



SUSSEX ACADEMY SPORTS BOOSTERS

A State of Delaware Non-profit Organization

BYLAWS

Article I: Name and Office

Section 1.01 Name and Principal Office

The name of this organization shall be the SUSSEX ACADEMY SPORTS BOOSTERS. The business of this organization may be conducted as: SUSSEX ACADEMY SPORTS BOOSTERS, or abbreviated as SASB, herein referred to as SPORTS BOOSTERS.

SPORTS BOOSTERS principal office is at 21150 Airport Road, Georgetown, DE 19947. Other arrangements as deemed appropriate by the Board are also acceptable for delivery/ mailing.

Article II: Purpose & Powers of the Organization

Section 2.01 Purpose

SPORTS BOOSTERS is a non-profit organization shall be operated exclusively for educational and charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code.

SPORTS BOOSTERS is a non-profit organization of parents, coaches, students, faculty, alumni, and community members committed to promoting excellence in Sussex Academy School interscholastic athletics by voluntarily helping to enrich the high school educational experience and foster success in the classroom for all students by building "Seahawk Pride" through our various high school sports teams.

The primary purposes of SPORTS BOOSTERS are:

- 1) To develop and implement fundraising opportunities;
- 2) To provide an equitable system of disbursing raised funds, based on individual needs of each athletic program, as a secondary source to the Sussex Academy School District and Sussex Academy athletic funding;
- 3) To promote attendance and spirit at athletic events and provide scholarship assistance for athletes in need.
- 4) To provide appropriate parent-oriented assistance to Athletic Department staff;
- 5) To promote awareness of the important relationship between success in athletics and academics;
- 6) To advocate for Sussex Academy Athletics in the community;
- 7) To provide a forum for discussions about athletic programs and related issues.

Section 2.02 Powers

In support of the stated purpose, but not in limitation thereof, the organization shall have the power, directly or indirectly, alone or in conjunction or cooperation with others, to do any and all lawful acts which may be necessary or convenient to affect the charitable purposes for which the organization is established.



The powers of the organization may include, but not limited to:

- 1) Solicit contributions, including in-kind donations, on behalf of the Sussex Academy Athletic Programs in order to engage in activities which will assist or contribute to the furtherance of the Sussex Academy Athletic Programs;
- 2) Cooperate with the Head of School, Athletic Director, and/or other designated official of Sussex Academy in programs that further the welfare of the student body with an emphasis on athletics; however, such programs shall not be limited to interscholastic sports;
- 3) Not interfere with, or attempt to, unduly influence departmental policy decisions, disciplinary actions, coaching decisions, or other administrative activities.

Section 2.03 Non-profit Status and Exempt Activities Limitations

- 1) **Nonprofit Legal Status.** SUSSEX ACADEMY SPORTS BOOSTERS is a Delaware non-profit public benefit corporation, recognized as tax exempt under section 501(c)(3) of the United States Internal Revenue Code.
- 2) **Exempt Activities Limitation.** Notwithstanding any other provision of these Bylaws, no director, officer, employee, member, or representative of this organization shall take any action or carry on any activity by, or on behalf of, the organization not permitted to be taken or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code as it now exists or may be amended.
No part of the net earnings of the organization shall inure to the benefit of be distributable to any director, officer, member, or other private person, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these Bylaws.
- 3) **Distribution upon Dissolution.** Upon termination or dissolution of SUSSEX ACADEMY SPORTS BOOSTERS, any assets lawfully available for distribution shall be distributed to one (1) or more qualifying organizations described in Section 501(c)(3) of the 1986 Internal Revenue Code (or described in any corresponding provision of any successor statute) which organization or organizations have a charitable purpose which, at least generally, includes a purpose similar to the terminating or dissolving organization.
 - a) SPORTS BOOSTERS may only be dissolved by a two-thirds majority of the members in attendance at a special meeting called specifically to consider and vote on dissolution, after all members have been given fair and reasonable advance notice of such special meeting. In the event of a vote in favor of dissolution, any funds remaining after all obligations have been satisfied shall be donated to the Associated Student Body account.
 - b) Upon dissolution of SPORTS BOOSTERS, any assets remaining, after all obligations have been satisfied, shall be distributed to the Sussex Academy High School account, provided that at the time of dissolution it is exempt under section 501(c)(3); or for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.



