



## **New Hartford Swimming & Diving Booster Club Bylaws**

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### **Article I — Name and Mission**

#### **Section 1. Name**

The name of this organization shall be the *New Hartford Swimming and Diving Boosters Inc.* (hereinafter referred to as “the Booster Club”).

#### **Section 2. Mission**

The mission of the Booster Club is to provide organizational, financial, and moral support to the New Hartford Swimming and Diving Program. The Booster Club is committed to promoting excellence in athletic and academic achievement, fostering teamwork and sportsmanship, and enhancing the overall experience of all student-athletes. Through responsible stewardship, community engagement, and collaboration with coaches, administration, and families, the Booster Club seeks to ensure the sustained growth and success of the swimming and diving program.

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### **Article II — Guiding Principles**

#### **Section 1. Integrity and Accountability**

The Booster Club shall conduct all activities with integrity, transparency, and fiscal responsibility. All funds and resources shall be managed in accordance with applicable laws, school district policies, and the organization’s mission.

#### **Section 2. Collaboration and Partnership**

The Booster Club shall maintain open communication and cooperative relationships with the coaching staff, school administration, student-athletes, and families.

#### **Section 3. Equity and Inclusion**

The Booster Club shall uphold principles of fairness, inclusivity, and equal opportunity, providing equitable support to all members of the swimming and diving program.

#### **Section 4. Commitment to Excellence**

The Booster Club shall promote high standards of performance, sportsmanship, discipline, and academic achievement among all student-athletes.

#### **Section 5. Community Engagement**

The Booster Club shall foster community interest and support through outreach, volunteerism, and positive representation.

## **Section 6. Sustainability and Growth**

The Booster Club shall ensure long-term organizational and programmatic stability through sound financial management, leadership development, and continuous improvement of operations and initiatives.

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## **Article III — Membership**

### **Section 1. Eligibility**

Membership is open to parents/guardians of student-athletes, alumni, and community supporters.

### **Section 2. Membership Categories and Annual Fees**

<b>Membership Type</b>	<b>Annual Fee</b>	<b>Voting Rights</b>
Family	\$50	One vote per family
Individual	\$25	One vote
Alumni	\$20	One vote
Honorary / Advisor	No fee	No vote
Organizational / Business Supporter	N/A	No vote

### **Section 3. Payment and Good Standing**

- Fees are due annually by August 1st.
- Members must be in good standing to vote or hold office.
- Fees are non-refundable.

### **Section 4. Voting Rights**

- One vote per member in good standing; businesses/organizations may not vote.

### **Section 5. Permissions and Responsibilities**

#### **5.1 Permissions**

- Members grant permission for the use of their name, likeness, and photos in Booster Club communications and materials unless opted out in writing.
- Members may not represent the Booster Club externally without Executive Board approval.

## **5.2 Responsibilities**

- Members shall act positively, comply with school/district policies, volunteer when possible, respect student privacy, and refrain from personal or political gain through membership.

## **5.3 Termination**

- Membership may be revoked by a majority vote of the Executive Board for misconduct or policy violations; no fees are refunded.

## **Section 6. Organizational Supporters**

Businesses, community organizations, and other entities that wish to support the Booster Club may do so through sponsorships, donations, or in-kind contributions as approved by the Executive Board. Such entities shall be recognized as *supporters* but shall not have voting rights or hold membership status within the organization.

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## **Article IV — Officers and Elections**

### **Section 1. Officers**

- President
- Vice President
- Treasurer
- Secretary
- Coordinator

### **Section 2. Duties**

- President: Presides at meetings, represents the club, ensures bylaws compliance.
- Vice President : Assists president with bylaw compliance, assisting other members when necessary.
- Treasurer: Manages funds, prepares budgets, maintains records.
- Secretary: Maintains minutes, records, and correspondence.
- Coordinator: Main point of contact for all events.

### **Section 3. Elections**

- Officers elected every two years by majority vote of members in good standing.
- Term: two years; may serve two consecutive terms, any more than two terms must be approved by both remaining members of the board.

#### **Section 4. Vacancies**

- Filled by majority vote of the Executive Board for the remainder of the term.
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### **Article V — Meetings**

#### **Section 1. Regular Meetings**

- Minimum of four meetings per year; dates set by the Executive Board.

#### **Section 2. Quorum**

- Minimum five voting members, including at least two officers.

#### **Section 3. Special Meetings**

- May be called by the President, Executive Board majority, or 10% of members.

#### **Section 4. Procedures**

- Meetings conducted according to *Robert's Rules of Order, Newly Revised*.
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### **Article VI — Finances**

#### **Section 1. Fiscal Year**

- January 1 – December 31

#### **Section 2. Financial Management**

- All funds deposited in New Hartford Swimming and Diving Booster's account.

#### **Section 3. Budget**

- Annual budget prepared by Treasurer; approved by Executive Board.

#### **Section 4. Audits**

- Annual review or independent audit conducted by a committee appointed by the Executive Board. Committee must consist of a minimum of two active members.

#### **Section 5. Dissolution**

- Remaining assets transferred to New Hartford Senior High School for swimming/diving program use.
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## **Article VII — Amendments**

- Bylaws may be amended by two-thirds vote of members present at a meeting, with 30 days prior written notice.

Revised: 10/23/25