

**Bylaws**  
**of**  
**Baldwinsville Boys Lacrosse Booster Club, Inc.**

Adopted: 1/15/2012

**Article 1: Name**

1. The name of the corporation shall be Baldwinsville Boys Lacrosse Booster Club, Inc.

**Article 2: Purpose**

- 2.1 General Statement of Purpose: It is the intent of the corporation to conduct only activities that are exclusively charitable within the meaning of Section 501(c)(3) of the Internal Revenue Code.
- 2.2 Specific Purpose: The purpose for which the corporation if formed and the business to be carried on and the objectives to be affected by it are:
  - (a) To support, assist and enhance the lacrosse athletic program of the Baldwinsville Central School District. This support is to include, but is not limited to, financial, community and volunteer support which will serve to enhance the scholastic lacrosse experience for all.
  - (b) No part of the earnings of the organization shall inure to the benefit of any member, trustee, director, officer of the corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the corporation) and no member, trustee, officer of the corporation or any private individual shall be entitled to share in the distribution of any of the corporation assets on dissolution of the corporation.
  - (c) In the event of dissolution, all remaining assets and property of the corporation, after necessary expenses, be distributed to another organization exempt under section 501(c)(3) of the Internal Revenue Code.
- 2.3 Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on by a charitable organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Revenue law) or (b) by a charitable organization contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Revenue law).

**Article 3: Membership**

- 3.1 The Baldwinsville Boys Lacrosse Booster Club (BBLBC) membership shall consist of Parents, Family Members, Coaches and Friends of the lacrosse program.
- 3.2 Volunteering for specific activities will be expected of all members. Members should realize they represent the school in their capacity as Boosters and fans, and their support of school co-curricular activities is important.

#### **Article 4: Government and Officers**

- 4.1 Governance: The Baldwinsville Boys Lacrosse Booster Club shall be governed by an Executive Board and a Board of Directors, with no less than four voting members.
- 4.2 Powers and Duties: The Executive Board and Board of Directors (collectively hereinafter: Board) shall have general power to manage and control the affairs and property of the BBLBC, and shall have full power, by majority vote, to adopt rules and regulations governing the action of the BBLBC and shall have full and complete authority with respect to the distribution and payment of monies received by the BBLBC.
- 4.3 Executive Board: The Executive Board shall consist of a President, Vice President, Treasurer and Secretary.
- 4.4 Election and Term of Executive Board: The Executive Board Officer positions shall be elected annually at the June meeting by nominations from the floor or recommendations of an appointed nominating committee. Executive Board Officer terms of office shall run from July to June of the following year.
- 4.5 Board of Directors: The Board of Directors shall consist of not less than 4 members and not more than 20, as shall be determined from time to time by resolution of the Board. The Board of Directors should consist of a Director of Fundraising, Director of Tournaments, Director of Concessions, Director of Communications and At-Large Members, as deemed necessary by the Executive Board.
- 4.6 Board of Director Positions shall be filled either by majority vote or appointment from the Executive Board. Board of Director Members shall serve for one year; July through June.
- 4.7 Executive Board Officers and Board of Director Members may serve multiple terms.
- 4.8 Removal: Any officer or member may be removed from the Board for good cause upon affirmative vote of at least 2/3 of all Board Officers and Members. Good cause shall include, but is not limited to, repeated failure to attend regularly scheduled meetings of the BBLC without reasonable explanation.
- 4.9 Committees: Special committees may be established to handle activities and events as deemed necessary by the BBLBC. Annual events, such as the Program, Senior Night and End of Season Banquet, should have committees established to coordinate these events. These committees shall report to the Board as needed.

#### **Article 5: Roles and Responsibilities**

- 5.1 President: The President shall be the active head of the BBLBC and subject to the decisions of the officers shall have general control and management of all its activities and affairs. The President shall preside at all meetings, fill by appointment all Officer vacancies, make all other appointments that are required, and assign chairmanships for standing or special function committees. The President will be responsible for establishing the monthly meeting agendas and running the meeting in an organized fashion. All official reports will be signed by the President. The President has the authority to approve miscellaneous expenditures up to \$150.00. These expenditures must be detailed in full at the next regularly scheduled booster club meeting with full disclosure.
- 5.2 Vice President: The Vice President shall assist the President at all times with respect to special assignments or committees. In the absence, inability or resignation of the President, the Vice-President shall assume the duties of the President.