Section 2.04 Non-discrimination

SPORTS BOOSTERS shall not discriminate on the basis of race, religion, national origin, gender, sexual orientation or age in seeking parent and/ or student volunteers, members, and/ or supporters. SPORTS BOOSTERS shall conduct all of its activities in accordance with all applicable local, state, and federal anti-discrimination laws, as well as in accordance with all other laws and regulations applicable to the operation of non-profit educational and charitable organizations within schools in the State of Delaware.

Article III: Membership

Section 3.01 Dues

There shall be no dues associated with this club as determined by the SPORTS BOOSTERS Board of Directors.

Section 3.02 Membership Eligibility

- 1) All parents of students participating in athletic programs at Sussex Academy shall be members of SPORTS BOOSTERS.
- 2) Regular membership in SPORTS BOOSTERS shall be open to all parents of students, at Sussex Academy, in addition to other designated members listed herein.

Section 3.03 Associate Members

Associate membership in SPORTS BOOSTERS shall be open to adults subscribing to the objectives of SPORTS BOOSTERS. Associate members cannot hold office in SPORTS BOOSTERS, unless by an affirmative vote of not less than three fourths of the members of the Board of Directors. Associate members may become members of a committee and/ or special work group(s) as authorized by the SPORTS BOOSTERS Board of Directors.

Section 3.04 Sustained Membership

Special, or honorary, sustaining memberships may be established for large financial and corporate contributors or other individuals as determined by the board.

Section 3.05 Members in Good Standing

Active participation in SPORTS BOOSTERS general meetings and/ or individual team meetings and/ or committee activities shall deem a member in good standing.

Section 3.06 Termination of Membership

Membership in SPORTS BOOSTERS may be terminated:

- 1) Through resignation – any member may voluntarily resign from SPORTS BOOSTERS.
- 2) For cause – any member that engages in activities detrimental to SPORTS BOOSTERS may be terminated as a member after an appropriate hearing, if requested, before the Board of Directors and an affirmative vote of not less than three fourths of the members of the Board of Directors.

Article IV: Board of Directors

Section 4.01 Number

SPORTS BOOSTERS shall be managed by the Board of Directors, consisting of no less than six (6) elected members, plus the immediate past President who shall serve ex-officio. The exact number of elected Directors each year is to be determined by the Board of Directors at least thirty (30) days before the Annual Meeting. Within these limits, the board may increase or decrease the



number of directors serving on the board, including for the purpose of staggering the terms of directors.

Section 4.02 Powers

All powers shall be exercised by, or under, the authority of the board and the affairs of SPORTS BOOSTERS shall be managed under the direction of the board, except as otherwise provided by law. The Board of Directors may, by general resolution, delegate to committees of its own number or to officers of SPORTS BOOSTERS such powers as it may see fit for specified periods of time.

Section 4.03 Term Limits

- 1) All Board of Directors shall be elected to serve a one-year term; however, the term may be extended until a successor has been elected.
- 2) Director terms shall be staggered, so that approximately half the number of Directors will end their terms in any given year.
- 3) Directors may serve terms in succession.
- 4) The term of office shall be considered to begin July 1 (starting year one) and end July 15 (start of year two), unless the term is extended until such time as a successor has been elected.
- 5) No Director shall hold office for more than a three-year term in any one office unless by an affirmative vote of not less than three fourths of the members of the Board of Directors.
- 6) Other Committee Chairs and Ad hoc Officers may serve for terms in excess of two years when not in conflict with other provisions of these Bylaws.
- 7) All outgoing Directors, Committee Chairs, and Ad hoc Officer are encouraged to recruit, mentor, and train their replacement for the next term of office.

Section 4.04 Qualifications and Election of Directors

- 1) In order to be eligible to serve as a Director of the Board of Directors, the individual must be at least 21 years of age and a SPORTS BOOSTERS member as classified within these bylaws.
- 2) The Board of Directors shall be made up of parents/ guardians representing the sports comprising the Sussex Academy Athletic Programs. It is not necessary that each sport be represented by a separate parent.

Section 4.05 Vacancies

The Board of Directors may fill vacancies due to the expiration of a director's term of office, resignation, disability, death, or termination for cause of a Director, or may appoint new directors to fill a previously unfilled board position, subject to the maximum number of directors established by these Bylaws.

- 1) Vacancies in the board due to resignation, death or removal shall be filled by the board members for the balance of the term of the director being replaced.
- 2) Vacancy resulting from an increase in the number of elected Directors, shall be filled by vote of the Board of Directors at any meeting.

Section 4.06 Resignation and Removal of Directors

A Director may resign by submitting his or her resignation in writing to the President of SPORTS BOOSTERS. The resignation is then brought to the Board.

