

BY-LAWS OF THE
GALWAY
ATHLETIC BOOSTER CLUB

Revised:
Approved:

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BY-LAWS OF THE GALWAY ATHLETIC BOOSTER CLUB

ARTICLE I – Name, Purpose and Objectives

Section 1.01 Name. The name of this organization shall be the Galway Athletic Booster Club, commonly known as Booster Club, hereafter referred to as the “Club.”

Section 1.02 Purpose. The purpose of the Club is to promote and support athletics at Galway Central School in an atmosphere that is consistent with the educational philosophy of the school community.

Section 1.03 Objectives. The objectives of the Club are as follows:

- (a) Develop an organization with an active and involved membership that is concerned with the total athletic program and all of its participants regardless of sex, race, religion, sexual orientation, socio-economic status, or chosen sports activity.
- (b) Promote school spirit and sportsmanship and encourage attendance at all athletic events.
- (c) Encourage and support the academic endeavors of student-athletes.
- (d) Provide supplementary financial support for the various athletic activities.
- (e) Explore options for providing supplementary financial support for the future of the various athletic activities in the form of an Endowment Fund.
- (f) Aid the staff in organizing and staging special events and projects.
- (g) Aid and support the school staff in the areas of sports promotion, publicity, and program development.

Section 1.04 Non-profit Status. The Club will explore the possibility of attaining 501(c)(3) status. If such status is attained, notwithstanding any other provisions of these By-Laws, the Club shall carry out activities permitted by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law or by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Internal Revenue Law.

ARTICLE II – Membership and Fees

Section 2.01 Membership. Members shall be any parent or guardian of any 7-12 athlete; coaches; or any other adult community member who plays an active role in support of Galway athletics.

Section 2.02 Members' Right to Privacy. Any personal information gathered or requested by the Club is for the sole use of the Club and will not be made available to any other organization.

ARTICLE III – Officers

Section 3.01 Officers. The officers shall be the President, Vice President, Secretary, Treasurer and Co-Treasurer.

(a) Election. The officers shall be elected by a majority of the voting membership present at the Annual Organizational Meeting. All elected officers must be current members of the Club who have attended at least five meetings during the previous year. The voting membership shall consist of the individuals listed in Section 4.01.

(b) Nominations. The President, with concurrence of the Executive Board, shall present a slate of nominees (who have agreed to serve) for positions of officers with reasonable notice prior to the Annual Organizational Meeting. Additional candidates may be nominated from the floor at the Annual Organizational Meeting.

(c) Terms of office. A term is one fiscal year, July 1 through June 30. An individual may not serve in the same elective capacity for more than four consecutive terms, with the exception of Treasurer, which is for no more than six consecutive terms.

(d) Vacancy. The President, with the approval of the Executive Board, shall appoint any officer vacancy, other than the Presidency. A vacancy in the office of the President shall be filled by the Vice-President, who shall then appoint an interim Vice-President.

Section 3.02 Duties of Officers.

(a) President. The President shall:

- (1) Preside at all meetings;
- (2) Appoint committee chairpersons with the concurrence of the Executive Board;
- (3) Appoint and/or dissolve other committees as required;

- (4) Serve as ex-officio member of all committees;
- (5) Serve as primary spokesperson for the Club, except as otherwise specified;
- (6) Direct goals and budget performance.

(b) Vice President. The Vice President shall:

- (1) Perform all the duties of the President in his/her absence;
- (2) Be responsible for an annual review of the by-laws, recommending revisions as deemed appropriate;
- (3) Conduct an audit of the Treasurer's books at the close of the fiscal year.

(c) Secretary. The Secretary shall:

- (1) Keep a record of all of the proceedings at the meetings of the Club;
- (2) Keep a record of attendance at all meetings;
- (3) Record the name of each team representative at all meetings;
- (4) Provide via email the minutes of each meeting to the members of the Club, and provide a link to the minutes on the school website,

(d) Treasurer. The Treasurer shall:

- (1) Maintain a complete set of books of account in accordance with generally accepted accounting principles and practices;
- (2) Receive and deposit moneys of the Club in the Club's accounts;
- (3) Make disbursements from the teams' encumbered funds and the general fund, and shall pay expenses approved by the Executive Board and shall secure proper vouchers thereof;
- (4) Report the amount of money available in the general fund and encumbered funds at each monthly meeting. The monthly financial reports shall include an accurate representation of Club funds;
- (5) Have an official signature card on file with the bank utilized to manage the funds of the club;
- (6) Turn over financial records to the Vice President so that the Vice President may conduct an audit of the books at the close of the fiscal year.

(e) Co-Treasurer. The Co-Treasurer shall:

- (1) Receive and deposit moneys of the Club in the Club's accounts;
- (2) Have an official signature card on file with the bank utilized to manage the funds of the club.

ARTICLE IV – Executive Board

Section 4.01 The Board shall be responsible to act on behalf of the Club in the management of the business affairs of the organization. The Executive Board shall consist of:

- (a) President
- (b) Vice-President
- (c) Secretary
- (d) Treasurer
- (e) Co-Treasurer
- (f) Athletic Director of Galway High School (non-voting member)
- (g) One representative from each of the following sports:
 - (1) Boys' Soccer
 - (2) Girls' Soccer
 - (3) Volleyball
 - (4) Cross Country
 - (5) Golf
 - (6) Boys' Basketball
 - (7) Girls' Basketball
 - (8) Cheerleading
 - (9) Wrestling
 - (10) Softball
 - (11) Baseball
 - (12) Boys' Track
 - (13) Girls' Track

Section 4.02 The Executive Board shall:

- (a) Approve the expenditure of all general funds;
- (b) Approve the President's creation and dissolution of all necessary committees and Chairpersons;
- (c) Set the time and date of meetings and give members timely notification;
- (d) Approve goals and budget targets annually;
- (e) Review the annual budget, financial reports, and financial statements issued by the bank utilized to manage the funds of the Club. Bank-issued financial statements shall be provided by the Treasurer at the request of the Executive Board.

