

**CONCORD SPORTS BOOSTERS, INC.  
WILMINGTON, DELAWARE  
BYLAWS  
(as proposed on March 2, 2025)**

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**MISSION STATEMENT:**

To build and maintain an organization which will help promote and support the general activities of Concord High School's ("CHS") athletic programs within the policies and rules established by the Brandywine School District ("BSD") and the Principal of Concord High School.

**Article I. NAME**

The name of the association shall be Concord Sports Boosters, Inc. ("Boosters").

**Article II. OBJECTIVES**

The primary objective of the Boosters shall be to carry out the aforementioned Mission Statement in an organized and fair manner with due consideration given to the needs and wishes of both the student athletes and CHS administration.

**Article III. MEMBERSHIP**

- Section 1: Membership in Boosters shall be open to any student or anyone who supports the CHS athletic programs.
- Section 2: The Principal, or designate, and the Athletic Director, or designate, shall be considered ex-officio members and are given full voting privileges.
- Section 3: The membership year shall run from July 1<sup>st</sup> to June 30<sup>th</sup>, both dates inclusive. Membership rates and procedures shall be set by the Boosters and voted on as per Article VII.
- Section 4: Benefits of membership are outlined in Booster policies and procedures with respect to the disbursement of funds to teams in good standing with membership compliance. However, membership in Boosters at the various levels offered does not provide for individual voting rights at Booster meetings. Article VII defines "eligible voting members" for purposes of assessing a quorum at meetings.

## **Article IV. EXECUTIVE BOARD**

Section 1: The Executive Board shall conduct the official business of the organization and shall be composed of:

President  
Vice President  
Secretary  
Treasurer  
Membership Chair  
Concessions Chair  
Social Media Chair

Section 2: The Vice-President shall fill a vacancy occurring in the office of the President for the remainder of the then-current fiscal year. A vacancy occurring during a fiscal year in any office other than President shall be filled by a parent who currently has a child attending CHS that is involved in the CHS athletic program, approved by a majority vote of a quorum of the "eligible voting members" in attendance, in accordance with Article VII, at the next scheduled meeting of Boosters.

Section 3: Any Executive Board member may resign, at any time, by giving written notice to the Executive Board. Resignation will be effective upon receipt, unless otherwise specified in the notice.

Section 4: If any member of the Executive Board shall at any time cease to meet the qualifications or fulfill the duties of the position, that person may be removed from office by a majority vote of the Executive Board at the next scheduled meeting of the Boosters.

Section 5: Except as provided in Sections 2 and 3 above, Executive Boards positions are effective July 1st and continue through June 30th of the final year of the Executive Board member's term, to be determined as follows:

- a. Executive Board members are to serve for a term of two (2) years unless otherwise specified at the time of nomination acceptance.
- b. A person may hold an Executive Board position for no more than four consecutive years, but is eligible to hold another Executive Board position immediately following the end of such four years, in accordance with Article X.
- c. Each Executive Board position can be filled by anyone who supports CHS. At least 70% of the executive board shall be comprised of parents or guardians of athletes currently attending CHS or involved in a CHS athletic program in the upcoming fiscal year.

**Article V. DUTIES OF THE EXECUTIVE BOARD'S MEMBERS**

**Section I: The President shall:**

- a. Preside at all meetings of Boosters.
- b. Coordinate the work of the officers and committees.
- c. Authorize disbursements for the purchase of items for resale and fundraising purposes only.
- d. Perform such other duties as may be provided for by these by laws or otherwise directed by the Executive Board.

**Section 2: The Vice-President shall:**

- a. Assume the duties of the President in his / her absence.
- b. Determine for voting purposes whether or not a quorum exists at each meeting in accordance with Article VIII, Section 3, and announce such to those in attendance.
- c. Perform such duties as may be provided by these bylaws or otherwise directed by the Executive Board.
- d. Fundraise on behalf of all participating Boosters sports teams.

**Section 3: The Secretary shall:**

- a. Record the minutes of all meetings of the Boosters.
- b. File all records.
- c. Maintain an official copy of the bylaws and all other documented policies and procedures of the Boosters.
- d. Determine adherence to the bylaws and all other documented policies and procedures of the Boosters.
- e. Maintain and update a listing of Team Representatives by sport.
- f. Perform such other duties as may be provided for by these bylaws or otherwise directed by the Executive Board.

