

**BYLAWS**  
**OF**  
**CENTRAL YORK WRESTLING BOOSTER ASSOCIATION**

**ARTICLE I**

**Name and Purpose**

The CENTRAL YORK WRESTLING BOOSTER ASSOCIATION (THE “Association”) is a not-for-profit association formed for the purpose of supporting the student athletes involved in the wrestling program at Central York School District.

The purpose of the Association is to raise money and support the Central York Wrestling Program on as needed basis and to disburse the monies raised in a regulated manner in good faith and for all the participants in a fair manner.

No part of the monies raised shall be for the benefit of any private individual or any volunteer of this organization.

All monies spent will be done by the majority vote in collaboration with the head varsity coach or as deemed necessary by the treasurer for regular billings of approved goods ordered.

**ARTICLE II**

**MEMBERSHIP**

Membership in the Association is open to parents and friends of student athletes involved in the wrestling program at Central. Membership shall be based on the o budget year from July 1<sup>st</sup> to June 30<sup>th</sup>. By majority vote, the members of the Association may elect to establish annual membership dues, which shall become effective as of the beginning of the next membership year. The Association will not have or issue shares of stock.

**ARTICLE III**

**MEETINGS OF MEMBERS**

Annual Meetings. Annual meetings of the members shall be held during the month of May on such date as may be set by the Secretary of the Association.

Monthly Meetings. Monthly meetings of the members shall be held year round at such dates and times as may be established by the membership at its annual meeting.

Notice of Meetings. The Secretary of the Association shall establish a written schedule for monthly meetings and for the annual meeting, which shall be distributed to all members. No further notice of meetings shall be required to be given.

Quorum. The presence at any meeting of members of fifty per cent (50%) of the officers shall constitute a quorum for any action except as otherwise provided in these bylaws.

## ARTICLE IV

### OFFICERS

The officers of the organization shall be as follows:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Financial Secretary
- f. Varsity Chair
- g. Middle School Chair
- h. Youth Chair
- i. Camp Account Chair
- j. Concession Chair
- k. Community Chair
- l. Fundraising Chair
- m. Marketing Chair

The President will only entertain requests for funds from subordinate coaches who have consulted with the head varsity coach on said request.

Any elected officer who consistently fails to attend meetings may be removed from office with just cause for not attending the meetings. Just cause shall be determined by majority vote of the voting members present. Officer will be notified in writing of the offenses and will be given 10 days to respond.

The **President** – by virtue of his office, shall:

- a. Preside at all meetings.
- b. Be chairman of the Association
- c. Shall set the agenda for each regularly scheduled meeting
- d. Shall be one of the officers who can sign checks or drafts of the organization.
- e. The president, in collaboration with the head coach, shall have the right to make executive decisions in the event of unforeseen times of uncertainty or circumstance. Such times could be, but not limited to: authorizing a limited monetary allocation, to temporary disciplinary action

requiring immediate attention to resolve matters unbecoming the Association, or the health or safety of any members, coaches, players, parents or fans.

The **Vice President:** shall in the event of the absence or inability of the president to exercise his office, become Acting President or the organization with all rights, privileges, and the powers as if he had been duly elected president.

The **Secretary:** Shall keep the minutes and records of the organization in the appropriate books, file any certificate that is required, give and serve notice to members, to be official custodian of the records, shall attend to all correspondence of the organization, and shall execute all duties incident to the office of the secretary.

The **Treasurer:** shall have the care and custody of all monies or securities of the organization. He or She must be one of the officers who signs checks or drafts of the organization, shall give monthly reports of the monies in the checking account and any other accounts that may be required and shall exercise all duties incident to the office of the treasurer. The Treasurer will also maintain a general ledger to include a listing of all deposits and disbursements. This ledger shall be available to board members upon request and inspected regularly by the president or his designee.

The **Financial Secretary:** shall assist the treasurer with the incoming funds. He or she will be responsible for documenting all deposits and sending the report to the treasurer. The financial secretary also works with the treasurer to complete the taxes.

The **Varsity Chair** will be responsible to bring all information pertaining to the Varsity team and motions for the Varsity team to the floor in the general meeting.

