

Albany Athletics Boosters
By-Laws
Albany High School & Albany Middle School
Albany, CA

Revision: May 7, 2018

Preamble

Albany Athletics Boosters (AAB) is an organization of individuals dedicated to the goal of making the Albany High School & Albany Middle School interscholastic sports programs successful at all levels. Albany Athletics Boosters will always keep in mind that a successful athletic program depends on dedicated students, staff, coaches, parents and community.

Article I - Name

The name of the organization is Albany Athletics Boosters. Albany Athletics Boosters has been organized under the auspices and control of the Albany Unified School District Sports Booster Club guidelines, and is held accountable to all local, state and federal regulations, policies and laws, including Title IX.

Article II - Purpose

The purpose of AAB is to conduct fundraising efforts to financially support the interscholastic athletic programs at Albany High School & Middle School through the purchase of equipment, supplies, uniforms, awards, facilities upkeep & upgrades. AAB will also sponsor recognition programs for students that participate in interscholastic sports. In addition, AAB will foster other activities that build enthusiasm and spirit.

Article III - Organization

- Incorporation
 - AAB is a non-profit corporation (501c3) chartered in accordance with its Articles of Incorporation
- Membership
 - There are no general membership fees
 - Officers of the club conduct the club's business and chair its fundraising activities
 - Members confer authority on the Officers and are ultimately responsible for actions of the Officers.
 - No member, or Officer receives pay of any kind for their activities as a Booster.
- Responsibilities
 - Any individual interested in the purposes of AAB may become a voting member. Members shall:
 - Attend Monthly Meetings
 - Subscribe to AAB By-Laws
 - Support CIF/NCS policies, AUSD policies, AHS policies, and policies adopted by the AAB Officers
 - Vote on a budget at the April meeting
 - Elect AAB Executive Officers at the May meeting

Article IV - Fiscal Issues

- Fiscal Year
 - The fiscal year of AAB will be a twelve-month period beginning July 1 and ending on June 30 of each year.
- Fundraising
 - AAB raises funds for allowed uses after acceptance by the Officers in accordance with Federal Laws, CIF/NCS policies, AUSD policies, AHS policies and policies adopted by the AAB officers.

- Expected Team Contribution (ETC)

All teams are expected to make a team-based monetary contribution to the General Albany Athletics Boosters Account to help meet basic operating expenses of the athletic program. Co-ed teams with only one head coach will be expected to contribute a proportionate amount based on the number of team players, up to a maximum of forty (40) team members. The monetary amount used to calculate the per player contribution will be assessed, determined, and included in the AAB annual budget process as noted later in these Bylaws.
- Failure to Meet Expected Team Contribution
 - Teams that are unable to meet the ETC, but are within 10% of that goal will not be expected to carry over the negative balance.
 - Teams that are unable to meet their expected team contribution within 10%(i.e. Deficit of 10% or greater) will be expected to carry-over the negative balance to the next school year.
 - Teams will only be allowed to carry-over a negative balance for one school year. After which, the following steps will be taken.
 - Evaluate whether the coaches/parents are making a concerted effort to fundraise in order to make their contribution to the general athletic budget.
 - Evaluate whether a coaching change needs to be made in order to provide stronger leadership with fundraising.
 - Evaluate whether or not AAB can afford to allow the program to continue.
 - Evaluate whether or not the coach utilized fundraising options provided by AAB.
- Funds Distribution Process for Teams
 - AAB generates income from fundraising efforts, donations, corporate sponsors and from the Expected Team Contribution from all teams.
 - A team/program requesting a distribution of funds in addition to the approved budget for the current fiscal year must submit a Financial Support Application (FSA) at least two weeks before the funds are needed.
 - Applicants must strictly follow the form.
 - Compliant applications are considered according to certain criteria:
 - Recognition as an interscholastic sports representing Albany High School or Albany Middle School
 - Number of athletes in program
 - Financial need as determined in collaboration with the Athletic Director
 - Amount of funding currently held in the team account
 - Compliance with applicable Federal, State County and School Laws and Policies, including Title IX
 - Amount of participation over the past years in AAB fundraisers, events & monthly meetings
 - At the end of each season of sport (Fall, Winter, Spring), the AAB Bookkeeper will transfer the Expected Team Contribution from each team account into the General Albany Athletics Boosters Account to help meet basic operating expenses of the athletic program.
 - All individual team funds will be held by AAB. All expenses from team accounts must be approved by the Athletic Director.
 - All unbudgeted expenditures from the AAB General Account in excess of \$500.00 must have prior approval of Albany Athletics Boosters.
 - Fan Bus: If an AHS team makes it to an NCS semifinal or championship game, AAB will coordinate the rental of a bus to transport students, parents and members of the Albany community to/from the game. This is dependent upon the availability of a bus from our contracted bus company. Cost will be covered by the AAB General Fund.

- Title IX
 - AAB aims to distribute benefits to Albany High School and Albany Middle School athletic teams in a way that equalizes the amount allocated to male participants and the amount to female participants, in accordance with the provisions of Title IX of the Educational Amendments of 1972.
 - This policy is thereby aimed at the affected programs as a whole, not sport-by-sport.
 - AAB does not guarantee compliance with Title IX for athletic sports and defers this responsibility to the Title IX Committee, Athletic Director, and Principal. AAB will not willfully or knowingly take actions that cause a Title IX imbalance, but will work in partnership with the Title IX Committee to support Title IX in AHS and AMS.
- Capital Fundraising
 - On an as-needed basis (Ad Hoc), AAB will participate in capital fundraising activities for Equipment and Facilities used by more than one team and that are in line with AAB purpose and fiscal and legal responsibilities.

