

AMENDED BYLAWS
OF THE
SPRING-FORD ATHLETIC BOOSTER CLUB

This amendment shall supersede all previous Bylaws, policies and procedures set forth upon a majority favorable vote of all members present at the general membership meeting.

Article I – Name and Purpose

Section 1.01. Name. The Organization shall be known as the Spring-Ford Athletic Booster Club.

Section 1.02. Purpose. The Organization is organized and will be operated exclusively for charitable and educational purposes within the meaning of 501(c)(3) of the Internal Revenue Code. The Organization is organized and operates specifically for the following purposes:

- (a) To bring together parents and community members that have an interest in promoting the Spring-Ford Area School District's athletic program and its athletes,
- (b) To reward athletes for their leadership and athletic ability, and
- (c) To celebrate the athletic achievements of our athletes.

Section 1.03. Mission. The Mission of the Organization is to bring together parents and community members dedicated to encouraging and supporting the athletes and athletic program in the Spring-Ford Area School District by celebrating athletic achievements and assisting in fundraising events to support the programs.

Article II – Membership

Section 2.01. Qualification. All parents, guardians or community members who are interested in the promotion of the Spring-Ford athletic programs shall be eligible for membership in the organization. The Athletic Director and a House Principal shall be non-voting, advisory members of the organization.

Section 2.02. Rights and Responsibilities. The members shall have the right and responsibility to attend meetings and events sponsored by the organization, serve on committees and be nominated and elected to office. All members in good standing shall have the right to vote for the officers, review and approve the annual budget and approve amendments to Bylaws and policies. A member is considered to be in good standing upon full payment of membership dues.

Section 2.03. Quorum. The members present at any membership meeting of the organization, provided at least seven (7) members are present, shall constitute a quorum for the transaction of business. In the absence of a quorum, the membership may not take action. In the event any matter brought before the membership at a meeting at which a quorum is not present, shall be discussed and decided by the Executive Board.

Section 2.04. Meetings. Meetings will be held on the first Monday of each month at 7:00 PM during the period of September through June at the Spring-Ford High School ~~*** Cafeteria, Door 8 ***~~. Meeting dates may be changed to accommodate holidays, school vacations, school availability or by vote of the membership. Meeting schedule will be posted on the Booster Club website at www.sfboosterclub.net.

Section 2.05. Dues. Membership dues shall be determined by majority vote of the Executive Board in August for the new school term.

Article III – Executive Board

Section 3.01. Membership. The Executive Board shall consist of the elected officers of the organization.

Section 3.02. Elected Officers. The elected positions within the Organization shall be President, Vice President, Secretary, and Co-Treasurers - Accounts Receivable and Accounts Payable.

Section 3.03. Authority. The affairs, activities, and operation of the organization shall be managed by the Executive Board. The Executive Board shall transact necessary business during the intervals between the meetings of the membership and such other business as may be referred to it by the membership or these Bylaws. It may create Standing and Special Committees, approve the plans and work of Standing and special committees, prepare and submit a budget to the membership for approval, and, in general, conduct the business and activities of the Organization.

Section 3.04. Meetings. The Executive Board shall meet as needed to prepare for general membership meetings and to conduct the affairs of the Organization.

Section 3.05. Quorum. A quorum of the Executive Board for the conduct of business shall consist of at least three (3) officers in attendance.

Section 3.06. Action Without a Meeting. Any action required, or permitted, to be taken at a meeting of the Board of Directors, or of any committee, may be taken without a meeting if all the members of the Board or committee consent in writing to taking the action without a meeting

and to approving the specific action. This shall include the amendment of these Bylaws. Consents shall have the same force and effect as a unanimous vote of the Board or of the committee as the case may be. Written consent shall be provided by letter or email.

Section 3.07. Participation in Meeting by Conference Call. Members of the Board may participate in a meeting through the use of teleconferencing so long as members participating in such meeting can hear one another.

Section 3.08. Reimbursement. Executive Board members shall serve without compensation with the exception that expense incurred in the furtherance of the Organization's business are allowed to be reimbursed with documentation in accordance with the Organization's financial policies, and prior approval.

