

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 and special meetings.

Section 3. Membership dues (if any) are established at the 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 fifty (50) percent of the previous 12 months meetings. Any member will be a “Member in Good Standing” once they have attended three meetings in a 12 month period and maintained a fifty (50) percent attendance record or greater.

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Article IV – Meetings

Section 1. Regular 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.

Section 2. Special Meetings

The Booster Club President may call special meetings as needed. Members will receive prior notice of the date, time, and location of the meeting.

Section 3. Voting Eligibility

Only members in good standing may be eligible to vote.

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 annual meeting. Two officers will be elected in odd numbered years; and two officers in even numbered years. Elected officers will serve for a two-year term. Officer positions will be selected by the officers.

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.

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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.

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. Handle correspondence as needed.
- e. Take attendance at meetings.

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 should be submitted to the Executive Committee. The Executive Committee will present a slate of officers at the meeting preceding the annual meeting.
- D. Election of officers shall occur at the annual 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.

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

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

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 Activities 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 Activities Director and the Development Director.
- D. Sport specific fundraisers shall continue to be at the discretion of the coaches and the Activities Director with approval of the Development Director.

Article IX – Finances

Section 1. Income/Donations

- A. Types of Income
 - 1. Designated Income – Income that has been specifically designated to a specific sport or activity by donation or other means.
 - 2. Undesignated Income – All other income that is not specifically mentioned under Article IX, Section 1, Paragraph A.1.

Section 2. Expenses

- A. Coaches or Team Representatives shall submit funding requests 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 undesignated net revenue, see Article IX, Section 1, Paragraph A, 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.

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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 annual 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
Revision Dates: December 14, 2015
May 16, 2016
May 16, 2017