



BY LAWS

Revised **Nov. 11, 2019**

First Reading October 7, 2019
Second Reading November 11, 2019
Final read and vote January 13, 2020

Article I – Name

The name of this organization shall be “**Del Val All Sports Booster Club**”

Article II – Purpose / Organization

- A. The purpose of this organization shall be:
- To provide recognition and support for all athletes, statisticians, coaches and trainers participating in a Board of Education recognized Delaware Valley Regional High School athletic program.
 - To foster sportsman-like conduct and attitude at all athletic and Booster Club events.
 - To promote spirit, enthusiasm and community pride for the athletic programs.
- B. The organization shall be operated as a **501(c)3** non-profit organization with tax exempt status. No member or officer shall receive any payment from the organization with the exception of reimbursement for expenses incurred as the result of relevant activities authorized by the organization or its By-Laws.
- C. With the verbal agreement of at least two other officers, the organization gives its President the authority to act on behalf of the organization to take necessary actions to further the purpose of the organization. This decision shall not alter the intent and purpose of the organization as outlined by these by-laws and the outcome of this decision shall be added to the minutes of the next meeting. In the event monies need to be spent, a monetary cap of \$250.00 shall apply.

Article III - Membership

- A. Any person interested in furthering the aims of the organization may become a member upon payment of the annual dues set forth at the last meeting of the previous year.
- B. The Secretary will keep a membership attendance roster to be present at every regular meeting and events. To be a member in good standing one must:
- Pay annual dues.
 - Attend at least 50% of all Booster Club activities. (this includes meetings, football games, outside sales events, school sales events, etc.)

Article IV – Officers

- A. The Executive Board officers of this organization are to be elected annually at the May meeting and will assume responsibilities immediately after the meeting. They are:
- President
 - Vice President
 - Secretary
 - Treasurer
 - Financial Correspondent

- B. The Executive Board duties include but are not limited to:
- Fill any vacancy of an officer or chairperson through appointment and making every effort possible to fill all officer positions with separate individuals. No one individual is allowed to hold two Executive Board member positions.
 - Orderly management of the business affairs and meetings of the organization.
 - Attend Executive Board meetings upon the request of the President, given reasonable notice.
 - Create committees as needed.
 - Attend Delaware Valley High **Regional** School Board of Education meetings upon request given reasonable notice.
 - Maintain Delaware Valley High **Regional** School Board of Education approved club status in good standing.
- C. The officers and appointed chairpersons shall attend 75% of the scheduled meetings. If they do not, they may be asked to resign their position.
- D. Duties of Officers:
1. The **President** shall:
 - Preside over all meetings of the organization and of the Executive Board.
 - Have the power to appoint special committees, as they are needed.
 - Have active management of the organization.
 - Carry out the orders of the Executive Board, Chairpersons and general members.
 - Rule out all discussions that do not relate to the stated purpose of the organization.
 - Insure that parliamentary procedure in accordance with Robert's Rules of Order, are followed for all motions, discussions and votes.
 - Have the authority to sign checks at the unavailability of the Treasurer.
 - Be responsible for checking the organization's mail box in the Director of Athletics office.
 - Be responsible for obtaining and/or maintaining required licensing, insurance, etc. as required by State and / or Federal Law and / or Delaware Valley **Regional** High School Board of Education
 2. The **Vice President** Shall:
 - In the absence of the President, perform the President's duties.
 - Assist in all functions of any or all officer positions.
 - Be responsible for obtaining and /or maintaining required licensing, permits, etc. as required by State and / or Federal Law and / or Delaware Valley **Regional** High School Board of Education for all gaming.
 - In charge of organizing and ordering of Pens and roses for senior night activities.
 3. The **Secretary** shall:
 - Keep a permanent record of all monthly meetings of the organization and the Executive Board.
 - Maintain a permanent record of membership attendance at all meetings/events of the organization and Executive Board.
 - Insure that all current and necessary club information including but not limited to the membership form is included in the summer mailing packet created by the organization.

