

# Onondaga Central School Booster Club

## BYLAWS

### ARTICLE I-NAME

The name of this organization shall be the Onondaga Central School Booster Club of South Onondaga, NY hereafter referred to as the OCS Booster Club

### ARTICLE II - PURPOSE

The purpose of the OCS Booster Club is to support and promote extracurricular clubs at Onondaga Jr/Sr. High School by uniting students, parents, coaches, advisors, faculty, staff, and community in a way that enhances the sharing of school spirit, and provides moral as well as financial support.

### ARTICLE III - ORGANIZATION

- A) The OCS Booster Club shall be formed as a New York Not-For-Profit Corporation and will maintain Internal Revenue Code Section 501(c)3 status.
- B) The OCS Booster Club shall be non commercial, non-sectarian and non-partisan. No commercial enterprise and no candidates shall be endorsed by it. Neither the name of the organization nor the names of its officers in their official capacities shall be used with any partisan interest, or any commercial connection outside the purpose of the organization.
- C) For an extracurricular club to be eligible for consideration by the OCS Booster Club it must be deemed appropriate by the OCS Administration and Board of Education.
- D) Extracurricular clubs who choose to become members of the OCS Booster Club must petition the OCS Booster Club Board.

### ARTICLE IV - MEMBERSHIP

- A) The OCS Booster Club membership year shall be September 1st\_August31st.
- B) Participating membership dues are free to anyone at least eighteen (18) years of age.
- C) Voting memberships are free to anyone at least eighteen (18) years of age and requires attendance of at least one general meeting prior to voting. Voting membership allows individuals to vote for officers of the OCS Booster Club, on Bylaws and on issues requiring membership vote at general meetings.
- D) Members of the OCS Booster Club will be any individual, eighteen (18) years of age or older, who agrees to be an active participant, volunteer and who will support the organization in its purpose.
- E) Volunteering for specific activities will be expected of all members. Members should realize they represent the school in their capacity as boosters and fans.

### ARTICLE V - OFFICERS

- A) The OCS Booster Club shall be governed by elected officers.
- B) The OCS Booster Club Board of Officers will consist of President, Vice President, Treasurer, and Secretary.
- C) No person shall be an OCS School Board Member or a full time employee of the school, and hold a position of office on the OCS Booster Club.
- D) No person shall hold more than one officer position.
- E) In the event voting by officers results in a tie, the President will abstain.

### ARTICLE VI - DUTIES OF OFFICERS

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

#### President

- A) The president shall preside at all meetings of the OCS Booster Club, and shall enforce all the rules established by the bylaws.
- B) The president shall appoint at least one (1) person, being known as the Chairperson, to lead committees, which become necessary to run the OCS Booster Club.
- C) The president shall be an ex-officio member of all committees during his/her term of office, except the nomination committee.
- D) The president shall be the OCS Booster Club liaison with the OCS Board of Education, OCS District Office, OCS Athletic Director, and OCS Jr/Sr. High School Principal.

#### Vice President

- A) The vice president, in the absence of the president, shall perform all the duties of the president.
- B) The vice president will perform all duties requested of him/her by the president.
- C) The vice president shall be the permanent election chairperson at all elections and shall appoint those people he/she deems necessary to assist him/her in the task.
- D) The vice president shall fill the office of president should it become vacant, until the next yearly election.
- E) The vice president shall also act as an OCS Booster Club liaison with the OSC Board of Education, OCS District Office, OCS Athletic Director, and the OCS Jr/Sr. High School Principal.

#### Secretary

- A) The secretary shall keep a record of all proceedings of the meetings (OCS Booster Club Board, Executive Council and General) and attendance.
- B) The secretary will present minutes for approval at general meetings,
- C) The secretary shall handle all OCS Booster Club correspondence.
- D) The secretary shall act as membership coordinator and shall be responsible for the processing of incoming membership requests and the maintenance of the membership base.
- E) The secretary shall maintain website information via the OCS website and handle any other publicity avenues deemed useful.

#### Treasurer

- A) The OCS Booster Club fiscal year shall be September 1st - August 31st.
- B) The treasurer shall receive and be responsible for all monies belonging to the OCS Booster Club, keeping true and accurate records of all such collections.
- C) The treasurer shall sign all checks and pay all bills presented.
- D) Any expenditure from the OCS Booster Club general fund of \$500 or more requires OCS Booster Club Board notification and two check signatures.

