



THE CONSTITUTION OF THE MADEIRA ATHLETIC BOOSTERS ASSOCIATION

AS OF SEPTEMBER 19, 2022



THE CONSTITUTION OF THE MADEIRA ATHLETIC BOOSTERS ASSOCIATION

ARTICLE I NAME

(As amended 12/16/59)

As the result of the majority vote of the Membership and the resultant action of the Executive Board, this organization shall be known as the Madeira Athletic Boosters Association.

ARTICLE II PURPOSE

(As amended 6/13/77, 3/8/93)

SECTION 1.

Madeira Athletic Boosters Association is organized and operated exclusively for the benefit of the athletic program of the Madeira Public Schools. To this end, the purpose of the organization shall be:

- (a) To establish among all faculty, student and parents a better understanding of the goals and functions of the Madeira Public Schools athletic program.
- (b) To promote the highest standards of sportsmanship and to encourage student participation in athletics and attendance at games and other athletic program events.
- (c) To provide a forum though which faculty, parents, students and other interested persons in the community may work in cooperation for the betterment of the athletic program.
- (d) To give publicly and aid to the athletic program.
- (e) To sponsor and conduct fund raising projects, programs, and other activities for the exclusive benefit and support of the athletic program of the Madeira Public Schools.

ARTICLE III STANDARDS OF PRACTICE

(As amended 6/13/77)

SECTION 1.

The conduct of this organization and of the members comprising it shall be governed by the following standards of practice:

- (a) To support unequivocally the principles of true sportsmanship, avoiding all manner of misrepresentation and falsification.
- (b) To encourage the highest standards of moral and ethical conduct.
- (c) To encourage an athletic program which does not discriminate against any person because of sex, race, religion or creed.



THE CONSTITUTION OF THE MADEIRA ATHLETIC BOOSTERS ASSOCIATION

ARTICLE IV MEMBERSHIP (As amended 12/16/59, 4/11/62, 12/7/75, 6/13/77)

SECTION 1.

Membership shall be open to all adults interested in promoting an effective athletic program in the Madeira Public Schools.

SECTION 2.

Resignation. Any member in good standing may resign by notifying the Secretary in writing or by not renewing the annual membership dues.

ARTICLE V DUES (As amended 12/16/59, 12/7/75, 6/13/77, 3/8/93, 4/10/17, 9/19/22)

SECTION 1.

Number of Dues. Membership dues shall be determined annually by the Booster Executive Board.

SECTION 2.

Renewal Notice. The membership year shall be July 1 through June 30, and renewal shall be available via the Booster website no later than June 15 and notices shall be sent no later than July 25 of each membership year.

ARTICLE VI EXECUTIVE BOARD (As amended 3/8/93, 4/10/17, 9/19/22)

SECTION 1.

The Executive Board shall consist of the immediate Past President, President, Vice President, Treasurer and Recording Secretary. Newly elected and re-elected members of the Executive Board shall be installed at the first meeting of attendance following their election or re-election. The Booster Executive Board routes items for vote to the appropriate level (Executive Board and Membership. The Executive Board presents to the Membership. Has the decision-making power for Executive decisions (Booster Structure, By-Laws, Finance, etc.) and then takes items to the Membership. The Executive Board may vote on items for purchase not to exceed \$500 per month without a vote. Any items exceeding \$500 per month will require the Executive Board and Membership vote.

SECTION 2.

Vacancy on the Executive Board. Any vacancy on the Executive Board occurring between elections shall be filled by appointment by the President with the approval of the Executive Board. The appointee shall be a member in good standing and shall serve



THE CONSTITUTION OF THE MADEIRA ATHLETIC BOOSTERS ASSOCIATION

the unexpired term of the original member elected to the Board. The new appointee shall be installed at the first meeting of his or her attendance following appointment.

ARTICLE VII DUTIES OF EXECUTIVE BOARD (As amended 12/17/75, 6/13/77, 3/8/93, 4/10/17, 9/19/22)

SECTION 1.

The President shall preside at all meetings of the organization and of the Executive Board, sign all official documents, appoint all committees except as otherwise provided, and be, ex officio, a member of all committees. The President will send an annual communication to membership summarizing past year accomplishments, coming year objectives and provide a summary of revenue sources and expenditures. This position is an elected position.

SECTION 2.

The Vice-President fulfills all the duties of the President if the latter is absent or otherwise unable to execute his or her responsibilities. The Vice-President also serves as the Chairperson of the Audit Committee and other select committees as appointed by the President. This is an elected position.

SECTION 3.

The Recording Secretary shall take minutes at all meetings of the Executive Board and the Membership meetings, monitor the Booster email site and serves as the Chairperson on select committees as appointed by the President. This is an elected position.

