

Bylaws of the McKinney North Swim and Dive Booster Organization

Adopted August 2023

Article I – NAME

1.01 The name of organization will be the MNHS Bulldogs Swim and Dive Boosters (“MNBSDB”).

Article II – PURPOSE

2.01 The purpose of the MNBSDB is to help enrich the McKinney North High School students’ participation in interscholastic swimming and diving. The ruling authority is the University Interscholastic League (“UIL”) and all MNBSDB activities must adhere to the UIL Booster Organization Guidelines, dated 8/10/23 (or corresponding provisions of any future UIL Booster Organization Guidelines). The MNBSDB is under the jurisdiction of the superintendent or a designee. In accordance with the UIL guidelines, a designee cannot coach or direct a UIL contest.

Article III – MEMBERS

3.01 General Members: Membership is open to all parents/guardians of current members on the MNHS swim and dive team. Additionally, membership is open to any member of the community who has a strong interest in interscholastic swimming and diving.

3.02 Any individual shall be declared a General Member of the booster organization upon payment of the annual dues. It is expected that General Members will actively participate in the success of home meets by volunteering to assist as set-up crew, timers, runners, awards, concessions, etc. as scheduled.

3.03 Each member present at a meeting is entitled to one vote on each matter submitted to a vote.

3.04 Dues shall be determined by the Executive Board annually.

3.05 Dues are not refundable.

3.06 Membership year runs from Fall Parent Meeting through May 31.

3.07 The Executive Board, by affirmative vote of two-thirds of all members of the Board, may suspend or expel any member for cause after an appropriate hearing, then followed by a two-thirds vote of all members – cause having been stated.

ARTICLE IV – MEETING

4.01 Regular meetings will be held monthly. Additional meetings will be held as deemed necessary by the MNBSDB president.

4.02 Regular meetings shall be for the purpose of electing officers, receiving financial reports, and, for any other business that may arise.

ARTICLE V – OFFICERS

5.01 The elected officers of the booster organization shall be a President, Vice-President, Secretary, and Treasurer. Officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the organization. Officers may chair standing committees as well. All officers shall be members, in good standing, of the organization and must have a swimmer or a diver on the MNHS Team.

5.02 Officers, as such, shall not receive any compensation for their services.

5.03 The officers shall be elected by a vote by the members present to serve for two years or until their successors are elected, and their term of office shall be from May 1st through April 30th.

5.04 No member shall hold more than one office at a time and no member shall be eligible to serve more than two consecutive terms in the same office.

5.05 Each officer shall submit an annual report to the President to be transferred to the incoming officer, with an additional copy to the Secretary.

5.06 A vacancy in the office of President shall be filled by the Vice-President. Vacancies in any office, other than the President, shall be filled by a majority vote of the Board. An officer elected to fill a vacancy shall be elected for the remaining term of his/her predecessor in office.

5.07 An officer may be removed by the unanimous vote of the remaining members of the Board and by a two-thirds vote of the members present at the next regular meeting whenever, in their judgment, the best interest of the organization would be served.

5.08 President: The President shall be the principle executive officer of the organization and shall, in general supervise and control all of the business and affairs of the organization. He/she shall preside at all meetings of the members and the Board. The President shall serve as ex-officio member of all committees. He/she may sign any checks on the organization's behalf and, with the Secretary or any other proper officer of the organization authorized by the Board, may sign any bonds, contracts, or other instruments which the Board has authorized to be executed.

In particular, the President:

1. Establishes the schedule for Board meeting agendas.
2. Composes general meeting agendas.
3. Calls additional meetings (as necessary).
4. Has final approval of all MNBSDB correspondence.
5. Appoints the chairs for each standing committee.
6. May create any temporary committee for a specific purpose, which committee will cease to exist after its specific function is completed.

7. Audits the Treasurer's books with two volunteer members of the organization at the end of the fiscal year.
8. Prepares an annual report.
9. Receives annual reports of all officers and committee chairpersons at the annual meeting and transfers them to the appropriate incoming officers with a duplicate copy going to the Secretary.
10. Conducts the communication with the superintendent or designee, and athletic coaches through the lines of authority as established by the school board.

5.09 Vice President: In the absence of the President or in the event of the President's inability or refusal to act, the VP shall perform the duties of the President; and when so acting shall have all the powers of and be subject to all the restrictions upon the President. The VP shall also perform such other duties as from time to time may be assigned by the President or Board.

