

BYLAWS OF FOSSIL RIDGE HIGH SCHOOL FOOTBALL BOOSTER CLUB

ARTICLE I - NAME AND PURPOSE

Section 1: The name of the organization shall be Fossil Ridge High School Football Booster Club.

Section 2: The Fossil Ridge High School Football Booster Club is organized exclusively to support the Fossil Ridge High School Football Program (the "Football/Program") through parent and community involvement. The Booster Club shall conduct all activities in accordance with CHSSA, Poudre School District (PSD) and Fossil Ridge High School ("School") guidelines.

ARTICLE II - MEMBERSHIP

Section 1: The General Membership shall consist of any community member and shall not be limited to only parents of football players.

Section 2: All members attending a Booster meeting shall have voting rights.

ARTICLE III - MEETINGS

Section 1: **Meetings.** Meetings of the General Membership shall consist of, but are not limited to, one (1) time per month (the "General Membership Monthly Meetings"). The dates of the General Membership Monthly Meetings shall be set by quorum vote of the Board who shall also set the time and place. A quorum shall be three-fourths (3/4) of the current Board. Minutes shall be taken at all Booster meetings and posted on the website within 7 days of the meeting date.

Section 2: **Special Meetings.** Special meetings may be called by a quorum of the Board or Committee Chairs as needed.

Section 3: **Notice.** Notice of meetings shall be given not *less* than seven days prior to the meetings. Notices can be distributed via, e-mail, text message, regular mail, flyer, telephone, facsimile, social media, website calendar or any other common form of communication.

Section 4: Simple majority vote of **present** members, committees, and officers will be all that is needed to pass any motion for internal and external projects that have been properly submitted to voting membership.

ARTICLE IV - OFFICERS

Section 1: **Board Officers (the "Board")**. The minimum amount of required Officers shall consist of a President, President Elect, Vice-President, Treasurer, and Secretary. Additional Board members allowed include Internal and External Chairpersons and a Communication Chairperson. The Board as a whole are responsible for the Booster Club's compliance with all rules governing the activities of the Booster Club, including but not limited to, CHSSA, PSD and School guidelines.

Section 2: **Meetings**. The Board shall meet at least one (1) time per month at an agreed upon time and place (the "BOD Monthly Meetings"). Minutes shall be taken at all Board meetings and available to the membership upon request.

Section 3: **Board Elections**. Election of new Board or the election for current Board members to a second term will occur annually during the calendar month of March.

Section 4: **Terms**. Terms of all Board Officers shall serve one (1) year or twelve (12) calendar months terms, but are eligible for re-election. The Term of office shall be from first day of the calendar month of May to the following 31st day of April.

Section 5: Exiting board members are expected to transition and familiarize new elected officers with their duties until expiration of the existing Board members' term.

Section 6: Duties of Board Members. The duties of the Board Members are as follows:

- (a) The President shall convene and preside over regularly scheduled meetings of the Board and General Membership. The President shall coordinate all Booster Club Activities with High School Administrative Officials and Football Coaches (the "School Administration"). Regular communication with the School Administration shall consist of, but is not limited to, distribution of all proposed and final minutes of all meetings of the General Membership and Officers. Any activities requiring additional communications with the School Administration shall be conducted on an as needed basis and in compliance with all CHSSA, PSD and School guidelines. Open lines of communication with the School Administration are encouraged. The President shall preside or arrange for other Board member to preside at each meeting in the following order: Vice-President, Secretary and Treasurer. The President has oversight of Senior Night, senior recognition such as banners and parent gifts, and the end of season banquet.
- (b) The President-Elect will automatically become the President the following year after their election. The President-Elect shall attend all Board meetings, and is a voting member.
- (c) The Vice-President will preside over meetings in the absence of the President. The Vice-President is responsible for the oversight of Casino Night and production of the annual football program, including all sponsorship drives. Production includes, but is not limited to, solicitation of corporate and individual donations, assemble of all printed materials including advertisements and pictures, bids printing companies for cost of printing and sales of program at

football games and other fundraising events. All activities regarding the Game Day Program shall be in compliance with CHSSA, PSD, and School Guidelines.