- Maintain a current membership list
 - Be responsible for correspondence which includes updating and sending out the sign up genius notifications, send out a reminder e-mail 5 days prior to our monthly meeting, and email any special events
 - Be responsible for updating the website
4. The **Treasurer** shall:
- Receive and be responsible for all funds belonging to the organization.
 - Pay outstanding bills with proper documentation / receipt(s) attached.
 - Keep an itemized account of receipts and expenditures.
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5. The **Financial Correspondent** shall:
- Prepare a Treasurer's Report based on reconciliation of the bank account. The financial report will reflect all transactions that occurred from the first day of the preceding month until the last day of the preceding month. The report will contain sports sub-accounts and earmarked accounts, and dedicated monies approved by vote at the monthly meetings. Treasurer's report shall be submitted to the President in advance prior to the monthly meeting for adequate review and questions.
 - The Financial Correspondent will make all records available upon request for reporting and audit purposes (if necessary) by the Delaware Valley High School Board of Education, Del Val All Sports Booster Club Executive Board, New Jersey State Regulatory Agencies and Federal IRS regulations
 - Report any discrepancies to Executive Board members at each monthly meeting.
 - The Financial Correspondent will file necessary financial information with appropriate taxing authorities at year end.
 - Reconcile the monthly bank statement. Report any discrepancies to Executive Board members at each monthly meeting. Provide written statement with Treasurer's Report that monthly bank statement is reconciled
6. Chairperson of Spirit Items and Clothing shall:
- Be responsible for ordering, delivering and collecting money for sports clothing and spirit items sponsored by the club.
 - All monies collected are to be delivered to the Treasurer within 10 (ten) business days of the event for proper documentation in the Treasurer's Report.
 - All expense receipts are to be delivered to the Treasurer within 10 (ten) business days of the event they are incurred for proper documentation in the Treasurer's Report as well as Executive Board approval for payment. No receipt, no reimbursement.
 - Keep open communication with the Executive Board.
 - Coordinate and communicate with sport specific coaches to fulfill team clothing needs.

Article V – Sport Representatives

- A. Sport Representatives act as liaisons to the Del Val All Sports Booster Club for a recognized sport and must be an active member of the organization.
- B. Duties of the Sport Representatives include but are not limited to:

- Senior Recognition: Report to the Del Val All Sports Booster Club with the scheduled date and number of senior participants (including statisticians/managers/athletic trainers) that will be recognized.
- Two weeks prior to senior night please contact the vice President for your individually wrapped single yellow roses being ordered from ShopRite of Flemington or Clinton prior to scheduled date and picked up for the event. Prior to pick up acquire a prepared discount letter from Vice President (along with pens) to be presented to cashier at time of purchase. The Booster club will only reimburse you for the set fee per rose, if you do not submit paperwork to get discount and not pay sales tax you will be responsible for difference.
- Submit receipt of purchase to the Del Val All Sports Booster Club for reimbursement.
- Correspond with the Del Val All Sports Booster Club Executive Board as appropriate.
- Report at the regular monthly meetings all team records (Varsity, JV and Freshmen) and other noteworthy information. If a Sport Representative is unable to attend a monthly meeting, the information is to be submitted via email or telephone to an Executive Board member prior to the meeting. The information will then be presented on their behalf.
- Responsible for communicating and confirming with the Vice President of any required licensing, permits, insurance etc. that are in effect for each fund raising activity.

Article VI – Election of Officers

- A. Nominating Committee – a nominating committee will consist of *at least two* members in good standing who are not current Executive Board members. Volunteers will be taken from the floor during the monthly meeting in April. They will present a slate of nominees for office at the monthly meeting in May.
- B. The election of all officers shall be by ballot at the regular meeting in June. If unopposed, open voting is permitted. The Recording Secretary shall receive, count and record all votes.
- C. Upon election of new officers for the upcoming year, a review of the Del Val All Sports Booster Club By-Laws must be completed, approved and signed in accordance with Article IX of these By-Laws no later than January of the current school year.
- D. The election of President and Secretary and Financial correspondent shall be held on odd years from the election of Vice President and Treasurer on even years.
- E. No officer shall hold more than (1) elected office at a time.

Article VII – Voting Member

- Anyone in attendance who has paid membership dues shall be a voting member.

Article VIII – Meetings

- A. Meetings shall be held at Delaware Valley High School on the second Monday, (or other pre-selected day), of each month from September through June. Email reminders of meetings will be sent to all members.
- B. A reorganization meeting shall be held by the June meeting.
- C. Quorum will be met for all meetings when at least three Executive Board officers are in attendance.
- D. The following shall be the suggested order of business:
 1. Call to Order
 2. Flag Salute
 3. Secretary's Report
 4. Financial Reports
 5. Committee Reports
 6. Sports Representative Reports
 7. Old Business
 8. New Business
 9. Adjournment

Article IX – Amendments

- Amendments and changes to the Del Val All Sports Booster Club By-Laws and policies may be made by a two-thirds majority vote of members present provided the proposed amendment or revision has been presented at two previous general meetings.

Article X – Policies

- A. Fundraising & Distribution of Monies
 1. General fundraisers include but are not limited to:
 - Spirit items and clothing sales.
 - Sport programs, publications, advertisements and sales.
 - Membership dues as pre-determined annually by the general membership.
 2. General funds are for, but are not limited to the following:
 1. Senior recognition for each varsity sport.
 2. Awards and scholarships as determined annually by the general membership.
 3. Operational expenses.
 4. Del Val blankets to graduating seniors who have earned a varsity letter in at least one sport in their senior year or played a unified sport. Upon discretion of the Executive Board special circumstances may be voted on.
 3. Profits from specific fundraisers may be earmarked for special projects or events. These projects may be coordinated by the general membership or by groups representing a specific sport.