SECTION 4.

The Treasurer shall keep a detailed report of all money received and disbursed and, upon request shall submit a written report at any meeting of the Executive Board and Membership. The Treasurer shall complete and file any state and/or federal forms required of the organization. This is an appointed position by the President.

SECTION 5.

The Immediate Past President shall serve as an advisor to the President as needed. Shall serve on the Executive Board and support select committees as agreed to with the President. Shall be responsible for the swearing in of the new Executive Board.



THE CONSTITUTION OF THE MADEIRA ATHLETIC BOOSTERS ASSOCIATION

ARTICLE VIII MEMBERSHIP COMMITTEES (As amended 12/17/75,6/13/77, 3/5/93, 4/10/17, 9/20/22)

SECTION 1.

Committee Chairperson. The Chairperson of each committee shall be a member in good standing and shall be appointed by the President. The Membership votes on all items as presented by the Executive Board.

SECTION 2.

The Standing Committees of this organization shall be as follows: Membership, School and City Events, Media/Communications, Nominating, Audit, Hall of Fame, Fundraising, Sports Representatives, Booster Palooza, Kids Club, Concessions and Finance/Capital Project. The President shall appoint all Standing Committees, except as hereinafter provided, as well as such other committees as may be deemed necessary. All actions of these committees shall be with Executive Board approval.

SECTION 3.

Membership Committee. The committee shall create and release the membership information, solicit memberships, reach out to Alumni (in coordination with the School Foundation) for membership, design activities which shall promote further interest in the Madeira Athletic Boosters Association programs by those who should join, and promote attendance and hospitality at all functions. Maintains membership roster to include name, address, e-mail, phone, etc.

SECTION 4.

School and City Events Committee. This committee shall be responsible for securing Volunteers for school and city events that the Boosters have agreed to support (e.g., 4th of July celebration, bonfire etc.) This committee will also be responsible for reaching out to the individual(s) selected for the Grand Marshall of the Homecoming Parade and arranging transportation in the parade.

SECTION 5.

Media and Communications Committee. This committee shall be responsible for developing, maintaining and using all ways and means of transmitting information on the policies and activities of the organization to the membership and to the community (e.g., Facebook, Twitter, Website, printed media, newspapers, etc.). This committee shall coordinate its activities with those of all other committees.

SECTION 6.

Nominating Committee. Consisting of three (3) members of the Executive Board, this committee shall meet in March to prepare a slate of nominees for incoming Executive Board members for presentation at the bi-annual election meeting.



THE CONSTITUTION OF THE MADEIRA ATHLETIC BOOSTERS ASSOCIATION

SECTION 7.

Audit Committee. Consisting of the Vice-President as Chairperson, together with three (3) members' At Large, this committee shall be responsible for conducting the required annual audit of the treasury. The committee will also provide a summary of revenue sources and expenditures that can be included in an annual communication to membership by the Booster President summarizing past year accomplishments and coming year objectives.

SECTION 8.

Hall of Fame Committee. Consisting of at least one Executive Board Member and one member in good standing, this committee shall be responsible for the promotion, review, selection and induction of candidates for the Madeira Athletic Hall of Fame. Manage the nomination process. Maintain records for nominees. Utilize the voting procedures to make HOF selections (Attachment 1). Chair and manage the presentation of the awards to honorees. Responsible for creating and maintaining the history of the Athletic Boosters and the Mustang and Amazon mascots.

SECTION 9.

Fund Raising Committee. Consisting of at least one member of the Executive Board, this committee shall be responsible for the development and implementation of new fundraising activities and the maintenance and coordination of annual fundraising events (e.g., Firestone fundraiser, city event support etc.)

SECTION 10.

Sports Representatives. Consisting of at least one representative per sport across both schools (MHS, MMS) shall serve as a liaison with the Athletic Boosters by working with coaches to identify needs of the program, ensure volunteerism requirements are being met, encourage Booster membership and inform the Boosters of State participants (Attachment 2). Booster Representatives are required to attend at least one Booster meeting during their team season.

SECTION 11.

Booster Palooza Committee. Consisting of at least one member of the Executive Board, this committee shall be responsible for staging the annual Booster Palooza fundraiser. Responsibilities include but are not limited to soliciting sponsors, hiring entertainment, developing kids zone activities, providing food and drink options etc.

SECTION 12.

Kids Club Committee. Consisting of at least one member of the Executive Board, this committee shall be responsible for soliciting membership of elementary and middle school kids, developing and scheduling activities through the coaches (e.g., football pregame huddle, soccer penalty kicks, running the bases etc.) and assisting in the solicitation of sponsors to support Kids Club giveaways (e.g., t-shirts).



