

AVON GROVE HS SPORTS BOOSTERS

BYLAWS

Updated on May 12, 2023

PURPOSE

To ensure compliance with the Avon Grove School District Board policies, manage the operations of the Sports Boosters Organization and ensure its ongoing solvency.

GENERAL

The Avon Grove HS Sports Boosters is uniquely important to the continuation of excellence in instructional and extracurricular activities for the students of the Avon Grove School District. This non-profit organization of adults voluntarily assists in the furtherance of interscholastic athletics and provides positive support to the students, programs and personnel at the Avon Grove High School.

ARTICLE I – NAME, PURPOSE, POWERS

Section 1	Name – The name of the Organization is the Avon Grove High School Sports Boosters
Section 2	Purpose – The purpose of the Organization is: 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 special equipment and programs deemed necessary or desirable by the coaches or Organization that are not specifically provided by the District School Board
Section 3	Powers – In support of the stated purpose, but not in limitation thereof, the Organization shall have the power to:

	<ul style="list-style-type: none"> a) Solicit contributions including in-kind donations on behalf of the Avon Grove High School Athletic program b) Engage in activities which will assist or contribute to the furtherance of the Avon Grove High School Athletic program c) Cooperate with the Principal, Athletic Director and/or other designated officials of the Avon Grove High School in programs that further the welfare of the student body
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ARTICLE II – MEMBERSHIP

Section 1	<p>Eligibility</p> <ul style="list-style-type: none"> a) Regular membership in the Organization shall be open to current parents, guardians and community members who choose to support extra-or-co-curricular activities b) Students are not eligible for membership c) AGSD coaches/advisors are considered solely advisors. He/she may not handle money or make purchases in the name of the Booster Organization
Section 2	<p>Directory of Members – the Organization shall retain a list of all members to include name, office held (if any) email address, home address and/or phone number if available</p>

Section 3	<p>Termination of Membership – Membership in the Organization may be terminated:</p> <ul style="list-style-type: none"> a) Resignation – any member may voluntarily resign from the Organization b) For cause – any member that engages in activities deemed detrimental to the Organization may be terminated as a member <ul style="list-style-type: none"> i. The member in question may request a hearing before the Executive Board ii. No less than three-fourths of the Executive Board must have an affirmative vote before the termination is final iii. The member in question will be notified in writing of the Executive Board’s decision and the member will no longer be allowed to participate in the Organization’s meetings or be a Team Coordinator.
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ARTICLE III– MEETINGS

Section 1	<p>Annual Meeting – an annual meeting of all members shall be held during the month of May each year on such a day and at such a place and hour as determined by the Executive Board. The meeting agenda will include at least:</p> <ul style="list-style-type: none"> a) the election of the Executive Board
Section 2	<p>Regular Meetings – regular Organization meetings will be held on the second Wednesday of each month at such place and hour to be determined by the Executive Board</p>
Section 3	<p>Special Meetings – special meetings may be called by the Executive Board or by committees, which may or may not include all members of the Organization</p>
Section 4	<p>Notice of Meetings – meeting dates and times will be published on the Avon Grove School District Athletic calendar. Any changes to these dates</p>

	will be published in the High School Newsletter and posted on the Organization's web site.
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ARTICLE IV –EXECUTIVE BOARD

Section 1	Executive Board – the elected officers of the Organization shall be a President, Vice President, Secretary, Treasurer (Deposits) and Treasurer (Payments)
Section 3	Qualifications – to be eligible as an Executive Board member, an individual must be a member of the Organization in good standing
Section 4	Vacancies – in the event of a vacancy of an Executive Board member as a result of death, resignation, disability or termination for cause, such vacancy shall be appointed by the Executive Board for the remainder of the term
Section 5	Quorum – Majority of the Executive Board present shall constitute a quorum for the transaction of business at a meeting
Section 6	Action by the Executive Board – the act of the Executive Board present at a meeting at which a quorum is present, shall be the act of the Executive Board, except where otherwise provided by law in these Bylaws.
Section 7	Compensation – Executive Board members shall not receive any compensation for their services
Section 8	Meetings – The Executive Board shall meet no less frequently than quarterly to chart the course of the Organization's activities

