

West Morris Central High School Cross Country and Track & Field Parent Club

By – Laws

Article I – Name

The name of this organization shall be the West Morris Central High School Cross Country and Track & Field Parent Club, and herein after referred as WMC XC / Track & Field Club.

Article II – Objectives and Purpose

The WMC XC / Track & Field Club is a West Morris Central High School sanctioned organization of parents who are interested in supporting and advancing the school's cross country and track and field programs. This support extends to both boy's and girl's teams, and additionally, provides organizational and other support, as needed, for the coaches of these teams.

Monies / funds raised by the club are used to offset the costs associated with:

- ❑ Kickoff picnics and dinners
 - ❑ End of season banquets
 - ❑ Equipment and facilities needs
 - ❑ Special participation events
 - ❑ Senior athlete scholarships
 - ❑ Team clothing and uniforms
 - ❑ Specific training for athlete skill development at the request of the team coaches.
- Examples are costs for guest speaker or instructor.

Any financial support extended to individual athletes or teams should be consistent with school policies and for school sanctioned events.

Article III – Membership

Membership in the WMC XC / Track & Field Club is open to all West Morris Central parents who have children participating on any Cross Country or Track and Field teams.

Annual dues for membership are as follows:

- ❑ \$65 per child
- ❑ If families have multiple children participating on teams, the cost is \$65 for the first child and \$30 for each child thereafter.
- ❑ Membership term is one school year (fall to spring)

Monies raised through dues are used to offset costs for:

- ❑ Kickoff picnics and dinners
- ❑ End of season banquets
- ❑ Equipment and facilities needs
- ❑ Senior athlete scholarships
- ❑ Special participation events
- ❑ Team clothing and uniforms
- ❑ Specific training for athlete skill development at the request of team coaches.

Article IV - Fundraising

All fundraising efforts should be run through the parents club. Coaches and club members should bring the fundraising ideas to a club meeting for discussion.

The club will be looking for information on:

- ❑ The purpose of the fundraiser
- ❑ Is school approval needed
- ❑ Date for the fundraiser
- ❑ Parent and / or coach presence at the fundraiser

The club will send out e-mails to club membership alerting them to upcoming fundraising events.

Appropriate dress by students is expected at any fundraiser, as students are representing the school in the public. Examples are no girls in bikinis, or shirtless boys.

All monies raised should be deposited in the parent club account until the funds are ready to be dispersed for their intended purpose.

Article V – Club Officers

The officers of the WMC XC / Track and Field Club shall consist of a President, Treasurer, Secretary (Recording & Correspondence), Membership, Apparel Coordinator, Events Coordinator and Webmaster.

The President shall:

- Preside at all meetings
- Appoint all persons for committees as needed.
- See that all financial records, membership records, and meeting minutes are properly kept.
- Along with the Treasurer, be one of two officers authorized to sign checks of the organization for payment.

The Treasurer shall:

- Have sole custody of all monies belonging to the WMC XC / Track & Field Club, and shall be solely responsible for those monies.
- Along with the President, be one of two officers authorized to sign checks of the organization for payment.
- Render for each scheduled meeting, a written account of the financial status of the club. Such reports shall be affixed to the permanent minutes of each meeting.
- Exercise all other duties incident to the office of the Treasurer. All bills of the organization shall be mailed to or received by the Treasurer, so he / she can keep proper records.

The Recording Secretary shall:

- Keep minutes and records of each official meeting of the club.
- Keep a record of meeting attendance.
- Keeps a record of all voting on any motions during a meeting.
- Keep and file all minutes of all club meetings.
- Be responsible for affixing the Treasurer's, Membership, and Team Uniform and Attire reports to each meetings minutes.

Membership shall:

- Be responsible for the distribution of any written communication to club members and perspective club members concerning new membership and renewal of membership drives.
- Be responsible for organizing the membership table at the kick-off events and be responsible for arranging for the manning of those tables.
- Render for each scheduled meeting, a written account of the membership status of the club. Such reports shall be affixed to the permanent minutes of each meeting.

Correspondence Secretary shall:

- Be responsible for scheduling the time, date, and club meeting location.
- Be responsible for contacting the WMCHS webmaster to post meeting dates and times on the school website.
- May correspond with other outside entities at the direction of the club president.
- May correspond with WMCHS school officials and coaches at the direction of the club president.
- Keeps and files all initiated correspondence and replies.

Apparel Coordinator shall:

- Be responsible for coordinating the club's efforts to offset the cost of supplementing team uniform attire.
- Coordinate with the team coaches on the team's supplemental attire preferences and conveying those preferences to the President and other officers as soon as possible prior to the commencement of the upcoming season.
- Render for each scheduled meeting, a written account of the status or clothing orders and the costs to the club. Such reports shall be affixed to the permanent minutes of each meeting.

Event Coordinator shall:

- Coordinate track & field concession stand use.
- Coordinate season kickoff dinners.
- Coordinate season ending banquets.
- Coordinate supplies for above events.

Webmaster shall:

- Coordinate website appearance.
- Coordinate website calendar.
- Coordinate pictures and videos for team events.

Club officer shall serve for a term of one year. Each May, all officer roles will stand for election (see Article VI below). There are no limitations on how many times a club officer can stand for re-election and be re-elected.

Article VI – Meeting and Procedures

- Every attempt will be made to hold WMC XC / Track & Field club meetings on a monthly basis from August through June of the given school year.
- The order of business at any regularly scheduled meeting shall be:
 - Call to Order by President.
 - Taking of attendance by Secretary.
 - Reading of minutes of last meeting, corrections, additions & motion to approve.
 - Reports from the Treasurer, Membership, Apparel and Events Coordinators.
 - Old Business.
 - New Business.
 - Open Discussion.
 - Adjournment by President

Article VII - Voting

On Meeting Motions

- ❑ To vote, a parent must be a dues-paying member.
- ❑ Members must be present at the club meeting in order to cast a vote on any motion.
- ❑ All motions brought during meetings shall be voted on by voice, having been properly seconded and discussed prior to voting.
- ❑ A two thirds majority affirmative vote is needed to pass a motion.

On Club Officer Elections

- ❑ To vote, a parent must be a dues-paying member.
- ❑ Members must be present at the club meeting in order to cast a vote for the election of officers.
- ❑ The election of club officers shall be voted on by ballots, and conducted without identifying the person casting the vote.
- ❑ Club membership should be given notice of the forthcoming election of officers at least 30 days prior to an election, and given the meeting date should they wish to attend and vote in the elections.

- ❑ Following the completion of elections, the results shall be communicated to the club membership.

Article VIII – Committees

- ❑ There is a need for special committees throughout the various seasons. The tenure for these special committees will end with the completion of the assigned task.
- ❑ Special committees are needed for:
 - Concession Stand
 - Kickoff and Banquet Dinners
- ❑ A special committee, other than the ones listed above, may be created by a motion passed at a regularly scheduled club meeting.

Article IX - Amendments

- ❑ Existing by-laws may be amended or repealed only by an affirmative vote of two thirds majority of the eligible voting members in attendance.
- ❑ All changes to existing by-laws must be presented and read at the meeting prior to the voting meeting.
- ❑ A vote to add, amend or repeal a by-law may be taken only after written advance notice has been served to the membership at least seven (7) days before the expected voting date. A copy of the proposed change will be provided with the notification, or at the meeting prior to the vote.

(Revised: March, 2018)
(Board Approved: April 17, 2018)