New Oxford Athletic Booster Club

By-Laws

Draft for approval – June 2022

**Mission and Purpose**

* To support and aid the student-athletes, coaches, and parents of the Conewago Valley School District to enhance all athletic programs, activities, and experiences for the participants and the student body at large
* Established as alliance of all the previously independent booster clubs of the individual sports, in an effort to improve efficiency in fundraising and to develop and implement standards for the equitable and appropriate support for all New Oxford student-athletes
* The NOABC shall cooperate and coordinate its activities within the guidelines of Conewago Valley School Board Policy 915 Parent Booster/Support Organizations
* At no time shall the NOABC attempt to interfere with the internal operations or decision making of the school’s Athletic Department
* At all times, and in all of its endeavors, the Club shall strive to maintain its focus upon the best interest of the student-athletes

**Article I - Name**

Section 1 – This association shall be named, known and styled as:

New Oxford Athletic Booster Club (NOABC)

Hereafter known as “Club”.

**Article II - Meetings and Membership**

Section 1 - General meetings will be held at New Oxford High School, room 421, on the first Monday of each month beginning at 7:00 pm. Meetings are open to anyone residing in the Conewago Valley School District.

Section 1B - The President reserves the right to change the place and time as deemed necessary.

Section 1C – Special meetings may be called by the President by written notice or telephone, delivered personally, or sent by mail, facsimile, or email to each member at his/her address as shown on the records of the Club, at least 48 hours in advance of the meeting.

Section 2 – Regular membership shall be restricted to men and women over 18 years of age, regardless of race, creed, color, or national origin, and whom reside within the boundaries of the Conewago Valley School District.

Section 2B – Regular members who attend two (2) meetings during a year are eligible to participate in election voting and receive nomination to Executive Office.

Section 3 - Voting members for items seeking approval shall be only the team parent representatives attending the meeting (coach may attend to represent team at meetings but will be non-voting member) and Executive Officers. This is in regards to voting for items brought up by membership or Executive Officers at a regular or special meeting.

Section 3B – Each team present at the meeting shall receive one vote on items to be approved by the membership.

Section 3C – In the event of a tie, the Executive Officers shall have the final decision.

Section 4 - A single person may only be a parent representative for one team at a meeting even if their child participates on multiple teams.

Section 5 – Failure to have a parent representative attend a regular membership meeting or volunteer responsibility may result in the team not being eligible for senior scholarship opportunities or other requests from the general fund being denied.

Section 5B – No team shall be penalized for missing a meeting for an interscholastic game/meet/match for that team that is scheduled in conflict with a meeting.

Section 6 – Team representatives must be a parent/guardian of a student member of said team. Coaches are responsible for securing a team parent representative for the program.

**Article III - Officers**

Section 1 - The Executive Officers of this organization shall be: President, Vice President of Finance, Vice President of Committees, Treasurer, and Secretary.

Section 1B - The New Oxford Athletic Director shall be a member of the Executive Officers in an ex-officio (non-voting) capacity.

Section 1C – No member of the CVSD Board of Directors or CVSD Administrators/Faculty/Coaches shall be able to hold an Executive Office position in the Club.

Section 2 – A maximum of 2 representatives from a single sport may be Executive Officers at any given time unless no additional sport parent accepts the nomination for the vacant position(s). This only is regarding to representatives who have a student in one sport program at CVSD. Representing multiple sports or no sport does not count towards the 2 representative maximum.

Section 2B – In the event that an additional representative from the same singular sport is the only nomination for a position, a 2/3 vote must be received from the delegation prior to accepting the nomination.

Section 3 - Each member of the Executive Office shall hold office during all or the balance remaining of the fiscal year beginning June 1 and ending May 31 or until his/her successor has been duly appointed and qualified where such appointment is necessary to have the minimum number of Officers to conduct business

Section 4 - The Executive Officers shall have the control and management of the affairs and general funds of the Club (as defined in Article IX of these bylaws). It shall be the duty of the Executive Officers to carry out the activities of the Club and to that end it may exercise all the powers of the Club.

**Article IV – Duties of Officers**

Section 1 - President role: The President shall be the principal executive officer of the Club and shall preside at all meetings of the Club and the membership. He/She may call special meetings where necessary and may appoint committees or delegate such authority and responsibility. In general, he/she shall perform all duties incident to the office of President and such other duties as may be prescribed by the Executive Office from time to time. The President is authorized to spend a maximum of $200 without the approval of the membership in the event of emergency and whenever he/she deems it necessary and shall report such expenditures to the Vice President and Treasurer before making the purchase and shall report the purchase(s) and described emergency to the Club at the next planned meeting.

