BY-LAWS OF THE LANSING BOBCAT BOOSTERS CLUB

ARTICLE I – Name, Purpose and Objectives

1. The name of this organization shall be the Lansing Bobcat Boosters Club, hereafter referred to as the “Booster Club.”

2. The purpose of the Club is to promote interscholastic athletics in the Lansing Central School District in an atmosphere that is consistent with the educational philosophy of the school community.

3. The objectives of the Club are as follows:
   a. To raise and disseminate funds in support of LCS interscholastic sports programs in a fashion deemed advisable by the Boosters and acceptable to the LCS Administration and Board of Education.
   
   b. To encourage and sponsor interscholastic athletic activities at Lansing Central Schools (LCS) and to provide such equipment, facilities and training for such activities as may be deemed advisable by the Boosters and acceptable to LCS Administration and Board of Education.
   
   c. To aid the staff and administration of LCS in organizing and staging special events and projects as requested.

ARTICLE II: Membership and Dues

1. An annual membership drive shall be conducted as early in the school year as possible, with additional members accepted at any time.

2. Any person interested in the purpose of the Booster Club shall be eligible for membership upon payment of the annual dues.

3. The High School Principal, the Athletic Director and all JV and Varsity Coaches shall be ex officio members of the Booster Club without voting rights. They may choose to join as regular members and will then be entitled to all privileges of regular membership.

4. The dues of the Booster Club shall be determined by the Executive Committee.

ARTICLE III: Officers

1. Officers of this organization shall be a president, vice president, secretary, and treasurer. These officers shall be elected annually to fill a vacant or expired position. The Officers shall comprise the Executive Committee of the Booster Club.

2. Term of Office
   a. Officers shall be elected to serve for a term of two (2) years
b. Officers may be elected for a maximum of two (2) consecutive terms in one position.

c. No person may hold more than one elected office.

d. The officers shall be elected by a majority vote of those members present at the regular meeting in June of each year. Terms shall commence on July 1 and end on June 30.

e. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Committee.

f. Officers must have a child who is a student in the Lansing Central School District.

3. Duties of Officers

A. President: The President shall:
   1) Preside at all meetings of the Booster Club
   2) Shall personally represent the Booster Club or appoint a delegate where representation is deemed advisable.
   3) Appoint committees and committee chairs subject to the ratification of the Executive Committee.
   4) Coordinate the work of officers and committees in order that the purposes of the organization may be promoted.
   5) Shall effect compliance with the rules, regulations, and policies of the Board of Education and the Lansing Central School Athletic Department.
   6) Be responsible for maintaining the permanent records of the Booster Club during their term of office and for passing it on to the next President.

B. Vice President: The Vice-President shall:
   1) Act as aide to the president and perform the duties of the president in the absence or inability of that officer to act.
   2) Have such other powers and perform such other duties as from time to time may be prescribed by the President or by the Executive Committee.

C. Secretary: The Secretary shall:
   1) Keep an accurate record of the proceedings of all meetings of the Booster Club.
   2) Record all expenditures in the minutes.
   3) Prepare and disseminate minutes of the meetings to appropriate administrative staff, Athletic Director, Officers and members in attendance.
   4) Shall keep a current copy of the Bylaws and the Standing Rules.
   5) Be responsible for the preparation and counting of any necessary ballots.
   6) Shall send correspondence deemed necessary by the President and the Executive Committee.
   7) Perform such other duties as may be delegated to the secretary.

D. Treasurer: The Treasurer shall:
   1) Receive monies of the Boosters, keeping an accurate record thereof, and shall deposit them in the name of the Lansing Bobcat Boosters Club in a bank or banks approved by the Club.
   2) Pay all bills as authorized by the Executive Committee or the organization.
3) Keep an accurate record of receipts and disbursements which is a permanent record of the Boosters.
4) Present a statement of account at every meeting of the Board and general membership meeting, and when otherwise requested by the club president.
5) With the other officers, prepare an annual budget to be presented, during the fourth quarter of the fiscal year, at the last general membership meeting of the fiscal year.
6) Maintaining all financial records of the Booster Club during their term of office and for passing it on to the next Treasurer.

**ARTICLE IV: Meetings**

1. Booster Club meetings shall be scheduled on a monthly basis during the school year on days to be decided by the Executive Committee.

2. The privilege of making motions, debating and voting shall be limited to members of the Booster Club who are present and whose dues are paid.

3. A quorum for general membership meeting shall consist of at least three (3) officers and at least six members in total. The officers may be counted as part of the six.

**ARTICLE V – Team Representatives**

1. Each varsity team shall have a team representative present at each General Membership Meeting.

2. Team Representatives shall disseminate information from the General Membership Meeting to the team coach, athletes, and parents.

3. Teams are responsible to contribute to projects and fundraising activities as called upon.

**ARTICLE VI – Finances**

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

2. Funds required for the purposes of the Boosters shall be raised by annual dues, donations, and such other fund-raising activities as the Boosters may undertake from time to time. The Executive Committee will establish methods of designation and distribution of said funds taking into account the stated preferences of donors, the requests of the Athletic Director, and the Administration.

3. All monies received by the Booster Club for any purpose shall be deposited to the credit of the Boosters in a financial institution or institutions selected by resolution of the Executive Committee.

4. Funds raised by and/or allocated to specific sports teams, although deposited in the Booster Club’s account, shall be separately tracked as “encumbered funds” for each sports team. Expenditures from these encumbered funds do not require Executive Committee approval but may be expended on behalf of these teams at the discretion of
the team’s Head Coach and designated treasurer in accordance with Booster Club procedures. No team or committee should submit a payment request which exceeds the amount of funds available, at the time of the request in the team or the committee encumbered funds account. The Executive Committee may decline a request for funds if the team balance is inadequate to cover the expenses.

5. Funds raised by the Boosters that have a specific advertised purpose, shall be deposited (and separately tracked) in the general fund to ensure that it is disbursed for the advertised purpose and to safeguard the integrity of the Boosters and the School District. No vote is required by the general membership unless the advertised purpose has been altered or changed since the project’s inception. Funds raised by an organization outside of the Boosters, but whose funds are directed to the Boosters for financial record keeping, also require the same Boosters procedures for disbursal.

6. Any interest generated by the investment of the Boosters general funds and/or encumbered funds, in an approved financial institution, will be deposited into the Boosters general fund.

ARTICLE VII – Amendments

1. These Bylaws may be amended at a meeting of the membership as long as there is a quorum as defined in Article IV and there is a two-thirds (2/3) affirmative vote of the members present and voting; provided due notice of the proposed amendments has been given in writing to all members at least seven (7) days prior to the meeting.

ARTICLE VIII – Basic Policies of Operation

1. Specific rules designating operational details of the Boosters shall be maintained separately from these Bylaws and shall govern certain policies and procedures of the Boosters. They shall in no case be in conflict with these Bylaws, and these Bylaws shall always take precedence over such rules.

2. In the event of the dissolution of the Booster Club, its assets shall be distributed to the Lansing Central School Athletic Department and in accordance with LCS School Board Policy.

Adopted by the Lansing Bobcat Boosters Club

Signed: [Signature] (Club President)

Date: 2/1/14