

# AVON GROVE SPORTS BOOSTERS BYLAWS

## GENERAL STATEMENT

The Avon Grove Sports Boosters is a non-profit organization of interested parents who voluntarily assist in the furtherance of interscholastic athletics as an integral part of the educational process at Avon Grove High School.

## ARTICLE 1 – NAME, PURPOSE, POWER

**Section 1** Name – The name of the Club is the Avon Grove Sports Boosters

**Section 2** Purpose – The purpose of the Club is as follows:

- a. To engender, foster, and promote the athletic program and school spirit at Avon Grove High School
- b. To assist and support the coaches and faculty members involved in the administration and conduct of the interscholastic athletic program.
- c. To raise funds for the special equipment and programs deemed necessary or desirable by the coaches or Club not specifically provided by the District School board.

**Section 3** Powers – In support of the stated purpose, but not in limitation thereof, the Club shall have the power:

- a. To solicit contributions including in-kind donations on behalf of the Avon Grove Athletic Program.
- b. To engage in activities which will assist or contribute to the furtherance of the Avon Grove Athletic Program.
- c. To cooperate with the Principal, Athletic Director or other designated officials of Avon Grove High School in programs that further the welfare of the student sports body.

## ARTICLE II - MEMBERSHIP

**Section 1** Eligibility

- a. Regular membership in the Club shall be open to all parents of students in Avon Grove School District.
- b. Associate membership in the Club shall be open to adults subscribing to the objectives of the Club. Associate members of the Club cannot hold an office position in the Club, although they may become members of a committee and special work groups authorized by the Clubs Officers.

**Section 2** Directory of Members – Club shall retain a list of all members to include name, office held, email address, address, and telephone number.

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- Section 3** Termination of Membership – Membership in the Club may be terminated:
- a. Through resignation – any member may voluntarily resign from the Club.
  - b. For cause – any member that engages in activities detrimental to the Club may be terminated as a member after an appropriate hearing, if requested, before the Officers and an affirmative vote of not less than three fourths of the Officers.

## ARTICLE III - MEETINGS

- Section 1** Annual Meeting – an annual meeting of members shall be held during the month of May in each year, on such a day and at such place and hour as determined by the Officers for the purpose of electing officers. It is recommended that the May meeting of the Club be held as the Annual meeting.
- Section 2** Regular Meetings – Regular Club meetings shall be held on the first Wednesday of each month at such place and hour to be determined by the officers.
- Section 3** Special Meetings – Special meetings may be called by the Officers or by committees, which may or may not include all members of the Club.
- Section 4** Notice of Meetings – Meeting dates shall be published in the Avon Grove District School Calendar. Any changes of these dates shall be published in Avon Grove High School's Newsletter and posted on the Avon Grove High School Athletics web page.
- Section 5** Meeting Procedures – All meetings will be held following Robert's Rules of Order.

## ARTICLE IV - OFFICERS

- Section 1** Officers – The elected officers of the Club shall be a President, Vice President, Secretary, and Co-Treasurers.
- Section 2** Nominations and Elections – Any member of the Club may nominate a regular member, including him/herself, for an office. Nominations must be made at the April meeting. Elections shall be held at the May meeting. Voting privileges (this includes Officer Elections, voting for the purchase of items from the annual auction, and other voting needs as required) are awarded to regular members who attend 50% of scheduled meetings. Terms of office being immediately following the Annual Meeting. All terms of office are for one (1) year.
- Section 3** Qualifications – To be eligible as an Officer, an individual must be a regular member in good standing.

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- Section 4** Vacancies – In the event of a vacancy of the Officers as a result of death, resignation, disability, or termination for cause, such vacancy shall be appointed by the executive committee for the remainder of the term.
- Section 5** Quorum – Majority of the Officers present shall constitute a quorum for the transaction of business at a meeting.
- Section 6** Action by Officers – The act of the Officers present at a meeting at which a quorum is present, shall be the act of the Officers, except where otherwise provided by law in these Bylaws.
- Section 7** Compensation – Officers shall not receive any compensation for their services.

## ARTICLE V – OFFICERS – DUTIES AND RESPONSIBILITIES

- Section 1** President – The President shall be the principal executive officer of the organization and shall in general supervise and control all the business and affairs of the Club. He/she shall preside at the meetings. The President may sign, along with another officer of the Club, any contracts, leases or other instruments which the Officers have authorized to be executed.
- Section 2** Vice President – In the absence of the President, or in the event of His/her inability or refusal to act, the Vice President shall perform the duties of the President and when so acting, shall have all the powers of the President and be subject to the same restrictions. The Vice President shall perform such other duties as shall from time to time be assigned to him/her by the Officers.
- Section 3** Secretary – The Secretary of the Club shall be responsible for the proper mailing of notices to Officers and members as appropriate; shall take and publish, in good form, the minutes of all meetings, and in general, perform all duties incident to the office of the Secretary.
- Section 4** Treasurer #1 – He/she shall be in charge of the Club funds and financial records. He/she shall have established proper accounting procedures for the handling of the Club funds, including a monthly reconciliation of all accounts, and shall be responsible for the keeping of the funds in such banks, trust companies or other depositories, as approved by the Officers. He/she shall report the financial condition of the Club at all meetings, and at other times when called upon by the President.

In accordance with School District Policy, prior to November 1<sup>st</sup> of each year the President and/or Treasurer shall submit the following information to the Building Principal and Superintendent:

- a. A Copy of these Bylaws and articles of incorporation (if incorporated).
- b. An annual budget of planned revenues/expenditure.

