

***GHS Cross Country Track Booster club***  
***By-Laws***

**ARTICLE I - NAME**

This organization shall be known as the GHS cross country track booster club; hereinafter referred to as "**Gardner Track XC Boosters**".

**ARTICLE II - MISSION STATEMENT**

The GHS Cross Country Track Booster Club, also known as "Gardner Track XC Boosters," is composed of action-oriented parents, alumni and other community members who have an interest in improving and assisting the Gardner High & Middle School Track Cross Country programs. The Booster's primary purpose is fundraising to support the track & Cross Country programs and GHS cross country track booster scholarship. The promoting academic and athletic excellence through good sportsmanship and team unity and character building relationships. Maintain the history and traditions of GHS, GMS Track and Cross Country team programs.

**ARTICLE III - OBJECTIVE**

**SECTION 1**

The objective of the Boosters shall be to support and raise money for GHS Cross Country Track Booster Club to benefit to promote the Gardner High and Gardner Middle school Track, Cross country programs and The GHS cross country track scholarship.

**SECTION 2**

To achieve this objective, the Boosters will provide a program that encourages participation. All Officers and Members shall bear in mind that we support through fundraising efforts and volunteering GHS, GMS Track and Cross Country programs. The Boosters shall operate exclusively as not to profit the organization. No part of the net earnings shall benefit of any private shareholder or individual; no substantial part of the activities of which is carrying on propaganda, or otherwise attempting to influence legislation, and which does not participate in or intervene in any political campaign on behalf of any candidate for public office.

## ARTICLE IV - MEMBERSHIP

### SECTION 1

**Eligibility-** Any person sincerely interested in active participation to further the objective of the Boosters may become a Member.

### SECTION 2

#### Members:

- (a) **Regular Members.** The parents or legal guardians of any youth participating in programs, alumni, and all other adults wishing to support Gardner Track XC programs. The Secretary shall maintain the role of all members.
- (b) Members shall have the right to hold office as duly elected, to attend all general membership meetings and to vote on all matters properly before the membership.
- (c) Every parent or guardian of any youth participating in Gardner Track & XC programs is strongly encouraged to:
  - (1) Attend all general membership meetings and to vote on all matters and participate in discussions properly before the Booster membership.
  - (2) Support the Boosters in its financial responsibilities by making voluntary donations.
  - (3) Participate in Booster activities designed to support GHS Cross Country Track Booster Club.
- (d) No Member shall have any right or interest in the property of the Boosters.

### SECTION 3

**Suspension or Termination:** Members may be terminated by resignation or action of the Board of Officers and Booster club members by a majority vote of those present at booster meeting. The officers and booster club shall have the authority to discipline, suspend, or terminate the membership of any Member when the conduct of such person is considered detrimental to the best interests and objectives of the Boosters. The Member shall be notified of such meeting, informed of the general nature of the reasons, and given an opportunity to appear at the meeting to show evidence that the reasons are not correct or true.

## ARTICLE V - GENERAL MEMBERSHIP MEETINGS

### SECTION 1

**General Monthly Membership Meeting:** A General Membership Meeting is any meeting of the membership of the Boosters, including Special General Membership Meetings. There may be at least one General Membership Meeting each Month during the fiscal year.

- (a) The Membership shall receive at the General Meeting a report by the President, or his/her designate, the content of which should include:
- (1) The condition of the Boosters.
  - (2) A general summary with the Booster Treasurer of funds received and expended by the Boosters for the previous year, the amount of funds currently in possession of Boosters and the name of the financial institution in which such funds are maintained
  - (3) The whole amount of real and personal property supplies owned by the Boosters, and where located.

### SECTION 2

**Notice of Meeting:** Notice of each General Membership Meeting, shall be posted and email electronically in advance of the meeting. Such notice shall include the place, date, time and purpose of the meeting.

### SECTION 3

**Voting:** Members in good standing shall have the right to make motions at General Membership Meetings. Each member is allowed to cast only one vote. The Board of Booster Officers may invite and admit guests for presentations or comments during such meetings. There is no quorum required in order to convene a duly constituted General Membership Meeting. No absentee ballots will be recognized.

## SECTION 4

**Annual Meeting of the Members:**The annual Meeting of the Members shall be held at the May meeting each year for the purpose of electing the Board of officers, awarding the booster honor award(s),receiving reports,reviewing these By-Laws, and for the transaction of such business as may properly come before the meeting.

