

BY-LAWS

OF THE

DOVER EAGLE ATHLETIC BOOSTER CLUB

PREAMBLE

We, citizens of the Dover Area School District and the Commonwealth of Pennsylvania, associate ourselves for the purpose of promoting goodwill between school, students and parents; to increase attendance at all sports activities; to encourage participation in all sports; and to financially *aid* the athletic program as deemed necessary by the membership.

ARTICLE I

NAME

SECTION I - This association shall be named and known as the "Dover Eagle Athletic Booster Club".

ARTICLE II

PURPOSE

SECTION I - To provide opportunities for social, emotional, educational, and physical development.

SECTION II - To provide opportunities to learn sportsmanship and awareness of team cooperation.

SECTION III - To cooperate with the Dover Area Board of Education, Superintendent of Schools, Building Principals, Director of Student Activities, coaching staff, and other organizations in a positive manner beneficial to the Athletic Program and the coaches and students involved.

SECTION IV - To educate parents and other interested community members in the worthwhile values important with student participation in scholastic athletic programs.

A) ARTICLE III

MEMBERS

SECTION I - Members consists of interested persons 18 years of age and over. All individuals shall be eligible to participate in the club regardless of race, creed, color, national origin, sexual orientation or physical handicap. The Building Principals of the Intermediate and High Schools or their designated representative(s), and the Coaches of all Dover Area School District athletic teams may participate.

B. ARTICLE IV

C. MEETINGS

SECTION I - Monthly meetings shall be conducted on the second Monday of each month.

Any exceptions will be decided by the Executive Committee. The schedule of monthly meetings and the room in which they will be held will be announced at the first scheduled meeting of the year.

SECTION II - Special meeting may be called by the President and/or Executive Committee.

SECTION III- The clubs calendar year begins on July 1 of each year and shall end on June 30 of the following year.

SECTION IV - The rules contained in "Robert's Rules of Orders, Revised" shall govern this Club in all cases except those that conflict with the rules of this Club.

SECTION V - Unless otherwise specified, the meeting times will commence at 7 pm and end accordingly.

1. ARTICLE V

OFFICERS

SECTION I - The officers of this club shall be the President, Vice President, Recording Secretary, Treasurer, and the Director of Fund Raising.

II. ARTICLE VI

III. DUTIES OF OFFICERS

SECTION I - The President shall preside at all monthly meetings and recommend all representatives to other organizations. The President shall be ex- officio, a member of all other standing committees. Except for the Executive Committee, the President will cast a vote only in cases of ties.

SECTION II - The Vice-President shall assume the duties of the President in his/her absence.

SECTION III – The Secretary shall keep records and minutes of all meetings and shall be responsible for distributing them at the next meeting.

SECTION IV - The Treasurer shall receive all funds due the Club, deposit the same in a fund or account designated by the Governing Board, pay all approved bills of the Governing Board signed by the President or Treasurer, and shall keep an accurate record of all funds, receipts, and disbursements.

SECTION V - The Director of Fundraising shall organize all fund-raising projects.

IV. ARTICLE VII

V. EXECUTIVE COMMITTEE

SECTION I - The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, and the Director of Fundraising.

SECTION II - The Executive Committee, by majority vote, shall have the authority to transact business in an emergency when it is impossible to call a special meeting.

VI. ARTICLE VIII

1. GOVERNING BOARD

SECTION I - The Governing Board shall be the Executive Committee. *All matters* of business, excluding elections, shall be decided by the Governing Board.

SECTION II – Should a position become available during an unexpired term, the Executive Committee shall nominate a replacement for the vacant position. The individual must meet all of the requirements for the position.

SECTION III - Whenever two-thirds of the entire Executive Committee shall agree that a member of the Executive Committee has been greatly negligent of the duties defined in the By-laws, or is incapacitated, they shall determine that the office is vacant. After consulting with other members, the President shall nominate a replacement for the vacant position. The replacement must be approved by a majority vote of the remaining Executive Committee to complete the unexpired term of said member of the Executive Committee provided the replacement meets all of the requirements for the position.

2. ARTICLE IX

a) COMMITTEES

SECTION I – If a Committee needs to be formed, Committee Heads shall be appointed by the President subject to a majority vote of the Executive Committee, for a term of one (1) year. Whenever a Committee Head position becomes vacant between elections, the President shall appoint one of the general membership to complete the unexpired term.

SECTION II - Any Member of the Club shall be eligible to serve as a Committee Head.

