



Fairport Baseball Booster Club ~ Booster Club Bylaws

May 2, 2023

Article 1 Name

- The name of our association is the Fairport Baseball Booster Club (FBBC).
- The name of our school is the Fairport Central School District (FCSD).

Article 2 Objectives

- Foster community support and aid in fundraising to support the FCSD Baseball teams with advisement from the FCSD Head Baseball Coach and Athletic Director (AD).
- Enhance player experience and safety.
- Promote sportsmanship among spectators and participants.

Article 3 Responsibilities

The Fairport Baseball Booster Club is operated for the benefit of all players within the FCSD Baseball program. The organization will support this key focus in the following ways:

- Assist the FCSD Baseball program in any way possible consistent with the FBBC bylaws and guidelines set forth by the FCSD.
- Act as an advisory organization to the FCSD AD.
- Support school-sponsored interscholastic athletic activities.
- Plan meetings, programs, fundraising, and player events not usually provided by the FCSD with advisement from the FCSD Head Baseball Coach and AD.
- Cultivate a long-term relationship with the FCSD but in no way writing or directing any athletic activities.

Article 4 Membership

- Any person interested in supporting the FCSD Baseball program is eligible for membership.
- The FBBC will solicit donations through dues that are paid voluntarily.
- All donations made to the FBBC will be confidential and will not impact individual participation or receipt of benefits provided by the FBBC.

Article 5 Fiscal Year

- The fiscal year shall run from July 1st to June 30th.



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Article 6 Officers

No person on the FCSD Board of Education, AD, or Head Coach may hold an Officer position (See Article 9 "Conflict of Interest" and Article 3 "Responsibilities" bullet 5).

- President
- Vice President
- Secretary
- Treasurer

Article 7 The Executive Committee

- The Executive Committee of the Fairport Baseball Booster Club shall consist of the Officers, a Fundraising Director, a Publicity/Communications Director, and up to five Advisors.
- No person on the FCSD Board of Education, AD, or Head Coach may hold an Executive Board position (See Article 9 "Conflict of Interest" and Article 3 "Responsibilities" bullet 5).
- The Executive Committee shall meet to plan and schedule programs, events, and future meetings.
- Such plans and programs that directly affect the FCSD Athletic Department programs shall be submitted to the FCSD Athletic Director for approval.

Article 8 Elections

- To be considered eligible for election as an Officer, nominees must have spent at least one year as an active member of the FBBC Executive Committee. Being an active member includes attending board meetings and events throughout the season.
- There is no minimum required membership timeframe to be nominated for a position on the Executive Committee.
- The President will appoint a nominating committee annually to solicit names of potential candidates.
- Other nominations may be accepted from the floor.
- The consent of each candidate must be obtained and verified before their name is placed in the nomination.
- The Executive Committee shall review new candidates and then recommend a slate to members for approval each year with an election held **between June and** October during a monthly meeting or electronically. A simple majority of the members participating in the vote shall be sufficient in electing an officer.
- An Executive Committee member's service is one year, and they may be reelected.



Article 9 Duties of the Executive Committee

- The duties of the **President** shall be as follows:
 - Preside at all meetings of the club.
 - Serve as the official representative of the club and assume responsibility for all club correspondence, including notification and communication for executive meetings.
 - Act as a liaison to the FCSD AD.
 - Review and approve all contracts and legal documents.
 - Appoint all committees.
 - Call special meetings.
 - Ensure that the constitution and bylaws of the club are enforced.
 - Perform all other duties incidental to their office not otherwise stated in the bylaws.

- The duties of the **Vice President** shall be as follows:
 - Act as an aide to the President.
 - Perform the President's duties in their absence.
 - Perform all other duties incidental to their office not otherwise stated in the bylaws.

- The duties of the **Treasurer** are to be as follows:
 - Retain the funds and financial records of the club.
 - Establish bank accounts in the club's name in a designated bank.
 - Distribute club funds as authorized by the executive board as provided by the bylaws.
 - Provide properly signed receipts for all monies expended.
 - File annual tax returns as required by law.
 - Perform all other duties incidental to their office not otherwise stated in the bylaws.

- The duties of the **Secretary** shall be as follows:
 - Compile, retain and provide all meeting minutes for membership and FCSD regarding all club meetings.
 - Perform all other duties incidental to their office not otherwise stated in the bylaws.

