

BALDWINSVILLE GIRLS  
VOLLEYBALL BOOSTER CLUB  
BYLAWS  
(Last Updated June 8th, 2018)  
PO Box 43  
Baldwinsville, NY 13027

Article I: NAME

1.1 NAME

The name of the organization is the Baldwinsville Girls Volleyball Booster Club.

Article II: MISSION

2.1 MISSION

As a non-profit, 501(c) organization, the mission of the Baldwinsville Girls Volleyball Booster club is to provide support to the players and coaches of the Baldwinsville Central School Districts' volleyball program including financial support not otherwise provided by the School district. Through a cooperative effort with the School District, coaches, members and staff, we wish to enhance the learning and enjoyment of girls' volleyball through team building and sportsmanship.

Article III: MEMBERS

3.1 MEMBERS

The organization's membership will consist of parents, family members and coaches at each school level. It shall be governed by elected officers. Members of the organization will be any individual who agrees to be an active participant, volunteer, support the organization in its purpose, and complete the Baldwinsville Volleyball Registration on the club's website which will be maintained on file. There is no charge to be a Member of the booster club.

Given the purpose of the club, there will be various activities throughout the fiscal year which will require volunteer support. Through the various committees, volunteering for specific activities will be expected of all Members in order for the organization to succeed.

Members should realize they represent the school in their capacity as boosters and fans and that their support of school co-curricular activities is important.

In order to conduct official business at club meetings, there must be a minimum of (5) five Members present who are eligible to vote. Of these five, (3) two shall be officers, with at least (1) being either the President or Vice President.

3.2 VOTING ELIGIBILITY

In order to be eligible to vote, Members must be in attendance at two (2) of the previous four (4) regularly scheduled meetings as noted on the attendance of the approved meeting minutes.

## Article IV: GOVERNMENT

### 4.1 GOVERNMENT

The organization will be governed by elected officers. The officers will consist of at a minimum a President, Vice President, Secretary and Treasurer. The Executive Committee will be comprised of the duly elected officers. The supervision of the material and affairs of the organization shall be the responsibility of the officers. The officers shall upon election immediately begin the fulfillment of their duties and shall continue in office for a minimum of 1 year until their successors have been duly elected and qualified. Officers may serve consecutive terms if so elected by the Members. The officers shall be authorized to name any standing committee or special committee as it shall judge necessary, and which it may properly assigns. The officers may adopt such rules and regulations for the conduct of its meetings and the supervision of the organization, as it may judge proper. A quorum (3 of 5) of the duly elected officers and Members shall act on issues presented by or to the officers by a majority vote. Officers of the organization shall serve without compensation or any other remuneration.

### 4.2 DUTIES

The officers shall have such authority and perform such duties in the management of the organization's activities as usually pertain to the offices they hold, as may be assigned by the officers or vote of the eligible voting Members, or as may be otherwise provided by these Bylaws including but not limited to the following:

**President:** The President shall be the active head of the organization and subject to the decisions of the officers shall have general control and management of all its activities and affairs. The President shall preside at all meetings, fill by appointment all Officer vacancies, make all other appointments that are required, and assign chairmanships for standing or special function committees. The President will be responsible for establishing the monthly meeting agendas and running the meeting in an organized fashion. All official reports will be signed by the President.

**Vice President:** The Vice President shall assist the President at all times with respect to special assignments or committees. In the absence, inability or resignation of the President, the Vice-President shall assume the duties of the President.

**Secretary:** The Secretary shall keep a record of all proceedings of the meetings and shall keep all non-financial records of the organization, issue notices of meetings and submit minutes of the previous meeting of the officers and Members for approval. The Secretary will be responsible for all official correspondence and communication of the club to organizations outside of the club and/or Baldwinsville Central School District.

**Treasurer:** The treasurer shall assume direction of all financial matters. The Treasurer shall keep a record of and have custody of all funds of the organization. The Treasurer shall keep a record of all monies received and paid out and all vouchers and receipts thereof. The Treasurer shall keep books of accounts of the financial condition of the organization and shall prepare a monthly financial report for approval by the officers and Members at its regular monthly meetings. The treasurer shall be responsible to file tax returns, reports and other information that is deemed necessary. The Treasurer will ensure that accurate receipts are provided for all reimbursable expenses as agreed to by the club. The Treasurer's books are subject to inspection and/or audit by the officers or an Executive Committee as established by the Members.

#### 4.3 ELECTION OF OFFICERS

Election of officers will occur at the last meeting of the fiscal year (March). A slate of nominees for officers shall be presented to the Members. The election shall be by majority vote of the eligible voting Members present.

Nominations shall be made at the November meeting. Each nominee will be given the opportunity should they so desire to express their interest to hold an executive position in the club.

#### 4.4 REMOVAL OF THE OFFICERS AND OTHERS

Any officer or Member appointed or engaged may be removed with proper notice after a hearing by the officers and a majority vote of the eligible voting Members present.

#### 4.5 STANDING COMMITTEES

The Booster Club may maintain the following standing committees:

Concessions Committee - Responsible for coordinating a schedule for concession volunteers, setting inventory prices and developing the procedures for concessions operations. This committee may be composed of one or more person(s).

Tournament Committee – Responsible for coordinating a schedule for concession volunteers, setting inventory prices and designing and order tournament t-shirts. This committee may be composed of one or more person(s).

AD Campaign Committee - Tasked with soliciting corporate donations, working through coaches to collect well wisher donations, designing and procurement of products, coordination of product sales. This committee may be composed of one or more person(s).

