general membership of each meeting.

Section 2. Special meetings of the general membership may be called by the President, or by written petition to the President by ten or more members. The Secretary shall notify all members at least four days prior to the meeting.

Section 3. Eligibility to vote: Voting by members on policy matters or fund appropriation will be allowed if a member has attended three (3) of the last five (5) meetings. Individuals who meet these voting requirements will be referred to as “active members.”

## **ARTICLE V: RULES AND AMENDMENTS TO BY-LAWS**

Section 1. All general membership meetings shall be conducted in accordance with Robert’s Rules of Order.

Section 2. For purposes of conducting business at all meetings, a quorum shall consist of the Officers.

Section 3. Proposed By-Law amendments must be communicated to all active members not less than ten days prior to the meetings at which they are to be considered. Amendment of the Buccaneer Sports Boosters By-Laws shall require two-thirds of those members present and eligible to vote.

## **ARTICLE VI: OFFICERS**

Section 1. The Officers of the Buccaneer Sports Boosters shall consist of a President, Vice President, Secretary, Treasurer, Past-President and Director of Concessions elected by the general membership. The term of office will be two years. A board member may serve in any board position for a maximum of two terms with a limit of three consecutive terms except for Past President and Director of Concessions.

Section 2. The primary decision-making group of the Buccaneer Sports Boosters shall be an Executive Board consisting of the Buccaneer Sports Boosters Officers, the Grand Haven Area Public Schools Athletic Director, and the Standing committee chairpersons. Approval of the disbursement of funds shall require a majority vote of the active members present at a monthly meeting.

## **ARTICLE VII: DUTIES OF OFFICERS**

Section 1. Duties of the President: The President shall preside at all meetings of the Buccaneer Sports Boosters. He/She shall have authority to appoint committees and fill elected office vacancies for the remainder of the term, with the exception of the office of President. In the event of tie votes, the President shall cast the deciding vote. He/She may approve emergency expenditures of up to \$500.00 without approval of the general membership.

Section 2. Duties of the Vice President: The Vice President shall preside at all meetings in the absence of the President. In case of death, removal, or resignation of the President, the Vice President shall become President and shall serve as such until the next regular election.

Section 3. Duties of the Secretary: The Secretary shall keep minutes of all Buccaneer Sports Boosters meetings, and shall conduct all correspondence for the organization. The Secretary shall be responsible for sending copies of minutes and other important communications to members each month.

Section 4. Duties of the Treasurer: The Treasurer shall collect all monies from any source for the benefit of the Buccaneer Sports Boosters. He/She shall keep a systematic account of all income and disbursements, and provide a financial report at each meeting. The Treasurer will serve as a liaison with the committee chairpersons in order to record and track the proceeds of the various committees.

Section 5. Duties of the Past President: The Past President shall assist in the transition for the President's roles and responsibilities. Sharing insight, introducing to key people as well as reviewing roles and responsibilities of the board and Boosters in general.

Section 6. Duties of the Director of Concessions: The Director of Concessions is responsible for maintaining and setting up Sign up Genius for all seasons, taking inventory and ordering needed supplies for concessions events, training student workers and reviewing hours of concessions workers, as well as safe money handling, hiring and firing of student employees, authorizing additional "Concessions Leaders", and any other duties as needed. Making key suggestions to the flow and operation of concessions to Board members.

Section 7. Special Note: The Board can approve purchases up to \$500 without asking for a vote from the general membership.

## **ARTICLE VIII: ELECTION OF OFFICERS**

Section 1. The nomination of officers shall take place as early as the March general membership meeting and no later than the April general membership meeting. Elections shall take place at the May meeting.

Section 2. Notification of the nominations and annual election shall be communicated to the active membership not less than one week prior to the May general membership meeting.

## **ARTICLE IX: STANDING COMMITTEES**

Section 1. MEMBERSHIP COMMITTEE: This committee shall be responsible for all matters pertaining to membership in the Buccaneer Sports Boosters. This shall include, but not be limited to, ongoing recruitment, active members, publishing of lists, and mailing of membership applications. The chairperson of this committee shall be approved by the Executive Board.

Section 2. EQUIPMENT ALLOCATIONS COMMITTEE: This committee shall meet at least annually--excluding any possible emergency funding requests--with Grand Haven High School's Athletic Director and follow the procedure as outlined in Appendix "A," entitled Buccaneer Sports Boosters Team

Representation for Coaches Requests. The GHHS Athletic Director will review any requests before sending to the Bucs Sports Boosters. He will determine if the request is a need and not a want. This committee shall review all requests with the Athletic Director. This committee shall be comprised of the Executive Board, GHHS Athletic Director, and no more than six members selected at large. The chairperson shall be approved by the Executive Board.

Section 3. ADDITIONAL COMMITTEES: As need is determined by the Executive Board but not limited to:

WALL OF FAME COMMITTEE: This committee shall be responsible for The Sports Wall of Fame. The Buccaneer Sports Boosters shall select the recipients and provide the plaques for the Wall of Fame according to the established criteria and a vote of the active members of the Buccaneer Sports Boosters. The criteria is listed in Appendix B, entitled, "Criteria for Wall of Fame."

FUNDRAISING COMMITTEE: This committee shall be responsible for all fundraising activities related to the Buccaneer Sports Boosters. This shall include, but not be limited to, selection of the type of fundraisers that will be held. This committee shall be responsible for reporting all monies collected or due to the Buccaneer Sports Boosters Treasurer to ensure accurate accountability. The chairperson of this committee shall be approved by the Executive Board.