**Section 4: The Treasurer shall:**

- a. Maintain a full account of the funds of the Boosters.
- b. Make disbursements as authorized by the President, as detailed in Section I above.
- c. Make disbursement as authorized by a majority vote of a quorum of "eligible voting members" at a Booster meeting.
- d. Have all checks signed by two authorized signers, maintaining the following Protocol:
  - i. The Treasurer and the President, or the Vice-President only in the absence of, or at the request of the President.

- ii. The President and the Vice-President may dually sign checks in the absence of the Treasurer.
- e. Keep a full and accurate account of the receipts and disbursements in the books belonging to the Boosters.
- f. Provide written financial statements at each meeting.
- g. Submit the books for an audit by a committee, established in accordance with Article IX, at least one month before the meeting at which the new President, Vice-President or Treasurer assumes duties.
- h. Perform all duties in a manner outlined in the procedures approved by the Boosters.
- i. Maintain financial accounts in an FDIC-insured institution in the name of *Concord Sports Boosters, Inc.*
- j. Maintain accounts for electronic payments and ensure funds are transferred to the primary bank account
- k. Perform such duties as may be provided by these bylaws or otherwise directed by the Executive Board.

Section 5: The Membership Chair shall:

- a. Maintain a record of all current memberships.
- b. Provide team representatives with a record of current memberships for the sport represented by him / her.
- c. Verify team compliance with Booster policies regarding team membership status prior to disbursement of any monies to, or on behalf of, such team.
- d. Perform such duties as may be provided by these bylaws or otherwise directed by the Executive Board.

Section 6: The Concessions Chair shall:

- a. Oversee the planning and purchase of food, drink, and supplies for the concession stand at CHS home football games and any other games for which the Boosters are designated as being responsible for providing a concession stand.
- b. Oversee the safe handling of food by concession workers and the cleanliness of the concession facility in accordance with appropriate health standards.
- c. Securely manage the physical and electronic monies for the concession stand.
- d. Perform such duties as may be provided by these bylaws or otherwise directed by the Executive Board.

Section 7: The Social Media Chair shall:

- a. Post relevant CHS Sports updates.
- b. Monitor and ensure any comments are appropriate, positive, and encouraging.
- c. Post updates for Boosters meetings and reminders for meeting attendance.

**Article VI TEAM REPRESENTATIVES**

- Section 1: In addition to the Executive Board of the Boosters, a vital component of the association is the Group of Team Representatives from each boys' and girls' sports team at CHS. Both varsity and club sports are requested to provide representatives for their teams. These representatives collaborate at meetings to:
- a. Discuss issues affecting their sports;
  - b. Discuss funding needs;
  - c. Share fundraising opportunities;
  - d. Share team records, post-season play and significant, relevant events;
  - e. Seek assistance from others in the CHS athletic community, when needed;
  - f. Share resources and knowledge;
  - g. Directly interact with CHS administration and the CHS Athletic Director.
- Section 2: Each Team Representative shall:
- a. Solicit membership of the athletes on the team's rosters;
  - b. Collect memberships from the athletes;
  - c. Provide current Booster guidelines for funding to head coach;
  - d. Act as liaison between the head coach, parents, and athletes of the team and the Boosters;
  - e. Follow Booster policies with respect to the request of funds;
  - f. Provide a request for funds based upon actual cost, not an estimate;
  - g. Provide receipt prior to disbursement of funds;
  - h. Vote on motions at Booster meetings in a fair and equitable manner;
  - i. Designate a substitute individual (i.e., a parent or coach) to represent its team at events or to vote on behalf of the team at Booster meetings or events, as needed;
  - j. Perform such duties as may be provided by these bylaws or otherwise directed by the Executive Board or the policies and procedures of the Boosters.

**Article VII. VOTING PROCEDURES**

- Section 1: The term "eligible voting numbers" includes the Executive Board, the CHS Athletic Director or designate, the CHS Principal or designate, and the Team Representatives.
- Section 2: Prior to an issue being voted upon, the Vice President or designate, must determine that a quorum of eligible voting members exists in accordance with Article VIII, Section 3.
- Section 3: The President presents the issue to be voted upon, a motion is made by an eligible voting member as defined in Section I, the motion is seconded by an eligible voting member, and a vote is taken of the eligible voting members in attendance

as to whether they are in favor of or opposed to the issue, with majority vote determining the outcome of the issue voted upon.