- (a) The Membership shall receive at the Annual Meeting a report by the President,or his/ her designate,the content of which should include:
  - (1) The condition of the Boosters.
  - (2) A general summary with the Booster Treasurer of finances of the club and fundraising efforts that expended finances by the Boosters from the previous year.
  - (3) How the club is achieving its mission and any future goals for the club.
- (b) The Membership shall have the right to vote for each position to be filled on the Board of Booster Officers.
- (c) The Membership shall have the right to increase the number of the Board of Officers. If the number is increased, the additional Officers may be elected at the meeting at which the increase is voted, or at subsequent General Membership meetings.
- (d) The Board of Booster Officers May assume the performance of its duties in the Month of August and no later than September 1 following the elections in the month of May.
- (e) The Board's term of office shall continue until its successors are Instituted in the month of August or by the First day of September under this section.
- (f) The Officers elected in the month of May by the first meeting in the month of September Sign the Booster Officers Commitment.

## SECTION 5

**Special General Membership Meeting:**Special General Membership Meetings may be called by a majority of the Board of officers, or by the President.Upon written request 3 booster Members, the President shall call a Special General Membership Meeting to consider the subject specified in the request.No business other than that specified in the notice of the meeting shall be transacted. The request must be served on both the President and the Secretary.The Secretary shall be responsible for notifying all Members of the date,time and place of the meeting within five (5) days of receipt of the request.The President or the Secretary shall hold such meeting no later than fourteen (14) days after the receipt of the request. Notification may be made to Members email and posted on Website.

## ARTICLE VI - BOARD OF DIRECTORS

### SECTION 1

**Authority:**The Board of Booster Officers shall be the governing body of the Boosters and shall be charged with the full responsibility for the conduct of all phases of the program, and shall be empowered to take all action necessary to discharge this responsibility subject only to the limitations contained in the Articles or the By-Laws.

### SECTION 2

**Officers of the Board of Boosters:**The following shall be the Officers of the Booster Club:  
Elections held in the month of May, Track XC boosters members vote by private ballot a majority vote

- 1) President
- 2) Vice President
- 3) Treasurer
- 4) Secretary

**Non-elected:** Appointed by the Track XC Booster President.

- 1) GMS Chairperson(s)  
(a) One or up to two GMS Chairpersons may serve per GMS track or cross country season.

**GHS, GMS Adviser Non-elected, ex-officio voting members:**

- 1) Cross Country Coaches
- 2) Track Coaches

### SECTION 2

**The Term of Office:**The voting members of the Board of Directors shall be elected by the Members at the Annual Meeting for a term of not less than one year and will be eligible for re-election annually. Officers of the Board of Directors can not hold the same position for more than two years in a row. Incoming officers shall assume office in the month of August and no later than September 1 following the May election and shall enter into the performance of their duties and shall continue in office until their successor has assumed office.

### SECTION 3

**Vacancies:**In the event that a position becomes vacant during the year, the President shall appoint a replacement.

### SECTION 4

**Special Board Meetings, Notice and Quorum:**Special meetings of the Board shall be held at the discretion of the President or the Board of Offers and on such days as shall be determined by the Board.

**(a)** The President, or any two voting Board Members may issue a call for a Special Board Meeting. Notice shall be not less than forty-eight hours in advance of such Special Meeting. Notice shall include the purpose of the meeting, no other matters not so noticed may be acted upon at the meeting, and Robert's Rules will be followed.

**(b)** Notice of each Special Board meeting shall be given by the Secretary personally, electronically, or by mail to each Director at least 48 hours before the time of the meeting.

**(c)** A majority of the elected Board Members shall constitute a quorum for the transaction of business.

## ARTICLE VII - DUTIES AND POWERS OF THE BOARD

### SECTION 1

**Appointments:**The President, or the Board may appoint such other officers as he/she may deem necessary, and may prescribe the duties of each. The President or the Board shall have the power to appoint such committees as they deem necessary, and to delegate such powers to them as is advisable and proper under these Bylaws. The Board shall have the power, by majority vote of those present at a duly constituted meeting, to discipline, suspend, or remove any Director or Officer, or Committee member in accordance with the procedure set forth in Article IV, Section 3.

