

BY-LAWS
YORK SUBURBAN ALL-SPORTS BOOSTER CLUB
YORK, PENNSYLVANIA
ADOPTED October ____ 2022

ARTICLE I – NAME AND PURPOSE

SECTION 1: NAME

The Organization shall be known as the York Suburban All-Sports Booster Club, herein referred to as the “Club”.

SECTION 2: PURPOSE

The purpose of the Club shall be to support the athletes and coaches of the York Suburban School District, involve parents, coaches and athletes in Club activities in order to promote school spirit, provide funding to supplement the needs of the athletes and to reward athletes for their leadership and athletic ability.

ARTICLE II - OFFICE

The principal office of the Club shall be at York Suburban High School, 1800 Hollywood Drive, York, Pennsylvania 17402.

ARTICLE III – MEMBERSHIP

SECTION 1: CLASSES

Membership shall consist of two (2) classes.

- (a) Board - Board members are elected officials and shall include all officers of the Club. All officers may be a parent or a legal guardian of a student currently involved in an athletic activity or may be a York Suburban community member residing in the district. Additionally, appointed committee chairpersons, team representatives, and the school district’s athletic director will also be part of the board. The board members are the sole voting members of the Club.
- (b) Individual - Individual members consist of parents, guardians or community members who are interested in the promotion of the York Suburban athletic programs and who are in good standing. A member is considered to be in good standing upon full payment of their yearly membership dues.

SECTION 2: TERMINATION OF MEMBERSHIP

Membership in the Club will terminate when a member is no longer a board member, when an individual does not pay their membership dues, or when the Board of Directors votes to involuntarily terminate a member for good cause. Good cause means any action by a board member or individual member that is in violation of the Club's purposes or for any illegal activity.

SECTION 3: MEETINGS

Meetings will be held on the second Monday of every other month during the period of August through May at York Suburban Senior High School. During the month of August fall concession plans will be decided upon, in October winter concession plans will be decided upon, and in February spring concession plans will be decided upon. Meeting dates and location may be changed to accommodate holidays, school vacations, school availability or by vote of the membership. Meeting schedule will be posted on the Club's website.

SECTION 4: SPECIAL MEETINGS

Special meetings may be called at any time by the President of the Club or in his/her absence by the Vice-President. Written or printed notice stating the place, day and hour of the meeting and the purpose(s) for which the meeting is called, shall be delivered not less than ten (10) days before the date of the meeting. Delivery can be done personally, by mail or by email at the direction of the President or any executive board member.

ARTICLE IV – EXECUTIVE BOARD

SECTION 1: MEMBERSHIP

The Executive Board shall consist of the elected officers of the Club. This includes the president, vice-president, secretary, and treasurer.

SECTION 2: AUTHORITY

The affairs, activities, and operation of the Club 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 works of standing and special committees, prepare and submit financial reports to the membership for approval, and, in general, conduct the business and activities of the Club.

SECTION 3: MEETINGS

The Executive Board shall meet as needed to prepare for general membership meetings and to conduct the affairs of the Club.

SECTION 4: ACTION WITHOUT A MEETING

Any action required or permitted to be taken at a meeting of the Executive Board 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. Such consents shall have the same force and effect as a unanimous vote of the Board or of the committee as the case may be. This written consent shall be provided by letter or email

ARTICLE V – OFFICERS AND ELECTIONS

SECTION 1: OFFICERS

The officers of the organization shall include one President, one Vice President, a Secretary and a Treasurer and such committee chairs that may be elected or appointed by the Executive Board.

SECTION 2: ELECTION

Nominations of officers shall begin in February of the year in which the candidates will be elected. 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 3: TERM

Officers shall serve a two-year term. Officers may be elected for up to two consecutive terms in the same office. Current term: (22/23 – Year 1, 23/24 – Year 2)

SECTION 4: 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 VI – DUTIES OF OFFICERS

SECTION 1: PRESIDENT

The President shall, in general, supervise and control all of the activities of the Club. The President, when present, shall preside at all meetings of the Executive Board and all meetings of the membership. The President shall select and appoint the chairpersons of all Standing and Special Committees and shall be an ex-officio member of all committees of the Club.

SECTION 2: VICE PRESIDENT

The Vice President, in the absence of the President, shall perform the duties of the President. The Vice President shall supervise the parent team representatives and is responsible for communicating club business, fundraising opportunities and volunteers needed to the parent team representatives. Additionally, the Vice President will provide general training to parent team representatives so they are aware of their responsibilities.