A Director may be removed by two-thirds affirmative vote of the Board of Directors in office, provided that, first, notice of such proposed action shall be given in the agenda of the meeting at



which such removal is considered; second, the Board member has been informed in writing at least ten (10) calendar days prior to the meeting of the reason for the proposed removal; and third, the Board member is given an opportunity to be heard at the proposed removal meeting.

Such reason(s) for removal may include:

- 1) The Director is absent and unexcused from two or more meetings of the Board of Directors in a twelve month period.
 - a) The Board President is empowered to excuse Directors from attendance for a reason deemed adequate by the Board President.
 - b) The President shall not have the power to excuse self from the board meeting attendance and in that case, the Board Vice-President shall excuse the President.
- 2) Or, for cause or no cause.

Section 4.07 Compensation for Board Member Services

Directors and Officers shall not receive any compensation for carrying out their duties. With President and Treasurer approval, Directors may be reimbursed for out-of-pocket expenses incurred on approved Board business. Directors must present receipts for all such expenses; shall be itemized and documented.

Section V: Meetings

Section 5.01 Annual Membership Meeting

An annual meeting (the “Annual Meeting”) of members shall be held prior to the start of the new school year, on such a day and at such place and hour as determined by the Board of Directors for the purpose of electing officers.

Section 5.02 Board of Director Regular Meetings

In addition to the Annual Meeting, the Board shall hold no less than ten (10) meetings each school year, the dates of which shall be determined by the Board, and at such place and hour as determined by the Board.

Section 5.03 Special Meetings

Special meetings may be called by the President, or by the team liaisons and/ or non-board members, to conduct business in support of the SPORTS BOOSTERS purpose as outlined in these Bylaws.

Section 5.04 Location of Meetings and Virtual Meetings

The Board of Directors may designate any place, either within the school building, or without, as the place of meeting of the members.

In accordance with the Delaware Common Interest Ownership Act/ Nonprofit Corporations [Act 81-308A](#), the SPORTS BOOSTERS Board may meet in a telephonic or video conference call or interactive electronic communication process (“Virtual”) provided that:

- 1) The meeting notice must indicate that the meeting is to be a telephonic, video or other conference and, if not a meeting in executive session, provide information as to how unit owners may participate in the conference directly or by meeting at a central location or conference connection.
- 2) The process must provide all membership the opportunity to hear the discussion and offer comments.
- 3) If SPORTS BOOSTERS Board deems a virtual meeting to be recorded; the recorder will



announce to all membership when the recording has started and will notify anyone else who joins after the announcement of the recording status. A recording will be kept by SPORTS BOOSTERS until the meeting minutes have been drafted.

Section 5.05 Notice of Meetings

Email notice stating date, day, time, and place of the meeting will be sent to each Board Member not less than 7, nor more than 15 days prior to the meeting. Meetings of the general membership require a website notice to be published not less than 15, nor more than 30 days prior to the meetings.

Section 5.06 Manner of Acting: Quorum and Voting

- 1) **Quorum.** A majority of the Directors in office shall constitute a two-thirds quorum for the transaction of business at that meeting of the board. No business shall be considered by the board at any meeting at which a quorum is not present.
- 2) **Majority Vote.** The act of a majority of the Directors present at a meeting at which a quorum is present, shall be the act of the Board of Directors, except where otherwise provided by law or of these Bylaws.
 - a) The SPORTS BOOSTERS Board of Directors shall be voting members of the board consisting of the Executive Officers and designated membership chairs and other Board-designated positions defined in Article VI: Officers.
- 3) **Electronic Voting.** In accordance with Delaware's Electronic Voting Statute ([Delaware Title 25 Chapter 81 Chapter 81-310 Voting proxies](#)), action may be taken by ballot without a meeting as follows:
 - a) SPORTS BOOSTERS is to deliver a written or electronic ballot to every member entitled to vote on the matter. A ballot shall set forth each proposed action and provide an opportunity to vote for or against each proposed action.

Article VI: Officers

6.01 Titles

The officers of SPORTS BOOSTERS shall be a Board President, Vice-President, Secretary, and Treasurer.

The Board of Directors may appoint additional officer positions as it deems expedient for the proper conduct of business. No two offices may be held at the same time by the same person. Each board officer shall have the authority and shall perform the duties set forth in these Bylaws or by resolution of the Board or by direction of an officer authorized by the board to prescribe the duties and authority of other officers.

6.02 Selection

The Officers shall be selected from among the Board of Directors at each Annual Meeting by a majority of the full membership of the Board of Directors. Officers shall serve for at least one year or until their successors are selected and qualified.