Section 4.03 If action on behalf of the Club is necessary before the next scheduled meeting, the President shall contact the Executive Board and take such action based on the majority vote of the Executive Board. A report of the action taken shall be made at the next meeting.

ARTICLE V – Team Representatives

Section 5.01 Each team shall have a team representative present at each meeting. The representative may be the coach or other adult associated with the team and designated by the coach. The coach shall provide the name of the representative to the secretary prior to the monthly meeting.

Section 5.02 Team representatives shall disseminate information from the meetings to the team coach, athletes, and parents.

Section 5.03 Teams are responsible for contributing to projects and fundraising activities as called upon.

Section 5.04 For voting purposes, on matters for which it is appropriate to ensure equal representation for each team sport, the following rules apply:

- (a) Only the team coach, team representative, or alternate may vote, as designated by the coach.
- (b) Team representatives may represent no more than two teams and have no more than two votes.
- (c) The five officers may each be a representative for a team, and may therefore cast a total of two votes. Officers may only do this if no other representative is available for their team.
- (d) No proxy votes will be accepted.

ARTICLE VI – Meetings

Section 6.01 Annual Organizational Meeting. The Annual Organizational Meeting of the Club shall be held in June unless otherwise specified by the Executive Board. Any change to the Annual Organizational Meeting date, time, or location shall be announced a minimum of two weeks in advance of the proposed change.

Section 6.02 Meetings. General Membership Meetings shall be held monthly unless otherwise specified by the Executive Board and reasonable notice is provided to the general membership. Meetings shall be open to all interested persons.

Section 6.03 Transaction of business. A minimum number of Executive Board members required to transact business shall be eight persons. In all voting instances, majority of votes cast will rule.

Section 6.04 Order of Business. The order of business at all meetings shall be as follows:

- (a) Roll call/attendance
- (b) Approval of the minutes of the preceding meeting
- (c) Reports of any committees
- (d) Treasurer's report
- (e) Old and unfinished business
- (f) New business
- (g) Adjournment

ARTICLE VII – Finances

Section 7.01 All monies received by the Club for any purpose, other than an Endowment Fund, shall be deposited to the credit of the Club in a financial institution or institutions selected by resolution of the Executive Board.

Section 7.02 Funds allocated to specific sports teams, although deposited in the Club's account, shall be separately tracked as "encumbered funds" for each sports team. Expenditures from these encumbered funds do not require Executive Board approval but may be expended on behalf of these teams at the discretion of the team's Head Coach. Requests must be made at a monthly meeting of the Club. No team should submit a payment request which exceeds the amount of funds available, at the time of the request, in the team's encumbered funds account. The Executive Board may decline a request for funds if the team balance is inadequate to cover the expenses.

Section 7.03 Funds raised by any Club general fundraising events will be allocated by the Executive Board according to the following process:

- (a) Coaches and the Athletic Director will submit a budget for expenditures they wish to make that are not covered by their school team budget. This budget must be submitted by June 30 each year, to be acted upon at the next meeting of the Club.
- (b) No purchases will be paid for or reimbursed unless the coach has received approval from the Club to make these purchases. If a coach purchases items that were not approved by the Club, those items will not be reimbursed by the Club.
- (c) Purchases must be verified by receipts/invoices that are turned over to the Club Treasurer.
- (d) Expenses that the Club may choose to pay or help pay for include:
 - (1) Varsity or JV team summer leagues
 - (2) Awards
 - (3) Banquet expenses
 - (4) Other necessary equipment that is not covered by the team's school budget
- (e) Expenses that arise after the June 30 deadline may be considered on an emergency basis.

ARTICLE XIII – Amendment of These By-Laws

Section 8.01 Amendments to the by-laws are to be submitted in writing at a regular meeting prior to the Annual Organizational Meeting. Notice of the amendments shall be publicized by e-mail to the membership at least two weeks prior to the Annual Organizational Meeting.

Section 8.02 Amendments may be adopted at the Annual Organizational Meeting by a majority vote of the Executive Board.

ARTICLE IX – Dissolution of Club

Section 9.01 Dissolution of the Club entity. Should the Galway Athletic Booster Club cease to operate as a legal entity, all of the Club assets and cash will be distributed equitably to all active athletic teams and clubs having an encumbered fund with the Club. Distribution to the teams will be calculated in the following manner; the total sum of the Club's ending cash balance, including assets converted to cash, divided by the total of all Galway athletes participating in the previous three sport seasons (fall, winter, spring) as determined by ending Varsity and Junior Varsity rosters prior to the Club's dissolution. Example: \$50,000 available divided by 750 athletes participating in the three prior sports seasons equals \$66.66 dollars given to each team based upon their athlete roster totals. Once distributed, the funds can be used at the discretion of the team's Head Coach and/or duly authorized designate. Encumbered fund balances for teams no longer active at Galway will be added to the general fund balance prior to the final distribution in the manner described above.