## SECTION 2

**President:** The President shall:

- (a) Serves as the Chief Volunteer of the Booster club. Conduct the affairs of the Boosters and execute the policies established by the GHS Cross country track booster club.
- (b) Communicate to the Officers such matters as deemed necessary, and make suggestions that promote the welfare and achieve the objectives of the Boosters.
- (c) Act on behalf of the Boosters with their approval on matters of insurance policies, taxes, contracts, leases, and purchases in the name of the Booster club.
- (d) The President Shall run meetings of the booster club after developing the agenda and setting the date, time, place for the booster meeting, Sending agenda out security through email.
- (e) Plays a leading role in fundraising activities unless chaired by another Booster Member or Officer the President shall play a supportive role in that event.
- (f) Investigate complaints, irregularities, and conditions detrimental to the Boosters and report to the Officers.
- (g) Present a report of the condition of the Boosters at the Annual Meeting. Evaluates annually the performance of the GHS cross country track Booster club in achieving its mission
- (h) Monitors treasurer's financial reports and on Booster bank accounts.
- (i) Encourages Boosters members role in strategic planning of event, appoints the chairpersons of fundraisers & events in consultation with booster club.
- (j) Serves *ex officio* as a member of Booster club and attends their meetings when invited.

**President Continued:**

- (k) Responsible for communications of Booster actions through Email, phone, Gardner Track XC Website blog and post to Gardner Track XC members only booster private Facebook page.
- (l) Keeps a Booster club binder/book of bylaws, mission statement, fundraisers and chaired events, officers, committee and members, Booster club members and important booster documents and should bring to all booster meetings.
- (m) Following Gardner Track XC Boosters election in May in during the month of August the President Shall write a letter to post office to take self off post office box for the purpose to add the newly elected President on GHS Cross Country Track Booster P.O. Box. The President Shall sign the letter to take self off Booster bank accounts All records shall be passed to next elected Booster President and shall give all keys, stamps, Tax number, bank account numbers and financial records and booster files to the new elected President in the month of August and completed by September 1 following the election in month of May.
- (n) President and Treasurer meet to go over and audit the Track XC Booster bank accounts yearly.

**Vice President:** The Vice President shall:

- (a) Perform any duties as requested by the President
- (b) Preside at meetings in the absence of the President



**Secretary:** The Secretary shall:

- (a) Be responsible for recording the activities of the Boosters and maintain appropriate files, membership records, minutes, and mailing lists.
- (b) Perform such duties as are incident to the office of Secretary.
- (c) Takes minutes, sign-in of members at the booster club meetings. If secretary is not able to attend Booster meeting the Secretary shall contact the Treasurer or Vice President he/she would fill in. If for some reason Treasurer or VP Cannot the Secretary must contact another booster member to take their place at the booster meeting. The person filling in for the Secretary taking Boosters Minutes will send a copy to the President and Booster Secretary for purpose of filling & emailing to boosters.
- (d) Maintains records of the booster club make sure records, Keys, stamps and property are passed to next Booster Secretary elected.
- (e) Distribute of minutes of the meetings within seven (7) days after booster meeting, through email provided copies at meetings, Booster Finances Bank account amounts are never included in club Minutes they shall be kept by the Booster Treasurer. Secretary keep present & past minutes in a booster binder.
- (f) Conduct all correspondence not specifically delegated in connection with said meetings and is responsible for carrying out all orders, votes and resolutions not otherwise committed.
- (g) Mails out thank you cards, chairs the annual mailing fundraiser, may post on the private members only Facebook page
- (h) Makes handouts about banquets, fundraisers, club events.
- (i) Notify members of their election or appointments.

**Treasurer shall:**

- (a)** Perform all duties as are herein set forth, and such duties as are incident to the office of Treasurer and Works Closely with Booster President & Officers.
- (b)** Keep records for the receipt and disbursement of all monies of the Boosters, approve all payments from allotted funds, and draw checks therefore in agreement with policies established by the Gardner Track XC Boosters and administers fiscal matters of the club.
- (c)** Treasurer shall have reports and statements available to officers and Track XC Boosters members at meetings if request to view. The finance reports are not aloud out of meetings. The Treasurer and President are the only booster members that aloud to keep copies. The Vice President or Secretary are only given a copy for meeting purposes in the advent that the Treasurer or President is absent from meeting after meeting they must return the copy to President ,Treasurer or destroy copy.
- (d)** GHS Cross country track booster club checks Shall be signed by the Treasurer and the use of one of the two Booster Club's debit cards. In the event there is not a Booster club Treasure or unable to execute their duties the President Shall act as the Treasurer.
- (e)** Provide change and cash boxes for concession stands and fundraisers.
- (f)** Collect fees and monies from teams associated with banquets, buying of apparel and fundraisers.
- (g)** Collect money at the end of the conclusion of the fundraiser event,concessions for deposit to Track XC booster club's bank/credit union account.
- (h)** Maintained savings account scholarship fund,and makes scholarship awards with approval of booster club.
- (i)** Following Gardner Track XC Boosters election in May in during the month of August the Treasurer Shall write letter to bank/credit union to take self & President off bank account for the purpose to add Newly elected President and Treasurer on GHS Cross Country Track Booster clubs Bank accounts. All records shall be passed to next elected Booster treasurer and shall give all keys,Checks,debit card, cash boxes,stamps,Tax number and financial records and files to the new elected treasurer completed by September 1 following the election in Month of May.