SECTION 3: SECRETARY

The Secretary shall keep the minutes of the proceedings of the membership and the Executive Board meetings, shall see that all notices are duly given in accordance with these by-laws, and shall be responsible for the publishing of monthly meeting minutes and maintaining a copy of the minutes in a volume provided by the Club which shall be preserved permanently in the archives. Additionally the Secretary will be responsible for updating the Club's mission statement and by-laws and preserving a copy of those items permanently in the archives.

SECTION 4: TREASURER

The Treasurer shall have charge of and be responsible for maintaining the books and records of the Club. This includes, but is not limited to, tracking team allocations, depositing funds received, and disbursement of funds on properly authorized bills, reconciliation of the Club's bank account and presentation of financial information at the Club's meetings. Additionally, the treasurer will be responsible for providing the school district's finance department with the necessary financial information in accordance with school district policy.

SECTION 5: INDOOR/OUTDOOR CONCESSIONS CHAIR(S)

- a. The indoor/outdoor concession committee will consist of two club members who are responsible to abide by the agreement between the Club and the Band Club. This committee is also responsible for reporting back to the Club any issues with the outdoor stand (i.e., supply needs, maintenance concerns, etc.), as well as maintaining and ordering supplies/food for the stands. If this position is co-chaired, only one chair will have a vote during Executive Board Meeting sessions.
- b. The outdoor concession stand shall be run by both the music boosters and the sports boosters combined. The club shall appoint one concession manager to be present at all activities including but not limited to: fall Sports events, spring sports events, and the Herb Schmidt relays. The stand cannot be used for non-booster club run events.

ARTICLE VII – DUTIES OF COMMITTEE CHAIRPERSONS

SECTION 1: AWARDS & FLOWERS CHAIRPERSON

Responsible for ascertaining eligibility and obtaining awards in accordance with established Club guidelines. Obtain and distribute flowers for senior nights to either the Parent Team Representative or to the coach.

SECTION 2: MEMBERSHIP CHAIRPERSON

Responsible for promoting membership, collecting annual membership dues, and maintaining and revising the membership records of the Club.

SECTION 3: FUNDRAISING CHAIRPERSON

Responsible for coordinating and managing all fundraising activities sponsored by the Club. This includes coordinating the activities with school authorities as well as arranging for Club members or volunteers to staff and conduct said events.

SECTION 4: SCHOLARSHIP CHAIRPERSON

Chairperson cannot be a member who is a parent of a senior. Responsible for recruiting four other members of non-seniors to aide in the selection process. The committee will have sole responsibility to review the applications and selecting the recipients.

SECTION 5: HERB SCHMIDT RELAYS CHAIRPERSON (YS RELAYS)

The Relays Chair is responsible for coordinating all activities relative to the Herb Schmidt Relays event which typically occurs in April. The committee member are chosen in November and have their first meeting in December. Responsibilities include: arranging for volunteers to work individual track and field events, advertising sponsors, scheduling, program, and vendors. These responsibilities are delegated to committee members and the Chair ensures that all duties are completed. The Chair will also run all committee meetings that are held at least monthly from December until the event date.

SECTION 6: SPIRITWEAR CHAIRPERSON

Chairperson is in charge of ordering clothing and other items to sell with the purpose of encouraging and developing school spirit amount the students, school district staff, parents and community.

SECTION 7: TEAM SCHEDULER

The scheduler is responsible for coordinating all activities requiring the Club to provide volunteers to staff an event. These events include, but are not limited to, outdoor and indoor concession stand workers, tournament ticket takers, and various work assignments associated with the Herb Schmidt Relays (YS Relays).

SECTION 8: WEBMASTER

The webmaster is responsible for maintain the Club's website. This includes, but is not limited to, posting of the Club meeting dates, meeting minutes, contact list, forms and any other additional information that is contained on the site, and/or social media platforms (Facebook, Twitter, Instagram, etc.).

ARTICLE VIII – FINANCES

SECTION 1: 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 Club.

SECTION 2: LOANS

- a. No loans shall be made by the Club to its officers, members or teams.
- b. Only \$300 of a team balance may be carried over to the following year.

SECTION 3: CHECKS

All checks, drafts, or other orders for the payment of money on behalf of the Club shall be signed by a single board member.

SECTION 4: BANKING

The Treasurer shall deposit all funds of the Club to the credit of the Club 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 by-laws 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 requests for disbursements.

SECTION 5: FINANCIAL CONTROLS

The Club shall adopt appropriate financial controls to ensure the integrity of its funds. Specifically, without limitation, the Club 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 at least two of the following: the Athletic Director, Treasurer, and/or President of the Booster Club.
- (c) An outside party without check signing authority shall annually review the financial records.