Section 2 – Vice President of Finance role: The Vice President of Finance shall assist the President in the operations of the organization as needed. The Vice President of Finance shall be prepared to assume the responsibilities of the office of the Treasurer during his/her term as Vice President. The duties of the Vice President of Finance and the authorities and responsibilities attached thereto will be assigned by the President. The Vice President of Finance shall be empowered to co-sign checks with the Treasurer. In the absence of the Vice President of Finance, or his/her inability to or refusal to act, the succession order shall be the Treasurer then Vice President of Committees. It shall be the Vice President of Finance’s duty and responsibility to compile a forecast of expenditures and budgetary analysis for the fiscal year, June 1 through May 31. He/she shall present this forecast and analysis to the officers and the membership for acceptance. This document shall be known as New Oxford Athletic Booster Club Annual Budget. It must be presented to the membership no later than the May meeting. The majority vote of the voting members present shall constitute acceptance. Should any expenditure in the budget exceed its forecast by more than $500.00, acceptance by the membership will be necessary. In the event of the Treasurer position being left vacant, the Vice President of Finance shall assume the responsibilities and duties until a new Treasurer is elected.

Section 3 – Vice President of Committees role: The Vice President of Committees shall assist the President in the operations of the organization as needed. The Vice President of Committees shall be prepared to assume the responsibilities of the office of the President during his/her term as Vice President. In the absence of the President and/or in the event of his/her inability or refusal to act, the Vice-President of Committees shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. In the absence of the Vice President of Committees, or his/her inability to or refusal to act, the succession order shall be the Secretary then Vice President of Finance. It shall be the Vice President of Committee’s duty and responsibility to obtain and supervise the Concession Manager as well as any other Committee Chair deemed necessary for the success of the Club. In the event of the Secretary position being left vacant, the Vice President of Committees shall assume the responsibilities and duties until a new Secretary is elected.

Section 4 - Secretary role: The Secretary shall keep permanent records of all activities of the organization, including minutes from each of the monthly meetings. These records shall be passed on to his/her successor. The Secretary must also submit a listing of officers and/or contact persons for the Club to the Athletic Director no later than July 1.

Section 5 - Treasurer role: The Treasurer shall receive and hold all contributions, donations, and moneys due to the Club and disburse the same by cash or check. Checks are to be signed by the Treasurer and Vice President of Finance. The Treasurer shall keep the officers and the membership advised at all times as to the Club’s fiscal position including moneys outstanding, impossible collections, etc. The Treasurer shall present monthly financial reports to the Club at each scheduled meeting. In the event of the Treasurer’s inability or refusal to serve, the Vice President of Finance shall assume the responsibilities and duties of the Treasurer’s office until such a time as the Executive Office can elect a new Treasurer. A copy of the Treasurer’s report shall be maintained for record. The Treasurer’s accounts shall be reviewed and audited by an auditing committee consisting of the newly elected President, Vice President of Finance, and Secretary who shall prepare a report of acceptance to be presented to the Club no later than the September meeting each year. The Treasurer shall be bonded.

Section 6 – Any officer who is not performing his/her duties can be removed from such office by a majority vote of the members in attendance at a regular meeting a minimum of two weeks following the notification of removal request by the Executive Office via certified letter to the officer not performing.

**Article V - Elections**

Section 1 - The officers shall be elected by the active members of the Club each year in accordance with the annual general membership meeting held in May

Section 2 – Nominations for officers shall be made by a nominating committee of three members appointed by the President and also may be made from the floor at the April meeting prior to the annual membership meeting in May

Section 3 – A simple majority vote of the members present and voting shall be required to elect an officer.

Section 4 – In the event that the office of the President becomes vacant, the Vice President of Committees automatically fills that office for the remainder of the term.

Section 5 – The ballot for the election of officers shall be by closed written ballot.

Section 6 – Any regular member in good standing shall be eligible to vote and to hold office in the Club.

Section 7 – Voting privileges for Executive Officer elections apply when a member attends two meetings in a fiscal year.

Section 8 - Any and all actions taken by a majority of the qualifying voters at the annual membership meeting in May shall be considered binding

**Article VI – Standing Committees**

Section 1 – There shall be such committees as the President deems necessary including but not exclusive to:

Concession Manager – Responsible for maintaining outdoor concession stands during fall and spring seasons, including menu and supplies. Must be ServSafe certified and will be a stipend position contractually agreed upon with the Executive Office in accordance with the Club budget.