- Section 4: From time to time, requests for funds must be addressed in between meeting dates. In each case, an “email vote” will take place. An email vote is initiated by the President, or his or her designate, and is sent to all eligible voting members as per Section 1 above. Motions are not made or seconded in email votes. The President describes the purpose of the request, and notes any documentation for the amount, lists the team requesting funds, and verifies that the team is in compliance with the current funding guidelines. The President tallies up the vote and if the quorum rules are met, the majority vote tally is considered binding and may be used as approval for disbursement purposes. This action is then documented in the next month’s minutes. The quorum rules are identified in Article VIII, Section 3.

## **Article VIII. MEETINGS**

- Section 1: The regular meetings of the Boosters shall be held during the school year on a monthly basis, on dates established by the President or Executive Board and shall be announced through CHS and Boosters social media, and the Raiders Sports and Boosters websites.
- Section 2: Special meetings may be called by the President, or at the request of three members of the Executive Board with at least three days advance notice. These meetings shall follow the same quorum requirements as a regularly scheduled meeting of the Boosters.
- Section 3: A quorum of the Boosters shall consist of seven “eligible voting members” in attendance or by written and signed proxy at a scheduled or special meeting, three of whom shall be Executive Board members. Either the Athletic Director or designate, or the Principal or designate must be in attendance.
- Section 4: Meetings of the Executive Board shall be held as requested, the time and place shall be set by the President and be called by the President, the Athletic Director, the Principal, or his/her designate, or at the request of three members of the Executive Board with at least three days advance notice.
- Section 5: A quorum of the Executive Board shall consist of a simple majority of the members of the Executive Board

## **Article IX COMMITTEES**

Committees are formed to carry out special projects on behalf of the Executive Boards. The Committee Chair shall be appointed by the Executive Board to serve until the completion of the project, and since this individual serves at the pleasure of the Executive Board, he/she may be removed from such responsibilities at the discretion of the Executive Board.

## **Article X. ELECTIONS**

Nomination of a new Executive Board member will be voted on at the next to last regularly scheduled meeting of a school year, except as provided for in Article IV, Section 2. A majority vote of a quorum of the Boosters as per Article VIII, Section 3 shall constitute a valid election.

## **Article XI AUTHORITY**

Section 1: No one member shall be authorized to move funds between or out of financial accounts. To move or withdraw funds, at least two Executive Board members must agree, with signed documentation. The only exceptions to the minimum authority movement of funds are:

- A) Up to \$500 cash withdrawal from the primary FDIC insured bank account for use as a temporary cash drawer during fundraising events;
- B) Transfer FROM Boosters electronic payment systems INTO the primary FDIC insured bank account;

Section 2: The Principal has the right to veto any motion that he/she feels is not in the best interests of the students, Boosters, or CHS. Any veto by the Principal can be overridden by a three quarters majority vote of a quorum of “eligible voting members” in attendance at that meeting.

SECTION 3: Any member has the right to inspect the Corporation’s books and records upon written request to the Secretary or the Treasurer. The requester will be given an electronic response within ten days. The initial response will include the requested information or, if in-person inspection is requested, meeting date options, based on availability of at least two board members.

## **Article XII AMENDMENTS**

Bylaws may be amended by a vote of a majority of a quorum of “eligible voting members” at any regular meeting, provided the amendments were presented at the preceding Booster meeting. However, the provisions of Article XIII Section 2 may not be amended.

## **Article XIII MISCELLANEOUS**

Section 1 Seal

The corporation shall have a seal which shall be “Concord Sports Boosters, Inc.”

Section 2 Restrictions

The following restriction apply to all corporate activities:

- (a) No part of the net earning, gains or assets of the corporation shall inure to the benefit of or be distributable to its officers, directors, members, or other private individuals or organizations organized and operating for a profit (except that the corporation shall be

authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes as stated in Article III.