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- c. A financial report for the previous fiscal year.
- d. A list of the organization officers and contact information for the current year.
- e. A copy (if available) of state and/or federal approval of charitable and/or non-profit status.
- f. IRS Section 501 (c) (3) Certification Letter.
- g. Form 990 Section 501 (c) (3) and 509(a)(2) Organizations Only.
- h. Certificate of Insurance.

Treasurer #2 – He/she shall be in charge of the Club funds and shall collect all monies from Club events, fundraisers, etc. Deposits for events must be made in a timely manner in such banks, trust companies, or other depositories, as approved by the Officers.

On or before June 30, both Treasurers shall deliver over to his/her successor all books, monies and other property in his/her charge, or, in the absence of a successor, shall deliver such properties to the President.

## **ARTICLE VI – FISCAL AND ELECTIVE YEAR**

- Section 1** The Fiscal Year shall be July 1 through June 30, inclusive.  
The Elective Year shall be from July 1 through June 30 inclusive.

## **ARTICLE VII - COMMITTEES**

- Section 1** Executive Committee – There shall be an Executive Committee consisting of the five officers. The Executive Committee shall conduct the affairs of the Club under the chairmanship of the President in accordance with the policies of the Club. The Executive Committee shall meet no less frequently than quarterly, to chart the course of the Club's activities.
- Section 2** Other Committees – The President shall appoint such other committees as deemed necessary to conduct the affairs of the Club. He shall prescribe the committee functions and designate the Chairman of such committees. All sports parental organizations are considered committees of the Sports Boosters and should report to Executive Committee on a regular basis. No committee shall act on behalf of the Officers unless specifically authorized to do so. The President may remove any member of any committee whenever, in the judgment of the Officers, the best interests of the Club shall be served by such removal.
- Section 3** Rules – Each committee may adopt rules for its own government, provide they are consistent with the Bylaws.

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## ARTICLE VIII - ACCOUNTING

- Section 1** Books, Records, Charts of Accounts – The Club shall keep correct books and records of accounts and shall also keep minutes of the proceedings of its Officers and Committees having any authority of the Officers. The Secretary shall keep a record book. A chart of accounts that accurately reflects the income, revenue, expenses, assets, and liabilities of the Club, shall be prepared and maintained by the Treasurer. The Executive Committee may prescribe such chart of accounts.
- Section 2** The Treasurer will maintain an archive of books, records, financial statements and relative documentation. All team fundraisers must be pre-approved by the Athletic Director and the Vice President of Sports Boosters before any advertising of the fundraiser begins. All monies collected and all payments made, must be maintained through the Teams accounts. All checks must be made payable to Avon Grove Sports Boosters and never to a coach, parent, athlete, etc. Teams may not maintain separate bank accounts, nor shall deposits be made net of cash payments. In addition, each team should have the involvement of at least two parents with their respective team financial records.
- Section 3** Any member in good standing may inspect all books and records of the Club for any proper purpose at any reasonable time.

## ARTICLE IX – CONTRACTS, DEPOSITS, AND FUNDS

- Section 1** Contracts – The Officers may authorize, by majority, any Officer or Member to enter into any contract or execute and deliver any instrument in the name and on behalf of the Club. Such authority may be general or confined to specific instances.
- Section 2** Checks, Drafts, etc. – All checks, drafts or other orders for the payment of money, notes or other evidence of indebtedness, issued in the name of the Club, shall be signed by two members of the Executive Committee.
- Section 3** Deposits – All funds of the Club and/or Team shall be deposited in a timely manner (within three days of the conclusion of the fundraising event) to the credit of the Club and/or Team in such banks, trust companies, or other depositories as the Officers may select.
- Section 4** Withdrawing Funds – Teams can only draw money from their own accounts.
- Section 5** Gifts - Any gifts, contributions, etc., must follow the procedure established by Avon Grove School Board Policy 702, Gifts, Grants, Donations.

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**Section 6** Sports Boosters Funding - If Sports Booster fundraising is not sufficient to cover annual expenses than a fee will be charged to each participating team.

The fee will be based on the following formula:

25% of required funds split evenly between the teams, and

75% based on number of students participating on a team.

Example:

\$3,000 in annual expenses not covered

27 teams participating in Sports Boosters

900 total athletes (multiple sports athletes are counted per sport)

$\$3,000 \times 25\% / 27 \text{ teams} = \$28 \text{ per team}$

$\$3,000 \times 75\% / 900 \text{ athletes} = \$2.50 \text{ per player}$

Thus if Girls Lacrosse has 30 athletes their share would be  $\$28 + \$75 = \$103.00$

## ARTICLE X – AMENDMENTS TO THE BYLAWS

**Section 1** Procedure – These Bylaws may be altered, amended, repealed, and new Bylaws may be adopted by a majority of the Officers at any meeting, provided that at least seven (7) days notice is given of intention to alter, amend, repeal, or adopt new Bylaws at such meeting.

**Section 2** Notice – When any amendments of the Bylaws have been made, copies of such amendment, or a completed revised copy of the Bylaws as amended, shall be available to all members within thirty (30) days.

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These bylaws were approved and adopted by the Executive Board on XXX, XX, 2013.

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Michelle Neils  
President

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Debbie Johnston  
Vice President

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Sandy English  
Secretary

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Marie Kohler  
Co-Treasurer

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Barb McCutchen  
Co-Treasurer