

By-Laws, Cooperstown Sports Booster Club
PO Box 141, Cooperstown, NY 13326

ARTICLE I - NAME

The name of this organization shall be the Cooperstown Sports Booster Club, Inc. (hereinafter "the Club").

ARTICLE II - MISSION

The purpose of this organization shall be:

- To encourage, support, and strengthen all interscholastic sports programs within the Cooperstown Central School District (hereinafter CCS).
- To unite parents, students, faculty, alumni, and the community in the common interest of encouraging participation and volunteerism in interscholastic sports programs, recognizing the integral role athletics play in the education and development of our students and in fostering school pride.
- To provide financial support to CCS athletic programs.
- To recognize and reward student-athletes for participation in interscholastic sports programs and community volunteerism.

ARTICLE III - MEMBERSHIP

The Club encourages membership and is open to everyone, including families, teachers, coaches, alumni, and the community at large.

Membership shall coincide with the Club's fiscal year, beginning July 1 and ending June 30 of the following year. The Club shall hold a minimum of nine (9) monthly meetings during the fiscal year.

Active members shall have all privileges of membership, including voting rights and eligibility to run for elected office.

An active member is an individual who attends a minimum of six (6) meetings and volunteers at three (3) events during the current fiscal year. Exceptions may be made on an individual basis and must be approved by the Executive Committee. The current CCS Athletic Director shall be considered an active member of the Club without voting privileges.

Each active member in good standing shall be entitled to one vote at all General Membership meetings.

Visitors are welcome at all General Membership meetings but may not exercise voting rights.

ARTICLE IV - MEETINGS

Regular meetings of the Club shall be held on the third Monday of each month at Cooperstown Junior/Senior High School in Cooperstown, New York, at 6:00 p.m., unless otherwise published by the Club and on the CCS Calendar.

When the third Monday falls on a school holiday or vacation, the meeting shall automatically be held on the fourth Monday unless otherwise noted.

At the April meeting, the Club shall discuss and determine if a special meeting is necessary or if they will vote in open meeting for the annual Sports Award recipients for the June Award Ceremony.

The annual elections meeting shall be held on the third Monday in August of each year to elect officers whose terms are ending, discuss the financial position of the Club, and ensure the Club is prepared for the start of varsity athletics.

A minimum of five (5) active members must be present to constitute a quorum for the transaction of business, and at least one member of the Executive Committee must be present. If five (5) active members are not present, the complete Executive Committee (President, Vice President, Secretary, and Treasurer) must be present to constitute a quorum.

Special meetings may be called at the request of the President or at the written request of a minimum of three (3) active members, with at least five (5) days' notice to all members.

Except as otherwise provided herein, notice to active members and the community is not required for meetings held on the regularly established dates.

Meeting minutes and the Treasurer's report shall be available to all active members.

ARTICLE V - OFFICERS AND ELECTIONS

By-Laws, Cooperstown Sports Booster Club
PO Box 141, Cooperstown, NY 13326

Officers

The officers of the Club shall consist of a President, Vice President, Secretary, and Treasurer, each of whom shall be an active member of the Club.

Officers and any advisory positions assigned by the Club shall be elected at the Club's Annual Meeting, which is held in August of each year.

Officers shall be elected to a three-year term.

Officers shall assume their official duties immediately upon election.

Any vacancy may be filled by appointment of the President until the next annual election.

A person may serve more than one consecutive term in the same office.

Elections

For consideration, nominees must be active members as defined by these By-Laws: attendance at a minimum of six (6) monthly General Membership meetings over the previous 12-month period and volunteer service at three (3) events per year. If no person meets these requirements, an exception may be approved by majority vote of the Executive Committee.

A nomination for an elected office may be made by any active member.

Additional officers and/or committee members may be assigned by the President according to the needs of the Club.

ARTICLE VI - DUTIES OF OFFICERS

The President shall

Be the official representative of the Club.

Preside at all regular and special meetings.

Be an ex-officio member of all committees.

Appoint special committees.

Keep members informed of all matters pertaining to the affairs of the Club.

The Vice President shall

Act as an aide to the President.

Perform the duties of the President in the absence of that officer.

In case a vacancy occurs in the office of President, serve as President for the duration of the term.

Work in conjunction with the Secretary on the management and updating of active social media platforms.

Be responsible for the biennial review of the By-Laws, to be conducted in the fall of the applicable academic year.

The Secretary shall

Write and keep minutes of all regular meetings, special meetings, and any virtual votes that occur. All minutes must be maintained in the Club's Google Drive.

Present and/or make available all such minutes at regular monthly meetings.

Have full charge of all correspondence of the organization and file correspondence for future reference.

Keep a roster of all active members.

Issue notification of all upcoming regular and special meetings for the Club.

