



## **Eldred Football Booster Club Bylaws**

Established for the benefit of the Eldred Central School Football Program  
Home of the Yellowjackets

### **Mission Statement**

The mission of the Eldred Football Booster Club is to support and enhance the Eldred Yellowjackets football program by fostering school spirit, promoting community involvement, and providing financial and volunteer support. We are committed to helping student-athletes thrive on and off the field by encouraging sportsmanship, teamwork, and pride in our school and community.

### **Article I – Name**

The name of this organization shall be the Eldred Football Booster Club, Inc (“Booster Club”).

### **Article II – Purpose**

The Booster Club exists to:

1. Support and enhance the football program and student-athletes of Eldred Central School.
2. Promote school spirit, teamwork, and community involvement.
3. Raise and manage funds to provide financial assistance for football-related needs.
4. Organize volunteers for football events and activities.

### **Article III – Organization**

#### **Section 1. General Powers and Responsibilities**

The Organization shall be governed by a Board of Directors (the “Board”), which shall consist of Executive Officers and the Head Coach(es) for each of the Eldred Central School District’s high school football programs (non-voting advisors), shall have all the rights, powers, privileges, and limitations of liability of directors of a non-profit corporation organized under the laws and regulations of nonprofit organizations in the State of New York. The Board shall establish policies and directives governing business and programs of the Organization and shall delegate to its officers, members, and volunteers subject to the provisions of these Bylaws, the authority and responsibility to see that the policies and directives are appropriately followed.

#### **Section 2. Officers**

The Board shall have up to four (4) Executive Officers. The number of Executive Board and/or the addition of Executive Committee Members can be increased, decreased, or added by an affirmative vote of a majority of the then serving Board of Directors. A Board member need not be a resident of the Eldred Central School District, nor a resident of the State of New York to be eligible to serve.

### **Section 3. Board Compensation**

The Board shall receive no compensation other than reasonable expense and reimbursements.

### **Section 4. Board Eligibility**

Any person over the age of 18 is eligible to serve on the Board of Directors. A Board member need not be a resident of the Eldred Central School District, nor a resident of the State of New York to be eligible to serve. Spouses shall be allowed to serve together as Executive Officers, provided only one of them serves as a trustee of the Organization.

### **Section 5. Conflict of Interest**

With respect to the need to ensure complete separation from the Eldred Central School District in relation to the Board's activities, events, statements, and public representation, and to avoid any conflicts of interest between the Organization and the Eldred Central School District, no person(s) employed in any capacity by the Eldred Central School District shall be eligible to serve as an Executive Officer.

### **Section 6. General Membership**

Non-Executive Officer general membership of the Organization is open to all interested parents, guardians, alumni, community members and supporters of the Eldred Central School District football program.

### **Section 7. Nominations**

Prospective Board members will either voluntarily nominate themselves, be nominated by a current member of the Board of Directors or be nominated by a General Member of the Organization. In the event that an eligible member is not willing to accept their nomination, the current or incoming Board President may appoint a qualified candidate granting said candidate temporary voting powers until an eligible member can be appointed. Nominations for the Executive Board shall be accepted at the April general meeting.

### **Section 8. Resignation**

Each Board member shall have the right to resign at any time upon written notice thereof to the Board Secretary or the Board President. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof, and the acceptance of such resignation shall take effect upon receipt thereof.

### **Section 9. Removal**

A Board member may be removed, with or without cause, at any duly constituted meeting of the Board, by an affirmative vote of a majority of the currently serving Board members.

### **Section 10. Vacancies**

Any vacancy in office shall be filled by appointment of the Board President with approval by the Executive Officers by a majority vote. If the Presidency is vacated, the Vice President shall assume the office of President. An election will then be held for the office of Vice President.

### **Section 11. Terms of Office**

Executive Officers shall serve a one-year term, beginning on July 1st.

### **Section 12. General Responsibilities**

The Board of Directors will manage day-to-day operations of the Organization, develop and approve the annual budget, make interim decisions between general meetings, and propose amendments to the bylaws.

## Article IV – Board of Directors

### Section 1. Board Organization

The Board of Directors shall consist of the following members: four (4) Executive Officers and up to three (3) Head football coaches from the Eldred Central School District football program. (ie: Modified, Freshman/JV and/or Varsity) The Head coaches will serve in a non-voting advisory capacity.

