

Established: 8/15/24

Finalized: 1/22/25

## January 22, 2025 By-Laws of the Riverhead Athletic Club

### **Article I: Name & Purpose**

Section A- The name and organization shall be: Riverhead Athletic Club (hereby known and may be referred to as the RAC)

Section B- The purpose of this organization shall pertain to the following: The Riverhead Athletic Club is committed to providing voluntary support and promotion of Riverhead athletics and the Riverhead Athletics Department. Additionally, the RAC organization will endeavor to establish community support of Riverhead athletics while also promoting fellowship between parents, coaches, and Riverhead athletes starting at youth and continuing through all levels of participation. Ultimately, the RAC will look to establish a scholarship fund so as to celebrate and support the long term success of Riverhead athletes as a whole.

### **Article II: Duties of Officers & Executive Board Members**

Section A- The officers of the organization shall be President, Vice-President and Treasurer.

Section B- The Board shall consist of the above officers and the following: Recording Secretary, Fundraising Coordinator, Membership Coordinator, Community Relations Liaison and Student Body Representative.

Section C- All Board members are voting members with the exception of the Student Body Representative, whose sole purpose is to provide feedback on the needs of decisions made by the RAC and its impact upon the student-athletes as a whole.

Section D- The duties of these Board members shall be:

- a. **President**: preside over meetings, liaison with the athletic office, troubleshooting, channel responsibilities to appropriate people, delegate booster responsibilities, maintain materials to be passed on to future presidents, attend other meetings as a booster club representative.
- b. **Vice President**: handle the president's duties when they cannot, handle membership, building use forms, approval of social media messages and other communications, and presides over corporate sponsorship & grant committee.
- c. **Treasurer**: establish long term funding needs, maintain accounts both for general athletic funding as well as individualized program funding if need be, handle monies, balance accounts, keeps journals current, present reports at each meeting, prepare annual reports, act as a financial liaison to athletic office and prepare fiscal EOY statements to AD.

- d. **Recording Secretary**: record meeting minutes, manage email accounts & correspondence for the organization, take meeting minutes at meetings outside of RAC, present reports at each meeting, maintain calendar of booster club events, list of booster club supplies, maintain PO box/mailling, etc.
- e. **Fundraising Coordinator**: establish various fundraising committees, oversee fundraising opportunities and events, gather all information related to potential fundraising opportunities and report back to athletic club, oversee organization of concession stand and create fliers for important events.
- f. **Membership Coordinator**: establish membership opportunities, update and distribute volunteer forms, prepare list of recruited volunteers, contacts and coordinate volunteers, keep list of volunteers at all events.
- g. **Community Relations Liaison**: provide needed communications with all stakeholders within the Riverhead community, social media support.
- h. **\*Student Body Representative(s)**: an exceptional student-athlete representative willing to attend meetings and provide needed information regarding the needs of peers within the athletic program, may also provide feedback regarding the experiences of Riverhead athletes as a whole.
  - 1. \*The Student-Body Representative(s) will be a Riverhead student-athlete that is in good academic standing and will act as a non-voting member of the Riverhead Athletic Club organization, to hold tenure for one academic year.

### **Article III: Nomination, Election & Terms of Office**

#### **Section A- Nominations**

- a. Nominations will be in writing and taken at the April general meeting. Nominations are closed at the adjournment of this meeting.
- b. All nominees must be members in good standing of the Booster Club.
- c. A nominee for an officer position (**President, Vice President, and Treasurer**) must have served a minimum of one year on the Riverhead Athletic Club Board, currently holds a Booster Club Board position and has attended the majority of the current year's meetings; both executive and general.
- d. All nominees for Board positions *other* than officer positions & student body representatives must have attended at least one meeting, or have volunteered on committee or have volunteered at one function of the organization during the current calendar membership year and prior to the April general meeting.
- e. All nominees for Student Body Representatives must be an incoming sophomore or junior student-athlete in good academic standing & must also come with a recommendation from a coach, Riverhead Central School District staff member, and/or an individual with whom the nominee's character can be verified
  - 1. All interested parties must submit recommendations by June in order to be considered for the position in the following school year.
- f. Any Eligible members in good standing may submit their name or the name of another eligible member in good standing for nomination to the Election Committee.
- g. No member may accept nomination to or be a candidate for more than one office.
- h. The acceptance of the nomination will be dated and contain the following information:

1. The full name of the candidate and if desired any special name to appear on the ballot
  2. The title of the position for which nominated
  3. A certificate in the following form signed and dated by the proposed candidate or submitted via candidates e-mail: "I hereby accept the nomination for the office of (title of office)".
- h. If a vacancy occurs in any position between the nominations and the election, the vacant position will be posted until said election. If a new candidate is not nominated before the election, it becomes the responsibility of the Board to select a person to fill the vacancy.