ARTICLE V – EXECUTIVE BOARD MEMBER DUTIES

Section 1	<p>President:</p> <ul style="list-style-type: none"> a) Is the executive officer of the Organization b) Shall in general supervise and control all the business affairs of the Organization c) Shall preside at the meetings d) May sign, along with another Executive Board member, any contracts, leases or other instruments which the Executive Board has authorized to be executed
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	<p>e) Shall present to the HS principal and HS Athletic Director on or before November 1st of each year:</p> <ul style="list-style-type: none"> i. A copy of these Bylaws ii. An annual budget of planned revenues/expenditures iii. A financial report for the previous fiscal year iv. A list of the organization Executive Board and contact information for the current year v. A copy of the state and/or federal approval of charitable and/or non-profit status vi. IRS Section 501 (c) (3) Certification Letter vii. Form 990 Section 501 (c) (3) and 509 (a)(2) Organizations Only viii. Certificate of Insurance
Section 2	<p>Vice President:</p> <ul style="list-style-type: none"> a) Shall perform the duties of the President in the absence of the President or in the event of his/her inability or refusal to act. b) Shall have all the powers of the President and be subject to the same restrictions c) Is responsible for the By-Laws and Policies document in the event of any changes/updates or interpretations are required d) Must develop and maintain an approval process for team fundraisers including obtaining the Athletic Director's approval for the event
Section 3	<p>Secretary:</p> <ul style="list-style-type: none"> a) Shall be responsible for the proper communication of notices to Executive Board members and members b) Shall take and publish, in good form the minutes of all meetings c) Shall keep a record of members' attendance and ensure only members who attend a minimum of 5 regularly scheduled meetings and/or volunteer opportunities have voting privileges.

	<p>d) Shall be responsible for the up-keep of the Organization’s web site and ensure that the AGSD web rules are followed – currently handled by Website Coordinator</p>
Section 4	<p>Treasurer (Payments):</p> <ul style="list-style-type: none"> a) Shall be in charge of the Organization’s funds and financial records and maintain a chart of accounts that accurately reflects the income, revenue, expenses, assets, and liabilities of the Organization b) Shall establish proper accounting procedures for the handling of the Organization funds c) Provide a monthly reconciliation of all accounts to the Executive Board d) Report the financial condition of the Organization at all regularly scheduled meetings and at others times when called upon by the President e) Maintain all monies collected and all payments made through the Sports Boosters account
Section 5	<p>Treasurer (Deposits):</p> <ul style="list-style-type: none"> a) Shall be in charge of the Organization’s funds b) Shall collect all the monies from the Organization’s events, fundraisers, etc c) Shall collect all the monies from the team’s events, fundraisers, etc
Section 6	<p>All sales slips, receipts, invoices, or any other document pertaining to expenditures shall be retained for a minimum of seven years.</p>
Section 7	<p>All accounts shall institute a dual control. On a monthly basis, the Treasurer (Payments) shall reconcile each bank statement/account and a member of the Executive Board shall review the reconciliation.</p>

ARTICLE VI – FISCAL AND ELECTIVE YEAR

Section 1	Fiscal Year – shall be from July 1 through June 30, inclusive
Section 2	Elective Year – shall be from July 1 through June 30, inclusive
Section 3	Term – shall be for one (1) year
Section 4	On or before June 30, the Executive Board members must deliver 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 VII – COMMITTEES/TEAM BOOSTER ORGANIZATIONS

Section 1	The President may appoint committees as deemed necessary to conduct the affairs of the Organization. He/she will prescribe the committee functions and designate a Chairperson of such committees
Section 2	Team Booster Organizations –all sports parental organizations are considered committees of Sports Boosters and should report to the Executive Board on a regular basis.
Section 3	Power – No committee shall act on behalf of the Executive Board unless specifically authorized to do so.
Section 4	Committee Members – the President may remove any member of any committee whenever, in the judgment of the Executive Board, the best interests of the Organization shall be served by such removal.
Section 5	Rules – Each committee may adopt rules for its own government, provided they are consistent with these Bylaws
Section 6	Bank Accounts – no team or committee may maintain separate bank accounts.

ARTICLE VIII –FUNDRAISERS

Section 1	Approvals – All team fundraisers must be pre-approved by the Organization’s Vice President and the AGHS Athletic Director
Section 2	Advertising: a) Advertising may not begin until AFTER all approvals have been received by the Coach and or Team Coordinator from the Organization’s Vice President

	b) Advertising of any event or activity should clearly indicate that it is sponsored by the organization and not the school or District
Section 3	Funds – All funds raised must be deposited with the Sports Boosters Treasurer (Deposit) within three (3) days after the conclusion of the event.

