

Raptor Activities Booster Club



in support of
Silver Creek High School

August 2015

Raptor Activities Booster Club Constitution

Article I. Name

The name of this club or organization is The Raptor Activities Booster Club.

Article II. Purpose and Function

The purpose of this club is to provide positive support for Silver Creek High School athletics and activities by:

Section 1: Developing community support for Silver Creek High School athletics and activities through membership and involvement with the community.

Section 2: Coordinating, organizing, approving, and running fund-raising efforts, sponsorship, and donations to support the financial requirements of activities for the Silver Creek Activities Booster Club.

Section 3: Identifying and fulfilling needs within Silver Creek High School and specifically Silver Creek activity programs. This is accomplished by:

- Financing items to benefit and support athletics and activities.
- Providing a source of volunteers for the booster club supported and approved school sponsored events and activities.
- Planning and coordinating activities approved by the Booster Club.

Section 4: To develop positive support and involvement with the feeder programs to Silver Creek High School.

Section 5: To support the students of Silver Creek High School by:

- Sponsoring athletics and activities in the Colorado High School All State games.
- Aiding students and athletes in activities not available at Silver Creek High School.
- Supporting students and athletes in state or higher activities, competitions, or events.

Article III. Restrictions

Section 1: It is not the purpose of the Raptor Activities Booster Club or any of its agents under any circumstances to interfere with the administration of Silver Creek High School or the coaching staff assigned to Silver Creek's many athletic and activity programs.

Section 2: It is not the purpose of the Raptor Activities Booster Club or any of its agents to attempt to exert influence on the administration of Silver Creek High School or the coaching staff assigned to Silver Creek's many athletic and activity programs.

Article IV. Club Organization

Section 1: Membership in the Raptor Activities Booster Club is open to any interested person who subscribes to the purpose and function of the Raptor Activities Booster Club regardless of age, race, color, creed, or religion.

Article IV. Club Organization-Continued

Section 2: Membership in the Raptor Activities Booster Club will be effective

upon the payment of annual dues as prescribed by the board of directors.
Section 3: Registration will include present home address, email address, phone numbers, and specified financial contribution by the member (annual dues). Membership includes immediate family members, defined as individuals living at the primary member's residence or those individuals claimed as a dependent on the primary member's federal tax return.

Section 4: Interested parties under the age of eighteen (18) must have parent/guardian consent to become a member.

Section 5: The five officers who compose the Board of Directors (Board) shall manage the affairs of the Raptor Activities Booster Club. The Board of Directors shall comply with the Constitution and By-Laws of the Raptor Activities Booster Club. One member of the Silver Creek High School Administrative Team shall be in attendance at the meetings of the Raptor Activities Booster Club.

Section 6: Officers of the club will be:

- President: 1-year term.
- Vice-President: 1-year term.
- Secretary: 1-year term.
- Treasurer: 1-year term.
- Past President: 1-year term immediately following term as President.

Section 7: No Board Member shall receive any compensation for services performed in such capacity.

Article V. Meetings and Quorum

Section 1: Two regularly scheduled meetings shall be held annually. An annual meeting shall be held in April for the purpose of electing officers to the Board of Directors. The second annual meeting shall be held in September for the membership drive.

Section 2: Meetings other than the two annual meetings shall be held regularly as determined by the officers of the Raptor Activities Booster Club. Notice of meetings shall be considered to have been given upon publication in the Silver Creek blog, website, and email to members.

Section 3: Meetings will be conducted upon call of the President or three of the four remaining officers of the Raptor Activities Booster Club.

Section 4: The President may call special meetings. Any three members may also request a special meeting. Notice of special meetings should be published in the Silver Creek blog, website, and email to members.

Section 5: All regular members in good standing of the Raptor Activities Boosters Club in attendance at any meeting shall constitute a quorum for transacting business at that meeting.

Section 6: At the annual election meeting in April, a quorum of ten percent of active members (registered members in good standing) must be present to hold an election. In the event that quorum is not met, the election shall be held electronically. The President shall identify two members in good standing, not on the ballot, to receive and compile results.

