

FAIRFIELD UNION ATHLETIC BOOSTER CLUB

CONSTITUTION & BYLAWS

Article I - Name

The name of the group should be known as the Fairfield Union Athletic Booster Club.

Article II - Purposes

The purposes of this club are to organize and maintain an athletic booster club for the encouragement and advancement of athletics in the Fairfield Union Local School District for Grades 7-12.

Article III - Membership

Section I. Any citizen in good standing, ages 18 years or older, who is interested in the purposes for which this club is formed, shall be eligible for membership.

(NOTE: The decision as to a member's "good standing" will reside with a majority vote by the Executive Committee.)

Article IV - Meetings

Section I. There will be six meetings each year on the fourth Wednesday of the dedicated month. *(Exception: A special meeting may be substituted for a regular meeting to avoid conflicts and/or holidays.)* Meetings will begin promptly at 6:00pm and will be held in the Fairfield Union High School Library, unless stated otherwise. A list of all meeting dates can be found at www.fairfieldunion.org under "Athletics" and "Athletic Boosters."

Section II. The May meeting each year will be recognized as the annual meeting.

Article V - Funds

The funds of this club shall be used to further the purposes for which it is formed and shall be disbursed by the treasurer upon a majority vote as described in accordance with Article VII. (*Exception: Article VIII, Section IV.*)

Article VI – Officers / Executive Committee

Section I. The management and administration of the affairs of this club shall be by elected officers. The officers form the Executive Committee and, while in good standing, shall be voting members.

Section II. The Executive Committee consists of: President, 1st Vice President, 2nd Vice President, Treasurer, Concessions Manager, and Secretary. (*Exception: A position will remain vacant if there isn't an eligible individual to fill the role.*)

Section III. The Athletic Director shall serve as an ex-officio voting member of the Executive Committee.

Section IV. A majority vote of the Executive Committee will constitute a quorum. In case of a tie, the vote of the President will serve as the deciding vote.

Section V. If necessary and/or requested, an election for a challenged or vacant officer position will be presented and a vote taken during the annual meeting. (*NOTE: It is desirable that a candidate for an officer position have a direct tie to the Fairfield Union Community.*)

Section VI. In order for an individual to run for the officer position of 1st Vice President, it is necessary that the individual be an active club member in good standing for a minimum of one full year.

Section VII. In order for an individual to run for the officer position of President, it is necessary that the individual be an active club member in good standing for two full years and have served as 1st Vice President for a minimum of one full year.

Section VIII. Departing officers will conclude their responsibilities with the club at the conclusion of the annual meeting in May. (*NOTE: The Executive Committee reserves the right to accept resignations to conclude officer involvement immediately.*)

Section IX. Newly elected officers may begin official duties as early as the conclusion of the annual meeting in May but no later than July 1.

Section X. It is the expectation of the club that an officer makes a commitment to attend all meetings. Officers missing two consecutive meetings may be removed from “in good standing” by the President and/or removed from their officer position by a majority vote of all remaining Executive Committee officers.

Article VII - Duties

Section I. All officers shall follow the guidelines set forth in the Constitution.

Section II. It shall be the duty of the President to preside at all meetings, appoint committee members, and oversee the overall administration of the club.

Section III. The 1st Vice President shall preside at meetings in which the President is unable to attend. (*NOTE: If the 1st Vice President officer position is vacant, a meeting will be rescheduled to a later date.*) The 1st Vice President will also assist the President with all duties as directed.

Section IV. The Treasurer shall receive all funds of the club and deposit same in a financial institution approved by the Executive Committee. The Treasurer shall keep a detailed register of all financial activities of the club and provide a balance sheet to the Executive Committee officers at each meeting. The treasurer shall maintain all financial records of the club and shall be bonded for \$50,000.00 by a reliable bonding company. (*NOTE: The bonding fee shall be absorbed by the club.*)

Section V. The Concessions Manager shall handle all responsibilities associated with purchasing and/or ordering, stocking, and providing concessions for Fairfield Union Local School District athletic events in Grades 7-12. It is this individual's duty to work directly with the President and Treasurer to ensure expense receipts are submitted timely and with appropriate detail. The concessions manager has discretion to purchase/order what is deemed as best for the patrons. The concessions manager will be paid a monthly stipend as agreed upon by the Executive Committee.