6.03 Board President

The board president shall be the chief volunteer of SPORTS BOOSTERS. The board president shall lead the board of directors in performing its duties and responsibilities as outlined in these Bylaws. It is advisable, but not required, that the President has been a SPORTS BOOSTERS member and a member of the Board at least one year previous to serving as president.



Responsibilities include, but are not limited to:

- 1) Consult with, and endeavors, to keep the Athletic Director informed of SPORTS BOOSTERS affairs.
- 2) Acts as spokesperson for SPORTS BOOSTERS.
- 3) Sets up, coordinates, and prepares agendas and notifications of SPORTS BOOSTERS Meetings.
- 4) Conducts all General and Board Meetings
- 5) Oversees and coordinates all SPORTS BOOSTERS functions.
- 6) Establishes sub-committees as needed for specific functions and appoints committee chair people.
- 7) The President shall be an ex-officio member of all committees.

6.04 Vice-President

In the absence or disability of the board president, the ranking vice-president shall perform the duties of the board president. When so acting, the vice-president shall have all the powers of and be subject to all the restrictions upon the board president.

The vice-president shall normally acceded to the office of board president upon the completion of the board president's term of office.

Responsibilities include, but are not limited to:

- 1) Reports to and assists the President as required.
- 2) Liaison for meeting agenda items from various SPORTS BOOSTERS members and Board Members.
- 3) Provides Board with lists of possible candidates for committee chair positions and future Board Members.
- 4) In the event the President is unable or unwilling to serve the remainder of their term as President, the Vice President will assume the position of President for the remainder of the term.

6.05 Secretary

The secretary shall maintain a repository of all meetings and actions of directors and committees of directors. The minutes of each meeting shall state the time and place that it was held and such other information as shall be deemed necessary to determine the actions taken and whether the meeting was held in accordance with the law and these bylaws.

Responsibilities include, but are not limited to:

- 1) Reports to the President.
- 2) Maintains minutes of the SPORTS BOOSTERS meetings, including the time, place, names of those present, the actions taken, and the votes on such actions.
- 3) Distributes meeting agendas, notifies Board or General Membership of meetings, events, and activities.
- 4) Oversee review of bylaws bi-annually or, as deemed necessary by the Board President
- 5) Serves as the custodian of the SPORTS BOOSTERS records and reports.



6.06 Treasurer

The treasurer shall be the lead director for oversight of the financial condition and affairs of SPORTS BOOSTERS. The treasurer shall oversee and keep the board informed of the financial condition of SPORTS BOOSTERS and of audit or financial review results.

Responsibilities include, but are not limited to:

- 1) Reports to the President.
- 2) Handles all SPORTS BOOSTERS moneys and deposits as required for the proper and efficient operation of the organization.
- 3) The Treasurer, with the advice and consent of the Board, shall employ standard accounting practices and other reasonable and adequate safeguards to protect the integrity of SPORTS BOOSTERS financial operations.
- 4) Maintains a clear and standardized ledger of general and restricted incoming funds and itemized disbursements, in a standardized computer format, which can be easily transmitted to other officers and a SPORTS BOOSTERS accountant, as needed.
- 5) Shall present statements of SPORTS BOOSTERS financial condition at all regular Board meetings and at other times as requested by the President or the Board.
- 6) At the end of the fiscal year, shall deliver over to their successor all books, monies, and other property in their charge, or, in the absence of a successor, shall deliver such properties to the President.

6.07 Board Advisory Members

The Board of Directors values the alignment between SPORTS BOOSTERS purpose and the support offered to Sussex Academy School's interscholastic athletic teams and athletes. In light of anticipated and necessary strategic planning between SPORTS BOOSTERS and Sussex Academy School, Board Advisory Members are designated:

- 1) Head of School**
 - a) Serves as liaison to coaches, faculty, and advisors and other staff.
 - b) Nonvoting, advisory only board position.

- 2) Athletic Director**
 - a) Serves as liaison to coaches, faculty, and advisors and other staff.
 - b) Nonvoting, advisory only board position.

- 3) Sussex Academy School Board Representative**
 - a) Serves as liaison between SA School Board and SPORTS BOOSTERS
 - b) Nonvoting, advisory only board position.

6.08 Sports Boosters Team Liaison Coordinator

A Sports Booster Parent Liaison Coordinator shall oversee the recruitment, mentoring, and support for all Team Liaisons.

