

**AUBURNDALE ATHLETIC BOOSTER CLUB**  
**By Laws**

**ARTICLE 1**

- A. The name of the Association shall be called the Auburndale Athletic Booster Club (AABC)
- B. This organization shall be a non-profit incorporated association as set forth by law. Pursuant to this charge, following is incorporated and made part of the organizational bylaws per the amendment dated 10/7/97:
  - 2. In order to meet the organizational test for exemption under section 501 (c) (3), the AABC is being amended to include the following provisions:
    - a) Said organization is organized exclusively for charitable, religious, educational, and scientific purposes including for such purpose, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
    - b) No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office,

Notwithstanding any other provisions of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, corresponding section of any future federal code, or (b) by an organization, contributions to which are tax deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

- c) Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal code, or shall be distributed to the federal government, or state or local government, for public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the country in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

**Article II – PURPOSE**

The object and purpose of the organization shall be to promote and encourage the total athletic program of the Auburndale Schools and community including:

- a. To develop student and community interest in all Auburndale School District interscholastic activities and to promote, a superior athletic program with a focus on the student athlete.
- b. To raise funds to be utilized for supporting student athletes and the athletic programs and facilities.
- c. To promote interest and attendance at all Auburndale school district events and competitions
- d. To be organized and operated exclusively for the charitable and educational purposes related to the Auburndale student athletes and school district athletic program
- e. To help maintain and improve communications and cooperation between and among parents, coaches, teachers, students, student athletes, athletic director, administrators, and the School Board for the advancement and improvement of the interscholastic athletic programs in the Auburndale school district

### **Article III – MEMBERSHIP**

Any parent or guardian of a Auburndale High School athlete who desire membership shall be eligible for membership in the association.

Any person who is interested in the Purpose of the Auburndale School District Athletic Booster's Club and active in its undertakings may be considered a member of the Club.

The Athletic Director or a representative of the Athletic Director shall automatically be considered an ex-officio member of the Association.

No dues are required for membership.

### **Article IV – DUES**

No dues are required for membership.

## **ARTICLE V – OFFICER ELECTIONS**

### Section 1 - Officers

Officers shall consist of a President, Vice President, Secretary, and Treasurer. There shall be such additional officers, committee chairpersons and other officials as the officers shall appoint from time to time.

### Section 2 – Election of Officers

Election of officers shall take place at the May meeting. A slate of candidates shall be presented to the membership at the April meeting. The proposed slate shall be nominated by the nominating committee, hereafter defined, and the committee may nominate more than one proposed officer for each position. The proposed nominations may be accepted by the nominating committee in their sole consideration from the floor during the nominating meeting or the nominating committee may the nominating committee may generate nominations by itself. The full slate or slates, as nominated by the nominating committee must be accepted by the Association and will be presented and voted upon at the election meeting. In addition, nominations may also be accepted at the May meeting from the floor.

### Section 3 – Nominating Committee

The nominating committee shall consist of three members from the general membership.

#### Section 4 – Term

Officers shall serve for a minimum of one year term. Officers may serve consecutive terms if a) officer agrees to continue to serve and b) officer is re-nominated..

#### Section 5 – Voting

Voting shall be by secret ballot at the election meeting, unless there is only one nomination for an office at which time there will be a show of hands or simple voice vote. There shall be an election committee of three, appointed by the officers of the Association on the day of election of the officers.

The duty of the election committee shall be to pass out the ballots, collect the ballots and count them. The chairperson of that committee is to read the final count to the Association. In the event there is more than one person nominated for any one office, then whoever wins the majority of votes cast shall be deemed the winner of the election.

#### Section 6 – Installation

Installation of officers shall be at the May meeting, at which time the new officers shall take over their duties in all matters affecting the next subsequent school year.

#### Section 7 – Duties and responsibilities of the officers

**President:** the president of the association shall be the chair for all general meetings of the association in accordance with Roberts Rules of Order on the conduct of a meeting. The President shall call Special Meetings when he or she deems same to be necessary.