THE CONSTITUTION OF THE MADEIRA ATHLETIC BOOSTERS ASSOCIATION

SECTION 13.

Concession. Coordinates with the Sports Representatives to secure Volunteers for events. Ensures concession stands are stocked and manned for events. Coordinates the opening and closing of the concession stands. Puts in place cash procedures for the Sports Representatives

SECTION 14.

Finance/Capital Project. The President sits on this Committee. Works with the School District to create a master list of Capital Projects that may need assistance of the Booster Organization. Works with the Athletic Director and school administration to prioritize the list and create a timeline for completion. Work in conjunction with the Treasurer to create budgetary items.

ARTICLE IX FISCAL YEAR

(As amended 3/8/93)

The fiscal year of this organization shall be from July 1 through June 30.

ARTICLE X REQUESTS & DISTRIBUTIONS OF FUNDS (Approved, 9/19/22)

SECTION 1.

Team requests for Booster general funds will be reviewed with the Athletic Director to ensure alignment with overall Athletic program objectives, budget and government requirements (e.g., Title IX). Team requests for funds will be submitted through a Request for Madeira Athletic Booster Funds form and presented by the Athletic Director to the Executive Board and/or Membership for approval.

Madeira Athletic Booster general funds will only be distributed upon approval of the Executive Board and Membership as documented in Article VI Section 1 and at the time of submission of a Request for Madeira Athletic Booster Funds form and supporting documentation e.g., bills, receipts, purchase orders etc.

SECTION 2.

Athletic Department requests for Booster general funds to support operational expenses (e.g., referees, event staff, tournament entry fees, uniforms, balls etc.) will be submitted through a Request for Madeira Athletic Booster Funds form and presented by the Athletic Director to the Executive Board and/or Membership for approval.

Madeira Athletic Booster general funds will only be distributed upon approval of the Executive Board and Membership as documented in Article VI Section 1 and at the time of submission of a Request for Madeira Athletic Booster Funds form. The Boosters and Athletic Department will meet annually (June) to review actual operational spend and supporting documentation as needed (e.g., bills, receipts, purchase orders etc.) to develop an operational contribution budget for the following fiscal year.



THE CONSTITUTION OF THE MADEIRA ATHLETIC BOOSTERS ASSOCIATION

SECTION 3.

Booster requests for Booster general funds will be submitted through a Request for Madeira Athletic Booster Funds form and presented by Booster Committee leads or the Booster President to the Executive Board and/or Membership for approval.

Madeira Athletic Booster general funds will only be distributed upon approval of the Executive Board and Membership as documented in Article VI Section 1 and at the time of submission of a Request for Madeira Athletic Booster Funds form and supporting documentation e.g., bills, receipts, purchase orders etc.

SECTION 4.

Earmarked donations will only be distributed upon approval of the Executive Board and Membership as documented in Article VI Section 1 and at the time of submission of a Request for Madeira Athletic Booster Funds form and supporting documentation e.g., bills, receipts, purchase orders etc.

ARTICLE X ELECTIONS (As amended 12/17/75, 6/13/77, 4/10/17, 9/19/22)

SECTION 1.

The Executive Board will be elected for two-year terms. The April meeting in a designated election year (odd number years e.g., 2023) will be utilized for the election of new members of the Executive Board. A slate of nominees shall be provided by the Nominating Committee and further nominations may be made from the floor.

SECTION 2.

Voting. Voting shall occur at the bi-annual election meeting. All members in good standing are entitled to vote.

ARTICLE XI MEETINGS (As amended 4/11/60, 4/11/62, 6/13/77, 3/8/93, 4/10/17, 9/19/22)

SECTION 1.

General meetings of the organization shall be held at a time and place designated at the discretion of the Executive Board.

SECTION 2.

The Executive Board and Membership shall meet on the second Monday of each month, unless such date is changed by the Board due to conflicting schedules. Special Board meetings may be called at the discretion of the President. Five (5) members with one (1) being an Executive Board Member shall constitute a quorum. The Executive Board Meetings will generally be for strategy development, Committees could report as



THE CONSTITUTION OF THE MADEIRA ATHLETIC BOOSTERS ASSOCIATION

needed. The Membership Meetings will discuss the overall Athletic Booster business and to report out from Committees and Sports Representative. The Sports Level Meetings are run by the Sports Representatives specific to sport business such as sport level fundraising, parent meetings, etc. The Executive Board will meet in July, October, February and April. The Membership will meet in August, September, November, January, March and May. The Sport Level Meetings (as needed) will meet: Fall Sports: August, September and October. Winter Sports: November, December and February. Spring Sports: March and April.

