

Strath Haven All Sports Boosters Club

Bylaws

Approved April 30, 2019

Article I: Name

- 1.01 The name of this organization shall be the Strath Haven All Sports Boosters Club, hereafter referred to as “the Booster Club” or “the Boosters”.

Article II: Purposes

- 2.01 The purposes of the Boosters are:
- a. to promote an interest among Wallingford-Swarthmore School District students, parents, and community members in participation, attendance, and support of Strath Haven High School athletes and athletic events, with emphasis on youth participation and good sportsmanship;
 - b. to provide a forum for the exchange of ideas among those involved in promoting their sports;
 - c. to provide educational opportunities for those interested in high school sports; and
 - d. to provide financial support for athletic activities at Strath Haven High School.
- 2.02 Through its relationship with the Foundation for Wallingford-Swarthmore Schools, the Booster Club is a not-for-profit per section 501(c)(3) of the Internal Revenue Code and is organized exclusively for educational and charitable purposes. No member shall have any legal or equitable ownership in any of its funds or property. In the event of the dissolution of this association, any funds or property remaining shall be turned over to Strath Haven High School.

Article III: Membership

- 3.01 Membership shall be open to any person at least eighteen years of age living in the Wallingford-Swarthmore School District.
- 3.02 Members will pay an annual membership fee as established by the Representatives. Representatives are defined as the parent delegates who communicate to the Boosters, attend meetings, and fulfill other obligations on behalf of each sport/club. Families pay one membership fee regardless of the number of children attending Strath Haven High School or number of sports in which the students participate.
- 3.03 Membership is obtained on an annual basis and is valid for one year (August 1 – July 31).

Article IV: Athletic Booster Club Board

The Athletic Booster Club Board, hereafter referred to as the “Booster Board”, shall function as the voting members of the Booster Club.

- 4.01 Membership consists of the Executive Committee as designated in Article V, representatives and/or alternate representatives from each sport team or club, the concession stand managers, and the Strath Haven High School Athletic Director.
- 4.02 Each August the President will request a list of sports teams and clubs officially approved by the Strath Haven High School Athletic Director. Every effort will be made to ensure that these teams and clubs are represented by the Boosters throughout the year.
- 4.03 The Booster Board is responsible for:
 - a. setting and carrying out any directives or policies of the Booster Club, including appointing any *ad hoc* committees as necessary;
 - b. approving the annual budget, any expenditures above \$200, and setting annual membership dues;
 - c. soliciting membership input as appropriate; and
 - d. taking such other steps as are necessary to attain the Booster Club’s goals.
- 4.04 Representative/alternate duties of each approved sports teams/clubs include:
 - a. establishing Boosters Club policies to be carried out by the officers and committees
 - b. acting as liaisons between the represented sport, its coaches, and the Boosters Club
 - c. attending all Boosters Club meetings, or find someone to do so in their place
 - d. recruiting parents to serve during that sport’s designated evening at the concessions stand
 - e. encouraging parents to join the general membership of the Boosters Club;
 - f. ensuring a complete list of that team’s players is given to the Treasurer for concessions stand profit disbursement purposes; and
 - g. finding another parent to take their place when their service term has ended.
- 4.05 All members of the Booster Board shall be members in good standing.
- 4.06 Members of the Booster Board shall serve for a term of one year beginning August 1 and ending July 31.
- 4.07 Representatives may serve no more than three consecutive years for the same sport. Those who wish to represent a team for more than three years must notify the Booster Club’s Executive Committee and the team’s Head Coach in writing.
- 4.08 Each Representative and alternate shall be entitled to one vote between them. Votes shall not be split.

Article V: Executive Committee

- 5.01 The Executive Committee shall be composed of the Boosters officials: President, Vice President, Treasurer, Secretary, and Lead Concession Manager. The Strath Haven High School Athletic Director and the Co-Concessions Stand Manager shall be included in Executive Committee communication as appropriate and serve as non-voting members of the Executive Committee.
- 5.02 The Executive Committee is charged with the following duties:
- a. administering Booster Club business and carrying out the Board's policies and/or programs;
 - b. supporting the smooth working of the concessions stand and providing support to its managers;
 - c. carrying out annual elections;
 - d. creating and assisting with any temporary or ongoing sub-committees as needed, as directed by the Representatives
 - e. meeting up to four times per year to carry out Executive Committee business; and
 - f. reporting any actions they have taken to the Representatives.
- 5.03 The Executive Committee may not take any action, individually or in combination, valued in excess of \$200 or contrary to previous action by the Representatives.

