

# By-Laws: Williamson Booster Club

## ARTICLE I – NAME

**Section 1.** The name of this organization shall be the Williamson Booster Club (hereinafter referred to as the “WBC”), formerly known as the Williamson Civic Betterment Association.

## ARTICLE II – PURPOSE

**Section 1. The purpose of the WBC is to:**

- A. Aid in the promotion of junior varsity, varsity and high school clubs for all students sanctioned by the Williamson Central School District (hereinafter referred to as “WCSD”).
- B. Assist with purchases related to the WCSD athletic programs and clubs that are not otherwise covered by the WCSD budget.
- C. Promote sportsmanship among both the participants and spectators at events and support the WCSD’s athletics and clubs philosophy, policies, and procedures.
- D. Provide for an organizational umbrella to assist the parents and other supporters of each individual sports program or club, especially in the area of fundraising.
- E. Provide input to the Athletic Director and or Club Advisors regarding activities, expenditures, and priorities which impact the Williamson sports and club programs.
- F. Provide oversight and management of the Concession Stand at the soccer field per the agreement set forth with the WCSD Board of Education.

## ARTICLE III – POLICIES

**Section 1. The WBC shall:**

- A. Provide an organizational umbrella to assist each program’s activity in the areas of fundraising.
- B. Actively seek parent/student participation and new members.

**Section 2. The WBC Shall not seek to:**

- A. Direct the administrative activities of any of the Williamson Central Schools.
- B. Control its administrative or school policies.
- C. Actively support any candidate for the WCSD Board of Education.

## ARTICLE IV – MEMBERS

**Section 1.** All interested person(s) willing to uphold the purpose and policies of the WBC and abide by its By-Laws, shall automatically become members at large and in good standing for the school year (hereinafter referred to as “**Members**”). The school year will be defined as July 1<sup>st</sup> through June 30<sup>th</sup>. Eligible persons are defined as any WCSD student grade nine (9) through twelve (12) and any interested adult who is a current resident of the WCSD or a parent of a student involved in a sports/club in the WCSD.

**ARTICLE V – BOARD MEMBERS, OFFICERS, TEAM/CLUB REPRESENTATIVES, STUDENT REPRESENTATIVES AND VOTING MEMBERS**

**Section 1. The Members:** The members of the WBC shall consist of the Officers, Board, Team/Club Representatives, Student Representatives and Voting Members (As defined in sections 2, 3, 4, and 5 below)

**Section 2. Board:** The Board of the WBC shall consist of the Officers (a President, Vice President, Secretary, Treasurer) and Committee Chairpersons.

**A. The Board shall:**

- a. Approve all business transactions and activities of the WBC by a simple majority vote of the Board, unless specified otherwise in the By-Laws. In the event any vote ends in a tie, it will be resolved by a majority vote of the Officers of the WBC.

**B. The Officers shall:**

- a. Be the basic leadership group charged with the responsibility to transact business and to direct the activities of the WBC.
- b. Hold an annual meeting for all members to present the goals and plans of the WBC as well as provide a review of the previous year including finances.
- c. Identify facility related items that can be funded by the WBC. Prioritize and make decisions regarding major expenditures.
- d. Accept and appoint the Team/Club Representatives to committee positions.
- e. Establish Standing Committees by majority vote, as necessary, comprised of members of the WBC. The president shall appoint the Committee Chairperson from the current Team/Club Representatives to head the Committee. These Committee Chairpersons shall not be part of the Officers but will report to the officers at the regular monthly meetings.
- f. With the Committee Chairperson, establish guidelines and budget, for each event/activity.
- g. Ensure good communications between the Representatives/Committee Chairperson(s) and the Board.
- h. Call for accountability from the Representatives and Committee Chairperson(s) on their goals and events/activity.

1. **President:** The President is responsible for the effective operation of the WBC. He/She shall establish the schedule for all meetings of the WBC 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 of the President in his/her absence. Additionally, he/she shall be the parliamentarian of the board, shall receive requests from members and representatives of the teams/clubs for funding by the WBC 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 WBC. He/She shall keep a file of all letters, records, and reports pertaining to the activities of the WBC, including a record of current membership.
4. **Treasurer:** The Treasurer shall receive all monies of the WBC; shall oversee records of receipts, deposits, and expenditures as kept by accountant; and shall pay-out non-team specific funds only as approved by the board. Money held on account for a

specific team/club can be disbursed by the Treasurer after receiving a completed Check Request Form. Checks for expenses can be written by the Treasurer as per the event budget. One officer besides the Treasurer must sign bank statements.

**C. The Committee Chairpersons shall be as follows:**

**1. Chairperson of Soccer Field Concession Booth (Snack Shack):** The Chairperson of the Snack Shack is responsible for managing and overseeing all operations of the Snack Shack during the fall soccer season. The officers shall appoint the necessary committee members from Team/Club Representatives to operate the Snack Shack.