- 5.3 Treasurer: The Treasurer shall assume direction of all financial matters. The Treasurer shall keep a record of and have custody of all funds of the organization. The Treasurer shall keep a record of all monies received and paid out and all vouchers and receipts thereof. The Treasurer shall keep books of accounts of the financial condition of the organization and shall prepare a monthly financial report for approval by the officers and members at its regular monthly meetings. The treasurer shall be responsible to file tax returns, reports and other information that is deemed necessary. The Treasurer will ensure that accurate receipts are provided for all reimbursable expenses as agreed to by the club. The Treasurer's books are subject to inspection and/or audit by the officers or an Executive Committee as established by the members.
- 5.4 Secretary: The Secretary shall keep a record of all proceedings of the meetings and shall keep all non-financial records of the organization, issue notices of meetings and submit minutes of the previous meeting of the officers and members for approval. The Secretary will be responsible for all official correspondence and communication of the club to organizations outside of the club and/or Baldwinsville Central School District.
- 5.5 Director of Fund Raising: This position shall research various opportunities to raise money for the organization. Once a feasible opportunity is discovered, this individual will present their findings to the club for approval. If approved, this person will be the coordinator of all persons (i.e. team reps, players, parent volunteers, etc.) to ensure proper implementation of the program and also to track the progress. All fund raising activities require approval of the organization.
- 5.6 Director of Tournaments: This position shall review out-of-season tournament opportunities and make recommendations to the organization for participation in such tournaments. This person shall work with the Head Varsity Coach in establishing team rosters for such tournaments. They shall be responsible for securing positions in selected tournaments and for obtaining payment from participants.
- 5.7 Director of Concessions – This person is responsible for coordinating a schedule for concession volunteers, overseeing concession stand operations, purchasing supplies as may be necessary and coordinating concession stand operation with the School District Food Service staff.
- 5.8 Director of Communications: This person will coordinate all communications within the club. This will include the web site, emails, reporting of scores, regular mailings, and phone calls as deemed necessary. They will work with each team representative to ensure they are properly communicating specifics to each player and parents.
- 5.9 At-Large Member: This position may be held by any person who no longer has a player in the lacrosse program but still has a vested interest in seeing the BIFC continuing to provide support for the lacrosse program. This position may be filled by an appointment of the Executive Board or by majority vote.
- 5.10 Committees: Program Committee - Tasked with soliciting corporate donations, working through coaches to collect advertising donations, designing and printing of the program, coordination of program sales.
- Team Representatives - This will include at least one but not more than two volunteers from each level of play. The primary responsibilities of these positions are to serve as a voice for the team they represent at each meeting, to coordinate all communications amongst players and parents, serve as off field support for the coach, coordinate approved fund raising for their respective teams, and to solicit volunteers to help as needed.

Senior Night Committee - Responsible for planning the game day events - including but not limited to Senior/Parent Pictures, Senior/Parent Introductions and post-game gathering.

Banquet Committee - Responsible for planning and executing the event - including but not limited to the event agenda, procuring refreshments, procuring Senior gifts, team pictures.

#### **Article 6: Meetings**

- 6.1 The Board shall meet, at a minimum, once per month unless, as deemed by a majority vote, a particular month's meeting is found to be unnecessary. The regular monthly meeting shall be held on the 2<sup>nd</sup> Tuesday of each month.
- 6.2 Meetings are open to the public and anyone with an interest in the Baldwinsville Lacrosse program may attend.
- 6.3 If additional meetings are deemed necessary, forty-eight hours' notice must be given.
- 6.4 For purposes of conducting official business and defining an approved quorum at least two Executive Board members plus two additional voting members must be present at each meeting.
- 6.5 The Secretary, or in his/her absence any person whom the Board may appoint, shall act as secretary and take the minutes of the meeting. Meeting minutes will be kept on file as a permanent record of each meeting. The minutes of each meeting will be presented for approval at the next regularly scheduled meeting.

#### **Article 7: Voting and Approval Process**

- 7.1 All elected and appointed Executive Board and Board of Directors have the right to one vote. Those recognized as having a vote include: President, Vice President, Treasurer, Secretary, Director of Fundraising, Director of Tournaments, Director of Concessions, Director of Communications and any recognized at-large member.
- 7.2 Persons holding more than one position are entitled to only one vote.
- 7.3 In order to be eligible to exercise your voting privileges, recognized voting members must have been in attendance at two (2) of the previous four (4) regularly scheduled meetings as noted in the previously approved minutes of those meeting.
- 7.4 Items presented to the BBLBC at a meeting will be voted upon by the recognized members and passed if a simple majority vote in the affirmative is reached by the attending members at the meeting.
- 7.5 Items may be tabled for further discussion if a simple majority of the recognized voting eligible attending members decide further information is needed to make a decision.
- 7.6 No absentee voting is allowed.