Raptor Activities Booster Club By-Laws

Article I: Duties of the Officers

Pursuant to the Colorado non-profit corporation act, the following by-laws shall govern the conduct of the affairs of the Raptor Activities Booster Club.

The officers of the Raptor Activities Booster Club will be the governing body of the booster club with the following duties:

1. Develop a plan consisting of the activities and programs to be supported by the Club.
2. Develop a budget, to be approved by the general membership, detailing the monies required to fund the planned activities and programs of the Club
3. Carryout the functions and purpose of the Club.
4. Approval of Club activities and programs.
5. Approval of Club financial expenditures.
6. Annual review of By-Laws
7. Oversee the various operating committees within the club and work closely with the committee chairpersons.

All business proceedings and meetings held by the Raptor Activities Booster Club will follow the guidelines set forth in Roberts Rules of Order.

Section 1: Duties of the President

The President of the Raptor Activities Booster Club is responsible for the general operation of the club and directly oversees the other officers within the club. The President will run general membership meetings and will schedule meetings regularly throughout the calendar year.

Section 2: Duties of the Vice-President

In the absence or disability of the President, the Vice-President shall perform the duties of the President, following all standard operating procedures of the Raptor Activities Booster Club.

Section 3: Duties of the Secretary

The Secretary shall keep and record accurate written minutes from all meetings of the Raptor Activities Booster Club. The Secretary will compose the general membership meeting Agenda prior to the monthly meetings. The Secretary will be the main source of communication to the members of the Raptor Activities Booster Club. The Secretary shall be responsible for maintaining an accurate, written directory of members, and keeping copies of all business transactions of the Raptor Activities Booster Club on file. The Secretary shall maintain close communication with the Athletic Director's office at Silver Creek High School.

Section 4: Duties of the Treasurer

The Treasurer shall be responsible for the collection of membership dues, donations, and monies that become a part of the Raptor Activities Booster Club.

The Treasurer shall receive and deposit the club funds intact in a designated local bank. Disbursement of club funds shall be made only upon approval (by simple majority) of the officers at any meeting. Purchases for more than \$300 require the signature of the Treasurer and one other authorized officer of the Raptor Activities Booster Club. The Treasurer is responsible for assisting the Board of Directors in creating and maintaining the Raptor Activities Booster Club budget to support planned activities and programs. The Treasurer will provide a financial report for the scheduled meetings and maintain precise records of all deposits and expenses.

Section 5: Duties of the Past President

The Past President is the last President of the Raptor Activities Booster Club after the completion of a normal term. The Past-President serves in an advisory role to the President and can have a vote in all decisions made by the officers of the Raptor Activities Booster Club.

Article II: Election of Officers

Section 1: Nominations for the offices with expiring terms will be held at a regular meeting prior to April 2009 and each year thereafter. New officers shall be present at the next meeting following the election.

Section 2: Any member of the Raptor Activities Booster Club who is in good standing shall be eligible for office.

Section 3: Officers shall be elected for a 1-year term and no officer shall serve more than two consecutive terms in the same office unless voted on by the members and accepted by the officer. Terms shall be aligned with the Club's defined fiscal year.

Section 4: Should an officer resign before new elections are held, the President may appoint a member in good standing of the Raptor Activities Booster Club to temporarily assume the duties of the resigned office. Following this appointment, the President shall direct the Secretary to publish notice that an election to fill the vacancy will be conducted at the next regular meeting.

Section 5: A quorum of ten percent of registered members in good standing of the Raptor Activities Booster Club must be present at the annual April meeting to hold the election.

Section 6: Nominations for officer positions up for election at the annual April meeting will be accepted at a meeting at least one month prior to the annual April meeting. Nominees will be allowed a right of refusal at the time of nomination.

Section 7: Voting will be open to all members in good standing of the Raptor Activities Booster Club in attendance at the annual April meeting.