- E) The treasurer shall be required to give a report at each general meeting and submit a complete financial statement.
- F) The treasurer shall give members receipts for all funds being turned in to the treasury.
- G) The treasurer CANNOT payout funds from the treasury without receiving a bill signed by the member incurring the expense or a signed written request after either has been approved by the OCS Booster Club Board. Bills and records are to be kept and maintained by the treasurer.
- H) The treasurer shall be in charge of general meetings in the absence of the president and vice president.
- I) Funds of the OCS Booster Club shall be kept in an account approved by the OCS Booster Club Board and shall include a general fund and separate funds for each activity.
- J) The president and the treasurer are authorized to sign checks drawn against the funds of the OCS Booster Club. The treasurer shall ensure that signature cards are kept up to date.
- K) When a new treasurer is elected or appointed, the outgoing treasurer shall be responsible for working with the new treasurer until the audit is complete and accepted by the OCS Booster Club Board.

#### Terms

1. Officers shall serve a period of four (4) years beginning in July.
2. The president and treasurer will be elected in even years; vice president and secretary will be elected in odd years. For the first election, occurring in the year 2008, the vice president and secretary will serve one-time one-year tenures, in order to get on the proper rotation.
3. Terms may be consecutive if there is a lack thereof participation in membership for candidates to hold elected office.

#### NOMINATIONS AND ELECTIONS - VII

- A) All nominees for an officer must be at least twenty-one (21) years of age.
- B) All nominees must have been an active member of the OCS Booster Club for at least one (1) year and have attended at least three (3) general member meetings in the past year. The secretary shall maintain all sign-in sheets from the general meetings and the treasurer shall verify members' eligibility to run for office.
- C) All nominations will come from the floor at the May general meeting preceding the election meeting in June.
- D) No two members of an immediate family may be nominated for an officer position. Immediate family is further defined as blood relatives and/or relatives by marriage.
- E) All nominees may present a short platform speech (3 minutes) at the nominations meeting in May.
- F) The vice president will chair the election committee and shall select such help, as he/she deems necessary, being a minimum of three (3) people.
- G) All eligible voting members must be duly notified of the nomination process and election format.
- H) The election will be held at the June general meeting by secret ballot.
- I) All ballots will be counted at the June meeting and the results announced at the same meeting.
- J) The present vice president will maintain all ballots for three (3) months after the election in case of any questions about the results.

- K) The nominee receiving the highest number of votes cast for each office shall be considered the elected officer.
- L) In case of a tie between two candidates, a re-vote will be held at the next regularly scheduled meeting, following the rules as described above.

#### ARTICLE VIII - EXECUTIVE COUNCIL

The OCS Booster Club Executive Council consists of the OCS Booster Club Board officers and the Activity Specific Representatives from each participating extracurricular club. The Executive Council will vote on allocations from the OCS Booster Club General Fund and if deemed necessary the dismissal of any member or officer of the OCS Booster Club.

#### ARTICLE IX - OTHER BOOSTER CLUB POSITIONS

##### Activity Specific Representatives (ASR)

- A. Extracurricular clubs must identify an Activity Specific Representative (ASR) who will act as liaison between the Club and the OCS Booster Club.
- B. AS Representatives will have voting rights.
- C. All AS Representatives shall oversee the audit of the financial records of the OCS Booster Club annually.
- D. Each AS Representative shall make sure that their interest area has been represented.
- E. AS Representatives may request funds from their individual club account by filling out a club fund request form.
- F. Requests for funds from the OCS Booster Club general fund will require a general fund request form and will be voted on by the OCS Booster Club Executive Council.

##### Concession Coordinator (CC)

- a. The OCS Booster Club will be responsible, upon approval of the OCS Board of Education, for administering the functions of the OCS concession stand at all events.
- b. The OCS Booster Club president shall appoint a concession coordinator (CC) upon approval of the majority of the OCS Booster Club Board.
- c. The concession coordinator will be the chairperson of a committee of his/her choice to assist in managing and operating the OCS concession stand.
- d. The concession committee will be responsible for supplying the concession stand, working with vendors and obtaining volunteers for various events.
- e. Extracurricular clubs, recognized by the OCS Booster Club and/or the OCS Board of Education, may choose to have representatives work in the concession stand, scheduled through the concession coordinator. In the event of a scheduling conflict a resolution will be determined by the Concession Coordinator and the OCS Booster Club Board. Extracurricular clubs working an event will be entitled to a portion of the net profits to be evaluated and determined yearly in the concession stand policies and procedures.
- f. A complete inventory and financial statement shall be performed at the end of each event by the Concession Coordinator or designate. Copies shall be kept by the Concession Coordinator and Treasurer.
- g. The OCS Booster Club will provide insurance coverage for aforementioned concessions. The OCS Booster Club will provide necessary repairs and new equipment, as needed.

