

# RCCSS BOOSTER CLUB

## BYLAWS

### **Article I – Name**

The name of the organization shall be the RCCSS Booster Club, hereafter referred to as “Booster Club”.

### **Article II – Purpose and Objectives**

**Section 1.** The purpose of this organization shall be to support the officially recognized RCCSS athletic and fine arts programs in such ways as may be of assistance to the school, students, families, coaches, faculty and staff. Such assistance may be in many forms, among which may be the investment of time, labor, and financial support.

**Section 2.** The objectives of the Booster Club shall be as follows:

- A. To provide the ways and means for a sound financial base for the athletic and fine arts programs through responsible fund raising activities.
- B. To encourage participation in organized athletic and arts activities by as many students as possible, in order to develop their Catholic moral character and physical maturity.
- C. To promote school and community support for all Booster Club activities.

**Section 3.** The policies and practices of the Booster Club shall be consistent with, and subordinate to, the policies, rules and regulations of Rapid City Catholic School System.

### **Article III - Membership**

**Section 1.** Membership in the Booster Club shall be open to any adult showing an interest in supporting the RCCSS athletic and fine arts programs.

**Section 2.** Membership requires attendance at the monthly Booster Club meetings.

**Section 3.** Membership dues (if any) are established at the May annual meeting by the membership.

**Section 4.** “Member in Good Standing” refers to a person who has paid his/her dues for the school year. If the Booster Club has no dues, a “Member in Good Standing” shall refer to a member who has attended a minimum of two Booster Club meetings during the school year or the previous year’s May meeting.

## **Article IV – Meetings**

The Booster Club will meet regularly each month during the year. There shall be no meeting in July. Meetings are open to all members of the Booster Club. Attendance is encouraged of each coach and team representatives of all recognized activities. The Booster Club President may call special meetings as needed. Members will receive prior notice of the date, time, and location of the meeting.

## **Article V – Executive Committee**

**Section 1.** The Executive Committee shall consist of the President, Vice-President, Secretary and Treasurer.

**Section 2.** The Executive Committee shall be elected by the Booster Club membership at the May meeting. The President and Treasurer will be elected in odd numbered years; the Vice-President and Secretary will be elected in even numbered years. Elected officers will serve for a two-year term.

**Section 3.** If an officer cannot complete the two-year term of office, the President may appoint an officer to complete the term of office. In the event that the President cannot complete the term, the Vice-President will serve as president for the remainder of the term. An interim Vice-President will be appointed to serve the remainder of the term.

**Section 4.** School Board members or school employees are precluded from serving on the Executive Committee.

**Section 5.** In addition to serving on a committee, the officers have the following additional duties:

The President will:

- a. Preside at all meetings of the Executive Committee and the general membership.
- b. Prepare an agenda for meetings
- c. Appoint individuals to serve as chairs on standing and ad hoc committees.
- d. Serve as ex-officio member of all committees with voting privileges.
- e. Call special meetings as needed.
- f. Serve as the Booster Club representative to the school.

The Vice-President will:

- a. Assist the President.
- b. Serve in the absence of the President.
- c. Coordinate with the team representatives of the recognized athletic and fine arts programs.
- d. Take attendance at meetings.

The Secretary will

- a. Maintain minutes of the monthly meetings and the Executive Committee meetings.
- b. Provide written minutes to the membership.

- c. Maintain a set of current Booster Club by-laws.
- d. Publish meeting notices.
- e. Handle correspondence as needed

The Treasurer will

- a. Submit a monthly financial report at each meeting.
- b. Submit a list of all funds granted for the school year.
- c. Handle receipts for all Booster Club functions and activities.
- d. Assist in the preparation of the annual budget.
- e. Present the annual budget to the membership.
- f. Coordinate financial activities with the school.
- g. Provide an end-of-the-year financial report.

## **Section 6. Election of Officers**

- A. Members in good standing may nominate candidates for each office.
- B. Candidate must be a member in good standing, and not a member of the school board, faculty or staff.
- C. Nominations must be submitted to the Executive Committee. The Executive Committee will present a slate of officers at the April meeting.
- D. Election of officers shall occur at the May meeting. Nominations from the floor may be taken at the meeting.
- E. Only “Members in Good Standing” may be allowed to vote for Officers.
- F. The candidates with the majority of votes will be elected. The voting is to be a secret ballot unless only one candidate is nominated, in which case election shall be by acclamation. No absentee ballots or proxies will be permitted.
- G. The two-year term will begin in June of the election year with no officer serving more than three consecutive full terms.

