

PENFIELD CENTRAL

SCHOOL DISTRICT

BOOSTER CLUB

BY-LAWS

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PENFIELD CENTRAL SCHOOL DISTRICT BOOSTER CLUB

ARTICLE I – NAME

The name of this organization shall be the Penfield Central School District Booster Club, Inc., herein referred to as The Booster Club.

ARTICLE II – PURPOSE

The purpose of The Booster Club is to:

1. Aid in the promotion of athletics for all students participating in sports programs sanctioned by the Penfield Central School District.
2. Promote sportsmanship among both the participants and spectators at events and support the Penfield School District's athletic philosophy, policies and procedures.
3. Provide for an organizational umbrella to assist the parents and other supporters of each individual sports program, especially in the area of fund raising.
4. In conjunction with the Athletic Director, providing input to the Penfield Board of Education regarding activities, expenditures and priorities which impact the Penfield sports program.

ARTICLE III – POLICIES

The Booster Club shall not seek to:

1. Direct the administrative activities of any of the Penfield Central Schools.
2. Control its policies.
3. Actively support any candidate for the Penfield School Board.

The Booster Club shall provide for an organizational umbrella to assist each programs activity in the areas of fund raising.

ARTICLE IV – MEMBERSHIP

Section 1 – Members:

All interested person willing to uphold the purpose and policies of The Booster Club and abide by it By-Laws, shall automatically become members at large in good standing ("Members") for the school year _____ . The school year will be defined as July 1st through June 30th. Eligible person are any Penfield School District students grade 7 through 12, and any interested adult, whether or not a resident of the Penfield School District.

Section 2 – Membership Drive

The Booster Club will conduct a membership drive during the months of September and October; however, individuals may join The Booster Club at any time during the school year.

ARTICLE V – THE BOOSTER CLUB BOARD

Section 1 – Voting:

The Executive Board (herein referred to as The Board) shall consist of voting and non voting members.

Voting members shall be:

1. One representative from each sport program, who is a member of the Booster Club and is appointed by the Coach of that program.
2. Two (2) student representatives, selected by the Varsity Club.

Non voting members shall be:

1. The Athletics Director of the Penfield School District or his/her designee.
2. School Administrator or his/her designee.
3. Board of Education Representative.

Section 2 – Activities

The Board and officers of The Board shall be the basic leadership group charged with the responsibility to transact business and to direct the activities of The Booster Club.

Section 3 – Approval

Approval of all business transactions and activities of The Booster Club shall be by a simple majority vote of the Board, unless specifically stated otherwise in the By-Laws. In the event any vote ends in a tie, such tie will be resolved by a majority vote of the Executive Board of the Booster Club.

ARTICLE VI – BOOSTER CLUB OFFICERS AND EXECUTIVE BOARD MEMBERS

Section 1 – Elections

1. The Board shall appoint officers through nominations. The officers of The Board shall consist of President, Vice-President, Secretary and Treasurer.
2. New Officers of the Board will be nominated at the May meeting of the Booster Club, and the officers shall be elected at the June meeting by a simple majority vote of the total votes cast by members of the Booster Club present.
3. The term of office for the Officers shall be the school year (July 1 – June 30). The transfer of responsibility from outgoing officers to incoming officer shall take place at the June meeting of the Board.
4. Any member of the Booster Club is eligible to hold an office.

Section 2 – Executive Board

1. The Executive Board of the Booster Club shall consist of the President, Vice President, Secretary, Treasurer and the chairpersons of the following standing committees: Membership, Fund Raising, and Facilities.

