



## **\*Booster Club Organizations Bylaws**

### **Coatesville Area School District**

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**\*Booster Clubs with an approved 501c3 status prior to this revision may continue to operate under those bylaws as required by the Internal Revenue Service**

## **ARTICLE I: NAME**

The name of this organization shall be the COATESVILLE AREA SCHOOL DISTRICT \_\_\_\_\_ BOOSTER CLUB, hereinafter referred to as “Booster Club”. Coatesville Area School District may be referred to as “CASD”. The Booster Club Board may be referred to as “The Board”.

## **ARTICLE II: OBJECTIVE AND PURPOSE**

The primary objective of the Booster Club is to provide support to the High School/Middle School \_\_\_\_\_ team/club of the Coatesville Area School District (CASD).

Specifically, we strive to:

1. Promote fan support, spirit, sportsmanship and team unity.
2. Enhance benefits to student participants in the program beyond what the school district’s budgetary funds allow.

The Booster Club will be a non-partisan, non-sectarian, and non-profit organization whose members will have the sole right to govern and control all of its activities through elective officers.

## **ARTICLE III: MEMBERSHIP**

Membership in the Booster Club shall be open to all persons interested in supporting the \_\_\_\_\_ program at CASD. Membership shall be accomplished by supplying the information as requested on the form provided by the Booster Club by \_\_\_\_\_ of each year. Students are not eligible for membership in any booster groups. A coach's role in the functioning of the booster club is solely in an advisory capacity. S/He shall not handle money or make purchases in the name of the booster club.

## **ARTICLE IV: MEETINGS**

The Booster Club will have Booster Club Board Meetings.

The Booster Club will have three General Meetings: the “Kick Off” at the beginning of the season, an End of the Season Preview meeting, and an Election meeting.

The election meeting will be held \_\_\_\_\_ for the primary purpose of electing new Board Members for the following year, based upon the recommendation of the outgoing/current Booster Club Board. Nominees for next year’s Board will be announced no less than 30 days before the election, and additional nominations may be made from the floor. Preceding the election meeting, booster clubs must annually submit a list of names of officers to the Athletic Office and building principal.

The other type of meeting is the Booster Club Board Meeting, scheduled once a month during the season and as needed for the rest of the year. The Booster Club Board sets the time and place of the meeting by a majority vote. A quorum for a Booster Club Board Meeting shall be a simple majority of the Board. Please note, a CASD employee coach must be present for any and all meetings.

Voting at Board meetings shall be by voice except as directed by the presiding officer. Any positions contested during elections shall be determined by written ballot. When necessary, Robert's Rule of Order shall govern all parliamentary debates of the Club.

## **ARTICLE V: ORDER OF BUSINESS**

The order of business for the conduct of the Booster Club Board meetings is:

1. Call to order
2. Review and approval of preceding meeting's minutes
3. Treasurer's report
4. Unfinished business
5. Coach's comments
6. New business
7. Elections (only at the Election Meeting)
8. Adjournment

## **ARTICLE VI: OFFICERS**

The Booster Club will have a Board of Directors composed of a President, Vice President, Secretary, and Treasurer. Only the four positions listed above shall be eligible to vote on matters brought before the Board. Each position shall have one vote. With the exception of the President, one individual may hold up to two positions concurrently. In such a situation, said individual shall only have one vote. A Board Member may serve consecutive terms, regardless of position. Vacancies on the Board that arise during the term shall be filled to serve the remainder of the term by a majority vote of the Board Members. Any officer of the Booster Club may be suspended or expelled from his or her office for any of the following reasons: neglect of duties pertaining to his or her office or for conduct detrimental to the name or welfare of the Booster Club. The suspension or expulsion will work as a vacancy in any such office. The procedures for such suspension or expulsion are identical to those set forth in Code of Conduct: ARTICLE VIII hereof.

No Booster Club Board Member shall be considered an employee of the CASD \_\_\_\_\_ Booster Club nor shall they receive compensation for their services to the organization. The Booster Club Board positions with roles, responsibilities and succession are as defined below:

1. President (1 Yr term):

- To call and preside at all meetings and perform such other duties as may be necessary
- To sign all formal correspondence, contracts and other instruments relating to the Booster Club
- Appoint all committee chairs
- Monitor responsibilities of other Board Members
- To sign as required for expenditure of Booster Club funds.
- To coordinate the activities of representatives and shall perform other duties usually pertaining to the office of the President

2. Vice President (1 Yr term):

- To assist the President and shall preside over any meeting or event in the absence of the President
- To coordinate publicity with the administration (Director of Athletics, Activities, & Compliance & High School Principal)
- To coordinate optional sport specific fund raising
- In the event that the President cannot complete the designated term, the Vice President shall complete the remainder of the term in the position of the President

3. Secretary (1 Yr term):

- To keep a written record of all Booster Club club meetings and retain a file of the same in the form of minutes
- To alert CASD Athletics & Activities Office of scheduled meetings
- To maintain a membership roster
- To present minutes of all meetings for review and approval of the Booster Club Board
- To maintain a copy of the bylaws
- To add any amendments to the bylaws

4. Treasurer (1 Yr term):

- To receive any monies raised by the Booster Club and deposit all funds and securities of the Club in the name of the Booster Club in such banks as directed by the Board
- To account for income and expenditures of the Booster Club

- To submit a summary statement of account at Booster Club meetings and to assist the president in preparing an annual budget for the Booster Club
- To sign as required for expenditure of Booster Club funds
- To make the books, as well as any accounts, available for viewing to any officer or active member.
- To submit a Booster Treasurer's Report at the end of each fiscal year to the CASD Athletics & Activities Office and Business Office. (CASD Board Policy No. 915)

## **ARTICLE VII: FISCAL YEAR**

The Fiscal year of the Club shall align with Coatesville Area School District.