- (b) No substantial part of the activities of the corporation shall be the carrying of propaganda or otherwise attempting to influence legislation, and the corporation shall be empowered to make the election authorized under Section 501(h) of the Internal Revenue Code of 1986.
- (c) The corporation shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.
- (d) Notwithstanding any other provision herein, the corporation shall not carry on any activities not permitted to be carried on:
  - (I) by an organization exempt from federal income taxation under Section 501(a) of the Internal Revenue Code of 1986 as an organization described in Section 501(c)(3) of such code; or
  - (II) by an organization, contributions to which are deductible under sections 170(c)(2), 2055(a)(2), or 2522(a)(2) of the Internal Revenue Code of 1986.
- (e) References to sections of the Internal Revenue Code of 1986 are to provisions of such Code as those provisions are now enacted or to corresponding provisions of any future United States revenue law.
- (f) In the event of dissolution or final liquidation of the corporation, The Board of Directors shall, after paying or making provision for the payment of all the lawful debts and liabilities of the corporation, distribute all of the assets of the corporation to one or more of the following categories of recipients as the Board of Directors of the corporation shall determine:
  - (I) a nonprofit organization or organization which may have been created to succeed the corporation, as long as such organization, or each of such organizations shall then qualify as a governmental unit under Section 170(c) of the Internal Revenue Code of 1986 or as an organization exempt from federal income taxation under Section 501(a) of such Code as an organization described in Section 501(c)(3) of such Code; and
  - (II) a nonprofit organization or organizations having similar aims and objects as the corporation and which may be selected as an appropriate recipient of such assets, as long as such organizations or each of such organizations shall then qualify as a governmental unit under Section 170(c) of the Internal Revenue Code of 1986 or as an organization exempt from federal income taxation under Section 501(a) of such Code as an organization described in Section 501(c)(3) of such Code.

#### **Article XIV PARLIMENTARY AUTHORITY**

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws or any other special/standing rules.



## **XV FINANCES**

Section 1: A tentative budget shall be drafted for the current school year and approved at a fall meeting by a majority vote of the members present.

Section 2: Requests for Funding from Sports Boosters:

- (a) All funds collected for Boosters through various fundraising efforts, are to be used for the sole purpose and benefit of the CHS athletic programs and athletes.
- (b) Below is a list of what is necessary to request money from sports boosters:
  - i. Booster membership is \$5 per student per sport.
  - ii. All requests must be presented in person at a booster meeting, or to the Boosters board email, by the team representative or a coach. A completed disbursement request form shall be submitted with all relevant receipts.
  - iii. All checks will be made payable to the requesting teams based on the information provided in the disbursement request.
  - iv. A team representative or coach must attend at least half of the monthly booster meetings – we meet 9-10 times per year; therefore a team representative must be present for a minimum of 5 of the meetings annually.
  - v. A team that provides volunteers for at least one half of the concession stand at a home football game will receive credit for 1 meeting.
  - vi. Boosters have received the membership dues for the participating team.
  - vii. A team requesting funds must have a minimum of 75% membership participation, based on the official team roster published on Raiders Sports.
  - viii. Team requests will be reimbursed, proportional to the team's Boosters membership participation.

### **State Championship Funding Requirements**

When available, \$1,500 will be set aside each season for State Championship funds. If two different teams win during one season, they will split the money, \$750 each. At no time will boosters give more than \$50 per student toward a championship award. If no money is spent for championship awards during a season, that money is returned to the booster's general fund. Boosters will not keep a cumulative championship money fund. Teams requesting State Championship funds must follow and meet the guidance set forth in Article XV, Section 2.b.

## ADDENDUM – MEMBER TEAMS

### FALL

- Football
- Cheerleading
- Concord Rowing Club - Fall
- Cross Country
- Field Hockey
- Soccer – Boys
- Volleyball – Girls

### WINTER

- Basketball – Boys
- Basketball – Girls
- Cheerleading
- Ice Hockey
- Swimming
- Track – Indoor
- Wrestling – Boys
- Wrestling – Girls

### SPRING

- Baseball
- Concord Rowing Club – Spring
- Golf
- Lacross – Boys
- Lacross – Girls
- Soccer – Girls
- Softball
- Tennis – Boys
- Tennis – Girls
- Track & Field
- Volleyball - Boys