Responsibilities include, but are not limited to:

- 1) Reports to the Board President.
- 2) Recruits a parent to represent each sport or activity to serve as Team Liaison between SPORTS BOOSTERS and the coaches and other parents of the athletes. Responsible for



SPORTS BOOSTERS communication to parent reps including fundraising ideas, funding request information, membership drives, and volunteer requirements.

- 3) Responsible for training parent reps regarding expectations and regular duties.
- 4) Voting member of the Board of Directors.

Article VII: Committees and Chairpersons

7.01 Committee Chairperson

The Board of Directors shall recruit and select Committee Chairperson(s) at each Annual Meeting. Committee Chairperson(s) shall serve for at least one year or until their successors are selected and qualified. Committee Chairpersons shall report to the President.

Each Committee may adopt rules for its own government, not inconsistent with these Bylaws, or with rules.

7.02 Sports Boosters Team Liaison

A Sports Boosters Liaison will be appointed for each sport for each season. The team liaison can be an individual parent or guardian or a committee of parents/guardians in support of the chosen athletic team.

Responsibilities of the Team Liaison include, but are not limited to:

- 1) Communication between the parents and the coaches
 - a. Establish relationship with coaches and assist in any communications between the coach and parents.
 - i. Identify and/ or establish primary means of communication with players and/ or coaches and/ or parents (UpActive, email, text tree,...)
 - b. Attend the annual team/ season Kick-Off Meeting, as an opportunity to communicate to parents in attendance and collect contact information/solicit help.
- 2) Concession Stand Support
 - a. Communicate to parents the need for Volunteers/Donations
 - b. Develop Sign up Genius to solicit Volunteers/Donations
 - i. Each sport should have a set of Volunteers for each of their home games (JV and V).
- 3) Coordinate/Gain Approval for Outside Fundraising Efforts (follow guidelines for any outside fundraising by teams).
- 4) Senior Gifts/ End of Season Banquet
 - a. Senior Gifts – Many teams use their Sports Boosters budget accounts to purchase a gift for each senior for that year. Liaisons are responsible for purchasing and distributing gifts at the banquet
 - b. End of Season Banquet - Each team has a team banquet at the end of the season. This can be onsite or offsite. The Liaison is responsible for reporting the date of the banquet and making sure they staying in budget according to the sport teams budget.
- 5) Report Activities to Sports Boosters Club
 - a. Attend monthly Sports Boosters meetings (in Season)
 - b. Report on any fundraising activity/concession stand support
 - c. Report and coordinate on end of year banquets/Senior gifts/senior night.
 - d. Ensure clear and accurate bookkeeping of any fundraising activities that occur & Report to Sports Boosters Board of Directors



7.03 Concessions Committee Chairperson

Responsibilities include, but are not limited to:

- 1) Manage inventory and stocking of concession stands (The Nest and inside high school).
- 2) Includes Fall (Nest/Inside), Winter (inside) & Spring (Nest/Inside)
- 3) Review and update procedures as needed to make improvements
- 4) Clean and store any remaining inventory at the end of the season
- 5) Recruit 1-2 committee members to support oversight of The Nest and inside the high school

7.04 Sports Program Committee Chairperson

Responsibilities include, but are not limited to:

- 1) Work with Athletic Director and vendor to plan dates/deadlines for each publication
- 2) Manage ad sales (previously placed and new ads)
- 3) Reaching out to existing advertisers and new advertisers to get logo and other info to be published
- 4) Managing volunteers for sale opportunities (Banquets/ Tournaments/ Homecoming etc.)
- 5) Fall, Winter and Spring Publications
- 6) Recruit 1 parent and 1 student to support Athletic Director with photographing athletes

7.05 Senior Banner Committee Chairperson

Responsibilities include, but are not limited to:

- 1) Manage dates/deadlines for each season's senior athletes
- 2) Coordinate with seniors to schedule taking pictures for banners
- 3) Take pictures & provide those to vendor for printing
- 4) Hanging of the banners each season.
- 5) Recruit 1 parent and/ or student to assist with photographing seniors and hanging banners.

7.06 Sports Boosters Fundraising Chairperson

The Vice-President is the Chairperson of this Committee. The Vice-President shall recruit a parent volunteer with whom to mentor into the duties of fundraising chairperson.

