

# **South Windsor Bobcats Boosters, Inc. By-Laws**

## Section A - Name

The name of the organization is the South Windsor Bobcats Boosters, Inc. hereinafter referred to as SWBB.

## Section B - Purpose

1. The goal of the SWBB is to support and promote extracurricular educational programs for South Windsor High School.
2. This organization is organized and operated exclusively for charitable and educational purposes within the meaning of 501(c)(3) of the Internal Revenue Code.
3. The purpose of these by-laws is to ensure a smooth and proper flow of business at meetings and activities involving the SWBB.

## Section C – Organization

1. Upon dissolution of this organization, its assets shall be disposed of exclusively for the purposes of the corporation or distributed to such organizations organized and operated exclusively for charitable purposes which shall, at the time, qualify as exempt organization under section 501(c)(3), or shall be distributed to the federal government, or to a state or local government, for a public purpose.
2. No part of the net earnings of the corporation shall inure to the benefit of or be distributed to any director, employee or other individual, partnership, estate, trust or corporation having a personal or private interest in the corporation. Compensation for services actually rendered and reimbursement for expenses actually incurred in attending to the affairs of this organization shall be limited to reasonable amounts.
3. No substantial amount of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation and this organization shall not intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.
4. The Fiscal year shall run from July 1<sup>st</sup> to June 30<sup>th</sup>.

## Section D – Meetings and Membership

1. Meetings shall be held as deemed necessary by the Executive Board but no fewer than three times per year. January, May, and September are recommended.
2. Any parent of a student, alumnus, or any supportive adult can be a Member of this organization. Members are a nonvoting class of participants.

## Section E - Officers and Terms

1. There shall be two types of officers: Elected officers and Committee Chairpersons. Committee Chairpersons serving and performing task at the discretion of the Executive Board shall be appointed by the President, with the approval of the Executive Board.

Committee Chairpersons representing a particular extracurricular activity shall be nominated by the person in charge of running the extracurricular activity, appointed by the President with the approval of the Executive Board.

- A. Elected officers shall consist of: President, Vice-President, Secretary, and Treasurer.
  - B. From time to time it may be necessary to appoint a committee chairperson for a specific task or to oversee the management of funds earmarked for a particular extracurricular activity. This may be done at the discretion of the President with approval of the Executive Board. The President shall not fail to appoint a committee chairperson when earmarked funds are generated for a particular extracurricular activity. The Chairperson performing tasks at the discretion of the Executive Board serves at the pleasure of the Executive Board or until they step down. Chairpersons representing a particular extracurricular activity serves at the discretion of the person running the activity, the Executive Board, or until they step down.
2. The Executive Board shall consist of elected officers (The President, Vice-President, Treasurer and Secretary).
  3. Voting members shall consist of the Executive Board and committee chairpersons (or the designated representative of the committee chairperson). A quorum shall consist of a simple majority (50.1%) of eligible voters and a simple majority of the roll carries the vote. The Athletic Director and High School Principal (or designated representative) can, in the best interest of all committees, veto any vote. A supermajority (75% or greater of all voting members) is needed to override the veto. A tabling motion, having been seconded and voted upon successfully, shall be discussed at the next meeting.
  4. The President shall preside at all meetings of the Booster Club. In the event of the President's absence, the Vice-President shall preside. If both are absent, the Treasurer will preside. If all of the aforementioned officers are absent, the Secretary shall preside. In the event that all major officers are absent, the meeting will be postponed.
  5. All officers shall serve in their position for a period of one (1) year. The term of office shall run from July 1<sup>st</sup> of the current year until June 30<sup>th</sup> of the following year. All officers must be 21 years of age.
  6. Elections:
    - A. Nominations shall be held at a meeting in January (or February if the January meeting is not possible), where any member 21 years of age or older may be nominated for an office and nominations seconded. Each nominee must accept or decline his or her nomination at this time.
    - B. The listing of all candidates for an office is to be printed on a ballot for the May meeting by the Secretary.
    - C. The election of officers shall be held at the meeting in May (or June if the May meeting is not possible), and shall take place after the regular business of the general meeting is concluded.
    - D. All voting shall be done by secret ballot.
    - E. The President shall appoint a committee to count the ballots after each vote. The results will be announced immediately after the vote for the office and before the vote is taken for the next office.