Section VI. The Secretary shall keep all meeting minutes and records of the club and oversee Sign-Up Genius as it relates to concessions help.

Article VIII - Financials

Section I. No member of this club shall have the power or authority to incur any debt in the name of the club, nor shall any member, by virtue of his or her membership herein, assume any liability of any sum of money.

Section II. The President and Treasurer may authorize the expenditures of up to \$300.00 without the vote of the Executive Committee. These approved expenses will be added to the next meeting agenda so the officers are aware. (*Exception: Coaches may request payment consideration from their allotment if the funds are available and meet the criteria outlined in the "allotment letter" sent out at the beginning of the school year.*)

Section III. Expenses and/or expense requests of \$300.01 or higher may be voted upon electronically or in person at the next meeting by the Executive Committee. (*Exception: Article VIII, Section IV.*) The manner in which the vote is held will be at the discretion of the President.

Section IV. If deemed necessary to honor the club's purpose, the President may solely approve the disbursement of funds of up to \$500.00 at his or her discretion. The reasoning for this approval and the expense itself will be added to the next meeting agenda so the officers are aware. In addition, the Concessions Manager may purchase all necessary food and related expenses without the need for a vote by the Executive Committee.

Section V. Capital Improvements will be discussed and a decision finalized in a timely manner.

Section VI. The Treasurer will set a meeting with the Fairfield Union Local School District Treasurer following the annual meeting each year to ensure there is appropriate compliance with the Fairfield Union Athletic Booster Club finances.

Article IX - Committees

Section I. The following committees will be formed on an annual basis, appointed by the President: (1) Constitution Committee; (2) Nominating Committee; and (3) Scholarship Committee. Other committees will be formed as necessary to assist in the operations of the club. The President will be a member of all committees.

Section II. A Constitution Committee of no less than two officers shall be established to review the constitution and, if deemed necessary, present

recommendations to the Executive Committee at the annual meeting. Following review of the recommendations, the officers will vote to accept or reject one or all of the revisions. If accepted, changes to the Constitution will become official at the conclusion of the vote.

Section III. A Nomination Committee of no less than two officers shall be established to fill any vacant, vacating, or replacement positions of the Executive Committee. The Committee will present recommendations to the Executive Committee at the annual meeting.

Section IV. A Scholarship Committee of no less than two officers shall be established to review scholarship applications to award at the Senior Recognition Awards Assembly at Fairfield Union High School in May.

Article X - Legal

Section I. The Fairfield Union Athletic Booster Club is organized exclusively for charitable and educational purposes, including but not limited to, the making of distributions to Fairfield Union High School that qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section II. No part of the earnings of the Fairfield Union Athletics Booster Club shall inure to the benefit of, or distributable to its members, trustees, officers, or other private persons, except that the Fairfield Union Athletic Booster Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause thereof. No substantial part of the activities of the Fairfield Union Athletic Booster Club shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Fairfield Union Athletic Booster Club shall not participate in, or intervene in (including the publishing and distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the Fairfield Union Athletic Booster Club shall not carry any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (2) corresponding section of any future federal tax code.

Section III. Upon the dissolution of the Fairfield Union Athletic Booster Club, assets shall be distributed for one or more exempt purposes within the meaning of

Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of Fairfield County, exclusively for such purposes of to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Article XI – Revisions

This version of the Constitution & Bylaws was revised on September 28, 2024 following approval of such revisions by an Executive Committee vote on September 25, 2024. This version will serve the club for the remainder of the 2024-2025 Fairfield Union Local School District athletic seasons.

The next set date for recommendations to be considered/voted on is May 28, 2025.