- 7.7 In the event of a tie, the President or the appointed substitute may either table the item for further discussion and review or cast the deciding vote as it stands.

#### **Article 8: Fiscal Year and Finances**

- 8.1 The fiscal year for Baldwinsville Boys Lacrosse Booster Club, Inc., will begin the first day of January and end on the last day of December.
- 8.2 At year end, the Executive Board will appoint someone to complete an audit of the previous year's business and present for approval to the Board no later than the February meeting.
- 8.3 A line item budget for the upcoming year will be presented to the Board for approval no later than the February meeting.

#### **Article 9: Income**

- 9.1 The organization receives funding from various sources. They include, but are not limited to, various fund raisers by parents and players, program advertising, concessions stand sales, and donations from the general public.
- 9.2 All monies collected will be used to support and enhance the playing experience of each member of the lacrosse team regardless of race, national origin, creed, gender, playing status, or level of performance.
- 9.3 No money, merchandise or service donated to the organization shall be given to, or used by, a member of the Executive Board or Board of Directors for personal gain.
- 9.4 The majority of the monies collected are used to support the many services the organization provides to the lacrosse players. The organization also distributes annual scholarships to select graduating seniors based on the recommendations of the scholarship committee. A small portion of money is used to pay for operating costs associated with the day-to-day functions within the club.

#### **Article 10: Expenditures**

- 10.1 Expenditures of less than \$150.00, which are not contained in the approved operating budget, can be approved by any two members of the Executive Board. Expenditures in excess of \$150.00, which are not contained in the approved operating budget, are subject to a majority vote of the eligible attending recognized voting members at the meeting in which it was proposed.
- 10.2 The President or in their absence, the Vice-President must approve the payment of all monies in writing to the treasurer.
- 10.3 In instances where an approved service is rendered, the organization may compensate appropriately that

person or persons providing that service. Proper and reasonable compensation is to be determined by the organization prior to the service being rendered.

- 10.4 The organization's books are subject to review at least once a year.

#### **Article 11: Donations**

- 11.1 Any money, merchandise, service, or time donated to the BBLBC by a player, parent or other individual will in no way entitle that person, persons or any related player to special treatment or exemption from their obligations due for fund raising, team obligations as set forth by the coaches, or other requirements as set forth by the BBLBC or coaching staff.

#### **Article 12: Fund Raising**

- 12.1 All fund raising activities must be approved by a majority vote in the affirmative of the recognized attending members at the meeting in which the fund raising activity is proposed.
- 12.2 Fund raising activities are subject to change each year.
- 12.3 Once approved, the BBLBC will set guidelines as to the minimum required participation of each player.
- 12.4 All approved fund raising activities for a particular season/year will have tracking and minimum player requirements in place prior to the parent/player meeting in February.
- 12.5 Fund raising requirements are for all participants in the lacrosse program.
- 12.6 Any player related to a member of the Executive Board, Board of Directors, Coaches, volunteers, or any person donating time, merchandise or services to the organization will not receive preferential treatment or exemption of the minimum requirements due for the fund raising activity.
- 12.8 Although fund raising is not a requirement of the Baldwinsville School District in order to participate on a team or receive any awards from the school district, if a fund raising activity is approved by the BBLBC and the minimum requirements are not met, that player may not be entitled to the services, banquets, and awards the BBLBC sponsors as a result of money produced by that fund raiser pending approval of the Executive Board.
- 12.9 As stated earlier, in general, fund raising requirements are to be for all players. However, in rare cases, the BBLBC may exempt a player from these requirements, if deemed by a majority vote of the eligible recognized attending members, a player has demonstrated a willingness to try to meet the requirements but, due to circumstances, was unable to do so.

### **Article 13: General Statement**

- 13.1 The BBLBC will in no way be part of, or attempt to influence, the coaching staff regarding policies, procedures, and player responsibilities as set by the coaching staff or the school district.
- 13.2 Participation in the BBLBC in any role, be it elected, appointed or volunteer, will in no way entitle a related player to special rights or privileges on or off the field of play.

### **Article 14: Procedures and Amending the By-Laws**

- 14.1 All changes or additions to these by-laws must be submitted in writing at least twenty-one (21) days in advance of the next general meeting.
- 14.2 Any changes or additions to these by-laws are subject to a majority vote of attending members of which must include at least three (3) out of the four (4) Executive Board members, plus one additional recognized eligible voting member.
- 14.3 Unless otherwise specified, the changes will be in effect immediately upon the completion of the majority vote in the affirmative.
- 14.4 These by-laws will be reviewed annually and can be updated on an as needed basis.
- 14.5 Copies of these by-laws are open to the public and may be reviewed at any time.