Article VI: Responsibilities of Executive Committee members

- 6.01 Officers shall serve one-year terms, and may be consecutively re-elected twice by the membership to the same office for a period of no more than three years. Concession managers are expected to serve two years.
- 6.02 Officers are required to attend all Boosters Board meetings and Executive Committee meetings. Failure to attend more than two meetings per year is grounds for removal from office, upon determination by the Executive Committee.
- 6.03 The President shall be the administrative officer of the Booster Club. S/he shall preside over Booster Board meetings, and shall be an *ex-officio* member of all committees. The President shall also:
- a. administer Booster Club business and carry out its policies;
 - b. represent or designate another to represent the Booster Club before the public;
 - c. bear fiscal responsibility, in conjunction with the Booster Club treasurer, for the expenditure of Booster Club funds and maintaining appropriate accountability for all expenditures; and
 - d. perform such other functions and duties as may be appropriate to the office of President.

- 6.04 The Vice President shall:
- a. perform the duties of the President during the latter's temporary absence or incapacity;
 - b. be responsible for the elections process;
 - c. be responsible for collecting and tracking memberships, and collecting and depositing membership funds; and
 - c. perform such other functions or duties as the Executive Committee or the President may request.
- 6.05 The Treasurer shall be responsible for the financial affairs of the Booster Club. He or she shall:
- a. keep accurate records of receipts and disbursements, and maintain such bank accounts, and will utilize the funds of the Booster Club in as advantageous a manner as practicable;
 - b. report to the Booster Board at each meeting on all receipts and expenditures, and keep year-to-date figures for each category compared to the annual budget;
 - c. prepare, in consultation with the Executive Committee, an annual financial statement and budget, and present them to the Boosters Board in May of each year;
 - d. bear fiscal responsibility, in conjunction with the President, for the expenditure of Booster Club funds and maintaining appropriate accountability for all expenditures;
 - e. be the primary fiscal liaison with the Foundation for Wallingford-Swarthmore Schools;
 - f. handle the accounts of any sports/clubs that have entered into an agreement with the Boosters; and
 - g. perform all other duties related to this office.
- 6.06 The Secretary shall keep accurate minutes of all Boosters Board and Executive Committee meetings, shall maintain official files, and shall assist the President with correspondence. The Secretary shall also:
- a. distribute notices and announcements to the membership as are required;
 - b. record, keep, and distribute meeting minutes;
 - c. maintain a current list of all Boosters Board representatives and alternates;
 - d. assist the Vice President with elections; and
 - e. perform any other duties related to this office.
- 6.07 Concessions Stand managers are responsible for:
- a. ordering and managing supplies to ensure the concessions stand runs smoothly;
 - b. creating the volunteer schedule among the teams and ensuring the stand is fully staffed for each event;
 - c. coordinating any issues related to the concessions stand with the Executive Committee and/or the Boosters Board; and

- d. safeguarding any funds raised through the concessions stand, ensuring that all cash is counted by two people at the end of a game, and delivering them to the Treasurer.
- 6.08 Any vacancies stated in the above offices shall be filled by appointment by a majority of the Boosters Board; the appointee will serve the remainder of the term of the officer who he or she is succeeding.

Article VII: Meetings

- 7.01 The Boosters Board shall meet at least six (6) times per year. One meeting shall consist of the concessions stand cleaning and another may be the first home football game, at which all Booster Board members are required to help. The Executive Committee shall meet as needed.
- 7.02 Special meetings of the Boosters Board may be called by the President, or by one-quarter of the Board's membership. A special meeting of the Executive Committee may be called by any officer.
- 7.03 The Secretary shall notify appropriate members at least one week before a meeting, or as soon as possible.
- 7.04 The President or Secretary will send out the meeting agenda at least three days before the meeting is to take place. Such agenda may, however, be modified and/or amended at the meeting.
- 7.05 A quorum for the official conduct of business at all Booster Board meetings shall be a majority of voting members. A quorum for Executive Committee meetings is three (3) officers.
- 7.06 Meetings will normally be conducted using informal but business like procedures.
- 7.07 Unless decided otherwise by the Booster Board, a majority vote shall determine any issue and all elections. Proxy voting is not allowed.
- 7.08 The Secretary shall take minutes at all meetings and distribute them to all Board members.

Article VIII: Elections

- 8.01 The election process shall consist of soliciting nominations, formulating and distributing ballots, counting ballots and publishing results to the Boosters Board.
- 8.02 Nominations for officers shall be solicited by the Vice President, with the Secretary's assistance if needed. Ballots will be distributed at the May Booster Board meeting. Elections shall be held by secret ballot, which shall have provisions for write-in votes. Only those attending the May meeting in person may vote.
- 8.03 Results of the election will be announced via email as soon as the results are counted and verified. Results are considered verified after being counted by both the Vice President and Secretary.