- The duties of the **Fundraising Director** shall be as follows:
 - Collect fundraising ideas from the general membership. Ideas shall be specific and detailed in their projected revenue, projected expenses to operate, projected time investment, and the start and end dates of the fundraiser. Further, a best practice for fundraising is to identify how the funds being raised will be used.
 - Present selection of the three fundraisers for the year for AD, Coach, and Executive Committee to review and approve.
 - Coordinate volunteers, delivery of merchandise, record keeping, collection of funds, etc. for the approved fundraisers.
 - Perform all other duties incidental to their office not otherwise stated in the bylaws.



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- The duties of the **Publicity/Communications Director** shall be as follows:
 - Present a communications plan for the year to the Executive Committee, FCSD Head Coach, and FCSD AD for review and approval, including but not limited to digital communications (social media and website), membership communications, and press releases for publicity.
 - Oversee the execution of the approved communications plan.
 - Perform all other duties incidental to their office not otherwise stated in the bylaws.

- The duties of the **Advisor(s)** shall be as follows:
 - Assist the Officers and Directors as needed.
 - Shadow Officer positions for succession planning as needed.
 - Perform all other duties incidental to their office not otherwise stated in the bylaws.

Article 10 Conduct of Business and Meetings

- Conduct of business shall be by Robert's Rules of Order.
- The club shall meet a minimum of three times per year. The club works to meet monthly; however, during the FCSD baseball and graduation/summer seasons, monthly meetings may not be feasible due to scheduling conflicts with FCSD baseball game schedules, etc.
- The officers, activity, and special events committees will hold meetings as required by the club President or the appropriate committee person.
- The President may call special meetings of the membership.
- The order of business in the club meeting will be as follows:
 - President will call the meeting to order.
 - Secretary will distribute previous meeting minutes to the membership; offer an opportunity for modifications and addendums to those minutes by the membership, followed by final approval of the minutes.
 - Program report from the Head Coach if needed, including any info from FCSD AD.
 - Financial report from the treasurer if needed.
 - Reports of standing committees if needed.
 - Reports of special committees if needed.
 - Announcements as needed.
 - Unfinished business (old business) as needed.
 - New business as needed.
 - Adjournment.

Article 11 Quorum

- A quorum for a vote will consist of a majority of the Executive Committee.



Article 12 Conflict of Interest

- To maintain a positive reputation and good standing, FBBC will seek to avoid any potential conflicts of interest.
- Any current coaches in the FCSD Baseball program and AD will be precluded from voting positions in the FBBC.
- All members of the FBBC, at any level, must recuse themselves from partaking in a vote on any topic that may present a conflict of interest.

Article 13 Unexpected Vacancy of a Board Position

- As long as a quorum remains, the position may remain open and responsibilities shared until the next election.
- In the event the incumbent President cannot continue to perform their duties, the position shall be filled by a vote of the Executive Committee Members.
- If an unexpected vacancy of two or more Officer positions occurs, a vote to fill all vacancies shall be held. This vote will include all remaining Executive Committee Members.

Article 14 Funds

- Funds will be raised by the Fairport Baseball Booster Club throughout activities, in conjunction with the Board of Education's policy. The funds raised and any other funds received by the club shall be administered and controlled by the Fairport Baseball Booster Club.
- An account will be established for the club at a designated bank. The activity of the report will be monitored directly by the club Treasurer and one additional club officer at a minimum.
- Authorization and approval for expenditures of funds shall be voted upon by the Executive Committee before making the actual expenditure. Funds may be expended for any purpose directly related to the stated goals of the club and compliant with FCSD policies.
- Method of disbursing funds of the club:
 - Upon receipt of bills for operation expenses, such bills shall be presented to the Treasurer or President in which the expenses were incurred.
 - After approval of the expenditure by the Executive Board, the Treasurer will be requested to prepare a check from the account established at the designated bank with the appropriate signature(s).
 - All reimbursement requests must be submitted by the end of the fiscal year of the current season. Failure to do so will forfeit reimbursement.



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- Due to the "Non-Profit" status of the club, sales tax will not be reimbursed. "Tax-exempt" forms are available for all purchases through the Treasurer.
- If the organization disbands, the Executive Board shall vote on the disbursement of the remaining funds after paying all outstanding obligations.

Article 15 Amendments

- A quorum vote may approve an amendment to the bylaws of the Executive Committee. The FCSD shall be consulted before the approval to ensure the bylaws are consistent and compliant with the policies of the FCSD.
- The amended bylaws shall be distributed to the membership.