Article IV – Officers and Elections

Section 4.01. Officers. The officers of the Organization shall include one President, one or more Vice Presidents, one Secretary, and ~~one~~ Co-Treasurers (Accounts Receivable and Accounts Payable). An additional officer(s) may be elected or appointed by the Executive Board from time to time.

Section 4.02. Election. A nominating committee composed of the current President and at least one additional officer shall begin seeking nominees in February of the year in which the candidates will be elected and develop a slate of candidates. The candidates shall be announced to the membership at the April meeting. Additional nominees may be solicited from the floor on the day of the election. Only those who have consented to serve shall be eligible for nomination, either by the committee or from the floor. Officers shall be elected at the May meeting of the Organization by the members present. Officers shall assume their official duties on the last day of June in the current school year following their election.

Section 4.03. Term. Officers shall serve a two-year term. Officers may be elected for up to two (2) consecutive terms in the same office. President, Secretary and Co-Treasurer – Accounts Payable will be elected and begin serving terms in odd numbered years. Vice President and Co-Treasurer - Accounts Receivable will be elected and begin serving terms in even numbered years.

Section 4.04. Vacancies. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive board.

Article V – Duties of Officers

Section 5.01. President. The President shall be the principal executive officer of the Organization and, subject to the control of the Executive Board, shall in general supervise and control all of the activities of the Organization. The President shall be a member of the Executive Board, and when present, shall preside at all meetings of the Executive Board and all meetings of the membership. The President shall vote only in the case of a tie in a vote of the Executive Board or the membership. The President shall select and appoint the chairperson of all Standing and special committees and shall be an ex-officio member of all committees of the Organization. The President in conjunction with the Athletic Director shall approve all fundraising activities for the club and teams.

Section 5.02. Vice President. The Vice President shall be a member of the Executive Board and, in the absence of the President, shall perform the duties of the President. The Vice President shall perform such other duties as are assigned by the President or the Executive Board. The Vice President shall serve as Fundraising committee chairperson.

Section 5.03. Secretary. The Secretary shall be a member of the Executive Board. The Secretary shall keep the minutes of the proceedings of the membership and the Executive Board, shall see that all notices are duly given in accordance with these Bylaws, shall be responsible for the publishing of monthly meeting minutes, shall manage and keep an accurate tally of volunteer records and, in general, perform all duties incident to the office of Secretary and such other duties as may be assigned by the President or Executive Board. The Secretary shall serve as the Membership committee chairperson.

Section 5.04. Co-Treasurers. The Co-Treasurers shall be ~~a~~ members of the Executive Board. The Co-Treasurers shall have charge of and be responsible for all funds of the Organization in accordance with the Organization's financial policies. The Co-Treasurer – Accounts Receivable shall receive and give receipts of monies due and payable to the Organization from all sources and shall deposit such funds in such banks or other organizations as are selected by the Executive Board. The Co-Treasurer – Accounts Payable shall make disbursements as authorized, approved, or amended by the Athletic Director and/or President or by the membership. The Co-Treasurer – Account Payable shall present a written financial report, prepared in accordance with the Organization's financial policies, at each General Membership Meeting of the membership and at other times as requested by the Executive Board. The Co-Treasurers shall serve as Treasurer and financial record keeper to all team clubs established under the Booster Club.

Article VI – Finances

Section 6.01. Obligations. The Executive Board may authorize any officer or officers to enter into contracts or agreements for the purchase of materials or services on behalf of the organization.

Section 6.02. Loans. No loans shall be made by the Organization to its officers, members, or teams. Teams will not be permitted to loan money to other teams or organizations.

Section 6.03. Checks. All checks, drafts, or other orders for the payment of money on behalf of the Organization shall be signed by ~~the one of the Co-Treasurers~~ or by any other person as authorized in writing by the Executive Board.

Section 6.04. Banking. The Treasurer ~~– Accounts Receivable~~ shall deposit all funds of the Organization to the credit of the Organization in such banks, trust companies, or other depositories as the Executive Board may select and shall make such disbursements as authorized by the Executive Board in accordance with the Bylaws and policies adopted by the membership. All deposits and/or disbursements shall be made as soon as practicable upon receipt of the funds and/or request for disbursements.

Section 6.05. Financial Controls. The Organization shall adopt appropriate financial controls to ensure the integrity of its funds. Specifically, without limitations, the Organization shall maintain separation of financial controls so that, minimally:

- (a) All forms must be completed with appropriate approvals and submitted prior to payments.
- (b) All disbursements from Team Accounts must be approved by the Head Coach of team, Athletic Director, and ~~President-a Co-Treasurer~~ of the Booster Club.
- (c) All disbursements from General Accounts under \$2000 must be approved by the President and one (1) other officer. Disbursements in excess of \$2000 require approval by General membership or, in lieu of General meeting, written approval of all members of the Executive Board.
- (d) All bank statements shall be reviewed by an officer or person without check signing authority designated by the Board.
- (e) A committee of at least two (2) persons without check signing authority shall annually audit all corporate finances, or hire and supervise an outside accountant or auditing firm to conduct a review of corporate financial records.

Section 6.06. Credit Card Advancements. Use of the Booster Club credit card for advances, can be done pending the verification of the current balance in the teams account. If the advance is for a snack bar supply, verification does not need to be done. This advance can be up to \$500. Receipts must be turned in to the Booster club with the cash box. Teams requesting prepayment for team meals have five (5) days to turn in the receipts.

Section 6.07 Financial Reports. The Organization shall provide reports as follows:

- (a) The Co-Treasurers shall present a financial report at each membership meeting of the Organization and shall prepare a final report at the end the Fiscal Year (June 30)~~close *** of *** the year~~ in accordance with the Organization's financial policies.
- (b) The Treasurer shall provide financial reports and information to the School Board annually or by special request by the School Board. Such reports shall include, but not be limited to the following: Bylaws, Policies, Balance Sheet, Statement of Financial position, and Income statements for all team and general accounts.
- (c) The Executive Board shall have the reports and the accounts examined annually.
 - a. If the Organization grosses less than \$500,000 per year, the financial practices and accounts may be reviewed by an internal audit committee. The Internal Audit committee shall consist of two (2) or more Board or voting members of the Organization who are not involved in the routine handling of the Organization's finances. This includes not having signature authority on the bank accounts or approval authority over disbursements.
 - b. If the Organization grosses between \$500-\$750,000 in receipts, an external professional such as a certified public accountant (CPA), shall be hired by the Audit committee to perform a financial review or compilation.
 - c. A full audit shall be conducted by an external CPA when annual gross receipts equal or exceed \$750,000.

Section 6.08. Fiscal Year. The fiscal year of the Organization shall be from July 1 to June 30 but may be changed by resolution of the Executive Board.

Section 6.09. Financial Records. ~~Financial records will be kept by the Co-Treasurers on a laptop provided by the Booster Club in a cloud based financial software.. Financial software shall be maintained and updated at least every two (2) years or sooner as required by tax changes to the software. The laptop computer shall be used for the following purposes:
Record all meeting minutes as provided by the Secretary.
Record all financial transactions and production of financial reports provided by the Treasurer.
Record Booster Club ByLaws, policies and amendments.
Update and monitor Booster Club website as required.~~

Section 6.10 – Other Documentation A cloud based storage system will be used to maintain the following information:

- (a) Membership lists – these lists will be used for multiple purposes and should be maintained
- (b) Meeting minutes
- (c) Booster Club ByLaws, policies and amendments

Section 6.101. Record Retention. All records of the Organization shall be maintained and destroyed in accordance with law, and standard record retention guidelines. Financial records shall be maintained as follows:

RECORD	HOW TO STORE	PERIOD OF TIME
Year End Treasurer's Financial Report/Statement	Store in Corporate Record book	Permanent
Treasurer's Reports, periodic	Compile and File records on a yearly basis	Three (3) years. Store with Financial records. Destroy after three (3) years.
Bank Statements, Cancelled Checks, Check Registers, Invoices, Receipts, Cash Tally sheets, Investment Statements, and related documents.	Compile and File records on a yearly basis.	Seven (7) years. Store with Financial records. Destroy after seven (7) years.

Article VII – General & Team Fundraising

Section 7.01. Fundraising Activities. Funds raised by the Organization will be used solely for Tax-Exempt purpose of the Organization as outlined in Section 1.02. *** No part of the Net earnings of the Organization shall inure to the benefit of or be distributed to any Officer, Director, or other individual having a personal or private interest in the Organization. Compensation for services actually rendered and reimbursement for expenses actually incurred in attending to the affairs of this corporation shall be limited to reasonable amounts. No substantial amount of the activities of the Organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation and this Organization shall not intervene in any political campaign on behalf of or in opposition to, any candidate for public office.

Section 7.02. ~~Skyward and Telephone messages~~Communication. The Spring-Ford Athletic Booster Club will send out one (1), possibly two (2), updates each month after the scheduled meeting of the month. The message will include all teams' fundraisers and important dates for teams and the Organization. Respective teams must have all paperwork submitted and approved before messages from the team will be dispersed.

~~*** Only the President and/or the Athletic Director may contact the school district employee in charge of Skyward.***~~

~~No telephone message will be sent out by any team, team club, or other Booster Club. If any coach or team club board member contacts the school district employee in charge of Skyward, the team will be fined \$500.~~

Section 7.03. Team Fundraising. All teams will follow the guidelines outlined for fundraising purposes.

- (a) All fundraisers (including off-season activities and team apparel such as warm-ups, shoes, etc.) must be submitted in writing using the Fundraising Application located in the Athletic Director's office and on the Booster Club website (www.sfboosterclub.net).
- (b) Fundraisers must be submitted at least two (2) weeks prior to the event date to the Athletic Director.
- (c) Upon approval by the Athletic Director, the Athletic Director shall forward the fundraising application to the Booster Club President for approval.
- (d) Coach shall receive approval notification via email from Booster Club President.
- (e) Upon completion of fundraiser (or in advance), Coach shall submit all fundraising monies and expenses in envelope provided by the Booster Club to the Athletic Director. All information must be filled out on the envelope.
- (f) Athletic Director will confirm the amount of money being submitted, seal the envelope and place in the Athletic Office safe.
- (g) Athletic Office will notify Treasurer of money ready for deposit.
- (h) Treasurer or President will pick up envelopes from Athletic Office.
- (i) Treasurer will prepare bank deposit and record the deposit and expenses and provide updates during the monthly membership meeting.
- (j) Team apparel fundraisers must be team specific. No general Spring-Ford apparel will be approved for team fundraisers.
- (k) Team trip planning and fundraising efforts should be started 18 months ahead of the planned trip. One half of the money required for the trip should be raised by the halfway mark between the time the trip is approved and the time of departure. Teams failing to have one half of the money raised by the halfway mark are subject to trip cancellation at the discretion of the Athletic Director.
- (l) All fundraising monies collected shall be directed to the Booster Club. All checks for team related or fundraising efforts shall be made payable to the Booster Club. NO checks are to be written directly to any coach or Booster Club member or officer.
- (m) The Booster Club shall collect a fee from all team fundraisers to support the General Fund of the organization. This fee shall be as follows: net revenues over \$1,000 will be subject to a fee of 3.0%. All fees collected will be deposited into the general fund.
 - a. An exemption from the fundraising fee will be provided if a team obtains a 50% membership based on the official PIAA roster, with accommodations to be discussed with the Athletic Director for teams that have a "JV-B" roster.

a-b. A team can earn a credit of 15% of the net membership dues if they obtain a 75% membership based on the official PIAA roster. This credit will be deposited to the team account.

~~(m)~~(n) Failure to comply with fundraising guidelines 7.03.(a) through (d) will result in a penalty of 25% of the fundraiser's net revenues. The penalty will be imposed on the team which violated the policy and the monies will be deposited into the General Fund. The Booster Club Treasurer will notify the respective coach and/or team parent of the penalty immediately upon receipt of the late Fundraising Application.

~~(n)~~(o) Teams can only hold fundraising at their team games or events. Teams are not permitted to hold fundraisers at other teams' events unless approved by the participating team, S-F Athletic Booster Club, and Athletic Office.

Section 7.04. Booster Club Fundraising. All club fundraisers shall follow the below guidelines:

~~(a)~~ All Club fundraisers shall be submitted for approval to Athletic Director using the (a) Fundraising Application form at least two (2) weeks prior to event date.