Section 3 – Voting Privileges

1. Any members of the Booster Club are eligible to vote in the election of offices.

Section 4 – Duties of Officers

1. **President:** The President is responsible for the effective operation of The Booster Club and The Board. He/she shall establish the schedule for all meetings of the Booster Club and the Board, and shall be responsible for developing and communicating an agenda for each meeting in advance. The President shall preside at all of its meetings and bring about a consensus on all issues and involve all Board members in discussion.
2. **Vice-President:** The Vice-President shall have and perform all duties and peers of the President in his or her absence. Additionally, he or she shall be the parliamentarian of The Board, shall receive requests from Members and representatives of the Support Groups for funding by the Booster Club and shall have such other powers and duties as may be assigned.
3. **Secretary:** The Secretary shall keep a correct record of all of the meetings of The Board and of The Booster Club. He or she shall keep a file of all letters, records, and reports pertaining to the activities of The Booster Club.

4. **Treasurer:** The Treasurer shall receive all monies of The Booster Club, shall keep accurate records of receipts and expenditures, and shall pay out non Support Group specific funds only as approved by The Board. All checks must be approved by the Treasurer, _____. The Treasurer's account shall be examined annually and the resultant report submitted to The Board at the June meeting.

ARTICLE VII – VACANCIES

1. In the event that an officer of the Board vacates his/her position, the Board members shall elect a successor to that office at the next regularly scheduled meeting of the Board. Such vacancy shall be filled for the unexpired term by the person selected by a majority vote of the Board.
2. Any Executive Board member not performing his/her duties as defined by the By-Laws, will be granted a hearing at the next regularly schedule Board meeting, or at a special Board meeting if the Board so elects. Following the hearing, the Executive Board member may be removed from the Executive Board provided that at least two-thirds (2/3) of the voting members then existing vote in favor of removal.
3. Any member of the Board may resign at any time by means of a written resignation filed with the Secretary specifying the effective date of resignation.

ARTICLE IX – MEETINGS

Section 1 – Regular Board Meetings:

The Board shall hold at least ten (10) regular meetings per year to carry out the business of the Booster's Club. Meeting dates are to be scheduled at the discretion and convenience of the Board, once per month during the school year September through June.

Section 2 – Special Meetings:

1. Special meetings of the entire Board may be convened upon written request of at least three (3) members of the Board to the President. Upon receipt of such request, the President shall convene a special meeting, and shall provide each member of the Board with no less than five (5) days prior notice, either via mail, e-mail or telephone.
2. Meetings of the entire membership may be convened upon the written request of at least fifty (50) members to any member of the Board. Upon receipt of such request, the Board shall convene a special meeting of the entire membership after providing no less than ten (10) days prior notice of such meeting.

Section 3 – Quorum:

Attendance at a Board Meeting one-third (1/3) of the then current Board Members, or ten (10) Board Members, whichever is less, shall constitute a quorum for the purposes of conducting the business of the Booster Club at such meeting.

Section 4 – Attendance:

Failure to attend three (3) consecutive regular meetings of the Board will be cause for dismissal of a Board member, pursuant to Article VIII, Section 3 (above).

Section 5 – Rules of Order:

When deemed necessary by the President or Vice-President, Robert's Rules of Order shall be used to transact the decision making process of the Board.

Section 6 – Reports:

1. At the end of each sport season, each individual sport Support Group shall present a written report of its activities during the season and review its proposed activities for the next year.
2. At the June meeting of the Booster's Club, the Executive Board shall submit a written report of its activities and of the activities of the various committees during the previous school year, and review the proposed activities for the next school year.

ARTICLE IX – COMMITTEES

Section 1 – Standing Committees:

The Board shall establish standing committees for each of the areas listed below. Each committee shall be comprised of members of the Booster's Club, and the Chairperson of each committee shall be appointed by the President of the Board and shall serve a term of one (1) year. Additional standing committees may be established by a majority vote of the Board.