Section 8: Officers may be removed from office by a majority vote of active members in good standing of the Raptor Activities Booster Club in a general meeting at any time. Vacancies in the elected office(s) will be filled by a special election at the next general meeting with prior notice to the members.

Section 9: A simple majority vote among the officers is required for decision-making purposes. Each officer will have one equal vote. When a voting tie occurs, the President will provide the tie-breaking vote. But, the President cannot vote twice, first to make a tie, and then to give the casting vote. All votes

will be reported to the general membership at the next general member meeting.

Article III: General Operating Procedures

Section 1: The Raptor Activities Booster Club fiscal year shall be July 1-June 30.

The Raptor Activities Booster Club will hold general member meetings on the fourth Monday of each month at a set time designated by the Board, at Silver Creek High School.. The Board of the Raptor Activities Booster Club shall meet prior to the next scheduled general membership meeting at a date, time and location to be determined by the Board. **The Board can cancel meetings with one week prior notice published to the general membership.**

Section 2: To ensure the alignment of the goals and philosophy of Silver Creek High School and the Raptor Activities Booster Club, the President of the Raptor Activities Booster Club will meet with the Athletic Director of Silver Creek High School either in person, by phone, or email at a date and time agreed upon by them each month prior to the general member meeting.

Section 3: The monies raised by the Raptor Activities Booster Club will be maintained in a separate checking account, deposited in a local bank (Booster Club Account) for use as dictated by the officers of the Raptor Activities Booster Club.

Section 4: Funds raised for specific activities or programs as approved by the officers of the Raptor Activities Booster Club will be allocated exclusively for the approved activity or program and will be disbursed by check upon request by the parent representative and coach/leader and after submitting proper documentation with signatures and approval (by simple majority) of the officers at any meeting.

Section 5: Monies raised through fundraising efforts will be available to the Raptor Activities Booster Club for disbursement through team/activity accounts and the General Fund account for approved disbursements. Fundraising activity profits will be allocated 60% to Activities and 40% to General Fund; deviations require approval by the Board.

Section 6: Expenditures from the Raptor Activities General Fund included on the annual budget will be deemed approved by the Board and the general membership upon approval of the budget in the fall of each school year. Purchases made within the budget will be reported at the next general member meeting in the Treasurer's report. All expenditures of the RABC that exceed or are anticipated to exceed \$500 must first have at least 2 price quotes in order to ensure competitive pricing. It is recommended that Longmont businesses are given preferential opportunity to submit bids.

Section 7: Non-budgeted purchases made from the Raptor Activities Booster Club General Fund will require prior approval of the Board of the Raptor Activities Booster Club and members. Non-budgeted General Fund Requests will be presented at the specified general member meetings for discussion and deliberation by the general members present and voted upon by the Board of Directors and one parent representative in attendance from each of the identified activities.

Section 8: All teams and activities supported by the Raptor Activities Booster Club may request a General Fund Disbursement. General Fund Requests

require approval of the parent representative and the coach/leader. Requests must be reviewed with the Athletic Director of Silver Creek High School and must include two price quotes to ensure competitive pricing. General Fund requests should be given to a Board Member on or before the date specified on the General Fund Request form. The Board will provide a copy of the properly approved request to all parent reps at least 24 hours prior to the meeting specified for General Fund Requests. Requests will be presented at the specified general membership meeting by the parent rep and the coach/leader for discussion and deliberation by the general membership. If the request is non-budgeted the voting will follow Section 7. Otherwise the request will be voted on by the Board after the meeting with the decision communicated through the meeting minutes.

Section 9: The treasurer and one other elected officer of the Raptor Activities Booster Club must co-sign checks and authorize purchases for more than \$300 drawn from the checking account of the Raptor Activities Booster Club maintained at a local bank.

Section 10: A priority-needs list will be developed by the Raptor Activities Booster Club members, Silver Creek coaching staff, activity and program sponsors, and the Silver Creek High School Athletic Director.