**Treasurer Continued:**

- (j) Treasurer have the account audited by Track XC Booster President or Secretary yearly.

**GMS Chairperson(s) shall:**

- (a) Appointed by the GHS Cross country track booster club President.
- (b) Welcoming new families to the Gardner Middle school track and cross country teams, answering question.
- (c) Post Gardner Middle School track and cross country teams important updates on the Gardner Middle School Track and Cross country Facebook pages or by electronic messaging or phone.
- (d) Informs the GHS Cross country track Booster club on any needs or concerns the Gardner Middle School teams have and their Coaches in the event a coach for the team is not present at meeting.
- (e) Shall be a Gardener Track XC booster officer representative at middle school track and cross country meetings, banquets, fundraisers and meets and be the a contact person for the Gardner Middle School Parents and Coaches.

**High School Team Captains Representatives (up to 2) shall**

- (a) Represent fairly the Track and Cross country teams of for GHS cross country and track program at a booster club meeting.
- (b) Adviser role only, representative the High school teams & shall be a non voting role
- (c) Communicate back to the teams the actions of the Boosters when needed.

**The following is a list of the sports Gardner Track XC Booster Club Shows Support:**

- (1) GHS Boys Cross Country
- (2) GHS Girls Cross Country
- (3) GHS Boys Indoor Track
- (4) GHS Girls Indoor Track
- (5) GHS Boys Outdoor Track & Field
- (6) GHS Girls Outdoor Track & Field
- (7) GMS Boys Cross country
- (8) GMS Girls Cross country
- (9) GMS Boys Outdoor Track & Field
- (10) GMS Girls Outdoor Track & Field

## **ARTICLE VIII - EXECUTIVE COMMITTEE**

### **SECTION 1**

The Officers may appoint a Committee that shall consist of the Chairperson, Secretary, and committee Members. The President shall serve as adviser of the Committee.

### **SECTION 2**

The Committee shall advise with and assist the Officers in all matters concerning its interests and the management of affairs, and shall have other powers as may be delegated to it by the Booster club or Booster Officers, but in no event will the Committee have authority over the Booster Club and Officers.

### **SECTION 3**

At any meeting of the Executive Committee, a majority of the total number of members shall constitute a quorum for the transaction of business, and the act of a majority present at any meeting at which there is a quorum shall be the act of the Committee.

## SECTION 4

### **GHS Cross country track booster club scholarship**

(a) The GHS Cross country track booster club by the start of the new calendar year and before the club's March monthly meeting may add funds into the scholarship account for the committee to use as awards for the GHS cross country track booster club scholarship.

#### ***GHS Cross country track booster club scholarship Committee:***

- (a) The Scholarship Committee Shall meet once a year for purpose to award scholarships.
- (b) Gardner track XC Booster President Shall serve as the chair of the committee or appoint a club officer in the event they have a senior athlete family member applying for the scholarship.
- (c) All GHS cross country track booster club member may serve as a scholarship committee member only if they do not have a current Gardner High School track or cross country senior athlete family member applying for the scholarship.
- (d) The Committee Shall have a track or cross country coach or coaches as advisers.
- (e) The Booster club scholarship application is handout by Gardner High School through the guidance office to the senior class each year. The complete applications are collected by the Gardner High guidance office and then given to the booster club.
- (f) The Scholarship Committee Shall review all scholarship applications and after discussions take a vote on how many scholarships to give out for the year and the recipient(s) of the scholarship(s).
- (g) The Booster scholarship committee Shall decide on the amount of the scholarship(s) To be awards to the recipient (s) at their discretion and make all awards of the scholarship(s) on behalf of the GHS cross country track booster club.
- (h) The Committee Chair shall give a report of recipients being awarded and amount and number of scholarship(s) at a booster clubs monthly meeting.