In particular, the Vice President:

1. Notifies the President that a quorum is present before each meeting.
2. Keeps an up-to-date record of organization members (including names, address, phone number, email address and paid status).
3. Oversees the Fundraising Committee.

5.10 Treasurer: The Treasurer shall have charge and custody of, and, be responsible for, all funds and securities of the organization; receive and give receipts for monies to the organization from any source whatsoever, and deposit all such monies in the name of the organization (MNBSDB) in such banks or other depositories as shall be selected in accordance with procedures established by the Board; and in general, performs all the duties incident to the office of Treasurer and such other duties, as from time-to-time, may be assigned by the President or Board.

In particular, the Treasurer:

1. Maintains all financial records ready for audit on request.
2. Co-signs checks for authorized disbursements.
3. Provides a financial report to be given at each executive and general meeting.
4. Has the books audited annually by the President and two volunteer members of the organization.
5. Completes all State and Federal, if applicable, forms regarding finances of the organization in a timely manner. Obtains bank forms for incoming treasurer and president.
6. Completes financial records through April~Prepares a full financial report to be presented to the Board prior to the May meeting and presented to the organization members in written condensed form at the May/Spring meeting of the organization members.
7. Prepares a projected budget for the incoming Board with the assistance of the incoming Treasurer and President and the outgoing President in April.

5.11 Secretary: The Secretary shall keep the minutes of the general meetings, meetings of the Board; give all notices in accordance with the provisions of these bylaws or as required by law; and in general perform all duties incident to the office of

the Secretary and such other duties as from time-to-time may be assigned by the President or by the Board.

In particular, the Secretary:

1. Conducts all general correspondence of MNBSDB
2. Serves as custodian of all organization documents.
3. Posts notice of all meetings via the e-mail newsletter.
4. Maintains record book(s) in which the bylaws, policies, official annual reports, committee reports, newsletter and minutes are entered, with any amendments to these documents properly recorded, and to have the current record book(s) on hand at every meeting.

5.12 BAC/Concessions Director: The Concessions Director shall be responsible for concessions at home swim meets, to include, but not limited to:

1. Maintain/verify food handler certification for all concessions volunteers
2. Bid on dates for concessions opportunities with other sports through the BAC
3. Schedule concession workers for swim meets and concessions fundraising opportunities with other sports.
4. Set-up/clean up of concessions booth at home meets.
5. Purchase of MISD approved food items for sale at home meets
6. Reconcile receipts with the Booster Treasurer, and attend Booster Board meetings.

5.13 Committees: The standing committees are:

1. Concessions
2. Fundraising
3. Spirit Wear
4. Banquet

ARTICLE VI – FUNDRAISING

6.01 The principle and/or athletic department must ultimately approve all fundraising.

6.02 MNBSDB may donate money or merchandise to MISD based on a recommendation to the Board and approval by a majority of the general membership. The funds cannot be earmarked for any expense, but the MNBSDB can make recommendations.

6.03 All fundraising is subject to state laws.

ARTICLE VII – TEAM DINNERS

7.01 Pre-season: MNBSDB may provide no more than one pre-season meal before the team plays in its first contest. It may be given after a scrimmage.

7.02 Post-season: MNBSDB may provide no more than one post-season meal or banquet. Attendees will pay the price as set by the Board.

ARTICLE VIII – SPIRITWEAR

8.01 The purpose of Spirit wear is to increase team spirit and camaraderie amongst the swimmers and divers as well as the MNBSDB members. Articles of clothing will be available for purchase by the MNBSDB members. Team yard signs and car decals may be available for purchase as well.

ARTICLE IX – SPORTSMANSHIP CODE

9.01 The MNBSDB will not tolerate the following behavior of its members:

1. Fighting
2. Disrespect to officials, coaches, parents or guests of opposing players, etc.
3. Abusive or vulgar language or behavior
4. Theft

9.02 Any member found to be in violation of this article will be subject to the punishment as indicated in Article III, Section 3.10

ARTICLE X – AMENDMENTS TO BYLAWS

10.01 Initial bylaws must be approved by a majority of the general members.

10.02 All amendments to the bylaws must be approved by the Board, presented to the general members, and ultimately approved by a majority of the general members.

10.03 Amendments will be presented at one meeting (or by email) and voted on at the following regular meeting or by email vote.