

RUSH-HENRIETTA SPORTS BOOSTER CLUB BY-LAWS

The Rush-Henrietta Sports Booster Club, as an officially recognized organization of the Rush-Henrietta Central School District, strictly adheres to Policy 1221 (School Related and Recognized Organizations), its regulation, and to all other Policies and Regulations of the Rush-Henrietta Central School District.

ARTICLE I – PURPOSE

SECTION 1: The purpose of the Rush-Henrietta Sports Booster Club is to support the athletic program.

SECTION 2: No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Internal Revenue Code Section 501(H), or participating in or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for political office.

SECTION 3: Notwithstanding other provisions of these articles, the Booster Club is organized exclusively for educational purposes as specified in Section 501 (C) (3) of the Internal Revenue Code of 1954, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501 (C) (3) of the Internal Revenue Act of 1954.

ARTICLE II – NAME

SECTION 1: The name is “The Rush-Henrietta Sports Booster Club”, also referred to herein as RHSBC.

ARTICLE III – MANAGEMENT

SECTION 1: The management of the Rush-Henrietta Sports Booster Club shall be carried out by the elected officers – Positions are the following: President, Vice President, Treasurer of Booster Accounts, Treasurer of Team Accounts, Secretary, and the Vice President of Membership, or any other combination of positions as deemed necessary to operate the RHSBC successfully.

- a. To direct and manage the business and financial affairs of the organization.
- b. To formulate the policies, rules and regulations of the Club to conform with the By-Laws.

- c. To authorize the expenditures of funds of the club in the manner provided in these By-Laws.
- d. To review any other matters arising from within or growing out of activities sponsored by the Club.
- e. To ensure the RHSBC has representation at other district meetings such as DPAC.

SECTION 2: Vacancies created by an officer leaving the Club during the year, shall be filled by special election by the members, except that the Vice President shall become President.

ARTICLE IV – OFFICERS

SECTION 1: The officers of the club shall be President, Vice President, Secretary, Treasurer of Booster Accounts, Treasurer of Team Accounts, and Vice President of Membership, or any position deemed as necessary to run the organization successfully. Such officers in charge shall be elected by the members.

SECTION 2: The term of office shall be for one (1) year. Officers may be reelected to successive terms.

SECTION 3: During the intervals between the meetings of the members, the President shall advise any officer in all the matters pertaining to the activities of the Club and generally perform such duties and exercise such powers as may be directed or delegated by the members excepting the power of adopt, repeal or amend the By-Laws.

SECTION 4: Duties of Officers (subject to change as necessary, based on the positions and officers elected.

President: The duties of the President shall be as follows:

- a. To serve as a liaison between the Club and the Athletic Director.
- b. To preside at all meetings of the Club.
- c. To preside at all meetings for the Club.
- d. To serve as official representative of the Club.
- e. To sign all contracts and legal documents.
- f. To appoint committees.
- g. To call special meetings.
- h. To see that the constitution and By-Laws of the Club are enforced.
- i. To serve as coordinator of attending committees.
- j. To appoint a person(s) to audit the Clubs financial year-end status.
- k. To coordinate use of Booster Club equipment and supplies.
- l. To assume responsibility of all correspondence of the club.

- m. To keep a file of incoming & outgoing correspondence related to the club.

Vice President: The duties of the Vice President shall be as follows:

- a. Absence of the President, Vice President will assume full responsibilities of the duties.
- b. To serve as coordinator of the special committees.
- c. To assume the responsibility for necessary supplies and equipment for the Building (concession stand).
- d. To assume the responsibilities of the Treasurer in the absence of this officer.

Vice President of Membership: The duties of the Vice President of Membership shall be as follows:

- a. To recruit volunteers.
- b. To coordinate the recruitment of new membership
- c. To obtain Team Representatives.
- d. To promote school function activities.
- e. To assume the responsibility of the secretary in the absence of this officer.

Secretary: The duties of the Secretary shall be as follows:

- a. To keep minutes of all proceedings at regular club meetings.
- b. To submit the minutes of the previous meeting at the opening of a regular meeting of the Club.

Treasurer of Booster Accounts: The duties of the Treasurer shall be as follows:

- a. To have custody of the funds and financial records of the Club.
- b. To service the accounts in the name of the club such as:
 - 1. Receipt of funds.
 - 2. Disperse money as authorized.
 - 3. To keep accurate account of funds and provide a monthly financial report.
 - 4. To obtain an itemized statement of funds received and dispersed with specific dates and purpose.
 - 5. To work with accountant to ensure all the necessary tax returns are filed on time.

6. To prepare and disperse/ collect money bags for concessions and other club sponsored activities (ex. Food Truck Rodeo, Apparel Sales, etc.).

Treasurer of Team Accounts:

- a. To have custody of the funds and financial records of the teams.
- b. To service the accounts in the name of the club such as:
 1. Receipt of team funds
 2. Disperse money as authorized
 3. To keep accurate account of funds

ARTICLE V – MEMBERSHIP

Active members are described as those who paid for membership or are a team liaison who attend monthly meetings on a regular basis. Team liaisons who attend monthly meetings on a regular basis are automatically members for voting purposes. They would still need to be a paid member if their child is applying for scholarships where being a booster member is a criteria for applying.

