

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

Adopted: October 25, 2010

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. (4/2015)

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 (10/2011)
 - 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 and willing to support the policies and subscribe to the By-Laws of AAB may become a voting member. Members shall:
 - Attend Monthly Meetings
 - 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.

All teams are expected to make a \$200 per athlete contribution to the General Albany Athletics Boosters Account to help meet basic operating expenses of the athletic program. (10/2011) Co-ed teams with only one head coach will be expected to contribute \$200 per player, up to a maximum of 40 team members/\$8,000. (9/2013)

- Failure to Meet Expected Team Contribution (11/2013)
 - Teams that are able unable to meet that goal, 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%) 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 60 days 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 (\$200 per athlete-AHS/\$120 per athlete-AMS) from each team account into the General Albany Athletics Boosters Account to help meet basic operating expenses of the athletic program. (10/2011)
 - All individual team funds will be held by AAB Executive Committee and the Athletic Director. All expenses from team accounts must be approved by the Athletic Director. (10/2011)
 - 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. (2/2014)

- 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 or club-by-club.
 - AAB does not guarantee compliance with Title IX for sports or clubs, and defers this responsibility to the Title IX Committee, Athletic Director and Principal.

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.
- Treasurer (5/2014)
 - 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 AHS & AMS websites no later than one week after each meeting.
 - Send all updates to the AAB website to the 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.

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 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. A majority of sports represented constitutes a quorum.
- Operating Committees - all Chairs are appointed by the President
 - Revenue Generation Committee
 - External Fundraising Projects Subcommittee (For example: Golf Tournament, Crab Feed or other major fundraising efforts)
 - Internal Fundraising Projects Subcommittee (For example: Per Athlete Donations, season Adult Sports Pass sales)
 - Program Management Committee
 - The website committee shall work with the athletic director in developing and maintaining a website for the benefit of 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.
 - Scholarship Committee Subcommittee
 - The Scholarship Subcommittee shall be appointed by the Executive Committee.
 - The Scholarship Committee shall work with the Athletic Director to determine recipients of AAB Scholarships.
 - Budget Subcommittee (9/2011)
 - 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.
 - Large Capital Expenses/Purchases (Equipment/Facilities used by more than one team)

Article VIII - Representatives (10/2011)

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 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 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.