Volunteer Chair – Responsible for setting up volunteer schedule and roles for concessions during fall and spring and any other NOABC events. Will work with the Athletic Office to coordinate team responsibility dates.

Membership and Publicity Chair – Responsible to raise awareness of NOABC through other school organizations and activities, news services, mailings, and electronic materials and to manage NOABC membership database and update member information

Fundraising Chair – Responsible for determining fundraisers to allow NOABC general fund to reach budgetary goal

Apparel Chair – Responsible for all merchandise sales for NOABC

Scholarship Chair – Responsible for reviewing and determining scholarship recipients based on applications. No senior parents may participate within this committee. The scholarship committee must have representatives from a minimum of four sports.

**Article VII – Quorum**

Section 1 – A quorum for the purpose of holding any meeting of the members shall be at least 11 regular members.

**Article VIII – By-Law Changes**

Section 1 – The members of this Club may, by a majority vote, alter, amend, suspend, or annul any Article from these by-laws at any regular meeting or special meeting called for this purpose. Such amendments must have been presented at the regular meeting of this Club immediately preceding the meeting at which said amendments are presented for vote.

Section 2 – Only recognized members of this Association have voting rights on any or all motions that are presented during regular or special meetings regarding by-law changes.

**Article IX – Local Rules and Funds and Disbursement Criteria**

Section 1 – The following rules shall govern this Association and may be amended in the same manner as prescribed in Article VIII.

Section 2 – The NOABC will have a General Fund and each team will maintain a Team Fund within the Club Treasury.

Section 3 - Requests for funds to be used from the General Fund account typically include, but are not limited to:

* + Large equipment items benefitting multiple teams
  + Special transportation and meal needs associated to District and/or State tournaments
  + Senior Night flowers and banners
  + Senior scholarships
  + Team awards
  + Championship recognition

Section 4A - Team funds may be used for items typically including, but not limited to:

* + Team trips
  + Banquets
  + Coaching clinics
  + Regular season away game meals
  + Specific team equipment/apparel
  + Summer camps/leagues

Section 4B – Any purchases used from team funds must be signed off by parent rep and coach and receipts must be turned in to the Treasurer within a week of purchase. Check requests submitted to the Treasurer will be completed at the next regularly scheduled meeting so purchases must be planned accordingly.

Section 5 – Coaches must request funds in advance of committing to a purchase from the General Fund. The following steps are to be taken:

* + Coach investigates purchase options and vendors and creates a preliminary estimate.
  + Coach reviews the estimate and vendor selection with the Athletic Director.
  + Coach and Parent Rep shall determine the amount of general funds to request from NOABC.
  + Coach and Parent Rep shall complete the funds request form and sign it.
  + The NOABC funding request form is presented at the next NOABC meeting by the Coach, Athletic Director, or Team Parent Representative.
  + NOABC Executive Officers and membership discuss and approve or deny the request.

Section 6 – All money and articles and time spent or donated to and for the furtherance of the Athletic Department will become property of the Athletic Department of the Conewago Valley School District and the NOABC will relinquish all rights in said property to said department

Section 7 – Should it become desirable to transfer money for uniforms, equipment, or activities from the Association, such money may be withdrawn and deposited with the Treasurer of the Conewago Valley School Board, specifically designating its use for athletic purposes, or, checks may be written to the requesting coach(es).

Section 8 – In the event of the dissolution of this Association, all property will automatically become the property of the Conewago Valley School District, to be used in the Athletic program. All individual team funds will be returned to the Conewago Valley School District, to be used for those specific team activity accounts.

**Article X – Fundraising Guidelines**

Section 1 - The concession stand is the main way the NOABC general fund is funded. All teams are required to participate in concession stand help.

Section 1B – Teams will receive a schedule for assignments and number of volunteers needed.

Section 2 – Teams may run their own fundraisers through the year as long as they follow the proper procedures for pre-approval prior to beginning the fundraiser (Policy Item 915 Parent Booster/Support Organizations). Profits from a team fundraiser will be deposited directly into their team’s account.

**Article XI – Audit**

Section 1 – Annual audit of the books shall be conducted by the President and two members of the Club by June 15th of each year, and a financial report be made available to the Conewago Valley School District

Section 2 – An audit can be conducted at the Officers’ discretion.