#### Section B- Election

- a. The President, Vice President, Treasurer, Recording Secretary, Fundraising Coordinator, Membership Coordinator and Community Relations Liason shall be elected once every two years. All members in good standing shall be eligible to vote.
- b. The Student-Body Representative will be elected once every year, prior to the start of the incoming school year and determined no later than September. In the case that more than one viable candidate is nominated and seen as ideal for the position, the board may determine that additional candidates fulfill the position.
- c. If only one person is nominated for a position, there may be a voice vote conducted by the Election Committee. The Secretary will record in the meeting minutes the results of the election. If more than one person is nominated for a position, the vote will be conducted by the use of a secret ballot. Write-in votes and Absentee ballots will not be permitted. A list of names of the membership will be made available to the Election Committee for the purpose of checking the voting eligibility of members.
- d. The candidates for each office receiving a majority of the votes actually cast shall be declared the winning candidate. In the event no candidate receives a majority of the votes cast, a runoff election will be held between the two candidates receiving the most votes.
- e. A vacancy occurring in any office shall be filled for the unexpired term by a person selected by the Board. The general body shall be informed at the next general meeting.
- f. The outgoing President or a person designated by the outgoing President shall oversee the installation of new officers.
- g. The term of office shall be from July 1 to June 30

#### Section C- Election Committee

- a. Prior to the start of nominations, the President shall appoint up to a three (3) member Election Committee. The Election Committee shall conduct the nomination/election process. Members of the election committee are not permitted to run for office in the election cycle in which they are members of the committee.

#### Section D- Tenure of Office

- a. The term of office shall be from July 1 to June 30
  - 1. Student Body Representatives term of office shall be from September 1 to June 30
- b. A vacancy occurring in any office shall be filled for the unexpired term by a person selected by the Board. The general body shall be informed at the next general meeting.

#### Section E- Installation of Officers

- a. The installation of officers shall take place on July 1.
- b. The outgoing President or a person designated by the outgoing President shall install officers.

#### Section F- Qualifications for Candidates

- a. A candidate must be a member in good standing of the Booster Club prior to the nominations meeting.
- b. A candidate must have attended at least one meeting or have volunteered on one committee or have volunteered at one function of the organization during the membership year and prior to the nominations meeting.
- c. A candidate for an officer position must have served a minimum of one year on the Riverhead Athletic Club Board, Chaired a Booster Club event, currently holds a Booster Club position and had attended the majority of executive and general meetings
  - 1. Student-Body Representatives must be a student-athlete in good academic standing.

#### Section G- Removal of Officer Procedures

- a. If during the course of their tenure, a board member fails to perform their duties as per the descriptions listed above and congruent to their elected position, any board member shall propose the removal and deposition of said board member.
- b. After the official proposal to remove the board member in question, the board as a whole is required to produce a  $\frac{2}{3}$  vote to remove this board member from that position at the next available board meeting.
  - 1. All board members must be present in order for this vote to be considered valid and final
  - 2. The board member who fails to perform their duties is not entitled to a vote in this procedure
- c. If it is determined that said board member is removed from their position, Article III, Section B part e shall be enacted.

#### **ARTICLE IV: Board**

Section A- The Board shall consist of all Booster Club officers and Board Members

Section B- The Board shall appoint additional committee chair people as needed.

Section C- The Board shall receive recommendations, concerns, etc., of all committees, approve said recommendations and advise Booster Club representatives on appropriate courses of action.

Section D- At least one Board member shall be present at every Booster Club Event and Fundraiser.

Section E- The Board shall be responsible for reviewing Treasurer's Reports and disbursing funds.

#### **ARTICLE V: Meetings**

Section A- General meetings of the organization shall not number less than three per year. All Board members are expected to attend.

Section B- The Board will meet monthly during the calendar year. All Board members are expected to attend. Those Board members who are absent are responsible for obtaining the pertinent information.

Section C- Additional Board meetings may be called by any Board member as deemed necessary.

Section D- Executive Board Meetings are closed sessions.

#### **ARTICLE VI: Membership and Dues**

Section A- Any interested person associated with the Riverhead Central School District is eligible for membership.

Section B- The membership year shall be from September 1 – June 30.

Section C- The annual Dues shall be \$20 per family per membership year.

Section D.- In order to vote on the business of the organization one must be a paid member of the Booster club and of legal voting age.

Section E- In order to vote at an election of Offices and Board members, one must be a paid member of the organization as of January 1 prior to the election and of legal voting age.

**ARTICLE VII: Establishment of Committees**

Section A- The Board will establish necessary committees and appoint committee representatives.

Section B- All committee meetings shall be held at the request of committee chair people.

**ARTICLE VIII: Amendments**

Section A- A proposed amendment shall be written to and evaluated by the Executive Board.

Section B- The Board shall develop the proposed amendment and present it at a general meeting.

Section C- A majority vote of members present at the following general meeting shall be necessary to pass the Amendments(s).