## **GHS Cross country track booster club scholarship**

### **Gardner High School Senior Scholarship applicant criteria:**

- (a) Three year participation in either Cross country, Indoor track or Outdoor track & field teams in either ninth,tenth,eleventh,twelfth grade.
- (b) The GHS Senior applicant must complete the full season on the track or cross country high school team and be in good standing with the team.
- (c) Athlete must be a current Gardner High School or GALT senior student in good standing with their school with there academic grades and a member of track and or cross country team.

### **The GHS cross country track booster club Scholarship recipient Must:**

- (1) Finish their first college/university semester with passing grades.
- (2) Send the club a transcript of their first semester with a printout of registration of classes for their second semester to receive their booster scholarship award.

## ARTICLE XI - FINANCIAL AND ACCOUNTING

### SECTION 1

**Authority and Disbursement:** The President of the Boosters and Treasurer together shall decide all matters pertaining to the distribution of funds other than fundraising expenses, and shall place all income in the Booster bank accounts, directing expenditure of funds other than fundraising expenses in such manner as the President and Treasurer of the Boosters agree. The Board of Officers shall have an opportunity to discuss such expenditures and may appeal the decision of the President and Treasurer. The decision of the President may be final. The Treasurer shall sign checks as the Booster club and officers may determine. The President in the event the Treasurer is unable to fulfill their obligation shall sign checks as the Booster club and officers may determine.

### SECTION 2

**Compensation:** No Director, Officer, or Member shall receive, directly or indirectly, compensation from the Boosters.

### SECTION 3

**Reimbursement:** May be paid to coaches, booster members and officers and non members approval by both of the Booster club's President and Treasurer as directed by the Gardner Track XC booster club's bylaws.

#### SECTION 4

**Fiscal Year:** The fiscal year of the Boosters shall begin on August 1 and end on July 31.

#### SECTION 5

**Budget:** The Board of offers shall adopt a budget of income and expenses under the direction of the President and the Treasurer. The Board shall make the budget available to Members at the Membership meeting.

#### SECTION 6

**Expenditures:** Only by a majority vote of the Gardner Track XC Booster Club may any individual be authorized to spend money for fund-raising, Banquets, teams, equipment expenses

#### SECTION 7

**Distribution of Property upon Dissolution:** Upon dissolution of the Boosters and after all outstanding debts and claims have been satisfied, the Members shall direct the remaining property of the Boosters to another Federally Incorporated entity which maintains the same objectives as set forth in Article II of these By-Laws, which are, or may be entitled to exemption under Section 501-(c)-(3) of the Internal Revenue Code or any future corresponding, provision



**Officers Commitment:**

**By signing this document, I am acknowledging that booster office service implies a minimum of one year commitment from the Gardner Track, Cross country booster officer individually, board members collectively and the organization as a whole. Even though this commitment letter is non-binding in a legal sense, I understand that the organization will rely on the collective commitments of its officer members in formulating its plans and executing its strategy. Furthermore, I request that the commitments in this letter be made part of an annual booster bylaws.**

**Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_**  
**[Booster President]**

**Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_**  
**[Booster Vice President ]**

**Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_**  
**[Booster Treasurer]**

**Signed: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_**  
**[Booster Secretary]**

## **ARTICLE XII - NON-DISCRIMINATION**

It is the policy of the Boosters that all the parties involved in the operation of the Boosters will provide an operational environment that is free of all forms of discrimination.

## **ARTICLE XIII - CONFLICT OF INTEREST**

Members of the Board and Committee Members shall not engage in any activity which gives rise to, or could give rise to an appearance or claim of self-dealing loyalty or conflict of interest by reason of such person's position with the Boosters. In the event that such person has reason to believe his or her activities or anticipated activities could give rise to any such claim, he or she shall have a duty to disclose such activities or anticipated activities to the Board of officers.

## **ARTICLE XIV - INDEMNIFICATION**

The Boosters shall indemnify and hold harmless every Officer, and Member of the GHS Cross Country Track Boosters to the fullest extent allowed under Massachusetts laws, allowed by law at the time of indemnification.

## **ARTICLE XV - AMENDMENTS**

These By-laws may be amended, repealed or altered in whole or in part by a majority vote at any duly constituted meeting of the Members, providing notice of the proposed change is included in the notice of such meeting.

*These By-laws were approved by the Membership on \_\_\_\_\_*

**President's Name:** Candace M. Graves

President's Signature: \_\_\_\_\_

Federal ID No: