

AHS ALL SPORTS BOOSTERS ASSOCIATION



AHS All Sports Boosters Association
By- Laws and Membership Information
2018/2019



AHS All Sports Boosters Association



By- Laws

I. Article I – Name, Purpose, Locations

A. Section 1: Name

1. The name of this organization shall be “***AHS All Sports Boosters Association***”

B. Section 2: Mission Statement:

1. ***Our mission is to enhance the scholastic and athletic growth of our athlete, coaches, and all participants. In alignment with AHS Core Values of Achievement, Honor, and Service, our organization is committed to enhancing and promoting education based athletics by providing resources and funding for all of the Appoquinimink High School Athletic Programs.***
2. **We plan to carry out our mission through the following goal statements:**
 - a) Create a solid foundation for all student-athletes, coaches, and participants by cultivating a clean, wholesome “WE” instead of “ME” culture centered around the promotion of strong leadership, sportsmanship, and character.
 - b) To supplement Appoquinimink High School and all of its athletic program participants with financial and facility support.
 - c) To provide additional services and resources outside of the scope of Appoquinimink School District athletic budget appropriations.

C. Section 3: Location

1. This organization shall be based at Appoquinimink High School in Middletown, Delaware and shall conduct business meetings in Middletown, Delaware. All activities of this organization will be conducted in locations to be determined by a majority vote of the membership at regular monthly meetings.

II. Article II – Membership

A. Section 1: Membership Definition

1. Membership is open to parents, coaches, teachers, administrators, and citizens residing within the Appoquinimink School District feeder pattern with an interest in enhancing and improving the athletic programs at Appoquinimink High School.

B. Section 2: Membership Voting

1. All members shall have the right to cast one vote per membership on all items of business of the Association at regular monthly meetings not specifically mentioned in the by-laws as an item to be voted upon by the Board of Directors. A member must be present at the meeting to cast a vote.

III. Article III – Board of Directors

A. Section 1: The Board of Directors shall consist of the following positions:

1. President
2. Vice President and/or president elect
3. Secretary
4. Treasurer
5. **Fundraiser Coordinator(s)**
 - a) Fall Fundraiser Coordinator
 - b) Winter Fundraiser Coordinator
 - c) Spring Fundraiser Coordinator



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6. Advisor and/or Past President
7. Co- Officers
 - a) Should co-officer positions be warranted the Board may be amended accordingly based on membership vote (example: 1st Vice President, 2nd Vice President, etc.)

B. Section 2: Board of Directors Elections

1. Members of the Board of Directors shall be elected by a simple majority vote of the membership at the May meeting of each year.
 - a) *In the event that membership is dissolved or does not exist for any reason, AHS Administration and/or any personnel member they designate can post available positions in the manner that they see fit.*
2. Nominations are to be made at the April meeting and a slate of candidates made available to the general membership for review prior to the May meeting.
3. Any member in good standing may make or be nominated to a position on the Board of Directors.
 - a) However; members of the same family may not hold elected positions on the Board during the same term.
 - b) The Board of Directors reserves the right to conduct a criminal background screening on all nominees and to reject the nomination of any person who has been convicted of a violent crime against a minor, a crime of sexual nature against a minor, or any crime related to fraud, financial theft or cyber security.

C. Section 3: Terms of Office

1. The term of office for all board positions shall be two calendar years.
2. The term year shall begin immediately following the June meeting and end with the June meeting at the end of the second term.
3. Individuals may be nominated to the board regardless of how many terms they have served.
4. Once the term of President has ended, the outgoing President has the option to serve as the Advisor for the next year.
 - a) President, Secretary and Fundraisers will be elected in odd years
 - b) Vice President and Treasurer will be elected in even years
5. If a position is vacated during the term, the elected replacement would be required to finish out the remainder of the term.
6. Should a member of the board or his/her immediate family member be hired within the AHS Athletic Department, the board member must relinquish his/her position.

D. Section 4: Role of the Board of Directors and Officers:

1. The Board of Directors shall:

- a) Set the agenda, times, locations, and dates for all meetings.
- b) Work with membership to recommend and set the amount of annual dues.
- c) Present any changes in the bylaws to the general membership for vote.
- d) Elect persons to Chair all committees formed and authorize them to conduct business on behalf of the Association.
- e) Manage and regulate P.O. Box assigned to Boosters at local USPS Office.



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2. The President shall:

- a) Preside at all meetings of the Association and the Board of Directors.
- b) Notify all persons elected by the Board to chair committees of their appointment and the responsibilities and limitations of that position.
- c) Coordinate and regulate G-Suite Email Account funded by Boosters.
- d) Maintain an open line of communication with the AHS administration and inform the Association and administration of all matters of concern.
- e) Perform other duties as directed by resolution of the Board of Directors.

3. The Vice President shall:

- a) Preside over any meetings of the Association or Board not attended by the President.
- b) Assume all responsibilities of the President when the President is unable to perform them for any reason.
- c) Perform other duties as directed by resolution of the Board of Directors.

4. The Secretary shall:

- a) Keep the minutes of all meetings and other official reports of the Association.
- b) Conduct all official correspondence of the Association.
- c) Maintain all records, documents, etc. of the Association in a place designated by the Board.
- d) Maintain a roster of members in good standing.
- e) Perform other duties as directed by resolution of the Board of Directors.

5. The Treasurer shall:

- a) Keep account of all monies received and deposit same in an account of the Association designated by the Board using Quickbooks software paid for by Boosters.
- b) Disburse monies of the Association to pay the bills of the Association or bills assumed by the Association as directed by the Board.
 - (1) All checks written on the account of the Association shall bear the signatures of both the Treasurer and the President.
 - (2) All other forms of payment authorized by the Board of Directors shall utilize some form of dual authorization by the President and Treasurer or other segregation of duties.
- c) Maintain and monitor Booster team accounts. Each account holds money received from Booster sponsored events.
- d) Checks will be written on a monthly basis to AHS administration designating the appropriate dollar amount to be deposited into the internal team accounts within AHS.
- e) Coaches must complete paperwork and submit their request directly to the Athletic Department in order to receive funds raised through the Booster organization.
- f) Notify teams monthly of their account balance being deposited into their internal team account.
- g) Satisfy any and all local, state, and federal and/or Internal Revenue Service (IRS) filing and reporting requirements.
- h) Perform other duties as directed by resolution of the Board of Directors.

6. Fundraiser Coordinator(s) shall:

- a) Lead the coordination of all fundraising program sales.
- b) Solicit volunteers for various events
- c) Develop and maintain a list of volunteers.
- d) Solicit sponsorships from local businesses, services organizations, private sponsors, and others.
- e) Team fundraising, other than those sponsored by the Boosters (AHS concessions, Craft Fair, etc.), must be submitted to the Athletic Department for approval. The organization neither monitors nor maintain monies raised from non-Booster sponsored events.



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- f) Perform other duties as directed by resolution of the Board of Directors.

7. Advisor shall:

- a) Attend all meetings of the Board to offer advice of experience and help to maintain a continuation of programs and fundraising efforts every year.
- b) Perform other duties as directed by resolution of the Board of Directors.

IV. *Article IV Meetings*

A. *Section 1*

- 1. Meetings shall be held monthly on a consistent day, time, and place (i.e., first Tuesday of each month at 7:00 pm in the commons at Appoquinimink High school). The Board of Directors shall meet either before or after the regular meetings or at other times voted upon by the board to conduct business of the board.

B. *Section 2*

- 1. All members in good standing present at meetings have right to one vote per membership on all matters of business. A simple majority of members present is needed to pass any item of business or resolution. For a vote to occur, a motion must be made then seconded by another member.

C. *Section 3*

- 1. The Board of Directors may call a meeting of the general membership at any time it deems necessary with a minimum of 24 hours' notice with seven days' notice preferred.
- 2. The AHS All Sports Boosters Association is a private, not-for-profit service organization supported entirely by private contributions. As such, it is not a "Public Body" as defined by 29 Del. C. § 10002.

V. *Article V: Committees*

A. *Section 1: Formation of Committees*

- 1. Committees shall be formed and dissolved by the Board to conduct specific matters of business or events of the Association.
- 2. The Board shall appoint a chair for each committee and it shall be the responsibility of the chair to recruit persons to fill other positions on the committee.
- 3. The chair of each committee shall report to the general membership and the board at regular monthly meetings on any activity in which the committee is involved.
- 4. The chair shall also provide an accounting or budget to the Treasurer for any monies that are handled by the committee.

VI. *Article VI: Amendments*

A. *Section 1: Amendment Request Process*

- 1. Any member in good standing of the Association may request amendments to these bylaws.
- 2. The request shall be first heard by the Board of Directors and, if passing a simple majority vote of the board, as requested or amended, shall be presented to the membership at the next regularly scheduled meeting where it must be passed by a 2/3 majority of members present to take effect.
- 3. If passed the change shall take effect immediately.



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Revision: April 2018 for review and approved unanimously on 9-26-2018

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Appoquinimink High School
1080 Bunker Hill Rd., Middletown, DE 19709
School Tax ID#: 516000279

September 10, 2018

Subject: **AHS All Sports Boosters Association 2018-2019 Membership Drive**

Dear Coaches & Parents of Student Athletes:

The Appoquinimink High School All Sports Booster Association is an all-volunteer parent organization that provides funding and support for the needs of student athletes and coaches at Appoquinimink High School. The Boosters raise money through a variety of activities and fundraisers with 100% of the proceeds raised contributed back to the sports programs by way of equipment purchases, coaching development and supplemental requests outside of school budget constraints.

We are kicking off a new and enhanced membership drive for the 2018-2019 school years in an effort to raise volunteer participation and awareness to our organization and to provide additional support directly back to each sports program. Below are the key components of this year's drive:

1. Increase awareness of our Association's Mission State rooted in the ways we can work together to promote education based athletics at AHS.
2. Research, develop, learn, and implement new fundraising ideas.

For your convenience the membership sign up form is attached. Thanks in advance for your support and we look forward to welcoming you to the AHS All Sports Booster Family.

_____ - President
AHS All Sports Boosters Club
president@ahsasba.org





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2018-2019 Membership Enrollment Information

Member Contact Information	
Parent Name(s)	
Mailing Address	
Cell Number	
Email	
Student Name(s)	

Need to Review and Discuss

Volunteer Activities (Choose 1 or more):

- ☐ Concession Stand- Home Sports Events ☐ Apparel Sales-Home Sports Events
☐ Program Sales-Football Games ☐ Golf Outing Support ☐ Beef 'n Beer Support
☐ Board Membership Committee ☐ ☐ Other Fundraisers

Sports Team Dues Support (List 1): _____

Make Checks Payable to:

AHS All Sports Boosters Association

ATTN: Treasurer

P.O. Box 524

Middletown, DE 19709

Date Submitted: _____

Member Signature: _____

Print Member Name: _____

Date Received by AHS ASBA : _____