- (d) The Secretary shall be responsible for gathering agenda items from the Board and members for Board meetings and meetings of the General Membership, recording and keeping all minutes of all Officers and General Membership meetings. The Secretary is responsible for distributing copies of minutes to the Board, General Membership (via review of the previous month's minutes at monthly meetings and posting on the website) and School Administration. The Secretary is responsible for oversight of all team meals, and monthly dine and give fundraising.
- (e) The Treasurer shall be responsible for collection, deposit and distribution of all Booster Club monies raised through fundraisers, in compliance with CHSSA, PSD, and School guidelines. The Treasurer shall provide a written financial status report (the "Financial Status Report") on a monthly basis to the Board and General Membership. The Financial Status Report shall be incorporated into the minutes of the monthly General Membership meetings. The Treasurer has oversight over all spirit wear fundraising.
- (f) Changes to the Board duties are made at the discretion of the current Board by a majority vote.
- (g) The Communication Chairperson shall be responsible for notification of all meetings of the Officers and General Membership, and any other announcements on an as needed basis, via the Booster Club website (www.fossilridgefootball.com) and the Fossil Ridge High School website. (Collectively, the "Websites"). The Communication Chairperson shall maintain or help to maintain the websites as necessary. The Communication Chairperson shall be responsible for coordinating communication of all meetings and events through the School Administration (i.e., announcement marquee, telephone recorded messages, informational flyers to the parents of football players sent home with the football players, and social media.)
- (h) Other chairpersons designated as needed in May of each year to include but not limited to Philanthropy, Freshman Liaison, and others designated by the Board.

Section 7: **Officer Vacancies.** When a vacancy on the Board exists, nominations for new members may be received from any voting member. A vacancy exists when an Officer has missed more than three (3) consecutive Board and/or General Membership meetings and it has been established that extenuating circumstances have not existed for the absences.

Section 8: **Resignation of Officers.** Resignation of an Officer position shall be submitted in writing to the President.

ARTICLE V-AMENDMENTS

Section 1: **Amendments.** These Bylaws may be amended as necessary. The President shall appoint a Bylaws Committee to draft the proposed amendment which shall be reviewed by all Board members. A final draft of the proposed amendment shall be submitted to the Secretary and Communication Chairperson for distribution to the General Membership for review. After distribution, proposed amendments will be set as an agenda item at the next available monthly meeting of the General Membership. The President shall call for a vote at the same meeting to approve or reject the proposed amendment(s). A majority vote of attending Booster Club members shall be required for passage.

These Original Bylaws were approved at a meeting of the General Membership on September 1, 2004. They were approved again on February 19, 2019 by Officers and March 26, 2019 General Members.

STANDING RULES OF THE FOSSIL RIDGE HIGH SCHOOL FOOTBALL BOOSTER CLUB

1. The President or Treasurer shall be responsible and must approve all Disbursement Requests from Booster Club funds.
2. Before each deposit, one officer is required to count and record the appropriate deposit information and a second person (officer or member) shall verify the amount by counting and initialing the deposit record. Form of deposit record determined by CHSSA guidelines.
3. There shall be an "open discussion" item at the end of each General Monthly Meeting and shall be included on the Agenda of each meeting.
4. All non-budgeted expenses for Committee or Board projects between \$251-499 must be approved by Board Officers, either in person or by electronic vote. Any expenses under \$250.00 for projects can be approved by the President without a Board meeting. Expenses over \$500.00 must be approved by the General Membership at the monthly membership meeting.
5. A budget shall be presented by the Treasurer no later than March 31st of each year for approval by the General Membership. Changes to the approved budget may only be made by a majority approval of the Board and then by the General Membership.

NARRATIVE DESCRIPTION OF ACTIVITIES

The Fossil Ridge High School Booster Club will participate in activities such as bake sales, car washes, ~~Fight Night~~, Sabercat Showcase, Casino Night, silent auctions, spirit wear sales, yard sign sales and other approved fund raisers to raise money. This money will be used to benefit only the Fossil Ridge football team, or the needs of maintaining the Booster Club such as post office box rental, website fees, or other expenses detailed in the annual budget. The Booster Club will work to organize the football team meals, before and after games, or for away games as needed. If need

be, and funds are available, the Booster Club will provide assistance to under-privileged athletes who otherwise could not afford to play. The Booster Club will also provide a post-season banquet for the football team and senior player recognition as defined by the budget approved in March of each year.

The Fossil Ridge High School Football Booster Club shall conduct all activities in accordance with CHSSA, PSO, and School guidelines as stated in the Bylaws of the Fossil Ridge High School Football Booster Club.