- F. The President shall be the first officer elected and shall assume the responsibilities of the office after the installation of the newly elected officers on July 1st.
7. Removal:
  - A. In the event an officer is not in attendance for three (3) consecutive meetings, he or she will be removed from office unless the remaining officers unanimously vote to keep the absent officer in office.
  - B. In the event that an officer states publicly that he or she wishes to retire, the three (3) meeting clause is voided and he or she is automatically removed and a replacement is elected at the next meeting.
  - C. In the event an officer expires, he or she shall be replaced at the next meeting.
  - D. In the event of misconduct of an officer, a supermajority vote (75% or greater of all voting members) can remove the officer from office.
8. Each extracurricular activity that chooses to participate in managing an earmarked account shall be organized with no fewer than two committee members (including the committee chairperson) who shall have signature authority for funds earmarked for that particular activity.

#### Section F - Duties of Officers

1. The President shall preside at all meetings of the Booster Club. He or she shall appoint all Standing Committees with the approval of the Executive Board. He or she shall appoint all Special Committees and shall be ex-officio member of all committee.
2. The Vice-President shall perform the duties of the President or Secretary in the absence of either.
3. The Secretary shall keep an accurate record of the proceedings of all meetings of the SWBB. He or she shall conduct the general correspondence of the club. He or she shall keep attendance record of all members at every meeting.
4. The Treasurer shall keep an accurate record of deposits and expenditures. He or she shall present a full report at each meeting and such report will be publicly available. All checks written by the Booster Club shall require two (2) authorized signatures. For earmarked funds of a particular extracurricular activity, the signature of two (2) appointed committee members of that committee will be required on each check. For general funds of the Booster Club, the signature of two (2) elected officers will be required on each check. All checks to the club shall be made payable to the South Windsor Bobcat Boosters, Inc. The treasurer shall prepare the financial reports (see section G, paragraph 5).

#### Section G – Organization of Accounts

1. The SWBB shall manage general funds used a) to run the organization and b) for the general welfare of all extracurricular activities (consistent with stated purposes in Section B) and may also manage earmarked funds established by a particular activity, if that activity does not manage the funds itself.
2. Separate accounts may be established for each extracurricular activity managing an earmarked fund.

3. Coaches and club advisors are not permitted to sign or countersign checks or serve on a committee. Appointed committee members may not sign checks that exceed the balance of their earmarked account balance. These rules are intended to comply with CIAC rules and requirements and these By Laws will be updated if necessary to maintain compliance.
4. Prior to the first meeting of each fiscal year, each activity should compile a list of objectives and a budget outlining expected funds to be raised and a budget which outlines revenue and expected expenditures. Appropriate expenditures may include apparel, banquets, costs associated with training events which are not covered by the Board of Education (BOE), and gifts for coaches. All expenditures shall be used for purposes consistent with the purposes of the SWBB.
5. Each committee maintaining an earmarked account shall provide to the Treasurer a summary of financial activity in a format specified by the Treasurer three times per year: No Later Than (NLT) December 31<sup>st</sup> for the period ending November 30<sup>th</sup>, NLT April 30<sup>th</sup> for the period ending March 31<sup>st</sup>, and NLT July 31<sup>st</sup> for the period ending June 30<sup>th</sup>.
6. Receipts for all expenditures shall be maintained by each committee and submitted to the Treasurer no later than 30 days after at the end of the fiscal year. A financial statement setting forth all revenues and expenditures and a cash flow statement reconciling beginning and ending balances for the SWBB and each extracurricular activity that has an earmarked account, shall be prepared and submitted to the Executive Board, the Principal or a designated Associate Principal and the Athletic Director of South Windsor High School in January, May, and September of each year. To assist with Title IX compliance, total expenditures for each sport shall be submitted to the Athletic Director at the conclusion of the fiscal year. The treasurer shall prepare the reports.

#### Section H - Amendments

1. These by-laws may be amended or lengthened at any time with the following procedures:
  - A. The amendment is placed on the floor as a motion.
  - B. Discussion of the motion, pro and con, if any.
  - C. The motion will rest until the next regular meeting which may not be held sooner than two weeks from the date the motion to amend the by-laws was made.
  - D. At the next regular meeting the discussion will resume, pro and con. At the end of this discussion, a show of hands vote will be taken. The motion shall pass or fail by a majority. If passed, it shall be entered immediately.

#### Section I - Adoption of By-Laws

1. The by-laws have been read at one (1) regular Booster Club meeting and accepted by a simple majority.

#### Section J - Miscellaneous

1. In the event that there are two or more officers (or committee members in the case of committees for sports with earmarked funds) from the same family, both signatures on a check may not be from that same family.