SECTION 3.

The Athletic Director of the Madeira Public Schools shall be notified of all meetings of the Executive Board.

SECTION 4.

Voting. Any individual who has purchased a membership is a Booster Member and has limited voting rights. The Executive Board determines what items the Membership can vote on.

SECTION 5.

A member of each sports coaching staff is required to attend one Membership Meeting per year. Designated Booster Representatives are required to attend at least one Booster meeting during their team season. If these requirements are not met the Athletic Booster Organization may automatically reject the request for funds at the discretion of the Executive Board without a vote from the Membership.

ARTICLE XII AMENDMENTS

The Constitution may be altered, amended or revised by two-thirds vote of the Executive Board members and ratified by a majority vote of the Membership.

ARTICLE XIII DISSOLUTION (Approved 4/12/76, as amended 3/8/93)

SECTION 1.

The Madeira Athletic Boosters Association shall use its funds only to accomplish its organization purpose. On dissolution of the organization, any funds remaining shall be distributed in the following manner and sequence:

- (a) Outstanding accounts payable shall be paid in whatever sequences designated by the Executive Board.
- (b) Remaining funds shall be used to pay expenses related to the dissolution of the organization.



THE CONSTITUTION OF THE MADEIRA ATHLETIC BOOSTERS ASSOCIATION

- (c) Any remaining funds shall be contributed to the athletic fund of the Madeira Public Schools to be used exclusively for public purposes.

Executive Board and/or of the Madeira Athletic Boosters Association Oath

The Immediate Past President shall be responsible for the swearing in of the new Executive Board (attachment 3).

Attachment 1: Hall of Fame Nomination, Selection & Voting Procedures

Nomination: Interested persons are encouraged to nominate individuals to the Committee for consideration by completing the nomination application form that may be attained via the MHS athletic website.

Nominations are accepted from January 1 until May 1 of the new year.

Eligibility requirements include:

- Athletes – must be out of high school a minimum of 10 years
- Coach – Must no longer be coaching in the Madeira school system
- Contributor – May still be involved in the same or similar capacity

Additional consideration may include sportsmanship, ethics and integrity

Selection & Voting: Nomination forms are graded on a point system established by the Hall of Fame Committee and Athletic Department to see if the nominee qualifies.

A nominated athlete must have 50 points and a nominated coach 25 points to be considered for induction. Some exceptions are considered for those nominated from past years where certain point values were not available.

New nominees plus those still on the list from 5 years past are then reviewed by the Hall of Fame Committee.

Past Coaches and current Hall of Fame members are sometimes contacted as part of the decision process.

After selections are made, each potential inductee is contacted personally to their selection.

Attachment 2: State Recognition Program

Starting with the Fall 2021 season, the Boosters will provide to the team budget \$50 per qualifying team member and individual athlete that participates in a state final four, meet



THE CONSTITUTION OF THE MADEIRA ATHLETIC BOOSTERS ASSOCIATION

or tournament to be used at the coach's discretion (e.g., athletic wear, picture book, party, championship rings etc.) to commemorate this achievement and provide a lasting memory for the student athlete.

Attachment 3: Madeira Athletic Boosters Oath

The Madeira Athletic Boosters Association is organized and operated exclusively for the benefit of the athletic program of the Madeira Public Schools. To this end, the purpose of the organization shall be:

- (f) To establish among all faculty, student and parents a better understanding of the goals and functions of the Madeira Public Schools athletic program.
- (g) To promote the highest standards of sportsmanship and to encourage student participation in athletics and attendance at games and other athletic program events.
- (h) To provide a forum through which faculty, parents, students and other interested persons in the community may work in cooperation for the betterment of the athletic program.
- (i) To give publicly and aid to the athletic program.
- (j) To sponsor and conduct fund raising projects, programs, and other activities for the exclusive benefit and support of the athletic program of the Madeira Public Schools.

The conduct of this organization and of the members comprising it shall be governed by the following standards of practice:

- (d) To support unequivocally the principles of true sportsmanship, avoiding all manner of misrepresentation and falsification.
- (e) To encourage the highest standards of moral and ethical conduct.
- (f) To encourage an athletic program which does not discriminate against any person because of sex, race, religion or creed.

New members of the Executive Board of the Madeira Athletic Boosters, please raise your right hand and repeat after me:

As newly elected members of the Executive Board of the Madeira Athletic Boosters Association, I hereby accept my responsibilities to this organization as indicated in the purposes of this organization and its standards of practice to the best of my ability.

CONGRADULATIONS!