SECTION 1: Membership in The Rush-Henrietta Sports Booster Club shall be open to adults eighteen (18) years of age and over who are not currently high school students and reside in the Rush-Henrietta School District.

SECTION 2: All active members of the club shall be qualified to vote, serve on committees and hold office.

ARTICLE VI – MEETINGS

SECTION 1: The club shall hold regular meetings on the first Monday of each month during the academic year when possible. Notice of meetings changes to be given to the members not less than three (3) days in advance of such meeting.

SECTION 1A: There must be a quorum of five (5) active members present including officers of the Club before any business can be carried out at a general meeting.

SECTION 1B: An emergency meeting can be called by the President with endorsement from the majority of officers:

- a. Called within four (4) days.

- b. All active members of the Club must be contacted informing them of the meeting and its purpose.
- c. Only the issue pertaining to the emergency meeting will be discussed at the meeting.
- d. If a vote is needed, it will only pertain to the issue of the emergency meeting.

SECTION 2: Standing committees should meet and report to the general membership as necessary.

SECTION 3: The vote required to pass a motion will be a simple majority of the members present at a meeting.

SECTION 4: The order of business of the Club shall be as follows (After the President has called the meeting to order):

- a. Minutes-Approval
- b. Athletic Director Report
- c. Board of Education Report
- d. Treasurer's Report
- e. Committee Reports
- f. Old Business
- g. New Business
- h. Team Liaisons
- i. Open

ARTICLE VII – ELECTIONS

SECTION 2: At the April meeting, nominations will be accepted for all officer positions by the general membership.

- a. At the May meeting elections will be held. Voting will be done by written ballot; simple majority is needed to win.
- b. In case of a tie, there will be a re-vote held at the June meeting again by written vote.
- c. If there is only one nominee for a position, the secretary of the club will cast the ballot for that nominee.
- d. Counting of the ballot will be done by the presiding President, the presiding Secretary, and the Athletic Director.

SECTION 3: Any retiring officers may serve as ex-officer/advisor for one (1) year.

ARTICLE VIII – PERMANENT OR SPECIAL EVENTS

SECTION 1: Each permanent activity and special event of the Club shall be supervised by a Chairman appointed by the Vice President with assistance, if required by the President.

SECTION 2: New activities or special events are to be encouraged. Interest must be shown by a sufficient number of active members to warrant adoption of the proposed activity or event. Activities or events for a given year are normally proposed and approved early in the year. They may be revised at other times as needed with membership approval.

SECTION 3: Special events could be included in the following categories:

- a. Social Activities
- b. Services Needed
- c. Fund Raisers

ARTICLE IX – FUNDS

SECTION 1: Funds will be raised by the Club through permanent activities, special events, membership fees and team fundraisers.

SECTION 1A: All funds raised by teams must be district approved fundraisers. No other team monies will be held in the booster account.

SECTION 1B: Membership fees will be reviewed and charged annually.

SECTION 1C: The funds raised and any other funds received by the Club shall be administered and controlled by the Rush-Henrietta Sports Booster Club.

SECTION 1D: No part of the net earnings of the Booster Club shall ensure the benefit of any member, trustee, director, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no member, trustee, officer of the organization or any private individual shall be entitled to share in the distribution of any of the assets on dissolution of the organization.

SECTION 2: Expenditures of general booster account funds must be voted on and approved.

SECTION 3: Expenditures of team funds must be made on a Booster Club Request Form and signed off by the Varsity Coach, Team Liaison and approved by the Athletic Director. All forms must include either an invoice or receipt.

SECTION 4: All operating expenses will be approved by the President and the Treasurer of the Booster Accounts before a Chairman of an activity incurs an expense. Once approved, the chairman of the activity will submit all bills to the Club after the activity has ended.

SECTION 4D: The Treasurer's accounts shall be examined annually by an auditing committee of not less than three members who, satisfied that the Treasurer's annual report is correct, shall sign a statement of the fact at the end of the report. This auditing committee shall be appointed by the Executive Council at least two weeks before the closing of the school year.

SECTION 4E: The fiscal year of the Booster Club shall begin on July 1 and end on the following June 30.

ARTICLE X – PROPERTY

SECTION 1: All property owned by the Club shall be controlled and administered by the elected officers of the Club under the supervising control of the President.

SECTION 2: If The Rush-Henrietta Sports Booster Club becomes inactive, any property shall be turned over to the Athletic Department of Rush-Henrietta High School, Rush-Henrietta Central School District.

ARTICLE XI – VISITORS AND GUESTS

SECTION 1: The final decision concerning the issuing invitations to guests to share the privilege of the Club shall rest with the President. The President will also have the responsibility for recognizing requests for other groups or person to bring business to a Club meeting.

ARTICLE XII – AMENDMENTS

SECTION 1: Amendments to By-Laws must be made in writing at a Sports Booster Club meeting and following discussion the membership will consider the changes. The vote shall occur in the succeeding meeting.

SECTION 2: Amendments to the By-Laws shall require a favorable vote of two-thirds (2/3) of the membership present at the meeting. Voting will be done by a show of hands.

SECTION 3: The By-Laws shall be reviewed as necessary upon recommendation of the elected officers or the membership. Upon such recommendation the President shall appoint a

committee from the membership to make such a review and report its findings to the Club for approval of:

Any revisions

Or

Continuing of the By-Laws currently written

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