Responsibilities include, but are not limited to:

- 1) Research and recommend to the board, fundraising ideas, and programs in support of student athletics at Sussex Academy.
- 2) Implement and manage the various fundraising efforts as approved by the Board.
- 3) Manage deadlines for each of the fundraisers
- 4) Distributing flyers to school (Printing, Distributing to teachers)
- 5) Managing volunteers for following (Mum Drop off and pick up; Gift card fulfillment)
- 6) Recruit 1-2 committee members to support oversight of fundraising

7.07 Special Events Committee Chairperson

The Special Events Committee Chairperson shall foster, encourage, and promote student spirit.

Responsibilities include, but are not limited to:

- 1) Coordinate and manage special events (Homecoming, Sports Kick Offs, End of Year Sports Banquet - Refreshments, Decorations)
- 2) Create notifications of events (Flyers, provide details to website updates, social media etc.)
- 3) Managing volunteers for events



7.08 Promotional/ Marketing Chairperson

Responsibilities include, but are not limited to:

- 1) Communicates events and promotional materials to SPORTS BOOSTERS membership at large, to school community, and to local community about events and activities
 - a. Liaison to local newspapers.
 - b. Social media support
- 2) Coordinates spirit apparel amongst athletic teams (avoiding duplication of efforts)
- 3) Collaborates with communications of Sussex Academy School and Athletic Director.

7.09 Nominating Committee

The Nominating Committee shall consist of the Vice-President and three Directors. The Directors shall be elected to the Nominating Committee by the Board of Directors at its first official meeting in July.

The Nominating Committee shall have responsibilities including:

- 1) The Nominating Committee shall nominate the Directors and officers of the Board.
- 2) The names of the prospective nominees shall be presented to the Board of Directors and the general membership at least 30 days prior to the Annual Meeting.
- 3) Additional nominations may be made from the floor at the Annual Meeting. In the event there are more nominees than vacancies on the Board of Directors, election shall be by written ballot. A simple majority is required to win the election.

7.10 Finance Committee

The Finance Committee shall consist of the Vice-President as Chair, the Treasurer, and a minimum of two parent member volunteers. The parent volunteers shall be named to the Finance Committee by the Board of Directors at its first official meeting in July.

The Finance Committee shall have responsibilities including:

- 1) Drafts and maintains the SPORTS BOOSTERS budget based upon revenue projections, proposed expenditures, and fundraising goals;
- 2) Assist coaches with developing budgets based on anticipated needs of their program;
- 3) Develop an annual schedule and set fundraising revenue goals for SPORTS BOOSTERS General Fund Budget with revenue forecasting;
- 4) Maintain any license needed with the state of Delaware and ensure that applicable fundraising programs are in compliance;
- 5) Review fundraising activities and merchandise sold by individual sports to help avoid duplication of effort, assist in guarding against inappropriate fundraising methods, and the intentional or unintentional mishandling of funds; and
- 6) Explore feasibility of community sponsor fundraising program and recommend ways to implement the program to the Board.

7.11 Committee Creation/Dissolution

The Officers may create and/or dissolve permanent and special committees as needed to promote the objectives and carry out the work of SPORTS BOOSTERS.



Article VIII: Fiscal Year and Elective Year

8.01 The Fiscal Year

Shall be from July 1st through June 30th, inclusive, each year.

8.02 The Elective Year

Shall be from July 1st through June 30th, inclusive, each year.

Article IX: Bookkeeping, Accounting, Records and Procedures

9.01 Bookkeeping

A Chart of accounts that accurately reflects the income, revenue, expenses, assets, and liabilities of SPORTS BOOSTERS, shall be prepared and maintained by the Treasurer. An archive of hard copy and/ or electronic books, records, financial statements, and relative documents will be maintained in SPORTS BOOSTERS office on the school premises or other location designated by the board. The Treasurer shall keep all electronic records

9.02 Books, Records, Chart of Accounts

SPORTS BOOSTERS shall keep correct books and records of account and shall also keep minutes of the proceedings of its Board of Directors and Committees having any of the authority of the Board of Directors.

9.03 Inspection

All books and records of SPORTS BOOSTERS may be inspected by any member for any proper purpose at any reasonable time.

9.04 Accounting and Fundraising Procedures

Any sport that wishes to be a co-beneficiary of SPORTS BOOSTERS support will be subject to the following procedures:

- 1) A single Athletic SPORTS BOOSTER bank account shall be maintained at a banking institution chosen by the Board, with Treasurer, President, and Vice-President as account signers.
 - a. Treasurer will keep track of "general" unrestricted SPORTS BOOSTERS funds separate from sub-ledgers for each sport.
 - b. Funds will be deemed "general" if not directed or restricted by a donor to a specific sport or purpose, or if generated from sale of merchandise or event tickets deemed by the board to be for general SPORTS BOOSTERS use.
 - c. **All funds raised by individual sports teams through their own parent-directed fundraising efforts and events will be deemed SPORTS BOOSTERS restricted funds and placed in that individual team's sub-ledger account.**
 - d. Teams may promote individual team fundraising efforts via the SPORTS BOOSTERS website, but may not directly sell products, without prior board approval.