~~(a)~~(b) All monies and expenses shall be submitted to the Treasurer for deposit and record.

~~(b)~~(c) Treasurer will supply financial reports concerning all fundraisers at the general membership meeting.

Article VIII – Team Clubs

Section 8.01. Purpose. The Organization shall permit the formation of sport specific clubs under the guidelines of the Booster Club for the primary purpose of developing and supporting the coaching staff and enhancing the quality of the specific sports team.

Section 8.02. Membership and Participation. Team Club members shall be those members outlined by the Bylaws of each Team Club. No student may participate in fundraisers or be members of a Team Club. All members in good standing of Team Clubs shall be considered members in good standing of the Booster Club.

Section 8.03. Board Members. The Board of the Team Club shall include the current Athletic Director, current Head Coach of the Team, Treasurer of the Booster Club and others as deemed appropriate by the Team Club. The Athletic Director, Head Coach and Treasurer shall have no voting privileges.

Section 8.04. Bylaws. Each team club must maintain bylaws in accordance with the Booster Club. Such bylaws shall be submitted to the Booster Club Executive Board for review and approval.

Section 8.05. Rules and Guidelines. The Team Club must follow all rules, policies and guidelines established by the Booster Club.

Article IV – Scholarships

Section 9.01. Overview. The Booster Club, at the discretion of the membership and Board, shall offer scholarships to senior student athletes continuing their education after graduation. The number and amount of scholarships will be determined at the April general membership meeting and shall be based on general fund balance and number of applicants.

Section 9.02. Eligibility. All senior students of club members in good standing shall be eligible to apply for scholarship. The athlete's family must be a member of Booster Club prior to January 31. The membership list will be approved at the February Booster Club meeting.

Section 9.03. Committee Members. The Scholarship committee shall consist of five (5) members in good standing. No committee member may have a senior student applying for the scholarship.

Section 9.04. Applications. Applications shall be available through the Future Planning Center and the Booster Club website in the Spring of each year. Completed applications shall be returned to the Future Planning Center by the deadline on the application to be considered.

Section 9.05. Selection Process. The following process shall be followed for the collection, selection and disbursement of scholarships:

- (a) Future Planning Center shall compile all applications and forward to the Booster Club Vice-President.
- (b) Booster Club Vice President shall compile all applications, assign a number to each and remove the applicants name from the application.
- (c) Vice President shall forward applications (without identifying information) to the Scholarship Committee Chairperson.
- (d) Chairperson will meet with the committee to review and choose applicants based on a predetermined scoring system.
- (e) Chairperson will contact the Vice President with the application numbers of the winners.
- (f) Vice President will prepare the list to submit to Future Planning Center and Booster Club Treasurer for payment.
- (g) Checks will be issued to the student and school attending during the second semester of their first year of school.

Article X – Committees

Section 10.01. General. Committees shall be formed to plan and supervise various activities of the Organization. The Organization will have five (5) standing committees and shall form special committees as needed.

Section 10.02. Standing Committees. The following committees shall be Standing committees:

- (a) Finance Committee – The Finance Committee shall review the books and records of the Booster Club periodically to ensure appropriate use of funds and accuracy. The finance committee shall consist of at least two club members in good standing that do not have check writing authority.
- (b) Fundraising Committee – The Fundraising committee shall oversee all fundraising activities for the club. The Vice President shall serve as fundraising committee chairperson.
- (c) Membership Committee – The Membership committee shall serve to increase membership awareness and maintain membership and dues records. The Secretary shall serve as committee chairperson.
- (d) Scholarship Committee – The Scholarship committee shall review the scholarship applications and select the winners based on predetermined guidelines.
- (e) Nominating Committee – The Nominating committee shall serve to gather names and nominate officers.

Section 10.03. Special Committees. The President may from time to time appoint special committees to address the needs of the organization.