Section 11: To ensure alignment of long-range plans and Title IX compliance, athletic purchases must receive approval from the Silver Creek High School Athletic Director.

Section 12: The Raptor Activities Booster Club shall be non-political and non-sectarian.

Section 13: The name of the organization or the names of the members in their official capacities shall not be used in connection with a commercial concern or with any partisan interest or any purpose not appropriately related to the objectives of the organization.

Section 14: The organization shall not directly or indirectly participate or intervene (in any way, including publishing or distribution of statements) in any political campaign, on behalf of or in opposition to any candidate for public office.

Section 15: Persons representing the Raptor Activities Booster Club shall make no commitments that bind the organization, unless authorized by the officers of the Raptor Activities Booster Club.

Section 16: No team, club or other party may use the RABC 501c3 status or license without the prior authorization of the RABC Officers. Requests and permission must be given in writing or by e-mail and can only be used for purposes that support the team or club and is compatible with the mission of the RABC. The purpose of this requirement is to ensure that the RABC complies with applicable state and federal use and reporting rules.

Section 17: In regards to monies deposited with the RABC by individual clubs and activities, RABC is acting in the role of a Nominee and receives no financial gain from these funds. In that regard, the RABC is not responsible for the collection of sales or other applicable taxes or IRS reporting of any revenues.

Section 18: The Board shall prepare and deliver a proposed budget to the newly elected board prior to fiscal year end. The new Board shall use this budget as a

foundation for the final budget to be voted on pursuant to Article III, Section 6.
Section 19: All Silver Creek activities wanting to participate in RABC will complete, sign, and turn in the Letter of Intent yearly by the date specified at the beginning of the school year to the board. Any activity that no longer wants to participate within the Raptor Activities Booster Club will withdraw any remaining funds in their account by the date specified on the Letter of Intent.

Article IV: Membership

Section 1: Persons who subscribe to the purpose and function of the Raptor Activities Booster Club are eligible for membership.

Section 2: Upon payment of their annual dues, candidates for membership will become regular members of the Raptor Activities Booster Club.

Section 3: Members in arrears more than four weeks after the beginning of a new school year shall be dropped from the active membership roles and shall not be considered members in good standing. Those members dropped from the club may once more become a member by payment of the current year's dues.

Section 4: The officers may designate auxiliary members. Auxiliary members must complete the Raptor's Activities Booster Club membership form. The activity sponsoring the auxiliary member will pay the auxiliary membership fee as designated by the board.

Article V: Dues

Section 1: The officers of the Raptor Activities Booster Club shall set the annual dues per family.

Section 2: Dues are payable at any meeting during the school year, through the School Store Website, or through the Athletic Secretary. All dues or checks are to be made to Raptor Activities Booster Club.

Section 3: A committee of the new officers for that school year may change these annual dues each year without amending the By-Laws.

Article VI: Committees

Section 1: The Raptor Activities Booster Club will operate under a committee format with each committee having a chairperson for organizational purposes. The committee chairperson will be responsible to the Board of the Raptor Activities Booster Club.

Section 2: At a regular meeting prior to the meeting for the nomination of candidates for vacating officer positions, the President will appoint a nominating committee to report at the next meeting. The nominating committee will present a list of candidates for election to office for the following year.

Section 3: At a regular meeting prior to the election of officers, the President shall appoint an auditing committee to report at the final meeting. The auditing committee shall review the Treasurer's account and make a report thereon to the regular members.

Section 4: The Board shall appoint special committees and parent representatives for specific activities, clubs, sports, and organizations as needed.

Article VII: Dissolution

In the event of the dissolution of the association, pursuant to the Colorado Non-Profit Corporation Act, all assets, after payment of just and legal debts, 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 assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the association is then located.

Article VIII: Amendments

These By-Laws may be amended at any meeting by a two-thirds affirmative vote of the adult members in good standing present and voting, provided due notice of the proposed amendment(s) has been given in writing to all members of the Raptor Activities Booster Club at least seven (7) days previous to the meeting.