## **Article VI – Team Representatives**

**Section 1.** Each recognized activities program shall designate two or more Team Representatives to be members of the Booster Club. Coaches may be Team Representatives.

**Section 2.** The Team Representatives will:

- a. Be active members of the booster club.
- b. Report at the monthly meetings on matters relevant to the program represented.
- c. Coordinate activities, including concessions stand staffing and gate personnel staffing.

## **Article VII – Committees**

### **Section 1. Standing Committees**

On a yearly basis, the President shall appoint the chairperson of each of these standing committees. Committee chairs may select committee members and encourage participation in committees.

**Concessions** – This committee shall be responsible for coordinating with the school, maintaining the concession stand, selecting the items to be sold, maintaining and re-stocking the inventory. The committee must also manage the staffing schedules of the concession stand. The committee chair shall submit receipts to the school administration for deposit in the Booster Club account.

**Membership** – This committee shall be responsible for making recommendations for increasing membership in the Booster Club and involving members in Booster Club activities. This committee will maintain a membership roster annually.

**Programs** - This committee will be responsible for the following: team pictures, senior pictures and bios, coaches' pictures and bios, athletic director bio and picture, Booster Club President's letter, team schedules, and the coordination of the printing and distribution of the publications.

**Fundraising & Events** - This committee shall be responsible for planning and running fundraising events.

**Homecoming** – This committee shall be responsible for sending out the invitations to alumni, and coordinating the alumni tent and other activities at homecoming.

**Merchandise** – This committee shall be responsible for designing apparel and other merchandise, ordering, keeping inventory, and selling.

**Senior Parent Night** – This committee shall be responsible for organizing the senior parent night for each activity at the end of the season.

**Performing Arts** – This committee shall be responsible in assisting in the production of plays, shows, exhibits and other fine arts related activities.

**Section 2. Ad hoc Committees** – The Executive Committee may establish, as needed, other such committees. The President shall appoint the chairperson of each of these ad hoc committees, and committee chairs may select committee members.

## **Article VIII – Relationship with the school**

### **Section 1. Limits**

- A.** All advertising and sponsorship agreements will remain the exclusive domain of the school. The Booster Club shall be prohibited from seeking corporate sponsorships without the prior approval of the Development Director of the school.
- B.** Rules of conduct regarding player/coach protocols and parent/coach protocols shall be followed by all Booster Club members. The Athletic Director maintains sole authority over the management of the athletic and fine arts programs.

- C. The Booster Club shall not make use of any school mailing list without the prior approval of the Athletic Director and the Development Director.
- D. Sport specific fundraisers shall continue to be at the discretion of the coaches and the Athletic Director with approval of the Development Director.

## **Article IX – Finances**

### **Section 1. Expenses**

- A. Coaches shall submit funding requests to the Athletic Director who will then forward to the Booster Club.
- B. The Booster Club may not commit to any capital improvements to the school’s facilities without the written permission of the Superintendent of the school.
- C. The Booster Club may not enter into contracts that commit the school without prior approval of the Business Office and Superintendent.
- D. In emergency situations that arise in between regularly scheduled meetings, the Executive Committee may approve non-budgeted expenditures of up to \$250 without a vote by the membership. The matter shall then be presented at the next general membership meeting.
- E. Any unauthorized person who spends money without the approval of the Boosters will be "solely" responsible for the bill.
- F. The Booster Club shall create a Facilities Fund whereby 25% of all yearly gross revenue is set aside as a reserve to be used towards the explicit purpose of infrastructure improvements that will have a direct benefit to the sports and fine arts programs of the school.

## **Article X - Parliamentary Authority**

Robert’s Rule of Order, Revised, are adopted as the authority of the Booster Club in all parliamentary questions, subject to such special rules as may be adopted by the Executive Committee to meet any requirements particular to the Booster Club.

## **Article XI - Amendment**

These Bylaws may be amended by two-thirds affirmative vote of the Booster Club membership at the regular May meeting or at a special meeting called for that purpose. Notice of the proposed amendment must be given at least seven days before such meeting. Such meeting must be held during the school year. The special meeting notice must be sent to all Booster Club members who are in good standing and must include the date, time, and location of the meeting.

*Adopted: April 28, 2015*