

**BYLAWS OF THE
WATERVILLE SPORTS BOOSTERS, INC.
EFFECTIVE: 08/25/2025**

ARTICLE I – NAME AND PURPOSE

1. **Name:** The name of the organization shall be *Waterville Sports Boosters, Inc.*
 2. **Purpose:** The corporation exists to:
 - Support, promote, and encourage athletic programs and student-athletes within the Waterville Central School District.
 - Raise funds to provide supplemental support for athletic activities, events, and equipment not otherwise funded by the school district.
 - Foster school spirit, community involvement, and sportsmanship.
 - Operate exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.
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ARTICLE II – MEMBERSHIP

1. **Eligibility:** Membership shall be open to all individuals, 18-years of age or older, interested in supporting the mission and activities of the corporation.
 2. **Dues:** Membership dues, if any, shall be determined annually by the Board of Directors at the June organizational meeting.
 3. **Liaison:** At the discretion of the Board of Education, the Athletic Director for Waterville Central School will serve as liaison between the Sports Boosters and the District Administration.
 4. **Voting Rights:** To gain voting rights, a member must have been present at no less than three (3) meetings within the previous 12-month period. Each voting member in good standing shall be entitled to one vote in matters presented to the general membership.
 5. **Termination:** General membership may be revoked for cause by a majority vote of the Sports Boosters Board.
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ARTICLE III – MEETINGS

1. **Annual Meeting:** An annual meeting of the membership shall be held each year in June at a time and place determined by the Board. Elections for the coming year will take place at that time.
2. **Regular Meetings:** Regular meetings of the membership shall be held at least quarterly during the school year.

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3. **Special Meetings:** May be called by the President, the Board of Directors, or upon written request of at least 50% of the voting members.
4. **Notice:** Members shall be notified of regular meetings at least five (5) days in advance. Special meetings will require one (1) day advance notice. Notice will be given using Facebook, ParentSquare, or other current form of school-wide communication.

ARTICLE IV – SPORTS BOOSTERS BOARD OF DIRECTORS

1. **Authority:** The Sports Boosters Board shall manage the affairs of the corporation and be responsible for policy and oversight.
2. **Composition:** The Board shall consist of the officers of the corporation and up to two (2) at-large members elected by the membership, as needed.
3. **Term:** Board members shall serve a two-year term and may be re-elected without limitation.
4. **Meetings:** The Board shall meet at least quarterly and as needed.
5. **Quorum:** A majority of Board members shall constitute a quorum for the transaction of business.
6. **Conflict of Interest:** An elected Treasurer cannot be the Treasurer of another organization. All Board members must sign a Conflict-of-Interest policy upon the beginning of their term and every new term thereafter.
7. **Vacancies:** Any vacancy shall be filled by a majority vote of the remaining Board members or elected by majority vote at any regular or special meeting. The new officer shall serve for the remaining portion of the term.

ARTICLE V – OFFICERS

1. **Officers:** The officers of the corporation shall be:
 - President
 - Vice President
 - Secretary
 - Treasurer

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2. Duties:

- **President:** Presides at meetings, establishes the meeting agenda with the Secretary, represents the corporation, official spokesperson for the Sports Boosters, and oversees all activities.
 - **Vice President:** Performs duties of the President in their absence and assists with organizational oversight.
 - **Secretary:** Establishes the meeting agenda with the President, maintains meeting minutes, tracks board member term dates, membership records, maintains signed Conflict of Interest policies, and official correspondence.
 - **Treasurer:** Manages all funds, keeps accurate financial records, and prepares financial reports for the Board of Directors and the School Board when needed. Responsible for adhering to State and Federal non-profit guidelines and filing all required reports.
3. **Election and Term:** Officers shall be elected annually by the membership and serve two-year terms. The President and Secretary will be elected for terms beginning on July 1st of odd years and the Vice-President and Treasurer will be elected for terms beginning on July 1st of even years.
4. **Removal:** Any officer may be removed for cause by a two-thirds (2/3) vote of the Board.
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ARTICLE VI – COMMITTEES

1. The Board may establish standing or special committees as needed to carry out the work of the corporation.
 2. Committee chairs shall be appointed by the President with Board approval.
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ARTICLE VII – FINANCES

1. **Fiscal Year:** The fiscal year shall be [July 1 – June 30] unless otherwise determined by the Board.
2. **Banking:** All funds shall be deposited in a bank account in the name of the corporation.
3. **Expenditures:** All checks or withdrawals shall require the signature of the Treasurer and be submitted in writing to the Board at regular meetings for review.
4. **Audit:** The financial records shall be reviewed annually by an independent reviewer appointed by the Board.

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ARTICLE VIII – CONFLICT OF INTEREST

The Board shall adopt and follow a conflict-of-interest policy in compliance with New York Not-for-Profit Corporation Law and IRS requirements.

ARTICLE IX – AMENDMENTS

These Bylaws may be amended by a two-thirds (2/3) vote of the members present at a meeting, provided notice of the proposed amendment has been given at least five (5) days prior to the meeting.

ARTICLE X – DISSOLUTION

Upon dissolution, the assets of the corporation shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or to the federal, state, or local government for a public purpose.

CERTIFICATION

These Bylaws were adopted by the membership of Waterville Sports Boosters, Inc. on the 25th day of August, 2025.

President

Secretary