**Vice President:** The vice president shall take over as chair of all general meetings of the association in the absence of the President.

**Secretary:** The secretary shall be responsible for keeping record and minutes of each meeting and any additional records deemed necessary for the association. The secretary shall also be responsible for maintaining a membership roll of the Association in conjunction with the Treasurer. Keep record of students who support the activities of the Association in the form of hours of duty completed with support of the various committee members and officers of the Association. In addition the Secretary shall be responsible for reporting the activities of the Booster Club for publication on the Auburndale Schools website. The Secretary will also be responsible for the publication of any other information deemed important to support the mission of the Association.

**Treasurer:** the treasurer shall be responsible for keeping record of all financial matters of the association. The treasurer shall provide to the membership at each annual meeting a thorough annual report of income, expenses and profits of the association. The treasurer shall also be responsible for maintaining a membership roll of the Association in conjunction with the Secretary.

**Committee Chairs and any other appointed officers:** Shall be responsible to report to the secretary all records of any meetings held and provide to the treasurer a full financial accounting of any activity as it relates to the committee.

### **ARTICLE VI –MEETINGS**

#### Section 1 – Annual Meeting

The annual meeting shall be the regular monthly meeting scheduled for May of each year. At the annual meeting all annual reports shall be available via the Secretary's meeting minutes for review. Per Article VII, Section 3, the *Budget Revenue* will be reviewed and established for the next school year. Auburndale Booster Club Bylaws will be reviewed, updated, if necessary, and approved at annual May meeting.

#### Section 2 – Regular Monthly Meetings

The regular monthly meeting of the Auburndale Booster Club shall be the first Wednesday of each month beginning at 6:00pm unless otherwise established by the officers of the Association and published on the Auburndale Schools website not less than 15 days prior to the regular monthly meeting date.

#### Section 3 – Committee Meetings

From time to time the Association may establish committees to carry out specific functions of the organization. The times and places of such committee meetings shall be at the discretion of the committee chairperson with consensus from the committee members.

#### Section 4 – Conduct of the meetings

Wherever possible, Roberts Rules of Order shall be used as the guideline for conduct of the meeting. In the event of any disputes or disturbances that arise, the President of the association may elect to suspend the rules and take actions as necessary to maintain order and decorum in the meeting.

### **ARTICLE VII – STANDING AND SPECIAL COMMITTEES**

#### Section 1

The Association may create such standing committees as it may deem necessary to promote the objectives and carry on the work of the association.

#### Section 2

The chairperson of the standing or special committee shall present a plan of work to the Association for approval. No committee work shall be undertaken without consent of the Association.

**Facilities Chair** – Is the President or assigned designee of the President of the Association and is responsible for establishing, coordinating and overseeing the implementation of all athletic facility related equipment in support of the Auburndale Athletic Programs e.g. weight room updates, scoreboards, refinish track, concession stand improvements. The Facility Chair will report to the Association President to ensure the Athletic Facilities meet the needs of the Auburndale Athletic Programs. The Facility chair will be responsible for developing an annual Athletic Facility Needs Assessment and will work with the Athletic Director, High School Principal and Association to prioritize the projects. The Facility Chair will provide updates as necessary at the monthly Association meetings.

**Athletic Calendar Chair** – is responsible for publication, advertising, distribution and sale of annual printed sports calendars. The Athletic Calendar Chair is responsible to recruit and oversee a group of three representatives to direct advertising and layout.

1. Advertising and Layout - compile and collect advertising from businesses, individuals, teams or other booster club contingencies in an effort to produce the athletic calendar;

**Scholarship Chair** – is responsible for coordination and review of scholarships submitted to ensure they meet established requirements for Scholarship applicants. The scholarship Committee shall consist of at least three members without any conflict of interest with regards to potential applicants. A maximum amount of \$800 will be allocated annually for scholarship(s).

