

## **Article I.      Name of Organization**

The name of the organization shall be: **Fairport Varsity Bowling Booster Club**

## **Article II.      Purpose**

The purpose of the **Fairport Varsity Bowling Booster Club** is:

- Generate and stimulate support for all teams in the program.
- Generate and stimulate support for the Head Coach and the coaching staff.
- Support the goals and philosophy of the Fairport Varsity Bowling program.
- Help Provide for additional supplies not normally provided by the school.
- Encourage the spirit of camaraderie and cooperation among bowlers, coaches, parents and other community supporters.
- Be help to the faculty, administrators and student athletes in any way possible.
- Be an advisory organization to the Fairport Central School Athletic Director, but in no way writing or directing in athletic activities.
- Plan necessary meetings and programs.

## **Article III.      Management**

**Section I.** The elected officers shall carry out the management of the **Fairport Varsity Bowling Booster Club**. The authority shall be as follows:

- To control and manage the club and its property.
- To formulate the policies, rules and regulations of the club and to confirm the by-laws.
- To authorize the expenditures of the funds of the club in the manner provided by these by-laws.
- To attend to all business not otherwise specified in the by-laws of the club. To hear and adjudicate any other matters arising within or growing out of activities sponsored by the club.

**Section II.** Vacancies created by any officer leaving the club shall be filled by a special election of the executive committee and the Head Varsity Bowling Coach.

## **Article IV.      Membership**

**Section I.** Membership in the **Fairport Varsity Bowling Booster Club** shall be open to any adult.

**Section II.** All adult members of the club shall be qualified to serve on committees and hold office.

**Section III.** No person on the Board of Education, the AD or Head Coach may hold one of the four offices.

## **Article V.      Officers**

**Section I.** The officers of the club shall be the President, Vice-President, Treasurer and Secretary/Liaison to the AD.

**Section II.** The term of each office shall be unlimited and held until vacated.

**Section III.** Nominations of Officers will be made from volunteers in January of each year. Consent must be obtained from nominated person before the election and being placed on ballot. Election of Officers will take place at February meeting each year

**Section IV.** Duties of the Club Officers:

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

- To preside at all meetings of the club.
- To serve as official representative of club.
- To sign all contracts and legal documents.
- To ask for volunteers and appoint committees.
- To call special meetings.
- To see that the constitution and by-laws of the club are enforced.

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

- To assume full responsibility for the duties of the President in his/her absence.
- To act as an aid to the President.
- To act as a special events chairperson in the areas that the President assigns.

**Treasurer:** The duties of the Treasurer shall be as follows:

- To have custody of the funds and financial records of the club.
- To open bank accounts in the name of the club in a designated bank.
- To pay out club funds on authorization and as provided by the by-laws.
- To give properly signed receipts for all monies expended.

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

- To assume responsibility for all correspondence of the club.
- To keep minutes of all matters transacted at all club meetings.
- To be a liaison to the AD.
- To have available minutes of the previous meetings for the Head      Bowling Coach or AD.
- To issue all calls for executive meetings under the direction of the club president and Head Coach.
- To perform all other duties incidental to his/her office not otherwise stated in the by-laws.

### **Board of Directors:**

- The board of directors will consist of the club officers and Head Bowling Coach.
- Each director shall be a member in good standing.
- The board of directors shall determine the policies of this organization, approve the budget, approve all expenditures and authorize all disbursements, take counsel with committees and have general management of this organization and its affairs.
- Any appointed officials may be removed from office by the Head Coach and the club officers due to his/her inability to serve or conduct unbecoming as a member.
- A majority shall constitute a quorum for all Board of Directors meetings.

## **Article VI. Election of Officers**

**Section I.** A general email will be made to membership asking for volunteers and or nominations to fill vacated club officers positions during the month of January.

**Section II.** The consent of each candidate must be obtained before his or her name is placed in nomination.

## **Article VII. Meetings**

**Section I.** The club shall hold a minimum of three meetings per year.

**Section II.** Special meetings of the membership may be called by the President or in his absence by the Vice President.

**Section III.** There must be five members present including the Board of Directors to constitute an official meeting empowered to act as outlined in these by-laws. The vote required to pass a motion will be simple majority of the members present at the meeting. The President will cast the deciding vote to break any ties.

**Section IV.** The order of business will be outlined for all meetings in a written Agenda provided by secretary. Written reports from committees and a written financial report or spreadsheet shall be provided by the Treasurer at all meetings.

## **Article VIII. Funds**

**Section I.** Funds will be raised by the **Fairport Varsity Bowling Booster Club** through activities in conjunction with the Board of Education's policy. The funds so raised and any other funds received by the club shall be administered and controlled by the Fairport Varsity Bowling Booster Club.

**Section II.** An account will be established for the club at a designated bank. Two Signatures will be placed on the account by Treasurer and President of the club. The activity of the account will be monitored directly by the Board of Directors.

**Section III.** All monies received by treasurer must be deposited into designated account within 3 days of receipt.

**Section IV.** Funds may be expended for any purpose directly related to the stated purposes of the club.

**Section V.** Method of disbursing funds of club:

- Receipts for expenditures will be presented to the Treasurer.
- Upon receipt of invoice for expenditures treasurer will prepare a check from the account established at the designated bank with the appropriate signature or signatures. Invoices must be paid within one week of receipt by treasurer.

**Section VI.** If the organization disbands, the Board of Directors, after paying all outstanding obligations, shall vote on the disbursement of the remaining funds.

## **Article IX.**            **Property**

All property owned by the club should be controlled and administered by elected officers, under the supervising control of the President.

## **Article X.**            **Fiscal Year**

The fiscal year of the club shall start June 1st and end May 31st of each year.

## **Article XI.**            **Amendments**

An amendment to the Constitution and/or bylaws may be proposed by a quorum vote of the executive committee with the approval of the AD, submitted to the membership at a regular meeting thereof and shall become effective upon approval by a quorum of the membership present at a subsequent meeting.

## **Article XII.**            **Quorum**

A quorum for a vote will consist of 2/3 of the executive board or 2/3 of the membership present.

**By-Laws Passed (Date): Unanimously February 24, 2015 KML**