



Amesbury High School All Sports Boosters Club

Highland Street

Amesbury, MA 01913

Phone: (978) 388-4800 Fax: (978) 388-3393

Email: ahs-boosters@hotmail.com

2010 By-Laws

- I. Organization Name: Amesbury High School (AHS) All-Sports Boosters Club.
- II. Mission Statement: The AHS All-Sports Boosters Club is an independent, non-profit, non-political organization that provides support to all athletic clubs and athletic programs at the high school level. The goal of the club is to make high school athletics available to as many AHS students as possible with the belief that involvement in athletics supports successful students.
- III. Club Officers: Shall consist of President, Vice-President, Treasurer, Recording Secretary, Communications Secretary, and two Members At-Large.
- IV. Executive Board: Shall consist of the club's officers and all prior club presidents in good standing.
- V. Club Officer Elections:
 - A. A 3 person Nominating Committee will be sought and named by the President at the September Club Meeting. If available the Nominating Committee will include at least one current officer and at least one non-officer. All committee members must be club members in good standing. After committee is named, the election notice shall be publicly posted for 2 months.
 - B. Nominating Committee will present the slate of nominations at November Club Meeting. Nominations will also be accepted at this meeting from the general membership.
 - C. The election of club officers will be held at the Annual General Meeting in December. All members in good standing may cast a vote. Candidates receiving a majority of the votes cast at the Annual General Meeting will be elected.



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- D. New officers will preside at the January Meeting.
- E. Term of office will be January 1st through December 31st of the following year.
- F. In the event a seat remains vacant following the annual elections, or becomes vacant during the year, the club president will appoint a member in good standing to fill vacant seat(s).

VI. Membership:

- A. Membership is open to all that support Amesbury High School athletic programs.
- B. Members in good standing must pay the annual membership dues of \$5.00 per year per family. Dues must be paid one month before voting rights are established.
- C. Each team whether varsity, junior varsity or freshman, shall provide a liaison to the club to serve as Team Representative, representing the interests of said team.
- D. Membership Dues will be deposited in the general fund for use at the discretion of the membership, in accordance with Section VIII of these by-laws.

VII. Club Meetings

- A. Monthly Club meetings will be held on the first Monday of each month except in July.
- B. Special Meetings may be called by the President when deemed necessary. A special meeting shall be called whenever requested by a majority of the officers or when requested in writing by 10 members or 1/3 of membership whichever is less. Members will be notified in writing, e-mail or by phone at least 2 days prior to the meeting.



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- C. Unless specified in these by-laws, Roberts Rules of Order will govern all Club meetings.
- D. A quorum is required to conduct Club business at Club meetings. A quorum is constituted by a minimum of 7 members in good standing of which 3 are elected officers.
- E. The agenda for monthly meetings is set by the club president with approval of the Executive Board.
- F. Order of Business
 - 1. Sign-in sheet for all attendees
 - 2. Call to Order
 - 3. Recording Secretary's Report: Minutes from previous meeting.
 - 4. Athletic Director's Report
 - 5. Updates and Correspondence
 - 6. Treasurer's Report
 - 7. Committee Reports
 - 8. Membership Comments
 - 9. Old Business
 - 10. New Business
 - 11. Date of Next Meeting
 - 12. Adjournment

VIII. VOTING

- A. A motion to take a vote of the membership can only be made by a member of the Executive Board then seconded by another member of the Executive Board before a vote of the membership can take place.
- B. A member of the Executive Board can request that a vote be tabled until the following meeting. Votes can only be tabled once.



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- C. A majority vote of the membership is required to transact all business of the club.
- D. A 2/3's majority vote of at least five members of the Executive Board present at any meeting is required to overturn any vote of the membership taken during the current fiscal year, with the exception of removing a sitting officer.

IX. Duties of Officers and Executive Board

- A. *President*: In addition to other duties listed in these by-laws shall be the principal executive officer of the club, subject to the control of the membership. Shall in general supervise and control all of the affairs and business of the Club. When present, preside at all meetings of the membership.
- B. *Vice-President*: In the absence of the President, shall perform the duties of the President. Possess all the powers and perform all the duties of that office. Serve as Membership Chair. Shall act as the club's Financial Secretary in support of, and to provide oversight of the Club Treasurer, including naming an Annual Audit Committee to verify the financial activity of the Club. Perform such other duties as the President and Executive Board may designate.
- C. *Recording Secretary*: Shall keep the minutes of all club meetings. Provide an electronic copy of approved meeting minutes to the School Department webmaster for posting on the AHS website.
- D. *Communications Secretary*: In the absence of the Recording Secretary, shall perform the duties of the Recording Secretary. Publicly post notice of club meetings, functions and events. Shall coordinate and maintain copies of all club correspondence.



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E. *Treasurer*: Shall have charge and custody of, and be responsible for all funds and securities of Club. Shall supervise the following activities:

- 1) The collections and receipt of all funds due.
- 2) The depositing of such funds in the Club account.
- 3) The disbursement of same upon order of the membership or coaches.
- 4) The presentation of statements to the membership at monthly club meetings
- 5) Preparation and presentation of the Annual Financial Report at the December general meeting.
- 6) Present all statements and supporting documentation the Audit Committee consisting of 3 Club members of which 1 must be a Club Officer (other than the Treasurer). Report will be presented at the November general meeting.
- 7) Shall be responsible for each individual team's account. If a team is requesting funds which exceed their balance, prior approval from the membership is required, in accordance with the voting requirements set forth in these by-laws. The team's account balance must be fully funded within a reasonable time, before end of that season.
- 8) Coordinate with Club Accountant for the purpose of filing all required forms required by the federal government and the Commonwealth of Massachusetts.

F. *Members At-Large*: Members At-Large, at the request of the President, can fulfill the responsibilities of other Club Officers.



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- X. **Fiscal Year:** The fiscal year of the Club shall begin on the first day of January and end on the 31st day of December in each year.
- XI. **Removal of Club Officers:** Club Officers not fulfilling the responsibilities included in these by-laws, or not acting in best interests of the Club can be removed from office by a 2/3's vote of all other Club Officers. In the event an Officer cannot attend a club meeting they must notify the Club President. All efforts should be made to get any pertinent reports to a club member for distribution.
- XII. **Amendments:** These by-laws may be altered, amended, or repealed and new by-laws may be adopted by a majority vote of the membership, in accordance with Section VIII of these by-laws.
- XIII. **Annual Review:** These must be presented to the membership each year at the January meeting for review and approval.