**Concessions Chair** – The concessions chair is responsible for establishing, coordinating and overseeing a concessions committee. The Concession Committee shall:

Recruit and schedule parent volunteers (representing the various sports teams) to manage the concession for specific events;

Submit the concession expenses and revenues for each event to treasurer

Acquire all items required for the concession stand

Recommend to the Association the allocation of profits to the funds of each sports team in relation with the participation of volunteer help

Work with Athletic Director to obtain volunteer organizations to staff Association sponsored concession stands

### Section 3

This power to form special committees and appoint their members rest with the Association.

### Section 4-

The Clothing Committee is formed for the purpose of selecting and purchasing clothing items and other related promotional items that will be sold to raise funds for the various projects of the association. The following are guidelines for the conduct of the committee in achieving their purpose:

- 1) **Organization:** The committee shall have a chairperson and at least two members at large.
- 2) **Meetings:** the clothing committee shall meet on an as needed basis.
- 3) **Reporting of Activities:** A report of the committee actions will be provided to the regular, general meeting of the Association. At least quarterly, the committee shall be required to provide a full accounting of all purchases made, sales made and net income generated by its activities.
- 4) No item shall be selected, ordered or purchased without a majority vote of the committee. In the event that a meeting of the committee is not formally held, a email record or phone call vote can be taken to purchase for resale specific items.
- 5) **Conflict of Interest:** No owner, operator or manager of a company that will directly benefit from the activities of this committee shall be a voting member on the clothing committee.
- 6) Whenever possible, the committee shall seek at a minimum, two bids for items to be purchased for re-sale. Where this is not possible, or practical, the committee may vote to suspend this rule, but must be passed unanimously.
- 7) The committee shall be responsible for organizing and promoting of any sale dates with the help of the general membership of the Association.
- 8) The committee is authorized by the Auburndale Athletic Booster club to enter into contracts for delivery of such products or services duly approved by the committee for the purposes of the committee.
- 9) This committee shall be a standing committee of the Association until such time as the Association deems it no longer necessary.
- 10) These rules may only be amended from time to time at the direction of the general membership of the Association during a regular, general meeting of the association.

## **ARTICLE VIII - FUNDS**

Section 1 – The Treasurer shall be responsible for all receipts and disbursements of funds of the Association.

Section 2 – The Association shall maintain a checking account at Pioneer Bank. All monies received by the Association, from whatever source, shall be deposited in said bank account as soon as practical.

Section 3 – Association Project Reserve (or whatever we want to call it) The treasure will present, on an annual basis, to the Association the upcoming year’s budget. Upon approval of the budget, at least 20% of the budgeted revenue will be set aside for future projects or emergency need.

Section 4 – Concession Stands Sponsored by Association. For athletic events where the Association is responsible for concessions, athletic groups and other school organized groups have the ability to work an Association sponsored concession stand and the Association will donate a set dollar amount to their organization.

- \$150 for evening event
- \$225 for full day event
- \$50 for afternoon junior high/JV football event

The Athletic Director will work with the Association in securing school sponsored groups to work Concession stands. All High School Athletic groups can initially sign-up to work concessions for 2 AABC sponsored concessions. After all High School Athletic groups have had the opportunity to sign-up for the minimum 2 concessions, High School Athletic groups may sign up for more than their initial 2 events. AABC providing these donations are in place of providing High School Athletic programs with a set “annual stipend”. If workers are still needed to work concession stands after offering to High School Athletic programs, the Athletic Director will give the opportunity to sign up to work concessions to the Junior High Athletic groups and/or high school organizations such as band, student council. If after offering dates to the additional groups there are still slots open to work, these slots will be offered to youth athletic programs. If at any time AABC is no longer responsible for athletic event concessions, AABC will no longer provide concession stand sponsored donations.