Senior Day Committee - Responsible for planning the game day events - including but not limited to Senior/Parent Pictures, procuring Senior Gifts, Senior/Parent Introductions and post game gathering. This committee may be composed of one or more person(s).

Banquet Committee - Responsible for planning and executing the event - including but not limited to the event agenda, procuring refreshments, location, meals, and team pictures/slideshow of season highlights. This committee may be composed of one or more person(s).

Fundraising Committee Chairperson – Responsible for recruiting chairpersons for Volleyball Fundraising Events.

Scholarship Committee – Responsible for administering the annual scholarship application process and reviewing scholarship applications based upon the criteria set forth by the Booster Board. Committee shall make recommendation to the board for final scholarship selections. This committee should be made of at least 5 persons from all levels of the program and cannot include any Booster Board members or any parents/ relatives of senior girls volleyball players.

## Article V: INCOME

### 5.1 INCOME

The Baldwinsville Volleyball Booster Club receives funding from various sources. They include but are not limited to, concession stand sales, various fund raisers by parents and players, and donations from the general public.

## Article VI: DISTRIBUTION OF FUNDS

### 6.1 DISTRIBUTION OF FUNDS

The club will be responsible for establishing an annual operating budget. The distribution and use of funds will be in accordance with the established budget that is determined and agreed upon by a majority vote of the officers. The Club will attempt to maintain a balance equivalent to one year's operating expenses.

## Article VII: MICELLANEOUS PROVISIONS

### 7.1 FISCAL YEAR

The fiscal year of the organization will be from May 1<sup>st</sup> – April 30<sup>th</sup>.

### 7.2 MEETINGS

Meetings will be held as often as necessary. As a minimum, meetings will be held in January, February, May, August, September, October, November, and December.

### 7.3 EXECUTION OF CONTRACTS

The President and Treasurer shall be authorized to sign all legal and financial agreements, contracts or statements as authorized by the officers. Except as authorized by these by-laws, no officer or Member shall have the power to bind the organization by any contracts or engagements, or to pledge its credit or to render it liable pecuniary for any purposes or in any amount.

### 7.4 OWNERSHIP OF EQUIPMENT/ASSETS

The title to any property, equipment or apparatus hereafter acquired shall be owned by Baldwinsville Volleyball Booster Club. If it is deemed advisable and prudent, certain items may be donated to the Baldwinsville Central School District and the Baldwinsville Volleyball Program.

### 7.5 EARNINGS

No part of the earnings of the organization shall inure to the benefit of, or be distributed to its officers or other persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services and costs.

### 7.6 CONFLICT OF INTEREST

The purpose of the conflict of interest policy is to protect the organization's interest when contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or a Member of the organization or might result in a possible excess benefit transaction. It is the duty of these individuals to fully disclose any conflict of interest that may exist.

Upon disclosure the Members of the organization present, minus the individual(s) identified as having a conflict, will make the determination on whether the conflict of interest will pose an unfair

advantage in entering into any type of a financial transaction.

## 7.7 MEMBER CODE OF CONDUCT

The purpose of the code of conduct is to insure this club is held in highest regards. Players and parents are representatives of the Baldwinsville Community and the Baldwinsville Volleyball Booster club and should act accordingly.

Membership does not guarantee a player's team status, playing time or that a player will receive preferential treatment.

Any money, merchandise, service or time donated to the Baldwinsville Volleyball Club by a player, parent or other individual will in no way entitle that person, persons or any related player to special treatment or exemption from their obligation due for fundraising or other requirements as set forth by the Baldwinsville Volleyball Club.

Members are encouraged to attend and support our players while providing a positive role model to our teams at each playing level. Members should act in a sportsmanlike manner.

Volunteering is essential to the success of the club. All parents will be asked to volunteer in some way throughout the season and calendar year. The club can function properly only when all Members are engaged, empowered, and active participants.

## 7.8 SPECIAL MEETINGS

From time to time, special needs may arise which may require special meetings of the officers and Members. Special meetings may be called by the President or at least one third of the Members. Periodically, there may be a need to vote on actionable items in between scheduled meetings. In those instances, the club President will submit in writing via email to each of the eligible voting Members, a description of the item along with a request for the Member's vote. All electronic votes will be saved and be made part of the clubs permanent records.

## 7.9 DISSOLUTION OF THE ORGANIZATION

Upon the dissolution of the organization, the officers shall, after paying all of the liabilities of the organization, dispose of all assets of the organization exclusively for the purpose for which the organization was organized.

## 7.10 ORDER OF BUSINESS

At meetings of the organization, the following shall be the order of business unless otherwise ordered.

- A. Call to order
- B. Minutes of the preceding meeting
- C. Treasurer's Report
- D. Unfinished business
- E. New business
- F. Other
- G. Adjournment

## 7.11 CHANGES TO THE BYLAWS

These bylaws may be amended, altered, changed, and added to by the affirmative vote of a majority of the officers. The bylaws shall be reviewed annually during the last quarter of each fiscal year. All changes will be presented to the Members prior to the first meeting of the subsequent fiscal year for their review.

## 7.12 MISCELLANEOUS

All board meetings, both open and closed may be videotaped or audio taped by an officer of the board ONLY. No prior notification of such recording is required. Any actions taken, or comments made may be made part of public record. By attending a meeting, you consent to this policy.

Unauthorized recording in any format (video, photo or audio) of any booster meeting by a non-officer is strictly prohibited.

Board Officers reserve the sole right to determine if a vote will be open or closed – the exception being standard new officer nominations/ elections beginning in 2019. Any open votes should be announced at least 1 booster meeting ahead of the vote, and no less than 2 weeks ahead of the vote and must be made public on the booster webpage.