

# VALLEY FORGE ADULT ATHLETIC BOOSTERS BYLAWS

*Revised December 2018*

## **ARTICLE I**

### **Name**

Section 1. The organization shall be known as the Valley Forge Adult Athletic Boosters

## **ARTICLE II.**

### **Purpose**

Section 1. The purpose of the Valley Forge Adult Athletic Boosters is to foster, promote and encourage involvement in athletics and school spirit.

## **ARTICLE III.**

### **Meetings**

Section 1. Meetings will be held on a monthly basis with a minimum of 8 meetings per year. The purpose of the meetings is to present committee reports and conduct the business of the organization as needed.

Section 2. Individual committees will meet at the discretion of the chairman.

## **ARTICLE IV.**

### **Organization**

Section 1. The officers of the club shall consist of a President, Vice President(s), Secretary, Treasurer and Finance Chairman.

Section 2. Committees:

- A. The Executive Committee will consist of the elected officers, Athletic Director (as a staff representative only for the schools) or designee.
- B. The Finance committee will consist of the President, Treasurer and Finance Chairman.
- C. The Audit Committee shall consist of a chairman and 2 Appointed representatives from the voting body
- D. The scholarship committee will consist of a chairman and 2 appointed representatives, one of which must be an active parent in the Booster Club, from the voting body, providing they are not a parent of a graduating senior.
- E. Temporary committees to coordinate special projects.
- F. Bylaws committee, to review every 2 years (at the end of the year), will consist of a chairman and assistants as needed.

Section 3. Voting Body

A. The voting body of the organization will consist of the executive committee, an administrative representative and active representatives for each recognized group, including:

|               |            |
|---------------|------------|
| Cross Country | Volleyball |
| Football      | Basketball |
| Cheerleading  | Golf       |
| Soccer        | Swimming   |
| Tennis        | Wrestling  |
| Softball      | Baseball   |
| Track         |            |

B. Each member of the voting body present will have one vote.

**ARTICLE V. Duties of the Officers**

Section 1. President: The President will plan and preside at meetings, coordinate the work of the officers and committees, appoint committee chairmen (except executive and finance committees), appoint temporary committees for special projects, and provide general supervision of the affairs of the organization.

Section 2. Vice President(s): The Vice President(s) will chair major fundraising activities, perform the duties of the president in their absence or inability to serve, and generally assist the president.

Section 3. Secretary: The Secretary will keep accurate minutes of the meetings; maintain the records of the Boosters including current bylaws; maintain the records of the Boosters including current bylaws, attendance records, minutes, audit reports and contracts; notifies the Athletic Director to place meeting dates on the school calendar in May of each year; and will attempt to notify coaches and involved parents of upcoming meetings.

Section 4. Treasurer: The Treasurer will have full custody of all funds. They will maintain the books of account, keep accurate records of receipts and expenditures, make disbursements as authorized by the President or as voted upon by the voting body. They will present financial statement at each meeting, prepare to have accounts audited by the audit committee twice a year or upon change in a signatory officer, prepare any necessary IRS tax forms in a timely manner and annually secure a fidelity bonding policy.

Section 5. Finance Chairman: The Finance Chairman and finance committee will review written requests for financial assistance and present requests to the voting body

Section 6. All officers will deliver to their successors all official materials within 30 days of election or at the end of the fiscal year.

**ARTICLE VI. Duties of the Committees**

- Section 1. Executive Committee: The committee will prepare and submit a budget for approval and will prepare and maintain a uniform replacement schedule as needed (as advised by the Athletic Director). The committee will conduct the business of the Boosters and fill vacancies in elected and appointed positions.
- Section 2. Finance Committee: The finance committee will review written requests for financial assistance. *See Article VII.*
- Section 3. Audit Committee: The audit committee will audit the books of the treasurer, twice a year, in January and at the end of the fiscal year. The audit chairperson will also complete bank reconciliations as needed by the bonding requirements.
- Section 4. Scholarship Committee: The scholarship committee will evaluate all scholarship applications, making sure the applicants meet all criteria, and select by ranking the candidates deemed best qualified for receipt of the scholarships.
- Section 5. All committee chairperson will deliver to the incoming President a report along with all official materials within 30 days of elections or at the end of the fiscal year.

**ARTICLE VII. Finance**

- Section 1. Uniforms and Awards
  - A. The Finance committee should review the current budget and schedule with the Athletic Director.
- Section 2. Scholarships
  - A. 100% funded by the Athletic Boosters and awarded to (1) female student, not less than \$500; and (1) male student, not less than \$500.
  - B. At the winners circle the winners will be notified and presented a gift (no more than \$10).
  - C. The criteria for student eligibility (made available thru the Athletic Director) are on record and will be reviewed and revised as needed.
  - D. The scholarships will be presented at the Parma Council of PTAs Scholarship Dinner. The Boosters will provide payment for dinners for the scholarship recipients and 2 guests each and an Athletic boosters representative (scholarship chair or another Boosters representative).
- Section 4. Miscellaneous Requests
  - A. Miscellaneous requests will be taken under consideration. Competitive bids, if appropriate, will be required as in Article VII.

**ARTICLE VIII. Elections**

- Section 1. Officers
  - A. The Nominating Committee shall consist of 3 active members of the voting body and will be elected at the February meeting.
  - B. The Nominating Committee shall present a slate of officers at the March meeting.

- C. Election of officers will take place at the April meeting at which time nominations may be made from the floor.
- D. The new officers will take office in May. Their first duty will be to work on the budget for the coming school year.
- E. To be elected President, a candidate must have been an active member of the Athletic boosters for a minimum of one year.

**ARTICLE IX. Vacancy or Non-Performance in Office**

- Section 1. If for any reason an officer, committee chairperson, or finance committee member leaves or cannot perform their duties, a replacement will be appointed by the Executive Committee.
- Section 2. If an elected officer is not performing their assigned duties or is negligent in attendance at scheduled meetings, they shall come under review by the Executive Committee.
- Section 3. The Executive Committee reviewing the infraction should follow the procedure outlined below before arriving at a final disposition.
  - A. Personal contact will be made with the officer under review by the majority of the Executive Committee.
  - B. A written request for a meeting to discuss their non-performance of duties will be sent.
  - C. If steps A and B fail to correct the situation, the Executive Committee shall take actions governed by *Article IX, Section 1*, to replace the officer.

**ARTICLE X. Revisions**

- Section 1. These bylaws may be amended or revised in the following way:
  - A. A bylaws committee will be appointed when necessary to review the current bylaws and make recommendations for approval.
  - B. The revision or amendment must be read at two (2) consecutive meetings.
  - C. The vote will be cast at the second business meeting and adoption or rejection will require a 2/3 vote of the voting body present.
  - D. Any revisions or amendments will be effective immediately.