- 8.04 In the event of any tie vote, a second vote by the current Booster Board membership shall constitute the deciding vote. This may take place online.

Article IX: Awards and Disbursements

- 9.01 The Boosters Club traditionally provides for three scholarships of \$200 each for Senior athletes. These students are chosen randomly among the families of Booster Club members at the May meeting. Each student receives one chance for each year her/his family has been a Boosters Club member.
- 9.02 Excess funds collected through the concessions stand and membership fees are distributed annually to each sports team/club on a per capita basis depending on the number of members each team has. The total amount available for disbursement is reported on by the Treasurer at the last meeting of the year; members vote on a per capita disbursement amount. The amount provided to each team is determined by two criteria: the number of meetings that the representative (or substitute) has missed, and the percentage of team members who are paid members of the Boosters. Sports with 50% or more Booster membership receive the full per capita disbursement amount; sports with 25% to 49% Booster membership receive half the per capita disbursement amount; and sports with less than 25% Booster membership may receive no Boosters disbursement. Additionally, sports that have missed more than one meeting and/or fail to provide a list of players may receive less per player, or entirely forfeit their portion.
- 9.03 Club sport teams that are not fully funded by the school district receive an annual stipend from the Booster Club. Boys & Girls Ice Hockey and Crew receive an annual distribution of up to \$1500, assuming the budget allows for this.
- 9.04 The annual list of teams provided by the Athletic Director will serve as the list of teams eligible for excess funds disbursement.
- 9.05 The Athletic Director, Athletic Trainer, and team coaches may request the purchase of needed equipment by contacting the Treasurer. Requests of more than \$200 shall be brought to the Boosters Board for a vote.
- 9.06 Funds may be reasonably set aside for the next year's start-up costs, emergencies or other reasons, which shall appear in the next year's budget.

Article X: Boosters as a Financial Umbrella to Teams/Clubs

- 10.01 As part of the Boosters' relationship with the Foundation for Wallingford Swarthmore Schools, qualifying sports/clubs may become a non-profit using the Foundation's non-profit status in exchange for the sport/club's finances being handled by the Boosters Treasurer.
- 10.02 To qualify, teams/clubs need to have relatively few deposits and withdrawals. This should be discussed with the Treasurer and, potentially, the Executive Committee. The Executive Committee has final say over whether a team/club can fall under the Boosters' finances, at the recommendation of the Treasurer.

- 10.03 A representative of any teams/clubs whose finances are handled by the Boosters Treasurer must meet with the Boosters Treasurer in August of each year and at the end of their season to formally verify in writing the amount of funds in their account.
- 10.04 Teams whose finances fall under Boosters responsibility may not have another, outside bank account.
- 10.05 The Boosters may charge a nominal amount for Foundation overhead costs.
- 10.06 The Boosters may discontinue a financial relationship with any team/club if the team/club's financial responsibilities grow substantially beyond the purview of the date they joined the Boosters; for keeping a second bank account; or for other reasons as decided by the Executive Committee.

Article XI: Fiscal Year

- 11.01 The Booster Club shall have a fiscal year which begins with the 1st day of August and ends the 31st day of July.

Article XII: Construction and Amendments

- 12.01 These amended Bylaws supersedes and replaces any prior Bylaws.
- 12.02 Amendments to these Bylaws may be initiated by the Executive Committee or by a petition signed by twenty-five (25) percent of the Boosters Board.
- 12.03 The membership may adopt amendments to these Bylaws. A two-thirds majority vote of the Booster Board, cast by secret ballot, is needed for adoption of proposed amendments. Copies of proposed amendments shall be distributed at least seven (7) days in advance of the vote.
- 12.04 Unless otherwise specified, approved amendments to these Bylaws shall be effective immediately upon their adoption by the membership.

Article XIII: Restrictions and Limitations

- 13.01 The Booster Club shall abide by the policies set down by the Athletic Department, coaches, or school administration.
- 13.02 All major activities planned by the Boosters shall coordinate with the Athletic Director so as not to interfere with any athletic program or school event. Similarly, the Athletic Director will remain in communication with the Boosters President and if relevant, concessions stand managers regarding potential conflicts.

Appendix: Defined terms

Boosters or Boosters Club – Strath Haven All Sports Boosters Club

Booster Club Board or Booster Board – consists of the Executive committee, one representative from each approved sports team/club, concession stand managers and the Strath Haven High School Athletic Director

Representatives – parent delegate (1 vote per sport) who communicates on the teams’ behalf at the Booster Board meetings

Executive Committee – President, Vice-President, Treasurer, Secretary, and Lead Concessions Stand Manager

Membership - any person/family of at least eighteen years old, living in the Wallingford-Swarthmore School District, who is in good standing (paid the annual fee).