SECTION III - The President may establish or discontinue special committees as conditions warrant subject to a majority vote of the Executive Committee.

b) ARTICLE X

c) COMMITTEE FUNCTIONS

SECTION I - Ways and Means: This committee shall organize means of raising funds. It shall arrange for the collection and accounting of all money collected at the various sports activities and turn the receipts over to the Treasurer in an expedient manner.

SECTION II - Awards Night: This committee shall be responsible for recognizing senior athletes.

SECTION III - Concessions: This committee shall be responsible for setting up and maintaining supplies and equipment necessary for the operation of refreshment stands at all

sporting activities in accordance to Dover Area School District policy. It shall purchase all products to be sold and turn over to the Treasurer all receipts, bills, and proceeds as soon as possible. It shall be responsible for securing help at the concession stands. (***see Amendment Section III***)

SECTION IV - By-Laws: This committee shall continually review the By-Laws as they relate to the efficient operation of the Club. It shall receive comments and recommendations from all members of the organization for improvements in the By-Laws. It shall carefully review each suggestion to determine whether or not Amendments of the By-Laws are possible and/or desirable. When preparing an amendment, a member should use the services of this committee.

SECTION V - Program and Advertising: This committee shall be responsible for seeking and obtaining paid advertisements for game programs to be sold at various home contests. It shall be responsible for having the programs printed. (***This committee has been eliminated in 2023 – as we are no longer obtaining/selling programs – and this was actually handled by the Athletic Office, not the Booster Club***)

SECTION VI - Tournaments: This committee shall be responsible for assisting in planning and administering all tournaments sponsored and co-sponsored by the Club. It shall be responsible for planning tournament trophies and awards as required.

SECTION VII - Records and Awards: This committee shall be responsible for maintaining accurate and up-to-date lists of the following awards and records: All- League, All-State, All-American, Divisional Championships, District III Championships, and State Championships. It shall suggest for club approval trophies and other awards to be distributed for regular and special events. It shall be responsible for purchasing awards, trophies, jackets and any other award items approved by the Governing Board.,

SECTION VIII - Elections: This committee shall recommend candidates as provided for in the By-Laws.

SECTION IX - Auditing: This committee shall recommend an outside party to be responsible to audit the Treasurer's books and submit their report to the Executive Committee by the August meeting.

VII. ARTICLE XI

VIII. ELECTION OF OFFICERS

SECTION I - The election of Officers shall be held annually at the May meeting.

SECTION II - Any Regular Member whose son/daughter participated in a sport during the current school year and whose son/daughter shall be eligible to participate in a sport during the upcoming school year shall be eligible to hold an Office in the Club.

SECTION III - The Members shall recommend to the Club at least one nominee for each elected Officer's position at the April meeting. Nominations can be made from the Club Membership at said meeting after the report of the nominating committee has been read

and seconded.

SECTION IV - The term of office for all Officers shall be one year and shall run from July 1 to June 30 of the following year (new officers shall begin in June to work with current officers for the transition of roles).

SECTION V - A simple majority vote of the Members of the Club present at the annual Elections Meeting shall be required to elect all Officers which will be held in May.

SECTION VI – In the event there is more than one nominee, the ballot for all elected Officers shall be by a closed written ballot.

1. ARTICLE XII

APPOINTMENT OF SPORT REPRESENTATIVES

SECTION I - Any Member whose son/daughter has participated in a sport during the current school year and whose son/daughter shall be eligible to participate in sport during the upcoming school year shall be eligible to serve as a Sports Representative.

SECTION II - The Club shall obtain the Head Varsity Coaches' recommendations for the Sport Representative.

2. ARTICLE XIII

3. VOTING

SECTION I - Each member of the Executive Committee shall have one vote on all questions, and the vote of the majority shall prevail in all matters except where noted in the By-Laws.

SECTION II - Each Member shall have one vote on all governed issues.

IX. ARTICLE XIV

QUORUM

SECTION I - A quorum for the purpose of holding any general meeting shall be at least a majority of the Executive Committee.

A. ARTICLE XV

B. EXPENDITURES

C.

SECTION I - All appropriations must be approved by a majority vote of the Executive Committee, except where noted in Article VIII, Section II.

SECTION II - All expenditures must be evidenced by proper invoice or receipt.

SECTION III - Expenditures by check require the signatures of the Treasurer or the President of the Booster Club. All expenses must be turned in within 10 business days of close of an event.

SECTION IV – Teams can only go \$1,000 in debt; once in debt over \$1,000, no checks will be written without approval of the Executive Committee.

D. ARTICLE XVI

PROPERTY

SECTION I – All money and articles donated to further the Athletic Department will become the property of the Dover Area School District.