Article XI – Recognition of Champions/Senior Banquet

Section 11.01. Eligibility. The Organization shall recognize PIAA sanctioned athletic champions one time after the team or individual has completed his/her/their highest athletic achievement. All participating varsity team members and their coaches will be recognized. All senior student athletes of club members in good standing as of two weeks after first day of the spring practice season shall be eligible to attend the Senior Banquet at no cost. All senior student athletes of non-members shall be eligible to attend at a cost to be determined by Booster Club Executive Board and current Athletic Director.

Section 11.02. Qualifying Categories. The following titles will be recognized: PAC-10 Individual and Team Champions, District Individual and Team Champions, Sectional Individual and Team Champions, Regional Individual and Team Champions and State Individual and Team Champions.

Section 11.02. Recognition. Recognition will include a 10.5” x 13” plaque and championship banquet. All championship banquets will be held in the Spring-Ford High School and organized by the Athletic Director. The championship plaque shall be designed by the Athletic Director and approved by the President. A championship banner will be purchased for the school recognizing the athletic achievement. Varsity Cheerleaders that support a champion team will be recognized during the champion team’s recognition banquet. All senior athletes will receive a photo plaque in recognition of their athletic achievements.

Section 11.03. Funds. The Booster Club recognition policy shall be dependent upon the club having sufficient funds in its general account to cover expenses for recognition. In the event that sufficient funds are not available to cover ALL expenses, it will be at the discretion of the Booster Club Executive Board Members to decide which recognition option, if any, may be provided.

Article XII – Conflicts of Interest

Section 12.01. Existence of Conflict, Disclosure. Directors, officers, employees and contractors of Corporation should refrain from any actions or activities that impair, or appear to impair, their objectivity in the performance of their duties on behalf of the Corporation. A conflict of interest may exist when the direct, personal, financial or other interest(s) of any director, officer, staff member or contractor competes or appears to compete with the interests of the Corporation. If any such conflict of interest arises the interested person shall call it to the attention of the Board of Directors for resolution. If the conflict relates to a matter requiring board action, such person shall not vote on the matter. When there is a doubt as to whether any conflict of interest exists, the matter shall be resolved by a vote of the Board of Directors, excluding the person who is the subject of the possible conflict.

Section 12.02. Nonparticipation in Vote. The person having a conflict shall not participate in the final deliberation or decision regarding the matter under consideration and shall retire from the room in which the Board is meeting. The person may, however, be permitted to provide the Board with any and all relevant information.

Section 12.03. Minutes of Meeting. The minutes of the meeting of the Board shall reflect that the conflict was disclosed and the interested person was not present during the final discussion or vote and did not vote on the matter.

Section 12.04 Annual Review. A copy of this conflict of interest statement shall be furnished to each director or officer, employee and/or contractor who is presently serving the corporation, or who hereafter becomes associated with the corporation. This policy shall be reviewed annually for information and guidance of directors and officers, staff members and contractors, and new officers and directors, staff members and contractors shall be advised of the policy upon undertaking the duties of their offices.

Article XIII – Indemnification

Every member of the Board of Directors, officer or employee of the Corporation may be indemnified by the corporation against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Board, officer or employee in connection with any threatened, pending or completed action, suit or proceeding to which she/he

may become involved by reason of her/his being or having been a member of the Board, officer, or employee of the corporation, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of her/his duties. Provided, however, that in the event of a settlement the indemnification herein shall apply only when the Board approves such settlement and reimbursement as being in the best interest of the corporation. The foregoing right of indemnification shall be in addition and not exclusive of all other rights which such member of the Board, officer or employee is entitled.

Article XIV – Amendments

The bylaws may be amended at any regular or special meeting of the membership by a majority vote of the members present, provided that at least thirty (30) days' notice of the proposed amendments has been made to the membership, or alternatively the membership waives the required notice.

Article XV – Dissolution

The internal affairs of the organization shall be regulated by its Board of Directors as described in the bylaws. Upon dissolution of the organization, its assets shall be dispersed to the Spring-Ford School District for use within the Athletic Department.

Article XIII – Adoption

This constitution and bylaws shall be in effect after adopted by a majority vote of all members present on the date of its adoption.

Dated this 12th day of September in the year of 2011. Amended January 9, 2012

Amended January 7, 2013

Amended April 2, 2013

Amended MMD, 2017

Amended March 3 2020 (vote to take place)

Terry Kennedy
President