

Fairport Cheerleading Booster Club: Constitution and By-Laws

Article I Name

The name of this association shall be the Fairport Cheerleading Booster Club.

Article II Mission Statement

1. Encourage student participation in interscholastic athletics.
2. Encourage parent attendance at all sports activities.
3. Promote sportsmanship among spectators and participants.
4. Provide support to FHS Cheerleading Coaching Staff

Article III Responsibilities

The Fairport Central School Athletic Department is being operated for the benefit of our children. In order that this operation is carried out properly, it is vital that the mission statement of the Fairport Cheerleading Booster Club be fully understood and supported by the parents, residents, and Fairport supporters. The organization can assist in the following ways:

1. Be of help to the Coach, faculty, administrators and student athletes.
2. Be an advisory organization to the Fairport Central School Athletic Director, but in no way write or direct any athletic policies.
3. Through the direction of the Coach, support the Fairport Cheerleading program and other school sponsored interscholastic athletic activities.
4. Plan necessary meetings, programs and fundraising activities.
5. Help develop a close bond and an understanding between Booster Club members and the Fairport Central School Athletic Department.

Article IV Membership

Any person who is interested in supporting the cheerleading program of the Fairport Central School District is eligible for membership.

Article V Fiscal Year

The fiscal year shall be from July 1 to June 30.

The budget must be approved by the general membership.

Article VI Officers

President
Past President
Vice President
Treasurer
Secretary
Fundraising Director
Publicity Director
Webmaster

Article VII Executive Committee

The Executive Committee shall consist of the officers. The Executive Committee shall meet when deemed necessary by the President to plan and schedule meetings and programs. Such plans and programs as they directly affect the Fairport Central School Athletic Program shall be submitted to the Fairport Central School Athletic Director for approval, when appropriate.

The Executive Committee has the discretion to spend up to \$250.00 without requiring approval of the general membership. All other expenditures over \$250.00 not already allocated in the budget will require putting the issue to a vote subject to the decision of the quorum. (National competition airfare deposits are exempt)

If for any reason an officer is unable to fulfill his or her duties, the Executive Committee shall appoint an interim officer from its Executive Committee to fulfill the open officer position until a suitable replacement is elected. The election process shall begin at the next general membership meeting in which the President will take nominations from the floor and if there are no objections, a vote will take place at the same meeting. If there are objections, then the open officer position will be left vacant until the next general membership meeting in which nominations will take place and a vote will be held that same night.

Article VIII Election of Officers

1. The President shall appoint a nominating committee consisting of three (3) members – one from each squad (Modified, JV, Varsity) – to be done at the February booster club meeting.
2. All nominations must be submitted at the March meeting. A Nomination may be made from the floor.

The consent of each candidate must be obtained before his or her name is placed in nomination, this may be presented in writing if the individual cannot attend the March Booster Club meeting.
3. All nominations must be presented and the ballot finalized at the March meeting.
4. Secret ballot elections will be held at the April Booster Club meeting.
5. A simple majority of voting eligible (as defined in article XV) members present shall be sufficient to elect an officer. The results will be tallied by the nominations committee and announced at the April meeting.

Article IX Duties of Officers

The President shall coordinate all duties and establish committees necessary to achieve the mission of the organization.

1. The Vice President shall act as an aide to the President and shall perform the duties of the President in his or her absence. The Vice President shall also be responsible for event coordinating and planning.
2. The Treasurer shall be responsible for the financial integrity of the Booster Club and provide a written report monthly. Booster Club records are subject to audit by the Executive Committee at any time, but at minimum once per year. The Treasurer shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts, and disbursements of the organization. Such books of account and records shall at all reasonable times, be open to inspection by an authorized representative designated by the Executive Committee of Officers.
3. The Secretary shall keep a current record of all meetings and be responsible for all correspondence at each general meeting.
4. The Fundraising Director shall be responsible for the selection of the yearly fundraising programs offered to the Booster Club, subject to a majority vote of the general membership. Responsibilities will include the coordination of all volunteers, delivery of merchandise, record keeping, collection of funds, etc. Fundraising is limited to three functions per season.
5. The Publicity Director shall handle the necessary publicity for the Fairport Cheerleading Booster Club.
6. The past president shall remain on the executive board, as a consultant and assist the board when needed. The past president shall be a non-voting officer.
7. Webmaster shall be responsible for the maintenance of the booster club website. The webmaster shall obtain approval from the President prior to adding links to the website. In addition the webmaster will be responsible for ensuring that all photo's placed on the website are appropriate and further the mission of the booster club. The webmaster will be responsible for updating schedules and posting notices and important updates as provided by the coaches and President.
8. All officers shall turn over to the President or successor all pertinent records, books, and materials and return to the Treasurer all funds without delay upon the expiration of the term of office, or in case of resignation.
9. Transition between the outgoing and incoming Board members shall commence immediately after the election and should be concluded by June 30.
10. An Officer's length of service is one year and may be re-elected.

Article X Conduct of Business

Conduct of business shall be in accordance with Roberts Rules of Order.

Article XI Relationship with other Booster Clubs

The Booster Club will exist in cooperation of all other athletic Booster Clubs working in harmony for the good of the student athletes.

Article XII Committees

The Executive Board may create such standing committee, as it deems necessary to promote the work of the Booster Club.

Chairpersons of each committee will be appointed by the President in cooperation with the Executive Board.

The term of each chairperson shall be one year or until a successor is appointed.

The Chair of each committee is accountable to the Board and must prepare a written report/summary of committee activities. At the conclusion of the term as Chair, all records, information, and material must be turned over to the Board.

Article XIII Amendments

An amendment to the Constitution and By-Laws may be proposed by a quorum vote of the Executive Committee, 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 XIV Quorum

A quorum shall consist of a simple majority of the Executive Committee at the executive committee meeting and a quorum for the vote at a general meeting.

Article XV Voting Rights

Any member who attends a Booster Club meeting is permitted to take part in all the general voting activities. To be eligible to vote for the elections of officers at the April meeting you must have attended at least one booster club meeting, per current school year, prior to the April election.