PROGRAM COMMITTEE: This committee shall be responsible for all activities and functions related to the preparation of Sports Programs. The purpose of this committee shall be to produce a quality program for each season (fall, winter, spring) for the major athletic events which shall proudly represent the Buccaneer Sports Boosters. This committee shall be responsible for selling program advertising, advertising composition and maintaining permanent records. This committee shall determine the size of the program, its format, and the printer who will print the program. This committee shall be responsible for the preparation and proofreading of all program copy, the program's cover design, all required photographs, and the rough layout of the program's material. This committee shall prepare an annual budget covering program advertising and program printing expenses. The chairperson of this committee shall be approved by the Executive Board.

FINANCIAL REVIEW COMMITTEE: This committee shall review the finances of the organization on a yearly basis. This committee will be composed of the Vice President of the Board, Treasurer of the Board, and two sport representatives.

## **ARTICLE X: FINANCIAL GUIDELINES**

Section 1. The primary purpose of the Buccaneer Sports Boosters fundraising activity shall be to obtain the monies needed to provide financial assistance to athletes in need, and provide supplemental equipment for the GHHS Athletic Program.

Section 2. It is the expectation of the Buccaneer Sports Boosters that the School Board shall adequately fund the operation of the athletic programs undertaken by the schools, both as to current operating expenses and physical plant requirements. Accordingly, funds of the Buccaneer Sports Boosters shall generally not be expended for the purpose of providing personnel, maintenance, procurement, or

construction of physical facilities necessary for such programs. Buccaneer Sports Boosters funds shall primarily be distributed for equipment, supplies or facilities that augment and support such athletic programs. The Buccaneer Sports Boosters may consider funding requests for equipment, supplies, or maintenance that present an urgent or emergent need during the course of a school year. Such urgent/emergent requests shall be submitted in writing to the Executive Officers by the Athletic Director. The Executive Officers shall be authorized to approve such requests up to an amount established annually by the Buccaneer Sports Boosters. The Buccaneer Sports Boosters shall annually establish a contingency budget for funds that may be distributed during the year.

Section 3. Buccaneer Sports Boosters funds shall be distributed per the guidelines set forth in ARTICLE IX, Section 2. (Equipment Allocations Committee).

Section 4. A year-end accounting shall be prepared by the Executive Board in cooperation with the Standing Committees.

Section 5. The organization's finances shall be reviewed yearly by an internal review committee as specified in Article IX, Section 3.

## **ARTICLE XI: AWARDS AND FINANCIAL ASSISTANCE**

Section 1. The Buccaneer Sports Boosters shall annually present the STEVE SLUKA AWARD to an outstanding multi-sport male and female senior athlete. Candidates shall be nominated by the GHHS Varsity Coaching Staff and screened by the Athletic Director. The GHHS Varsity Coaching Staff, as well as the Buccaneer Sports Boosters Officers, may each have one vote towards the selection of the recipients.

Section 2. The Buccaneer Sports Boosters shall annually present the TODD CHITTENDEN AWARD to the male and female senior athletic participant who best exemplifies the characteristics of teamwork, sportsmanship, and dedication to the GHHS athletic programs. Candidates shall be nominated by the GHHS Varsity Coaching Staff and screened by the Athletic Director. The GHHS Coaching Staff, as well as the Buccaneer Sports Boosters Executive Board, may each have one vote towards the selection of the recipients. The vote will take place following the selection of the STEVE SLUKA AWARD. During the process those voting will be notified in the event of duplication with the SLUKA AWARD recipients and another vote will be required.

Section 3. In order to be eligible, all nominees must be in accordance with the GHHS Athletic Code Of Conduct.

Section 4. In the event an Executive Board member is related to a nominee, the member shall abstain from voting.

Section 5. The Buccaneer Sports Boosters shall provide financial assistance to athletes in need. Request for assistance shall be submitted by the Athletic Director.

# **ARTICLE XII: DISSOLUTION**

The Buccaneer Sports Boosters is and always will be a non-profit organization. If the organization should dissolve, all assets, and real and personal property will revert to the Grand Haven Area Public Schools

# **APPENDIX A: BUCCANEER SPORTS BOOSTERS TEAM REPRESENTATION FOR COACHES REQUESTS**

A team representative(s) must attend at least 75% of the monthly meetings during the last 12 month's meetings for their team to qualify for financial benefits. Teams without representation may not be entitled to financial benefits from the organization.

Newly appointed coaches who need to select a new team representative shall be given potential latitude at the discretion of the Buccaneer Sports Boosters.

Other requirements may apply which will be determined prior to the first meeting of the school year by the Executive board. These requirements will be communicated at the first general meeting of the school year.

Exceptions may be granted by the Equipment Allocation Committee.

# **APPENDIX B: CRITERIA FOR WALL OF FAME**

In order to be selected to the Buccaneer Sports Wall of Fame, student-athletes shall meet the following criteria:

Must have been a varsity member of an official varsity sport at Grand Haven High School.

Must be a senior in good standing at Grand Haven High School. This will be verified by the Principal and Athletic Director.

Achieved an MHSAA recognized "All State" status (including "honorable mention) anytime during their athletic career at Grand Haven High School.

If an athlete does not receive "All State" recognition, but does receive "All-Conference" recognition for at least three years, that athlete is also eligible for selection.

Athletes who meet the criteria shall be nominated to the Buccaneer Sports Boosters by the Athletic Director. If approved by the Buccaneer Sports Boosters, a plaque shall be purchased recognizing the athlete's accomplishments and placed on the Wall of Fame. Voting and honoring of recipients shall be at the end of the school year recognizing the entire year's accomplishments.