**2. Chairperson of Apple Blossom Road Race:** The Chairperson of the Apple Blossom Road Race is responsible for coordinating and overseeing all operations of the Road Race during the Apple Blossom Festival. The Officers shall appoint the necessary committee members from Team/Club Representatives to manage the Road Race. Managing the Road Race shall include registration, donations, volunteers, etc. to ensure that the Road Race takes place each year during Apple Blossom Festival. The Chairperson of the Road Race shall report to the board at the conclusion of the fall and spring seasons as to its success. Guidelines for the Road Race will be provided. This committee will have approximately 30% of the representatives assigned to them by the Officers.

**3. Chairperson of Homecoming:** The Chairperson of Homecoming is responsible for any activities that take place during Homecoming. The Officers shall appoint the necessary committee members from Team/Club Representatives to facilitate Homecoming events. Homecoming events may, include but are not limited to, the Fall Chicken BBQ, merchandise sales, dance, bon-fire, decorations, or any other activity chosen by the committee and approved by the WCS. Chairperson will file all facility-use forms with the appropriate school. Guidelines for Homecoming events will be established where necessary. This committee will have approximately 20% of the team representatives assigned to them by the Officers.

**4. Other Fundraising Events:** Other fundraising events, established as long term, may have a Chairperson elected/appointed to oversee its operations. A committee will be established as necessary. Guidelines for an event need to be established and held by the WBC. The assignment of team representatives to be assigned by the Officers, the number of reps to be determined based on the event.

**5. Chairperson of Social Media/Marketing:** The Chairperson of Social Media/Marketing is responsible for maintaining and overseeing social media posts (i.e., Facebook, Instagram), placing relevant ads in local newspapers, and posting meeting dates, times and locations.

**Section 3. Team/Club Representatives:** All sports programs and high school sanctioned clubs can provide one representative to be on the Board of the WBC. This representative (or his/her designee) shall be an adult residing in the Williamson School District and/or a parent of a student involved in that sport or club.

**A. Team/Club Representatives shall:**

- a. Sign an agreement stating that they are willing to uphold the purpose and policies of the WBC and abide by its By-Laws.
- b. Attend two-thirds (2/3) of scheduled WBC meetings or send a designee in his/her absence.
- c. Be knowledgeable of the topics/business at hand.
- d. Be assigned to a standing committee by the Officers.
- e. Be appointed by the coach/director of that program.
- f. Act as liaison/team/club contact for Varsity/ Junior Varsity or their club.
- g. Vote on behalf of their coach/team or director/club when required.
- h. Bring forward interests, requests, agenda items on behalf of their sports programs/club.

- i. Recruit team/club volunteers for WBC committees.
- j. Assist coach with organizing team/club events as needed.
- k. Report to the Board as to the goals and plans of their team/club as well as provide a review of the previous year including finances.

**B. Responsibilities include:**

- a. Meeting with coach/director, review coach's/director's expectations, needs, etc.
- b. Reviewing any plan for the upcoming season and share with the WBC.
- c. Scheduling volunteers for concessions or other events and maintaining contact information for all Team/Club parent volunteers at WBC events.
- d. Encouraging team parents to volunteer for WBC committees and events

**Section 4. Student Representatives:** Two Student Representatives shall act as liaison to the High School Student Council.

**A. The Student Representatives shall:**

- a. Submit a letter of interest to the WBC in June of the previous year and be selected from a pool of applicants by the WBC Officers.
- b. Be a student entering grades 9-12 the following year.
- c. Be eligible to participate in extra-curricular activities as defined by the WCSD Code of Conduct, Athletic Handbook/Extra Curricular Handbook.
- d. Sign an agreement stating that they are willing to uphold the purpose and policies of the WBC and abide by its By-Laws.
- e. Attend two-thirds (2/3) of scheduled WBC meetings or send a designee in his/her absence.
- f. Be knowledgeable of the topics/business at hand.
- g. Bring forward interests, requests, agenda items on behalf of the student body
- h. Recruit student volunteers for WBC activities.
- i. Report to the Board as the student involvement.
- j. Receive community service hours for their time committed to the WBC.

**Section 5. Voting Members:** Voting members of the WBC are defined below and shall be knowledgeable of the topic/business being voted on. Whereas a designee is allowed to vote, that designee shall be an adult in the Williamson School District and/or a parent of a student involved in the sport/club which he/she is representing. That designee shall also be knowledgeable of the topic/business being voted on.

**A. Voting Members shall consist of:**

- a. Officers as established in Article V section 2.
- b. One (1) Team/Club Representative (or his/her designee) from each sport program/club as established in Article V Section 3.
- c. Two (2) student representatives as established in Article V Section 4.