- 2) The Board may elect to purchase merchandise or underwrite events and fundraising activities and make them available to all teams for their individual fundraising goals prior to SPORTS BOOSTERS events.
 - a. **80/20 Rule** - Sales proceeds of such merchandise, event tickets, and other fundraising activities by individual team volunteers shall be divided between the SPORTS BOOSTERS general fund (20%) and the individual team's fund (80%), and prorated based upon each individual team's actual sales figures.
 - b. The 80/20 split may be modified by a vote of not less than two thirds of the Board of Directors.
 - c. Sales of SPORTS BOOSTERS merchandise, event tickets and other fundraising activities during events underwritten by SPORTS BOOSTERS shall be directed to the general fund.
 - d. Proceeds generated by parent-directed sales of individual team merchandise, team event tickets and other fundraising activities shall be directed to the individual team account.

Article X: Contracts, Checks, Deposits, and Funds

10.01 Contracts

The Board of Directors may authorize any officer or Director, in addition to those so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name and on behalf of SPORTS BOOSTERS. Such authority may be general or confined to specific instances.

10.02 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 SPORTS BOOSTERS, shall be signed by such officer or officers of SPORTS BOOSTERS, as determined by resolution of the Board of Directors.

10.03 Deposits

All funds of SPORTS BOOSTERS shall be deposited from time to time to the credit of SPORTS BOOSTERS in such banks, trust companies, or other depositories as the Board of Directors may select.

10.04 Gifts

The Board of Directors may accept on behalf of SPORTS BOOSTERS, any contribution, gift, bequest, or device for the general purpose or for any special and or restricted purpose of SPORTS BOOSTERS.

Article XI: Funds Disbursement

11.01 Individual Sports Disbursements – Team Accounts

- 1) All SA team funds shall be deposited in and maintained in the respective individual team account of the SPORTS BOOSTERS. Deposits may be made by parent reps or coaches using a Standard **Deposit Form with specific instructions attached for our records**.
- 2) The head coach (or designee appointed by head coach) has sole discretion over their individual sub-account (except for restricted funds) for valid sport-related purposes, subject only to having a positive account balance, and submitting a signed Standard **Check Request Form**, available in the school office, or from the treasurer, stating the expense



- purpose or submitting an invoice with their signature of approval for the amount to be paid.
- 3) The Treasurer should make every attempt to disburse these requests within five days of submission. If the Treasurer is unavailable, the President or Vice President can make disbursements, following up with proper paperwork to the Treasurer.
 - 4) The Board of Directors shall have the authority to determine what constitutes a valid sport-related expenditure.

11.02 General Fund Disbursements

- 1) **Small Operational Disbursements** – Expenditures under \$300 supporting all athletics in general, individual programs, SPORTS BOOSTERS functions, or operations require the signatures of the President and one other officer.
- 2) **Large Operational Disbursements** – Expenditures over \$300 supporting all athletics in general, individual programs, SPORTS BOOSTERS functions, or operations require a quorum vote of the SPORTS BOOSTERS Board. An attempt will be made to keep no less than \$1000 in the General Fund for these contingencies.
- 3) **Team Disbursements** – Disbursements for individual teams from the General Fund will be handled by a vote of the Disbursement Committee a minimum of twice per calendar year. Requests for general funds shall be made in writing on a form provided by the Athletic Director.

11.03 Adverse Disbursements

From time to time it may be necessary for the Board of Directors to act on a disbursement without the action of the Disbursement Committee under adverse conditions, primarily due to timing issues with the regularly scheduled Disbursement Committee meetings or unplanned and unexpected expenses. Such interim adverse disbursements shall be made as approved by a majority vote of the Board of Directors.

11.04 Disbursement Committee Members (as needed)

The Disbursement Committee is a body of the following 5 representatives:

- 1) Voting Representatives
 - a. Three (3) SPORTS BOOSTERS Officers: The President(s), Vice President(s), Secretary, Treasurer, & Fundraising Chair(s) shall represent the SPORTS BOOSTERS. Where two members share board positions, their votes shall be counted together as one.
 - b. A "quorum" in attendance at the meeting of 2/3 of the voting members will be sufficient to have a valid vote. Members in attendance may serve as proxy for members not in attendance and may be counted in determining a quorum.
- 2) Non-Voting Representatives:
 - a. One (1) Athletic Director: Shall serve the committee in an advisory role by preparing reports to the committee regarding the validity/invalidity of fund requests and other supplemental information requested by the committee; and if necessary as the representative of any sport that does not have a coach at the time of a vote.