Assist in posting to and maintaining the Club's social media platforms and ensure team information is presented in a timely manner.

The Treasurer shall

Have custody of all funds and maintain all appropriate records of the Club.

Keep a full and accurate account of receipts and expenditures. The Treasurer is authorized to pay ordinary recurring expenses of the Club.

Make disbursements as authorized by the Club.

By-Laws, Cooperstown Sports Booster Club
PO Box 141, Cooperstown, NY 13326

Present a financial statement at every regular meeting of the Club.

Assist in the preparation of an annual statement of the financial position of the Club.

Deposit all funds of the organization in a bank, banks, or other depository deemed adequate to meet the needs of the organization.

Ensure all required tax filings are completed and filed.

Serve as chair if an investment committee is formed in the future for the Club.

ARTICLE VII - SPENDING GUIDELINES

General Guidelines

The fiscal year shall be July 1 through June 30 of the following year.

With approval of the Club, funds may be designated for a specific athletic team or project.

Receipts or other appropriate documentation shall be required for all spending and payments.

All spending shall be limited to funds available.

The Executive Committee shall establish short- and long-range plans, with input from active members of the Club and the Athletic Director, for spending based upon the needs of CCS athletic teams.

Funds should be allocated to benefit the greatest number of student-athletes whenever reasonably possible.

No funds of the Club shall be for the personal benefit of, or distributable to, active members or officers. The Club may make payments and distributions in furtherance of the purposes set forth in its mission statement.

All bills shall be paid by check signed by an Executive Committee member identified as a signatory on the Club's banking documentation of record, or by use of the Club's bank debit card.

Team-Raised Funds Held by the Booster Club

Teams may submit funds raised by the specific sports team to be held in designated accounts under the Booster Club for special projects.

Teams may use those team-raised funds for team purposes as long as the funds were not raised by or provided by the Booster Club.

Requests for withdrawals from a team-raised fund account must be made in writing to the Treasurer, with a copy to the President for tracking purposes.

Disbursement and Requests for Funds

Any athletic team may request financial support to be used during and in connection with its sport season. All requests shall be considered and voted upon by active members present at the regular or special meeting at which the request is presented. Funds shall be distributed to the designated party upon receipt and approval of a Request for Funds Form. All authorized expenditures must support CCS athletic programs and further the Club's mission during the academic year. The request for funds form is available on the Booster Club website as well as paper copies in the Booster mailbox in the Jr. Sr. High School.

Ineligible Funding Requests

Requests for Booster Club funds submitted by a Coach or the Athletic Director shall be for supplemental items, programs, equipment, or opportunities that enhance the student-athlete experience. Booster Club funding shall not replace expenses necessary for the school district to operate, maintain, or offer an interscholastic athletic program.

Booster Club funds shall not be used for:

Uniforms required for participation or competition.

Equipment or other items required for a sport to be offered or conducted.

The creation, construction, repair, or routine maintenance of athletic fields, courts, or other playing surfaces or facilities required to conduct the sport.

Rental or use fees for practice, competition, or other required athletic space.

Team parties, celebrations, or similar social events.

By-Laws, Cooperstown Sports Booster Club
PO Box 141, Cooperstown, NY 13326

Requests should be for items or opportunities that supplement or enhance, rather than replace, the financial responsibilities of the Cooperstown Central School District in providing its interscholastic athletic programs.

Request for Funds Form

A Request for Funds Form must be completed by the Coach, Asst. Coach or Athletic Director for any team, program, or sport request. Pricing information and/or receipts must be provided before any discussion or disbursement can be made. Forms are available in the Booster Club mailbox in the High School Teachers' Room (top right corner box) and online at CCSSPORTSBOOSTER.COM.

ARTICLE VIII - MOTIONS AND RESOLUTIONS

General: The Club shall consider no motion or resolution until it has been considered and recommended by the Executive Committee.

Approvals and Authorizations: No motion or resolution shall be adopted by the Club until approved by a majority at a regular meeting. The Executive Committee may authorize expenditures up to \$500.00 between membership meetings. The Treasurer may pay annual expenditures up to \$500.00 without approval from the remainder of the Executive Committee or the Club.

ARTICLE IX - AMENDMENTS

Any proposed amendment to the By-Laws presented at a regularly scheduled meeting shall require one month's notification to active membership prior to the vote.

ARTICLE X - TERMINATION

In the event of dissolution of the Club, the officers shall, after paying or making provision for payment of all liabilities of the Club, turn over all funds remaining in the treasury to CCS, designated for distribution to CCS athletic programs.

REVIEW HISTORY

01/18/2021 - No revisions made

02/13/2023 - Revisions made

03/18/2024 - Revisions made

02/24/2025 - No revisions made