SECTION II - In the event of the dissolution of this Club, all property and funds will automatically become the property of the Dover Area School District.

X. ARTICLE: XVII

a) ANNUAL FINANCIAL REPORT

SECTION I - An annual financial report shall be filed with the Dover Area School District no later than **July 1st by the treasurer.**

XI. ARTICLE XVIII

AMENDMENTS

SECTION I - Any Article of these By-Laws may be amended, suspended, or annulled by a two-thirds vote of the entire membership of the Executive Committee provided the amendment(s) was (were) proposed and seconded at the immediate previous meeting.

SECTION II – The Secretary shall be responsible for keeping and maintaining the bylaws.

SECTION III – In place of a Committee for Concessions, the individual teams stand responsible for the purchase of products to be sold, and to turn over to the Treasurer all receipts, bills, and proceeds as soon as possible. They shall be responsible for securing help at the concession stand(s).

- A)** Receipts must be turned over to the Treasurer to receive a refund from their respective accounts. All receipts must be turned in within 10 business days of close of event or all funds will be forfeited to D.E.A.B.C.
- B)** A team which stocks the concession stand(s) and operates it throughout the intended sports match, will split the proceeds accordingly:
 - a. 80% to the team
 - b. 20% to D.E.A.B.C
- C)** A team which stocks the concession stand(s), and has another team operate it throughout the intended sports match will split the proceeds accordingly:
 - a. 50% to the team which stocked the stand(s)
 - b. 30% to the team which operated the stand(s)
 - c. 20% to D.E.A.B.C
- D)** Small Games of Chance license will only be held by Executive Board Members. The small games of chance license must be on premises for any small games of chance event.

SECTION IV – Any event in which the music boosters is also running its respective concession stand will not sell any specialty item (from a DEABC stand/by a DEABC team) which the music boosters sells chicken, including but not limited to Chick-Fil-A, fried Oreos, etc. D.E.A.B.C will ask the music boosters to not sell any specialty item our stand(s) sell as well so both may work for the betterment of Dover students.

SECTION V – Any event in which an outside organization (D.A.A.C, D.Y.B, etc.) uses our concession stand(s), they will contribute 10% of their proceeds, not exceeding \$200 (\$2,000 in proceeds), to D.E.A.B.C.

SECTION VI – The D.E.A.B.C will not give money to sponsor/award specific individuals (except for DEABC Scholarships) or to sponsor a team.

- A)** Team funds may be used for these purposes, but not the general D.E.A.B.C. fund.
- B)** If a team does not have the necessary funds, D.E.A.B.C. can advance the funds, if they are requested and a majority approve the advance. Maximum advance of funds cannot exceed \$1,000.00.

SECTION VII – Team fundraisers will be split accordingly:

- A)** Sponsorship banners:
 - a.** 70% to D.E.A.B.C.
 - b.** 30% to the respective team
 - c.** Involved donors or advertisers may donate additional amounts to the specified team using the designated spot on the form
- B)** R&K Sub sales:
 - a.** 25% to D.E.A.B.C.
 - b.** 75% to the respective teams
- C)** Team signs and magnets:
 - a.** 50% to D.E.A.B.C.
 - b.** 50% to the respective teams
- D)** All other fundraisers organized and completed by a team will yield 100% profit to the respective team
- E)** **If** you do not make a concerted effort to participate in Booster Club fundraisers, your team will be assessed a fee by DEABC to offset costs spent by the Booster Club.
- F)** Small Games of Chance
 - a.** All 50/50 raffles will be run by Boosters and 100% of the profits will be allocated to the Scholarship Fund.
 - b.** Raffles may be held by individual sports teams. If a raffle requires a board member to be present:
 - a.** 20% to D.E.A.B.C.
 - b.** 80% to the respective team
 - c.** If a raffle does not require a board member to be present:
 - a.** 10% to D.E.A.B.C.
 - b.** 90% to the respective team
 - 90% to other respective team
 - 10% to D.E.A.B.C.
 - If a raffle requires a board member to be present
 - 80% to the respective team
 - 20% to D.E.A.B.C.

SECTIONVIII – D.E.A.B.C. Scholarships:

It is the intent of the Athletic Booster Club to award (4) \$1,000 scholarships each year to qualifying student-athletes (per the requirements on the scholarship application). If it becomes financially cumbersome to meet that goal, the number of scholarships and/or the dollar amount per scholarship can be adjusted as needed (if approved by the majority of the executive committee).

Revised 07/17/2025

Secretary, Jennifer Harlacher