4. The Del Val All Sports Booster Club will assume responsibility for obtaining permits and facility use forms for fundraising events conducted by the Del Val All Sports Booster Club or members in good standing, representing the club. The Del Val All Sports Booster Club will collect, deposit and disperse all monies associated with such projects and maintain accurate records and reported at the regular monthly meetings.

B. Games of Chance

1. The Del Val All Sports Booster Club will reapply every 2 years for its state game of chance license and maintain a separate checking account for such purpose. Monies received shall be earmarked for the specific team sport which conducted the game of chance.
2. All sports teams/organization wishing to use the games of chance license for a fundraising event must adhere to the following policies.
 - Submit intended date(s) and usage at least 60 days prior to event.
 - An executive board member and/or appointed active member must be present at the event. This person(s) will act as the conductor of the games of chance.
3. The Del Val All Sports Booster Club will complete all necessary paperwork and submit all documentation to the appropriate municipality by their required deadline. Upon the township's approval, a mandatory 15-day waiting period occurs prior to receipt of certificate issuance.
4. Double tickets will be sold at the following prices: 1 for \$1 or 10 for \$5. The seller/buyer/winner all must be 18 years or older to participate.
5. All monies shall be counted by 2 members and divided equally in half.
6. The winning ticket will be drawn with winner announced and ticket verified. Winner will receive one half of the gross amount.
7. Sport teams/organization conducting games of chance are subject to a flat fee of \$10 per 50/50 application. All supplies needed to conduct the games of chance will be purchased by the team/organization themselves. All teams/organizations are responsible for state fees and licensing fees for special events (ex. Games of chance, tricky tray, raffles, casino night).

C. Awards and Scholarships

1. The Del Val All Sports Booster Club will award up to four (4) scholarships each year to graduating senior varsity athletes (senior statisticians are not eligible). The value of the scholarship is not to exceed \$500.00 each. The monies available to the Del Val All Sports Booster Club will govern the number and dollar amount of the awards, and may change yearly as voted on at a monthly meeting.
2. To receive a scholarship award offered by the Del Val All Sports Booster Club, the applicant must:

1. Have been an athlete on a recognized varsity team during his/her senior year.
 2. Have a parent or guardian who has been an active member* in good standing.
 3. Has not been placed on academic probation or violated the Delaware Valley Regional High School Student Conduct Code and / or Student Co-Curricular Code.
3. If the above stated criteria is not met by 4 candidates in a given school year, one (1) scholarship (not to exceed \$500) may be awarded based on a financial need. The following criteria must be met:
1. Have been an athlete on a recognized varsity team during his/her senior year.
 2. Have a parent or guardian who is a member of the Del Val All Sports Booster Club
 3. Has not been placed on academic probation or violated the Delaware Valley Regional High School Student Conduct Code and/or Student Co-Curricular Code.
 4. Application is reviewed on the basis of financial hardship/burden to the family
4. No member of the scholarship committee can have a son or daughter who is under consideration for a scholarship to alleviate any appearance of improprieties.
5. All candidate information is considered to be private and confidential and is not to be discussed outside of the committee meeting.
6. Senior Recognition is sponsored by the Del Val All Sports Booster Club in conjunction with the coach and the sports representative of each team. Pens and flowers (or other items as approved) are presented to each senior athlete's parents or guardians to be recognized. This event is usually held at one of the last home games, matches or meets as arranged and communicated by the head coach. The following sports are recognized:
- Fall Season
 - Football
 - Cheerleading
 - Boys Soccer
 - Girls Soccer
 - Field Hockey
 - Band – Band Boosters reimburse for the flowers and pens.
 - Boys Cross Country
 - Girls Cross Country
 - Girls Volleyball
 - Unified Team
 - Winter Sports
 - Boys Basketball
 - Girls Basketball
 - Wrestling
 - Cheerleading (already recognized in the Fall season)
 - Unified Team
 - Spring Sports
 - Softball

- Baseball
- Girls Track
- Boys Track
- Golf
- Boys Lacrosse
- Girls Lacrosse
- Unified team

Article XI – Dissolution Statement

- Should the Del Val All Sports Booster Club be dissolved, all assets, monies and records will be turned over to the Delaware Valley Regional High School Board of Education.

By-Laws Ratification:

Presented to Members October 7, 2019 (date)

Presented to Members: November 11, 2019 (date)

Voted on and Approved by Members: January 13, 2020(date)

President _____ Date _____

Vice President _____ Date _____

Secretary _____ Date _____

Treasurer _____ Date _____

Financial Correspondent _____ Date _____