ARTICLE IX –REIMBURSEMENTS/PAYMENTS, DEPOSITS AND CONTRACTS

Section 1	Reimbursements and Payment Requests – A Request for Payment form along with receipts or an invoice showing payment due are required when requesting either a reimbursement or a payment to be made. This information must be sent to the Treasurer (Payments). Payment will be made within 5 business days of receipt of completed paperwork. All paperwork must be signed by the team liaison or coach prior to submission to Sports Boosters.
Section 2	Payments <ul style="list-style-type: none"> a) Two signatures are required on all Organization checks b) No more than one authorized signer on each check may be a school district employee c) School administrators and school office personnel may not be authorized signers
Section 3	Withdrawing Funds – Teams can only draw money from their own accounts
Section 4	Contracts -- The Executive Board may authorize, by majority, any member to enter into any contract or execute and deliver any instrument in the name and on behalf of the Organization. Such authority may be general or confined to specific instances
Section 5	Deposits: <ul style="list-style-type: none"> a) Deposits may not be made net of cash payments b) Must be made within 3 business days after the conclusion of the event c) Checks must be made payable to Avon Grove High School Sports Boosters and NEVER to a coach, parent, athlete, etc. d) Each team/committee must have at least two people involved with the respective team financial records e) Two people must count any funds earned and/or received and provide the Organization’s Treasurer (Deposits) with the proceeds and the Deposit to AGHS Sports Boosters form

	f) Each team must keep a copy of the Deposit Request Form for the teams' records
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ARTICLE X – GIFTS

Section 1	Any gifts, contributions, etc., must follow the procedure established by the Avon Grove School Board Policy #702, Gifts, Grants, Donations
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ARTICLE XI – ELECTIONS

Section 1	<p>Nominations:</p> <ul style="list-style-type: none"> a) Any member of the Organization may nominate another member, including him/herself, for an office. b) Must be made at the April meeting
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ARTICLE XII –VOTING PRIVILEGES

Section 1	Executive Board member elections – voting privileges are awarded to any member who attends a minimum of 5 regularly scheduled meetings and/or volunteer opportunities.
Section 2	Annual Wish List and other Voting Needs - voting privileges are awarded to any member who attends a minimum of 5 regularly scheduled meetings and/or volunteer opportunities.

ARTICLE XIII –REPORTING

Section 1	<p>Examination of financial records</p> <ul style="list-style-type: none"> a) Must take place annually b) Shall be conducted by a committee or qualified accountant c) If the Organization chooses to utilize a committee, its members shall not include the signers on the checking account d) The results shall be reported and filed with the Superintendent or his/her designee
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ARTICLE XV– AVON GROVE HS SPORTS BOOSTER FUNDING

Section 1	<p>If AGHS Sports Booster fundraising efforts are not sufficient to cover annual expenses then a fee will be charged to each participating team. The fee will be based on the following formula:</p> <ul style="list-style-type: none">• 25% of required funds will be split evenly between the teams, and• 75% of required funds will be based on the number of athletes participating on a team. <p>Example:</p> <p>\$3000 shortfall in annual expenses 27 teams/clubs at AGHS 900 total athletes (# of athletes per sport) $\\$3000 \times 25\% / 27 \text{ teams} = \\28 per team $\\$3000 \times 75\% / 900 \text{ athletes} = \\2.50 per athlete</p>
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ARTICLE XVI– PROVISIONS

Section 1	AGHS Sports Booster prohibits the use of any surplus funds for private inurement to any person in the event of a sale or dissolution of the institution.
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ARTICLE XVII– AMENDMENTS TO THESE BYLAWS

Section 1	Procedure – These bylaws may be altered, amended, repealed, and new Bylaws may be adopted by a majority of the Executive Board 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.

These Bylaws were accepted in an Executive Meeting on September 4, 2014.

Officer information has been updated as of May 12, 2023

Christina O'Connor
President

Sommer Kelly
Vice President

Cristen Lauzon
Secretary

Stephanie Norton
Treasurer (Payments)

Nicole O'Rourke
Treasurer (Deposits)