SECTION 6: FINANCIAL REPORTS

The Club shall provide reports as follows:

- (a) The Treasurer shall present a financial report at each membership meeting of the Club and shall prepare a final report at the close the year in accordance with the Club's financial policies.
- (b) The Treasurer shall provide financial reports and information to the School Board annually or by special request from the York Suburban School District School Board or to the School District's Finance Department. Such reports shall include, but are not limited to, the following: by-laws, policies, balance sheet, statement of financial position, and income statements for all team and general accounts.

SECTION 7: FISCAL YEAR

The fiscal year of the Club shall be from July 1 to June 30 but may be changed by resolution of the Executive Board.

SECTION 8: INDIVIDUAL TEAM FUNDRAISERS

Each sport may have (1) one fundraiser per calendar year, separate from the booster club. This one event will be run without the support of the booster club resources. Teams will be allowed to use 100% of the profits towards that specific team's allocation account.

SECTION 9: SENIOR ALLOWANCE

A \$30 per senior allowance can be spent from a team's allocation balance. All seniors must be included.

ARTICLE IX: SCHOLARSHIPS

SECTION 1: AMOUNT

Each year the Club will provide the opportunity for senior student athletes and managers to win \$1000.00 scholarships with the quantity to be given out assessed annually based on the account balance.

SECTION 2: ELIGIBILITY

Student athletes and managers must be a senior, twelfth grade academic level. They must be a participant or manager on a York Suburban School District Sports team during their senior academic school year. All applicants must be in good standing for their respective sports, not having been dismissed from the team for unsportsmanlike conduct or having voluntarily quit the team.

SECTION 3: PROCESS

Applicants must submit an answer to an essay question about their sports experience at York Suburban. Additionally the student athlete's or manager's coach must also submit a recommendation for the applicant. Submissions are completed online using the Club's website. The student number issued by the York Suburban School District will be used to submit the application in order to retain anonymity. An application can be submitted for each season in which the applicant played or managed a sport; however the applicant can only win once per calendar school year.

SECTION 4: EVALUATION

Essay questions and coach's recommendation will be reviewed by a group of no less than three (3) evaluators chosen by the Club. All evaluators cannot have a connection to the current senior class. Entry is scored based on the content relating to the benefits of sports experienced during school, the affects of the sport on your future, employment and life styles and for structure, readability and flow. Applicants whose scores are tied at the end of the evaluation will be grouped and a lottery will be held to determine the recipients.

SECTION 5: APPLICATION DEADLINES

There will be three deadlines throughout the year for the fall sports season, the winter sports season and the spring sports season. Specific deadlines dates will be updated yearly and posted on the Club's website. In addition, all Club team sports representatives will relay the deadlines to their respective coaches and student athletic and managers.

ARTICLE X – INDEMNIFICATION

Every member of the Executive Board of the Club may be indemnified by the Club against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Board in connection with any threatened, pending, or completed action, suit to which he/she may become involved by reason of his/her being or having been a member of the Board, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of his/her 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 Club. The foregoing right of indemnification shall be in addition and not exclusive of all other rights which such member of the Board is entitled.

ARTICLE XI: AMENDMENTS

SECTION 1: AMENDMENT APPROVAL

The by-laws may be amended at any meeting of the Club, providing a quorum is present. Two-thirds (2/3) of the voting members present at the meeting are needed to approve a change. Notice of proposed amendment shall be given at least ten (10) days prior to the meeting at which the amendment is voted upon. Each amendment to the by-laws shall be delivered personally, by mail or by email to each voting member.

SECTION 2: REVIEW

The executive board of the Club shall review and if necessary amend its bylaws at least every three (3) years.

ARTICLE XII – DISSOLUTION

The internal affairs of the Club shall be regulated by its Executive Board as discussed in the by-laws. Upon dissolution of the Club, its assets shall be disposed of exclusively for the purposes of the Club or distributed to the York Suburban School District for the purpose of distributing said funds for the benefit of a successor group or like Club that qualify as an exempt organization under IRC Section 501(c)(3).

ARTICLE XIII - ADOPTION

The above by laws are shall be in effect after adopted by a majority vote of all members present at the meeting on the day of adoption.

Dated this _____ day of October in the year of 2022.

Christen Hinderer, President

Date

Vacant, Vice-President

Date

Vacant, Treasurer

Date

Shelley Drahusz, Secretary

Date

Matt Marshall, Athletic Director

Date