The **Middle School Chair** will be responsible to bring all information pertaining to the Middle School team and motions for the Middle School team to the floor in the general meeting.

The **Youth Chair** will be responsible to bring all information pertaining to the Youth team and motions for the Youth team to the floor in the general meeting.

The **Camp Account Chair** is responsible to keep record of monies in each participants account and shall have the care and custody of all monies within those accounts. The chair will have ready a record of account totals for review at each meeting. At completion of each season the chair will submit a report to be sent to active participants of the wrestling program giving a total of money in their account.

The **Concession Chair** will be responsible for the concessions at each tournament. This chair will be responsible for all activities involving concessions. (Order supplies, set up, purchasing food and supplies, etc.)

The **Community Chair** is a selected person to sit in on the meetings occasionally and give suggestions/advice. This chair need not be a parent but possibly a past leader in the wrestling community.

The **Fundraising Chair** will provide ideas for fundraisers each year. This chair will also be responsible for organizing and implementing all fundraisers approved by the Association.

The **Marketing Chair** will provide ideas for promoting Central's wrestling teams. This chair will also be responsible for implementing these ideas once approved.

In the event there are not enough volunteers to fill the positions of the Association, the members present may take more than one position of the Association, but will have one and only one vote. However, the positions should be filled as new members come into the organization.

## ARTICLE V- VOTING MEMBERSHIP

The following shall have a vote on all matters brought before the members of the regular membership meetings:

- a. All elected officials other than the President – one vote per officer.
- b. If an elected officer is not present, a designated officer may not vote for the absent officer by proxy.
- c. Any regular meeting member who has fulfilled the requirements of three meetings in the calendar year beginning in July will be eligible to have one vote at the general meeting.
- d. In the event there is a voting deadlock among the elected officers and or the regular members, the President will cast the deciding vote.
- e. A quorum of the Officers shall be present to approve any motions that have been made and seconded.
- f. Necessary board related decisions, may be voted on via e-mail, approved by a quorum of voting members, and validated by the president. These items would be issues needing a timely response but not necessarily a fully convened meeting.
- g. Special meetings of the Association may be called by the president when he deems it necessary for the best interest of the organization. Reasonable notice of such meeting shall be given to members.
- h. Nomination for officers will take place in March and voted in at the April meeting. The elected officials shall have a 1 year term and up for reelection each year. The elected officers' term will begin on June 1<sup>st</sup>. The term of any Association member can be terminated for any of the following reasons: 1) completion of term and decision not to be reelected for the following year. 2) His or her resignation at any time 3) His or her removal from office due to conduct deemed detrimental to the club which would require a majority vote of officers 4) Unforeseen emergency. A majority vote of voting members present is required to elect an officer.
- i. Any amendments to the bylaws shall be done in writing and shall be voted on at the next regular meeting of the CYWBA with a quorum of voting members present.

## ARTICLE VI – ORDER OF BUSINESS

- A. The following is the suggested method in which the regular membership meetings shall be conducted. Adjustments to this outline may be made by the president at his discretion.

- A. Roll Call of officers
- B. Approval of the minutes of the preceding board meeting
- C. Approval of the treasurer's report
- D. Recognition of guests
- E. Report of officers
- F. Committees reports
- G. Old business
- H. New business
- I. Good of the order
- J. Coach's Comments
- K. Adjournment

#### ARTICLE VII – SALARIES AND DUES

No officers or regular members will be entitled to receive any salary or compensation for his or her position in the organization. Nothing herein shall be construed to prevent anyone from being reimbursed for out of pocket expenditures.

Stipends for coaches on a volunteer basis will be brought to the board by the head coach and voted on by the voting members.

#### ARTICLE VIII – CODE OF CONDUCT

All booster club officers, members, and those associated shall operate in good faith.

All booster club officers, members, and those associated shall consider the best interests of the organization and the wrestling program in all decision making.

All booster club officers, members, and those associated shall adhere and uphold in good faith the purpose, philosophy, guidelines and the spirit of CYWBA set forth in these bylaws.