Article V - Officers

Duties of the Officers shall include the following:

- President
 - Prepare and post an agenda one week prior to the next scheduled meeting.
 - Preside at all meetings of AAB and of the Executive Committee.
 - Be the principal officer of AAB and guide its functions.
 - Serve as a liaison between AAB, AHS & AMS Administration, school board, athletic director and community organizations.
 - Checks in excess of \$2,500 or more require the president to co-sign.
- Vice-President
 - Assist the president and act for him/her in his/her absence or by discretion.
 - Perform such duties as the president may direct.
 - Chair the Nominating Committee for the Executive Committee.
 - Chair the Communication Committee.
- Treasurer
 - Act as custodian of all funds in cooperation with the AAB Bookkeeper
 - Coordinate the deposit of all money received with the AAB Bookkeeper into the AAB account
 - All checks must be signed by the treasurer or president. Checks in excess of \$2,500 require both the treasurer and president's signature.
 - File all required State and Federal documents at the end of each fiscal year.
- Secretary
 - Act as custodian of the records of AAB, except for the accounts of the Treasurer.
 - Conduct the official correspondence of AAB and maintain a file for all such correspondence.
 - Keep all records of all meetings of AAB and performs such other duties as the president may direct, including written notice of meetings.
 - In absence of the Secretary, the president shall designate a member to take the minutes of the meeting.
 - Post meeting minutes to the AAB website no later than one week after each meeting.
 - Send all updates to the AAB website to the Vice-President and Athletic Director.
- Ex-Officio Officers
 - The immediate past president, AHS & AMS Principals and Athletic Director shall act as ex-officio Officers of AAB. Ex-officio Officers are advisory, non-voting members.

Article VI - Terms of Office

- President- Shall serve a term of two years beginning July 1 and ending on June 30 of the second year of term.
- All other Officers will serve a term of one year beginning July 1 and ending on June 30.
- A slate of Officers will be presented at the April meeting by the Executive Committee. Nominations will also be taken from the general membership.
- Officers shall be elected by a majority vote of members present at the May meeting.

Article VII - Organization and Committees

Governance

- Executive Committee
 - The Executive Committee shall consist of all Officers and shall act on procedural matters brought to its attention by the General Membership or any officer.
 - The Executive Committee will monitor fundraising efforts and provide updates to the General Membership.
 - The Executive Committee will create policies relevant to team and general fundraising efforts.
 - The Executive Committee will review and approve matters to be brought to a General Membership vote.
 - The President is the chairperson of the Executive Committee.
- Nominating Committee
 - The Nominating Committee chaired by the Vice-President helps with the recruitment of candidates for next year's Executive Committee.
- General Membership Committee
 - The General Membership Committee shall consist of all members in attendance at a regularly scheduled meeting of AAB.
 - Each member of the General Membership Committee has a vote in all matters brought up for a vote at the meeting.
 - A majority vote of the General Membership Committee is necessary to pass any motion brought before the General Membership Committee.
 - The President holds the tie-breaking vote.
- Operating Committees - all Chairs are appointed by the President
 - Fundraising Committee
 - General I Fundraising Subcommittee
 - The Executive Committee will create fundraising projects to support the raising of general funds for AAB and will work in partnership with other organizations committed to raising funds for AAB.
 - ETC Fundraising Subcommittees
 - Team coaches are the de facto representative for each Team's ETC Fundraising. This role can be fulfilled by a committed adult, parent, or committee as designated by the team coach.
 - Communication Committee
 - The Communication committee shall work with the athletic director in developing and maintaining a website for the benefit of Albany Athletics and the booster club. The committee shall be in charge of publicizing Albany Athletics Boosters events throughout the year.
 - Hall of Fame/History Subcommittee
 - The Hall of Fame Committee will work with the Athletic Director to develop policies to determine and establish policies for admittance to the Hall of Fame. They shall organize

and coordinate all Hall of Fame induction ceremonies. This committee will be formed every five (5) years.

- Budget Subcommittee
 - In partnership with Albany Athletics, the March monthly meeting will be designated as the Budget and Planning Meeting. A proposed budget will be presented, which will be approved at the April meeting.
- Capital Fundraising Committee(s) (as needed)
 - AAB will create Capital Fundraising Committees and separate fundraising bank accounts for Capital Fundraising as needed and as outlined in Article IV.
- Bylaw Review Committee
 - Bylaws will be reviewed at a minimum every two years to ensure AAB is operating in accordance with the Bylaws. Updates to the bylaws will be proposed and discussed, then tabled for one month before a general vote occurs.

Article VIII - Representatives

The coach of each interscholastic sport/activity shall appoint a representative for their sport. The representative will be known as the “liaison” for _____ sport/activity. The duties of this representative will be to:

- Attend booster meetings as a representative of the specific sport/activity.
- Be a liaison between the coach and Albany Athletics Boosters.
- Contact other parents in the sport to assist in sports pass sales and game/event promotions.
- Assist with senior recognition night activities for students and parents.
- Assist with award night activities.
- Assist with “minor” fundraising activities for the sport.

Representatives are not to approach AAB for funds. This shall be done by the Head Coach through the Athletic Director.

Article IX - Amendments and Rules

AAB shall be administered and regulated by these by-laws. These bylaws may be amended by a majority vote of the General Membership Committee. Robert’s Rules of Order shall govern the conducting of all meetings. The meetings shall focus on AAB related fundraising activities, not athletic policies, coaching decisions, or other non-AAB related items.

- Vacancies
 - In the event of a vacancy of the president, the vice-president shall serve the remainder of the term as acting president and, upon completion of the term, shall assume presidency in normal order. In the event of a vacancy of the treasurer, the duties of the treasurer shall be assumed by the president or his/her appointee.
- Resignation
 - An officer may resign by written notice to AAB. The resignation is effective upon receipt by AAB or a subsequent time as set forth in the notice of resignation.