11.05 Disbursement Criteria:

- 1) Because funds raised by SPORTS BOOSTERS are limited and are often not sufficient to satisfy all legitimate needs, it is necessary to establish criteria to prioritize requests.
- 2) Legitimate requests, in general order of priority, typically include team equipment, reusable team uniforms, league- required facilities, fees for facilities, league-required fees, some training seminar, camp or clinic fees, some tournament fees, special transportation needs, team awards/plaques, etc.
- 3) The priorities and needs of individual programs vary significantly and can change over time, prohibiting any effective means of predetermining a formula-based approach to disbursements.
- 4) Such priorities and needs shall be taken into account when determining priority status (i.e.; programs with little or no equipment needs would not be well served by the listed typical priorities).
- 5) Although coach stipends, scholarships, recreational team trips (that are not primarily for camps, tournaments or training), banquets, and other such needs are legitimate, they cannot be funded by SPORTS BOOSTERS general fund at this time, but may be paid for and supported by SPORTS BOOSTERS through individual team accounts and individual team fundraising efforts.
- 6) The Athletic Director and the coaches shall monitor and verify that their requests for equipment, uniforms and other expendable items are not due to loss, pilfering, waste or abuse of such items.

11.06 Disbursement Committee Procedure

- 1) Application Notice – The board shall establish a deadline for submittal of applications and shall issue notice of the deadline and application requirements no less than seven days prior to the deadline.
- 2) Applications Review – Head coaches and advisors will submit their requests on approved application forms, via email, to SPORTS BOOSTERS via the Athletic Director. The Athletic Director shall compile and summarize the requests to facilitate review by the committee. The summary shall prioritize requests according to the Disbursement Criteria and shall eliminate from consideration requests that are not legitimate. The Athletic Director will distribute the summary expenditure requests and the Committee meeting date to all voting members of the Disbursement Committee in no less than five days in advance; copies shall be made available to other interested parties.
- 3) Treasurer's Report – The Treasurer shall issue a report with a current ledger of individual team and general fund accounts, and an accounting of that portion of the general funds that are available for distribution after deducting payables, reserves and other amounts. The board shall distribute the report along with the request summary to all voting members of the Disbursement Committee.
- 4) Disbursements – There will be discussion at the meeting, with each voting member and visitors having an opportunity to express their views. The summary requests of each program will be reviewed and assessed for validity and priority. The committee shall utilize the Treasurers' report to establish a fair distribution of the available funds, taking into account such factors as priority of request, individual team fundraising capacity, past fundraising efforts or support of SPORTS BOOSTERS events and other factors. The committee shall vote on an appropriate methodology for distributing the funds, based upon



their analysis of the requests, and establish the amounts granted. The results of the decision shall be recorded by the Treasurer and the Secretary and distributed by the Athletic Director and/or the board.

Article XII: Amendment Procedures

12.01 Amendment Timeline

These Bylaws may be altered, amended, repealed, and new Bylaws may be adopted by a majority of the entire Board of Directors at any meeting of the Board, provided that at least seven (7) days written notice is given of intention to alter, amend, repeal, or to adopt new Bylaws at such meeting.

12.02 Notice

When any amendments of the Bylaws have been made, copies of such amendments, or a complete revised copy of the Bylaws as amended, shall be mailed within thirty (30) days to each member of the Board of Directors.

Article XIII: Adoption of By-Laws

These By-Laws were duly amended by a majority vote of 4 in favor and none opposed at a regularly scheduled meeting of the Board of Directors on June 26, 2016.

Sports Boosters Board of Directors presented proposed revisions to our existing Bylaws on October 25, 2021. Per Article XII, 12.01 "...seven days written notice is given [to membership]...to adopt new bylaws." Any feedback was to be submitted in writing to Denise Wells, Board Secretary, during the 7-day review period which closed at midnight on November 1, 2021.

These ByLaws were duly amended by a majority vote of 4 in favor and none opposed at a regularly scheduled meeting of the Board of Directors on November 8, 2021.

Nikki Basile, President
November 8, 2021

Denise Wells, Secretary
November 8, 2021