The Association will keep correct and complete books and records of account, and will also keep minutes of the meetings of its members. The Association will keep a membership register giving the names and addresses of each member, and the original or a copy of its Bylaws including amendments to date certified by the Secretary of the Association. The Bylaws, minutes, books, records and papers of the Association shall at all times, during reasonable business hours, be subject to inspection by any member.

#### ARTICLE VIII – AMENDMENTS

These bylaws may amended by a majority vote of the members at any annual meeting or special meeting of members called for that purpose.

#### ARTICLE X – OPERATIONS

Operational Year. The operational year of the Association will conform to the School year calendar of Central York School District. (July 1<sup>st</sup> to June 30<sup>th</sup>)

Budget. The president shall work with the head coaches at each level to submit a projected budget for the upcoming year to the Association for approval on or before the May Booster meeting to be voted in June.

Execution of Documents. Except as otherwise provided by law, checks, drafts, disbursements, deposits, and orders for the payment of money by the Association will be signed by the Treasurer, and if the same exceed \$500.00 shall be countersigned by the President. Contracts, purchase orders, leases or other legal documents or instruments entered into in the name of the Association will be signed by the President and countersigned by the Secretary.

## ARTICLE X11- NON –PROFIT ACTIVITIES

Exclusive Non-Profit Purpose. The Association is organized exclusively for charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501c (3) of the Internal Revenue Code of 1986, as amended (the “Code”), or the corresponding section of any future federal tax code.

Prohibited Activities. No part of any earnings or proceeds from any Association activities shall inure to the benefit of, or be distributable to, its members, officers, or other private persons, except that the Association 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 Article I hereof. No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in , or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these Bylaws, the Association shall not carry on any other activities not permitted to be carried on (a) by an association exempt from federal income tax under section 501 (c) (3) of the Code, or the corresponding section of any future federal tax code, or (b) by an association, the contributions to which are deductible under section 170 (c) (2) of the Code, or the corresponding section of any future federal tax code.

Distribution of Assets upon Dissolution. Upon the dissolution of the Association, assets shall be distributed for the benefit of the Athletic Department of Central York School District or for one or more exempt purposes within the meaning of section of any future federal tax code. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction in York County, Pennsylvania exclusively for such purposes or to such organizations, as such court shall determine, which are organized and operated exclusively for such purposes.

## ARTICLE X111 – OFF SEASON TOURMENTS

The CYWBA reserves the right to assist with fees associated with registration or special events on a case by case basis. All post season events that wrestlers want to participate in are funded by the parents or guardian of the athlete. However, the booster club will entertain requests through the head coach for assistance if presented at a regular meeting and voted on by all voting members.

Funds are given for individuals in the varsity, junior varsity, and elementary that attend camps approved by the head coach in the off-season, each wrestler will be given equal amounts for the contribution to the camps depending on the amount the booster club has set aside for disbursement.

Elite camp funds and national tournaments will be considered on a case by case basis by the head coach and voted on by the voting members.

Funding for wrestlers who have financial-hardships, is available through the head coach. The Wrestlers must meet certain criteria for receiving funds from the booster club. The criteria are set up by the head coach and each case will be presented to the boosters for approval. A financial hardship form is available on our website.

#### ARTICLE XI – CAMP FUND ACCOUNTS

Camp accounts are started in the elementary level of the wrestling program.

The camp account is for each individual wrestler and money raised is kept in an account under his or her name. All accounts are to be used for wrestling related expenses during a wrestler's career. Wrestler funds may not be used for clothing except wrestling shoes, headgear, singlets, and team uniforms. If a wrestler does not wrestle concurrent seasons, any and all monies in current wrestlers fund will be transferred into general booster club funds. All funds must be used by September 1<sup>st</sup> of the year a wrestler enters 7<sup>th</sup> grade. Any funds not used will be transferred into the general booster club funds. If a wrestler graduates to 7<sup>th</sup> grade or decides to leave the program a sibling may acquire his or her monies in the account if they are a current member of the Central York Wrestling Team at the time of departure of older sibling. A request must be made to the CYWBA and directed to the camp account chair for review. After review, the camp chair will then make a recommendation to the officers for final approval.

I certify that the foregoing Bylaws constitute the true and correct Bylaws of the Central York Wrestling Booster Association as of the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

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Secretary