



Irondequoit Eagles Football Booster Club By-Laws



ARTICLE I- NAME

SECTION I-The name of the club shall be “Irondequoit Eagles Football Booster Club”

ARTICLE II- MISSION

SECTION I- The aims and objectives of the club will include but are not limited to the following:

The Irondequoit Eagles Football Booster Club (IEFBC) shall exist for the purpose of broadening the involvement of students, student’s families and the school through support for the Modified, JV and Varsity football programs in the West Irondequoit School District (WICSD). The IFBC works to achieve this through active participation of as many parents and supporters as possible while working closely with the school’s administration and athletic department as follows:

- To raise funds to assist WICSD Football programs
- To foster and promote goodwill and fraternal spirit
- To support, promote and maintain high standards of scholarship, integrity and good sportsmanship
- To promote and encourage student and parent/guardian participation in all activities as an active participant or as a volunteer
- To promote and encourage attendance in all activities by the parents, students, friends and faculty/staff of WICSD
- To assist in holding down school expenses by volunteering services

ARTICLE III-MEMBERS

SECTION I- The membership of the club shall be open to individuals as provided hereinafter in the by-laws

SECTION II-The classification of the membership shall be as a supporter interested in furthering the mission of the Irondequoit Eagles Football Club

SECTION III- Membership requirements: any member in good standing may seek and secure any office, subject to the regulations contained in by-laws. However, all officers must be at least eighteen years of age, may not be a current high school student and must be an Irondequoit school district resident.

ARTICLE IV-OFFICERS

SECTION 1-Name of officers: The officers of the club shall be elected positions of President, Vice President, Secretary, Treasurer and Fundraising Coordinator, hereinafter referred to as the Executive Board

PRESIDENT-

- Oversee and manage the administrative functions of the club
- Preside at all regular meetings and represent the club at other school district meetings as necessary
- Work with the board to appoint temporary committees as required
- Preside at all regular and special meetings according to Robert's Rules of Order
- Manage the administration of the club including oversight of all committees
- Understand the financial reporting and bank reconciliation
- The President shall appoint temporary committees
- The President will also work with the Secretary to manage and provide final approval for all communications from the club to the coaches, club members and any other individual(s) involved with club business

VICE PRESIDENT-

- Assist the President as required, necessary and requested
- Understand the financial reporting and bank reconciliation
- Manage game day volunteers
- Oversee and manage the responsibilities as the Varsity liaison between coaches and members
- Oversee Fundraising
- In the event that the office of the President becomes vacant prior to the end of the normal term, the Vice President shall succeed to the office of the President

TREASURER-

- Receive all monies and disburse as authorized by the Irondequoit Football Booster Club
- Report complete financials for the club at monthly meetings
- Receive deposits and write checks as approved by the membership
- Maintain accurate database of all deposits and checks for reporting at monthly meetings
- Balance bank statements with income/expense statements for presentation at monthly meetings for membership approval and sign off
- The Treasurer shall sign all checks within the budget (those that have been approved through the budgeting process) and prepare all checks outside the budget (those not approved through the budgeting process) for counter signature by the President or Vice President

- In the event of the absence of the Treasurer, checks must bear the signature of both the President and the Vice President
- The Treasurer shall work with the club's leadership committee to develop and present to the club membership a budget for the upcoming season by the October meeting
- The funds, books and vouchers in the Treasurer's hands shall at all times be under the supervision of the Executive Board and subject to its inspections, control and annual audit
- No financial commitments may be made by a member of the Executive Board without the approval of the general membership. The President, however, shall have the discretion of commitment, not to exceed \$500 without membership approval. All non-budgeted purchases over \$500 are required to have competitive bids filed.
- At the expiration of the Treasurer's term of office, the Treasurer shall turn over all books, monies and other property to the club's newly elected Executive Board

SECRETARY-

- Responsible for keeping accurate records of all business conducted by the club and sending all correspondence relative to the club's business as directed by the Board
- Record minutes at every meeting and distribute to Executive Board
- Send out correspondence as required and directed by Irondequoit Eagles Football Booster Club
- Understand the financial reporting and bank reconciliation and review at every meeting
- Work in conjunction with the President to manage all communication with coaches, club membership and any other individual(s) involved with club business (e.g. High School Athletic Director, Irondequoit Sports Booster Clubs, etc)
- Manage content of Irondequoit Eagles Football Booster's Facebook Page and Website

SECTION II-NOMINATIONS

- Potential candidates for office shall be nominated at the Annual Meeting held in February or such date as determined by the coach

SECTION III-ELECTION PROCEDURES

- Voting for all offices shall take place at the annual may meeting of the Executive Board
- The Executive Board shall report the results to membership as soon as practicable
- A quorum must be met in order for any vote to occur – 4 executive board members

SECTION IV-TERMS OF OFFICE

- Each of these positions will have a term of one(1) year
- Elected members cannot hold a position of leadership in any other Football organization
- In the event an elected chairperson decides to have a co-chair, the co-chair must be voted on by the Executive Board

SECTION V

- Except as provided in the By-laws, vacancies in any office shall be filled by an appointment by the Executive Board

ARTICLE V-MEETINGS

SECTION I

- All meetings shall reference Robert's Rule of Order
- The sequence of business being:
 - Reading of the minutes
 - Reports from the officers
 - Reports from the committees
 - Unfinished business
 - New business
 - Adjournment

SECTION II

- General membership meetings shall be held monthly and more often as necessary

SECTION III

- All meetings shall be open to all members of the club and communicated via Irondequoit Football Booster's website

SECTION IV

- The Executive Board shall normally meet monthly and more often if necessary for the purposes of conducting club's business

ARTICLE VI-COMMITTEES

SECTION I

- The officers of the club shall appoint chairpersons for each of the following standing committees: Merchandise, Banquet, Modified Liaison, JV Liaison, Program

SECTION II

- Committee membership shall be open to all members as provided in the By-Laws and efforts should be made to recruit committee members

SECTION III

- The President of the club may appoint temporary committees in which the membership may deem necessary

SECTION IV

- All committees must communicate with and gain approval from the Executive board before making any final decisions

DESCRIPTION OF STANDING COMMITTEES

- **FUNDRAISING COMMITTEE:** The Fundraising Committee shall be responsible for planning activities to produce the funds necessary to support the approved budget
- **MERCHANDISE COMMITTEE:** The Merchandise Committee shall be responsible for all of the selection, ordering and distribution of club merchandise including, but not limited to, clothing and merchandise. This committee is also responsible for obtaining competitive pricing for all merchandise purchased.
- **BANQUET COMMITTEE-** The Banquet Committee shall be responsible for planning, organizing and carrying out duties of the season ending awards banquet. This committee will work closely with the coaching staff at all levels on the banquet itinerary

ARTICLE VII-CHANGES/AMENDMENTS TO BY-LAWS

- Changes or amendments to these By-Laws must first be submitted in writing to the club leadership (Executive Board) at a monthly meeting
- Changes/amendments shall require a 2/3rd vote by the Executive Officers

ARTICLE VIII-PARLIAMENTARY AUTHORITY

- Robert's Rules of Order shall govern all meetings and elections

ARTICLE IX-DISOLUTION OF THE IRONDEQUOIT FOOTBALL BOOSTER CLUB

- In the event that the club is dissolved, all remaining monies will be donated to the Irondequoit Eagles Sports Booster Club