### Section 2. Executive Officers

The Executive Board shall consist of the following four (4) Executive Officer positions, and they shall be responsible for the following duties:

#### ***President:***

1. Act as Chief Executive Director.
2. Preside over all meetings of the Board of Directors conducting business in accordance with the Simplified Handbook of Parliamentary Procedures.
3. Serve as a liaison between the Organization and the Eldred Central School District Administration and football coaching staff.
4. Make appointments as prescribed in these bylaws.
5. Act as an Ex-Officio member of any Organization committee.
6. Serve as a trustee of the Organization. (See Board Eligibility for spousal provision)
7. Act as a tie-breaking vote, when necessary.
8. Act as a representative of the Organization to the community and other organizations.
9. Ensure all other Board members are fulfilling their outlined responsibilities.
10. Ensure compliance with any and all Federal and/or New York State laws regarding non-profit organizations, insurance regulations, and volunteers.

#### ***Vice President:***

1. Preside at all Board meetings in the absence of the President.
2. Carry out duties assigned by the President.
3. Serve as a trustee of the Organization. (See Board Eligibility for spousal provision)
4. In the event that an executive Board member is absent or resigns, the Vice President will assume responsibility for that role until a replacement is appointed.
5. Act as a representative of the Organization to the community and other organizations.
6. Ensure compliance with any and all Federal and/or New York State laws regarding non-profit organizations, insurance regulations, and volunteers.

***Treasurer:***

1. Act as Chief Financial Officer.
2. Keep accurate financial records of all Organization finances.
3. Give a detailed, accurate report of income and disbursements monthly.
4. Supply all necessary records/documents to the Organization's accountant annually for external audit and tax filings.
5. Oversee all fundraising monies.
6. Serve as a trustee of the Organization. (See Board Eligibility for spousal provision)
7. Collect and disperse funds as directed by the Board of Directors.
8. Approve all spending by Board members and committees.
9. Receive approval from the President and/or Vice President for expenditures that need to be paid in between official Board meetings.

***Secretary:***

1. Keep official meeting minutes of all regular and special meetings. (This DOES NOT include committee meetings)
2. Maintain a copy of the minutes indefinitely.
3. Make available a copy of the current and previous year's minutes at all meetings.
4. Record all attendance at all meetings/work sessions and events.
5. Maintain an up-to-date copy of the bylaws, including amendments.
6. Maintain all Organization related documentation and records.
7. Serve as a trustee of the Organization
8. Perform related duties as requested by the Board of Directors.

**Section 3. Meetings**

The Executive Board shall meet monthly or as needed during the football season.

**Article V – General Elections and Voting**

**Section 1. General Elections**

Each member of the Board shall be voted into office by a majority affirmative ballot in a general election. Elections for open Board positions will take place at the June regular organization meeting.

**Section 2. Voting**

Voting in the general election for open Board positions is open to all Board members and individuals with "General Membership" status who have attended at least three (3) of the previous four (4) meetings. (February through May) The Board itself will vote on any organization issue of major importance, or any issue a motion is made to vote on. Any issues may be addressed by the President and/or the Vice President and at least one other Board member. A Board member who is unable to attend a meeting of the Board or a Board Committee meeting may vote by written or verified verbal proxy given to any other voting member of the Board who is in attendance at the meeting in question; however, a vote by proxy shall not be counted toward the number of Board members needed

to be present to constitute a quorum for the transaction of business. All motions will be passed with a majority vote.

## **Article VI – Meetings**

### **Section 1. General Membership Meetings**

General meetings will be held monthly on the 3rd Tuesday during the football season and at least quarterly during the off-season.

### **Section 2. Quorum**

A quorum shall consist of four (4) auxiliary members, including at least two officers.

### **Section 3. Voting**

Motions require a simple majority of those present to pass.

## **Article VII – Finances**

### **Section 1. Fiscal Year**

The fiscal year shall run from January 1 to December 31.

### **Section 2. Budget**

The Treasurer shall present an annual budget for approval by the Executive Board and general membership.

### **Section 3. Bank Account**

All funds shall be deposited into a Booster Club account. Two authorized officer signatures shall be required for any disbursement over \$250.

### **Section 4. Audits**

An internal financial review shall be conducted annually by a person or committee appointed by the Executive Board.

## **Article VIII – Amendments**

Proposed amendments to the bylaws must be presented in writing at a general meeting. They may be adopted by a two-thirds vote of members present at the next scheduled meeting.

## **Article IX – Dissolution**

In the event of dissolution, all Booster Club assets shall be donated to Eldred Central School to support athletic programs, or to another nonprofit supporting youth sports, as approved by the Executive Board.