## **ARTICLE VIII: FUNDRAISING**

All monies collected via fundraising initiatives will be used for the benefit of the program and the promotion of objectives of the organization.

Booster club fund raising activities carried out in the name of the school and involving students during school hours or at school-sponsored functions must have pre-approval from the Superintendent or designee by completing the appropriate request form, and, by being placed on the fund raising calendar. Students are not to be involved in fund raising activities during school hours without the permission of the building principal. The use of alcohol is prohibited on school grounds or at fund raisers or banquets in which students will be present.

Concessions - Booster clubs may raise funds by food concessions and like activities with preapproval of the building principal. Booster Clubs must follow all rules of the PA Food Code as well as the Chester County Health Department's Food Manager Program. Accordingly, if Booster Clubs wish to sell at concession stands, at least one member of the Booster Club on-site must possess a Food Manager's License (commonly referred to as a "Food Handler's License" from the Chester County Health Department). This applies when the concession stand plans to serve anything other than pre-packaged foods such as candy, chips, and bottled drinks.

Said organization is organized exclusively for charitable, religious, educational and scientific purposes, including such purposes, the making of distributions to organizations that qualify as exempt organizations under Internal Revenue Code Section 501(c)(3) or corresponding section of any future federal tax code. Booster organizations shall not use the district's tax-free number for purchases. Groups should consider filing with the Commission on Charitable Organizations, Department of State, as a charitable nonprofit organization.

In the event that a booster organization contracts with any individual(s) for services, then, that organization must carry a minimum one million dollar liability insurance policy, pay for workers' compensation insurance, and must provide all certificates of insurance to the Chief Financial and Operations Officer or designee.

## **ARTICLE IX: FACILITIES**

To ensure custodial and security services are available, booster clubs must complete the "Use of Facilities" FMX request as required of all outside groups requesting use of school buildings and facilities for meetings and activities.

Any gifts of equipment requiring installation, storage, or maintenance shall require formal acceptance by the Board. Any such equipment donated shall become the property of the district and shall receive an asset tag.

The district will not be held responsible for any equipment supplied by a booster club, which is lost, damaged, or stolen.

## **ARTICLE X: CAMPS**

If a booster club sponsors a camp and a district employee participates, the following must be followed:

1. The responsibilities of the employee and the booster club must be clearly defined as to purchases made, salaries paid, and awards given. Copies of this information must be provided in the year end booster report.
2. The employee(s) hired by the booster club shall not be permitted to handle any money or to make purchases in the name of the booster club.

*Sponsored by Individual Citizens* – The district views these camps sponsored by individual citizens as independent enterprises.

## **ARTICLE XI: CODE OF CONDUCT**

All members of the Booster Club should act in good faith and demonstrate good sportsmanship at all Booster Club and \_\_\_\_\_ events whether social or athletic. All activities and programs initiated and supported by booster organizations shall not violate PIAA regulating standards. No Booster Club member shall use Booster Club events for their own personal profit or gain, or that of his or her student athlete, except for the providing of goods or services at fair market value under a written contract negotiated at arm's length. No member is to use his or her membership to influence or otherwise profit from the Booster Club. The affairs of the Booster Club shall be conducted in accordance with any applicable policies or regulations as established by CASD Any officer or member of the Booster Club may be expelled or suspended from membership for conduct detrimental to the name or welfare of the Booster Club.

## **ARTICLE XII: COMPLIANCE**

1. Should any situation emerge between a booster club and the administration regarding the management of any school-related activity, the Superintendent or designee shall resolve the issue within these established guidelines and Board Policy. No booster club shall engage in any activity outside these guidelines.
2. Any individual within the booster club who has a concern with respect to any matter(s) pertaining to the club and/or an employee should be required to process that concern through the officers and membership of the club.

If there is no resolution at that level, the officers of the club may refer the concern to the building principal and Athletic Director for review.

If no resolution is achieved at the aforementioned level, the matter should be referred to the Superintendent or designee.

If a resolution is still not achieved, the matter shall be referred to the Board.

3. Violation of Board policy may lead to revocation of a booster organization's function in district activities.

## **ARTICLE XIII: TERMINATION**

Should the Booster Club be terminated or abolished for any reason whether by voluntary or involuntary action or by operation of law then all assets of the Booster Club of whatever type or character shall be distributed as follows and in the order of priority indicated.

First: Payment of all obligations, claims or liabilities against the Association, except the claims of members of the Booster Club to a liquidation of dividend, that unless these obligations are paid directly, funds to satisfy these obligations shall be deposited in a banking institution to secure payment of these obligations.

Second: Any assets remaining after payment of obligation, as set out above shall be donated to the CASD for use in supporting the activities of the Coatesville Area  
\_\_\_\_\_ Team.

## **ARTICLE XI: Amendments**

All questions of interpretation or construction of these articles will be decided by the Board Members, whose decision thereon will be final. Amendments to these Bylaws must be presented at a meeting of the Booster Club, read thereat and carried by a two thirds (2/3) majority vote of the members present and voting. All amendment votes must be noticed at least fourteen calendar days in advance to the membership meeting, and convened specifically for that purpose.

**ARTICLE XV: PRESIDENT’S CERTIFICATE**

I, the undersigned, the duly elected President of the CASD \_\_\_\_\_ Boosters Club, do hereby certify that the foregoing Bylaws are the Bylaws of the Organization, as duly adopted by the Board of Directors effective this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

CASD Board of School Directors Approval Date: \_\_\_\_\_