## **ARTICLE IX – PROPERTY RIGHTS**

Membership in this Association shall not title or vest any of the members with any property rights or rights having to do with monetary values of any kind whatsoever, including but not limited to, property rights or monetary rights in the school or Association.

## **ARTICLE X – FUNDING REQUEST PROCEDURES**

### Section 1

Any request for funds that meets the criteria of furthering the goals, objectives and purposes of the Association shall be considered by the Association for funding. Funding shall be dependant on funds availability and the simple majority rule of the Association. Though the practice of making funding requests outside of the normal monthly meeting is highly discouraged, it is understood that from time to time, emergency or unplanned for funding requests arise that are time sensitive in nature. An effort will be made to contact all of the officers of the AABC for the approval of the request. A simple majority of the officers available, or a minimum of two officers of the AABC, shall be authorized to approve up to \$250 of funding for any one emergency

request. The emergency approved request will be included in the next month's regular meeting minutes as a "confirmation" of the approval noting the officers who approved the request. The requesting program or individual shall be required to attend this meeting or risk approval of subsequent funding requests. All requests that are not truly time sensitive shall be referred to the normal funding request procedures as noted in this section.

## Section 2

An application for funding form shall from time to time be established by the officers of the Association. Said form shall at a minimum contain the following information:

- Name of organization or individual making the request.
- Purpose of the request.
- Total dollar amount of the project.
- Dollar Amount of any other funding sources used.
- Dollar Amount of the Request
- Date funding is required by
- Indicate if the project include equipment/items that will be shipped to the school

## Section 2A

If funding request includes equipment/items that will be shipped to the school, coach will need to submit a Purchase Order (PO) to the school. AABC will write check for the funding request amount directly to the school.

If funding request will be shipped directly to coach, coach submits receipt for requested item to AABC and AABC will reimburse the coach directly.

## Section 3

Persons or organization requesting funding must be present in person whenever possible to present the request to the Association.

As coaches are busy, each athletic sport participating in the AABC may have a Team Representative to serve as the spokesperson for that sport in all matters brought to the AABC whether related to the sport or otherwise. The Team Representative would be selected by the head varsity coach of each sport. No person could serve for more than one sport. Team Representatives would not be required to attend all meetings but would be expected to attend those meeting where they have requested an item on the agenda. You would then add a "Team Representative Chairperson", to ensure each sports team is represented in the AABC planning and the varsity coach has assigned a chair.

## Section 4- Athlete Requested Scholarship Funding

- a. From time to time the Association may create rules and criteria in relationship to the establishment of a camp scholarship program. Said criteria shall be accepted by the general membership of the Association two regular monthly meetings prior to an established deadline for application for funding. A committee shall be appointed to review the applications and make selection of recipients. The decisions of the committee shall be in accordance with the criteria established. The committee shall consist of at least three members without any conflict of interest with regards to potential applicants.
- b. Only High School athletes may be considered for funding of camp scholarships or general scholarships. All distributions in this manner shall not be in violation of any other

bylaw established by the Association or rules established by the WIAA and shall be consistent with the objectives of the Association. This may include requiring work on Association projects prior to application.

#### **ARTICLE XI AABC – FEEDER PROGRAM SUB COMMITTEES**

The purpose of this section of the bylaws is to govern the integration of sport feeder programs or varsity level club programs into the Auburndale Athletic Booster Club (AABC). Only those programs whose mission is consistent with the purpose and mission of the AABC are eligible for integration. If a sports feeder program or varsity level club program desires to become a part of the AABC, it may chose to do so in two ways:

- 1) Turn over the complete program to AABC including all finances and governance related items. A committee may be formed under the committee section of the AABC bylaws for the operation of the integrated program. Any rules to govern the program, fundraising events and financial matters shall be governed by the AABC.
- 2) The second method is the formation of a formal standing committee of the AABC. This option allows for separate governance, limited fundraising events and some financial control with AABC approval.

