**Lee’s Summit West Athletic Booster Club**[**http://www.lswtitanboosterclub.com/**](http://www.lswtitanboosterclub.com/)

The Lee’s Summit West Athletic Booster Club serves to generate funds which benefit our students. Besides giving scholarships to senior athletes, money raised by the LSW Athletic Booster Club is given back to our school both in general and sport specific.

**Class One: The Board of Directors:** This class is compromised of no less than seven (7) members. Each Board position will be held for a term of two years. The Board of Directors votes on all day-to-day operations of the organization and the distribution of funds collected through general fund raising. This class votes on Board elected positions, including Board of Director and Officer Positions. This class consists of Four (4) officers and no less than three (3) additional members of Board of Directors who shall perform duties as assigned to them by the President of the Board of Directors, as well as serve on committees that the LSW Athletic Booster Club oversees. The Board of Directors must commit to attend 75% of all meetings, which are the first Monday of every month at 5:30pm. All members of the Board of Directors will receive a District pass, which can be used for themselves and immediate family members, to any LS-R7 home athletic events.

* **Officer Positions:** Each Officer position will be held for a term of two years, or until his successor shall have been duly elected and shall have qualified. To be eligible for an officer position, a person must serve for at least one year on The Board of Directors. The President and Treasurer will be voted on the school years ending in an odd year. The Vice President and the Secretary will be voted on in the school years ending in an even year.
* **President** – the officer of the corporation that shall generally supervise and control all of the business and affairs of the corporation. He shall preside at all meetings of the members and of the Board of Directors. He may sign, with the Secretary or any other proper officer of the corporation authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors have authorized to be executed
* **Vice-President** – the officer of the corporation that shall perform the duties of the President in the absence of the President, or in the event of his inability to act or refusal to act. Any Vice-President shall perform such other duties as from time to time may be assigned to him by the President or the Board of Directors.
* **Treasurer** – the officer of the corporation that shall have charge and custody of and be responsible for all funds and securities of the corporation; receive and give receipts for monies due and payable to the corporation from any source whatsoever, and deposit all such monies in the name of the corporation in such banks, trust companies, or other depositories; and in general, perform all duties as from time to time may be assigned to him by the President or the Board of Directors.
* **Secretary** – the officer of the corporation that shall keep the minutes of the meetings of the members and of the Board of Directors; to see that all notices are duly given; be custodian of the corporation records and of the seal of the corporation and see that the seal of the corporation is affixed to all documents. Keep the register of the contact information of each member which shall be furnished to the secretary by such member; and in general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to him by the President or by the Board of Directors.
* **Duties overseen by the LSW Athletic Booster Club:**
* **Concessionaire liaison** – serves as the contact person between Coach’s and our Sport Representatives. Responsible for obtaining a list of all LSW home sporting events that require concessions and communicate with the Sport Representatives on filling volunteer slots. The Board of Directors will determine the allocation of funds for volunteer groups.
* **Sponsorship and Banners**– responsible for updating and distributing the sponsorship letter, communicating with sponsors, and fulfillment of sponsor commitments - including athletic memory book submissions and banners.
* **Athletic Booster Club Membership** – responsible for collecting membership dues and forms. Will be expected to set up a table at Fall, Winter and Spring Clash of the Titans for membership sales and at LSW Registration days and provide volunteers for these events. Must maintain memberships online through a spreadsheet that is given to you and shared with by the treasurer. Keeping this up to date in Dropbox, therefore ensures sports accounts are accurately given their membership disbursements
* **Senior Memory Book** – responsible for communicating with Sports Representatives and collecting information for bio sheets for senior night as well as Memory book pages for the Senior Memory Book from each sport.
* **Senior Athletic Luncheon** – responsible for setting up catering for the Senior Lunch. Senior Memory Books will be distributed at the Senior Lunch and Scholarship winners will be announced.
* **Scholarship Program** – we award four (4) scholarships in the amount of $1000 each year. Responsible for updating the scholarship application each year and distributing. The Board of Directors will assign a selection committee to award scholars.
* **Athletic Programs**–responsible for obtaining pictures of each sport team for insertion into the Athletic Programs. Also responsible for printing and distribution.
* **Yard Signs**– responsible for updating forms and distributing, collecting orders, and distributing Yard Signs when they arrive.
* **Camp T-shirts**– responsible for communicating with coaches on camp dates and t-shirt needs. Also responsible for maintaining inventory and ordering camp shirts and distributing.
* **Website**– responsible for updating and maintaining the Athletic Booster website.

**Class Two: Sport Representatives:** This class is comprised of the representatives of each sports team. Coaches of each sport will designate at least one, but not to exceed 2, representatives for each individual team. This class votes on Board Elected positions, including Board of Director and Officer Positions. This class is included in the voting process on all monetary decisions over $5000, but not including yearly Wish List items or the Concessionaire Contract. The Sport Representatives meet with the Board of Directors the first Monday of every month at 7:00pm. All Sport Representatives will receive a free pass for themselves and any immediate family members to all LSW home athletic events.

**Class Three: General Membership:** This class is composed of any person who pays membership dues and shall be permitted to attend any of our Sport Representative meetings. General Membership Members shall have no voting privileges.