#### ARTICLE X - FUND RAISING COMMITTEE

To Be Determined

#### ARTICLE XI - DONATIONS

The OCS Booster Club Board shall ensure that funds donated for specific items are used only for those items or services. If the item is unattainable, an alternative will be presented or the donation shall be returned.

#### ARTICLE XII - MEETINGS

Regular OCS Booster Club general meetings shall be held monthly at such places as designated by the OCS Booster Club Board. Notice of any change in time, date or place shall be given to the membership by the secretary and/or President in a timely fashion. Special meetings may be called by the OCS Booster Club president or by a majority vote of the OCS Booster Club officers. Said meetings will be posted on the school calendar. Notice of these meetings shall be relayed to the general membership by the secretary and/or president. OCS Booster Club Board, Executive Council and general meetings must have at least three (3) OCS Booster Club officers present to be official.

#### ARTICLE XIII - GENERAL MEETING AGENDA

1. Call to order by the president.
2. Roll call by the vice president.
3. Presentation of the minutes of the proceeding general meeting by the secretary for approval.
4. Report by secretary of incoming and outgoing OCS Booster Club correspondence.
5. Presentation of the financial statement by the treasurer for approval.
6. Highlights of the last OCS Booster Club Board meeting.
7. Reports from standing and special committees by the committee chair.
8. Old or unfinished business.
9. New business of officers or members.
10. Open discussion.
11. Time, date, and place for next scheduled meeting.
12. Adjournment of the session.

#### ARTICLE XIV - CODE OF CONDUCT

- a. To ensure that the OCS Booster Club remains a fun, relaxed, and respectful organization, the following conduct will apply to all members at all times:
- b. The OCS Booster Club understands that members' opinions can vary to a high degree and encourages any point of view to be freely expressed by anyone. But slander, acts of malicious intent, physical threats, hounding, unreasonable intrusion into someone's personal space, libel, or any other type of defamation of character will NOT be tolerated AT ANY TIME and can be grounds for expulsion from the OCS Booster Club.
- c. Any OCS Booster Club officer may be impeached for improper conduct or conduct prejudicial to the welfare of the OCS Booster Club. The OCS Booster Club Executive Council will make a determination as to the retention or removal of the officer
- d. As an OCS Booster Club member it is each person's duty to recognize that he or she is a representative of the OCS Booster Club, and it is also each individual's responsibility to project a favorable image in order not to discredit the organization. Should this "Code of Conduct" be disregarded by anyone, action will be taken by the OCS Booster Club Executive Council.

ARTICLE XV - AMENDMENTS

These Bylaws may be amended at any OCS Booster Club general meeting by a majority vote of the voting members present providing notice has been given of the proposed amendment(s) at the previous OCS Booster Club general meeting or by email notification five business days prior the voting meeting.

ARTICLE XVI - DISSOLUTION PROVISION

- A) Upon dissolution of the corporation, the board of trustees shall, after paying or making provision for the payment of all liabilities of the corporation, dispose of the remaining assets of the corporation exclusively for one or more exempt purposes, within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future Federal tax code), or shall distribute the same to the Federal government, or to a state or local government, including Onondaga Central School District for a public purpose. Any such assets not so disposed of shall be disposed of by order of the Supreme Court of the State of New York in the judicial district where the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, organized and operated exclusively for such purposes, as said Court shall determine.
- B) In the event of dissolution, all the remaining assets of the OCS Booster Club General Fund shall, after necessary expenses thereof, be placed in a special fund to be disbursed by the principals of grades 7-12. These funds may only be used for nonbudgetary items. Any property owned by the OCS Booster Club becomes the property of grades 7-12.
- C) Upon dissolution of the OCS Booster Club, remaining funds in any extracurricular club's individual account shall be returned to the respective clubs.
- D) Approval of dissolution of this OCS Booster Club shall require the affirmative vote of at least two-thirds (2/3) of the eligible voting members present at the special meeting.

President: \_\_\_\_\_,

Treasurer: \_\_\_\_\_,

Secretary: \_\_\_\_\_,

Vice President: \_\_\_\_\_,

These Bylaws were adopted: August 10, 2008

Revisions: August 17, 2008, September 14,2008, December 14,2008, March 8, 2009, August 12,2009  
January 16, 2011, April 11, 2012, May 8, 2013.