Both methods of integration are permitted however, the first method is preferred.

If option 2 is chosen, the following items must be approved by the AABC:

- 1) Purpose and mission statement that is consistent with the purpose and mission of the AABC.
- 2) By-laws for governance of the program including the following items:
  - a. Establishment of a minimum of 3 person officer team.
  - b. Program rules with regards to participation requirements and eligibility.
- 3) Annual financial report including an accounting of all income and expenses.
- 4) Annual budget to be presented each year in May including any and all fundraising activity.
- 5) Annual calendar of events
- 6) Opening and operation of any bank account

#### **ARTICLE XII - USE OF AABC EQUIPMENT**

Use of AABC equipment cannot be used for non-school sponsored activities.

#### **ARTICLE XIII - AMENDMENT**

These bylaws shall be approved by the membership at a regular meeting of the Association. Such amendments shall be presented in writing and read at the regular prior to the time of voting.

#### **ARTICLE XIV – OUTSIDE FUNDRAISER EVENTS OR BENEFITS**

The Auburndale Athletic Booster Club, in order to maintain control over fundraising events not conducted by the organization itself, has adopted the following policy guidelines and form to manage the use of its AABC Authentic Logo and the use of its name in conjunction with fundraising events.

**Auburndale Athletic Booster Club**  
**Benefit Approval Policy Guidelines**

The Auburndale Athletic Booster Club (AABC) is approached from time to time to be the beneficiary of financial support as a result of special fundraising events or projects by generous individuals, groups, and organizations.

In order to insure that all proposed fundraising projects conducted someone other than AABC are in keeping with the organizational guidelines and to comply with the regulations pertaining to non-profit organizations, AABC may require:

- 1) Completion and return of the attached Benefit Approval Form for review prior to authorization to conduct a fundraising project or event. This form should be submitted a minimum of 30 days prior to the event. AABC shall review the request. All requests will be responded to in a reasonable amount of time.
- 2) Use of the AABC name or logo will only be authorized after completion of the Benefit Approval Form. Sponsor is authorized to use the AABC logo and name only in connection with the approved, specified, fundraising event, and only until the completion of the event or termination of the agreement.
- 3) Any advertisements or press releases related to the fundraising event needs to be approved by AABC prior to release.
- 4) The amount or percentage of the monies donated to AABC must be included in all advertisements so that the public knows the percentage of their funds that will benefit the AABC. The terms "all profits" or "the profits from" are not acceptable forms of disclosure for this purpose. An amount per item would be more appropriate.
- 5) AABC assumes no responsibility for promoting the event.
- 6) Event sponsor agrees to comply with all local or government regulations. This includes, but is not limited to, registering with the appropriate agencies, purchasing insurance, and following any rules of disclosure currently required by the IRS, and required license and permits.
- 7) The sponsor/organization or person holding the event intended to benefit AABC agrees to indemnify and hold AABC harmless from any and all claims that may arise as a result of the event.
- 8) This agreement shall not be assignable by the sponsor.
- 9) Sponsor shall perform all things necessary for the successful completion of the Fundraising Event and shall assume full obligation and responsibility for the payment of all expenses in connection therewith, without regard to the amount of funds collected for the Event.
- 10) Sponsor agrees to deliver to AABC, promptly after completion of the fundraising event, the proceeds, including pledges, and to provide a written accounting of the fundraising event, required by AABC.

**Please initial and date that you have read the above guidelines.**

AABC Outside Event Application Form

Name of person or organization conducting the event: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Description of the event and location:

Date of Event: \_\_\_\_\_

Describe your plan to promote the event:

How will the event benefit the Auburndale Athletic Booster Club:

What percentage of the gross revenues will be donated to the AABC? (per item or other details please)

Other Details:

I have read the attached Benefit Approval Guidelines. I agree to comply with all guidelines.

\_\_\_\_\_  
Signature of Contact Person

\_\_\_\_\_  
Date