1. **Membership**. The Membership Committee shall be responsible for an annual solicitation of members of the Booster Club, maintenance of a membership listing, and other membership related items.
2. **Fund Raising**. The Fund Raising Committee shall be responsible for establishing and implementing an overall calendar of fund raising activities.
 - a. Individual Sport Booster Clubs will be required to schedule their various fund raising activities with the Scheduling Committee in order to be sanctioned by the Booster's Club.
 - b. Fund raising activities to benefit the Booster's Club. The Committee will establish and coordinate at least three (3) fund raising events each school year to benefit the Booster's Club, and shall determine the percentage of concession revenues which will be transferred to the Booster Club.
3. **Finance**. This committee shall oversee the finances of the Booster Club, and working with representatives of the Penfield Varsity Club, will establish and track one overall account on behalf of the Penfield Booster Club. Within the master account, separate account balances will be maintained for each Sport Booster Club. This raises money on its own behalf, and for the Booster Club. The Finance Committee will be responsible for the annual Booster Club budget, and will chair the two (2) meetings per year at which requests for funding are discussed and evaluated.
4. **Concessions**. This Committee will be responsible for coordinating the sale of concessions at the specified on-campus athletic events. This Committee shall:
 - a. Manage the commonly owned and used equipment.
 - b. Manage the purchasing of supplies.
 - c. Establish operating procedures for the uses of commonly owned equipment.
 - d. Identify those athletic events held on campus at which concessions will be sold, and than allocate the concessions opportunities among the interested individual sport Support Groups.
5. **Facilities**. This Committee will be responsible for developing a list of facility related items which can be funded by the Booster Club, either short or long term (e.g., portable scoreboard, items of equipment, scorer's table, etc). In addition, this Committee will be the primary liaison with the Penfield Board of Education with respect to significant capital expenditures (e.g., all weather track, new stadium seating, lighted field, etc)
6. **Policy Advisory**. This committee shall be responsible for input and review of Sports policies of the Penfield School District.

Section 2 – Ad Hoc Committees

The Board may establish additional committees which the Board deems are required to promote the activities and interest of the Booster's Club. Committees shall meet periodically and should vary in size according to their needs. Members should commit themselves for at least one (1) year. Sub-committees are to be formed as necessary.

Section 3 – Functional relations between the Board and all Committees

It shall be the responsibility of the Board:

- a. To provide a charter of responsibility for each Committee.
- b. To insure good communications between the Committees and the Board.
- c. Call for accountability from the Committees on their goals and programs.
- d. Prioritize resources and settle questions of how available funds can be best utilized.

Section 4 – Responsibilities of the Committees in relation to the Board.

It shall be the responsibility of each Committee to:

- a. Secure Committee personnel, research projects and formulate and present programs to the Board for approval.
- b. Implement the approved programs; provide periodic reports and evaluations of the progress to the Board.

ARTICLE X – EXPENDITURES

Section 1 – Funding

Any individual sport Support Group which is represented by a Booster Club Board Member may submit a request for funding to the ___President of the Booster Club. Proposed expenditures by the Booster’s Club will, under normal circumstances, be reviewed at the regularly scheduled meetings of the Board as determined by the board The Athletic Director will submit an overall list of requests to the _____ President, and list will reviewed and evaluated by the Executive Board. The Executive Board will report to the entire Board on a regular basis those requests which have been received, and those which the Executive Board recommends be funded by the Booster Club. All proposals initiated from coaches must be submitted to the Athletic Director. Approval of a specific request will be solely in the judgment of the Board, will require only a majority vote of the Board members present at the applicable Board meeting and shall be based upon available funds, perceived need, and any other determining factors.

Section 2 – Expenditures.

Expenditures of less than One Hundred Dollars () may be made upon t5he approval of the Athletic Director and Treasurer. _____.

Section 3 – Individual Deposits.

Each individual Sports Booster Club shall have the unrestricted right to use any funds deposited with the Booster Club for the benefit of the individual sport Support Group, provided that the expenditure is document with receipts and/or other supporting information verifying the expenditure.

ARTICLE XI – AMENDMENTS

Section 1 – by Committee.

A Committee may be appointed to submit a revised set of By-Laws as substitutes for these By-Laws by a majority of the Booster’s Club member of by a two-thirds (2/3) vote of the voting members.

Section 2 – by Board.

These By-Laws may be amended at any Board meeting of the Booster’s Club by a two-thirds (2/3) vote of the voting members provided the proposed amendment(s) have been submitted by a duly appointed Committee.