

S.P.O.R.T.

Students and Parents Organizing Resources for Teams

Long Hill Township School District

Central Middle School

By-Laws

Adopted – November 4, 2008

S.P.O.R.T. is an organization of individuals dedicated to the goal of making the Central Middle School interscholastic sports programs successful and financially accessible to all students at all levels. The mission of the organization is to provide resources to support the operation of the various sports teams (boys and girls soccer, cross country, boys and girls basketball, cheerleading, baseball and softball) at Central Middle School.

The members of the S.P.O.R.T. organization are mindful that a successful interscholastic athletic program depends on contributions from dedicated students, staff and the community at large.

Article I – Name

The name of the organization is the S.P.O.R.T. This acronym represents the full name of the group: Students and Parents Organizing Resources for Teams. S.P.O.R.T. is recognized by the Long Hill Township School District and is held accountable to all local, state and federal regulations, policies and laws including Title IX.

Article II – Purpose

The Purpose of the S.P.O.R.T. organization is to conduct fund raising activities to assist in the support of interscholastic athletic programs at Central School. S.P.O.R.T. will purchase equipment, supplies, uniforms and make other related expenditures to this end. S.P.O.R.T. may also sponsor recognition programs for students that participate in interscholastic sports. In addition, the S.P.O.R.T. organization will foster other activities that build enthusiasm and spirit.

Article III - Membership Fees

Membership in the S.P.O.R.T. organization is open to all parents of students in the Long Hill Township schools, staff members in the school district and to students in Central Middle School. There will be no fees associated with membership in S.P.O.R.T.

Article IV - Fiscal Year

The fiscal year of the organization will be a 12 month period beginning on July 1st and ending on June 30th of each year

Article V – Structure

1. The governing structure of the S.P.O.R.T. organization shall consist of officer to be elected by the membership:
 - a. President (or co-presidents)
 - b. Vice President
 - c. Treasurer
 - d. Secretary
 - e. Liaison to the Board of Education
2. Executive Committee (comprised of the officers who hold the offices above as well as chairpersons of the yearly committees)
3. Standing Committees:
 - a. Food Day(s)
 - b. Apparel
 - c. Patriots' Game
4. Voting Members – All members of the organization will have equal standing in terms of voting. Items to be voted upon will be brought to the general membership by the Executive Committee.

Article VI – Duties

1. The organization will be managed by the Executive Committee.
2. Meetings of the general membership shall be held quarterly. Executive meetings shall be held as necessary and as determined by the Executive Committee.
3. The Executive Committee will have the final say in all expenditures within the limits of the treasury.
4. The Executive Committee will approve and support the plans and work of the standing committees.
5. Executive Committee members are elected for one year terms of office. Term duration shall be equal with the fiscal year.

Duties of officers

President

- Prepare and post an agenda prior to each meeting
- Preside at all meetings of the organization and the Executive Committee
- Be the principal officer(s) of the organization and guide its functions.
- Serve as the liaison between the organization and the middle school, the athletic director and community organizations

Vice President

- Assist the President and act for him/her in his/her absence or by his/her direction
- Perform such duties as the President may direct
- Chair the Nominating Committee for the election of officers

Treasurer

- At the present time, the treasurer's functions will be completed through the office of the School Business Administrator of the Long Hill Township School District
- Act as custodian of all funds
- Keep books and accounts of receipts according to the procedures established

- Render financial statements at meetings
- Deposit all money received by the organization

Secretary

- Act as the custodian of the records of the organization
- Conduct the official correspondence of the organization and maintain a file for all such correspondence
- Keep records of minutes of meetings of the organization
- Post notification of meetings
- Create newsletter and post information on the school's website
- In the absence of the secretary, the president shall designate a member to take the minutes of the meetings

The Executive Committee shall act on procedural matters brought to its attention by any officer, committee chairperson or Member. The president(s) is (are) the chairperson(s) of the Executive Committee, which may create additional committees to those named below as necessary in the fulfillment of goals of the organization. A current list of all special committees created by the Executive Committee shall be kept by the Secretary and the list shall be reviewed and renewed as necessary each May by the Executive Committee.

Standing Committees:

1. Finance: Shall work in conjunction with the treasurer in preparation of budgets and other fiscal and administrative matters.
2. Food Days: This committee shall be responsible for the development and maintenance of the programs and policies concerning the handling of food days.
3. Merchandise: This committee shall be responsible for the selection of merchandise and apparel to be sold by the organization. This committee will also be responsible for the sale of merchandise.
4. Graduation Award: This committee shall recommend the number and amounts of organization scholarships as well as criteria for recipients in accord with the building principal.

Terms of Office:

1. All officers shall serve a term of one year, beginning on July 1st and ending on June 30th of the second year of the term. Officers may serve successive terms.
2. A slate of officers will be presented at the spring meeting by the Executive Committee. Nominations may also be taken from the general membership. Officers shall be elected by a majority vote.

Vacancies

1. The Executive Committee will fill any vacancies created by officers or chairpersons leaving the organization.
2. A resignation of an officer or chairperson becomes effective upon receipt of written notice by the secretary.

Amendments and Rules

The organization shall be administered and regulated by these by-laws. These by-laws may be amended by a majority vote of the voting membership. These by-laws shall be reviewed every two years by the Executive Committee. Robert Rules of Order shall govern the conduct of open public meetings. The meetings shall focus on organization activities, not athletic policies, coaching decisions, or other non-booster club related items.