**B. Those not eligible to vote include:**

- a. The Athletic Director of the WCSD or his/her designee.
- b. School Administrator or his/her designee.
- c. Board of Education Representative.
- d. All others not defined as voting members above (i.e.: parents, students, staff and others not acting as a team representative, student representative or officer)

## **ARTICLE VI – COMMITTEES**

- A. The WBC Officers shall establish Standing Committees as deemed necessary, by majority vote. These committees shall be comprised of members of the WBC. These Committee Chairpersons shall not be part of the Officers but will report to the officers at the regular monthly meetings.
- B. Other Fundraising Events: Other fundraising events, established as long term, may have a Chairperson elected/appointed to oversee its operations. A committee will be established as necessary. Guidelines for an event need to be established and held by the WBC.

## **ARTICLE VII – ELECTIONS**

- A. The Board shall accept Officer Nominations from open membership of active Members.
- B. New Officers of the Board will be nominated at the May meeting of the WBC, and the Officers shall be elected at the June meeting by a simple majority vote of the total votes cast by Board Members of the WBC.
- C. The term of office for the Officers shall be two consecutive school years (July 1 – June 30). The transfer of responsibility from outgoing officers to incoming officers shall take place at the June meeting of the Board.
- D. Terms shall be structured that the President and Secretary (even years) terms expire on opposite years of the Vice President and Treasurer (odd years).
- E. Any Board Member of the WBC is eligible to hold an office.
- F. Any Board Member of the WBC is eligible to vote in the election of officers.

## **ARTICLE VIII – VACANCIES**

- A. In the event that an Officer of the WBC 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.
- B. Any Officer or Executive Board member not performing his/her duties as defined by the By-Laws, will be granted a hearing at the next regularly scheduled Board meeting, or at a special Board meeting if the Board so elects. Following the hearing, the Officer/Executive Board member may be removed from the Board provided that at least two-thirds (2/3) of the voting members then existing vote in favor of removal.
- C. 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 six (6) regular meetings per year to carry out the business of the WBC. Meeting dates are to be scheduled at the discretion and convenience of the Board, once per month during the school year July 1<sup>st</sup> to June 30<sup>th</sup>.

### **Section 2. Annual Meeting**

An annual meeting of the entire membership shall be held in June where a review of the previous year, plans for the upcoming year, long-term goals and finances are presented.

### **Section 3. 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 requests, 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, email or telephone.
2. Meetings of the entire membership may be convened upon the written request 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 4 Quorum**

Attendance at a Board meeting one-third (1/3) of the then current Board Members shall constitute a quorum for the purposes of conducting the business of the WBC at such a meeting.

### **Section 5. Attendance**

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

### **Section 6. 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 7. Reports**

1. At the discretion of the WBC Board, teams and/or clubs may be awarded funds or receive sponsorship for team/club activities or events. Team/Club representatives shall provide the WBC Board with a report of the activity or sponsored event, in person, or as a written report, at a general membership meeting immediately following the end of the activity/event.
2. At the Annual meeting of the WBC, Officer(s) shall submit a written report of their 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 X – FINANCES**

### **Section 1. Budget**

The budget shall be discussed at the May meeting and voted on/adopted at the June meeting.

#### ***Requirement for Funds (Capital, Special Expenditures and Team)***

Any individual sport team/club which is represented (has Team representative in good standing with the WBC) may submit a "Request for Fund Assistance" to the Vice President of the WBC. The team representative, coach, club advisor or athletic director may request funds.

### **Section 2. Capital**

Capital funds are designated for large ticket items such as a sound system for the gym, flagpole for the soccer/track stadium, etc. All proposals to be submitted to the Officers will be by the summer prior to the school calendar year.

Approval of specific request will be solely in the judgement of the Officers, will require only a majority vote of the Officers present at the applicable Board Meeting and shall be based upon available funds, perceived need, and any other determining factors.

**Section 3. Special Expenditures**

Expenditures of less than One Hundred Dollars may be made upon the approval of the Officers by a simple majority vote. Limited to one (1) Team/Club request per year. This vote can be accomplished via email.

**Section 4. Team/Club Funds**

Each individual Team/Club shall have the unrestricted right to use any funds deposited with the WBC for the benefit of the individual sport Team/Club, provided that the expenditure is documented with receipts and/or other supporting information verifying the expenditure. The amount will be determined prior to the start of the school calendar year.

**Section 5. Annual Budget Allocations**

The budget allocations for each school calendar year will be determined prior to the start of the school year. The four (4) allocations are Capital, Special Expenditures, General funds, and Team/Club funds.

Example: profits acquired in 2019/2020 year may be allocated to 10% to Capital fund, 10% to Special Expenditures, 10% to General funds, and 70% to Team/Club funds. So, if the WBC profits (non-profit organization) were \$5,000.00 in 2019/2020, then the distribution of funds for 2020/2021 would be \$500.00 for Capital, \$500.00 for Special Expenditures, \$500.00 for General funds, and \$3,500.00 for Team/Club funds. The \$3,500.00 would be distributed equally among the “representative” teams/clubs.

**ARTICLE XI – AMENDMENTS**

**Section 1. By Board**

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

NOTE: Once voted on, amendments to the By-Laws shall take effect at the next regularly scheduled meeting.