

Booster Club Guidelines Bay District Schools

All booster clubs operating within Bay District Schools are required to submit to the school principal the following: Club Constitution and Bylaws, list of current officers with contact information, and a detailed bi-annual financial report with deadlines of December 31 and June 30 of each year. Included are sample documents to assist in the formation and running of a booster club.

ATHLETIC BOOSTER CLUB

a. Role of the Club

The _____ Booster Club exists as an organization of parents and community persons dedicated to:

- 1) Supporting, encouraging and advancing** the _____ program and related activities of _____ School, thereby cultivating clean, wholesome school spirit, promoting good sportsmanship, and developing high ideals of character.
- 2) The Club shall promote** projects to improve facilities, equipment, and team related needs necessary to provide an adequate _____ program for the school.
- 3) The club shall not seek to influence or direct** the technical activities or policies of the school administration or of the school officials who are charged with the responsibility of conducting the _____ program of the school.
- 4) The club shall do nothing** which violates the rules of the Florida High School Athletic Association or in any way jeopardizes the membership of the school in the association.

b. Financial

The booster club will contribute financially to meet the needs of the _____ team that otherwise would not be available. Primarily, the monies of the Booster Club will be expended for 1) capital improvements of the athletic facilities, 2) major purchases for the sport, 3) warm-ups and uniforms, 4) reconditioning, and 5) awards. A detailed bi-annual financial report will be presented to the school principal by December 31 and June 30 of each year and will be kept on file with the school book keeper.

c. Relationship with Coaches

The Head Coach and the Booster Club should work together to determine which team needs the Booster Club will support and to prioritize them. The Booster Club should always consult with the Head Coach and be sure their goals and activities are aligned to the vision of the Head Coach for the sport program. The Booster Club shall not attempt to get involved with the coaching aspect of the sport. No discussions should take place concerning item such as: player selection, playing time, strategies, play selection, etc.

d. Relationship with the School Administration

The school Head Coach will attend all athletic booster meetings and act as official liaison between the school and the booster club.

Sample 1: Athletic Booster Constitution

ATHLETIC BOOSTER CLUB CONSTITUTION

ARTICLE I: NAME

The name of this association shall be the _____ BOOSTER CLUB, INCORPORATED.

ARTICLE II: PURPOSE

- 1) This association shall support, encourage and advance the _____ program and related activities of _____ School, thereby cultivating wholesome school spirit, promote good sportsmanship, and develop character and high ideals.
- 2) This association shall promote projects to improve facilities and equipment necessary to provide an adequate _____ program for the school.
- 3) This association shall not seek to influence or direct the technical activities or policies of the school administration or of the school officials who are charged with responsibility of conducting the _____ program of the school.
- 4) This association shall do nothing which violates the rules of the Florida High School Athletic Association or in any way jeopardizes the membership of the school district in said athletic association.

ARTICLE III: MEMBERSHIP

- 1) Any person interested in the purpose of this association shall be eligible for membership upon payment of the annual dues. (To be established yearly by the Board of Directors)
- 2) The dues of this association shall be determined by the current board. Memberships will be designated as family, individual and business involvements.
- 3) Outright gifts will be accepted.

ARTICLE IV: BOARD OF DIRECTORS

- 1) The governing authority of the association shall be a Board of Directors consisting of twelve (12) members, and the four (4) voting officers.
- 2) The Board of Directors shall be organized as follows:
 - a) Each director shall normally serve a three-year term of office. To make the transition from the previous Constitution, ongoing Board Members should form the nucleus of the new board and can be nominated for any of the one or two-year terms.
 - b) Outgoing members may be re-elected to one, two or three-year terms.
 - c) To complete the initial Board of Directors, new members shall be elected to fill out the terms remaining.
- 3) The chairperson of all committees shall be one of the directors. Other committee members may include non-directors. Chairpersons shall be appointed by the president. Committee suggestions include, but are not limited to, concessions, programs, membership, award programs and special events.

- 4) The Executive Committee shall consist of the officers of the booster club and may resolve urgent matters.

ARTICLE V: OFFICERS

- 1) The officers of this association shall be a president, a vice-president, a secretary and a treasurer.
- 2) The officers shall be elected annually as follows:
 - a) The President shall be the Vice-President from the previous year. If the Vice-President is not available to ascend to the President's office, one shall be elected by the Board.
 - b) The Vice-President, Secretary and Treasurer will be elected by the Board of Directors at a short meeting following the Annual Meeting in May and be in office for the June meeting.
 - c) The Head Coach of the _____ team will serve in a non-voting advisory capacity as the principal liaison between the school and the Booster Club.
 - d) An updated officer list shall be on file with the school principal to include name, office held, and contact information.

ARTICLE VI: NOMINATIONS

- 1) The President shall appoint himself, and at least three (3) members of the Board of Directors to serve as a Nominating Committee.
- 2) The Nominating Committee shall meet during the month of April and nominate at least one (1) candidate each for Vice-President, Secretary and Treasurer, along with at least six nominees for the Board of Directors, plus individuals to fill any vacancies that have occurred.
- 3) The Booster Club members shall, at their Annual Meeting in May, elect new directors from the slate presented by the Nominating Committee. The directors shall take office at the close of the Annual Meeting (see Article V, Paragraph 2 for procedures to elect officers).
- 4) In case of a vacancy on the Board or one of the offices, the remaining members of the Board of Directors shall appoint, by simple majority vote, a person to fill the un-expired term. When a director's or officer's term of office expires, he/she may be nominated to run for another term.

ARTICLE VII: ANNUAL MEETING AND ELECTION OF DIRECTORS

- 1) A general membership meeting shall be held each May with two weeks or more published notice of date, time and place. Admission will be by membership card.
- 2) An annual report will be presented by one or more of the officers and committee chairpersons. It shall include a financial report.
- 3) The Nominating Committee shall present its nominees for directors. Elections and any other voting shall be decided by a simple majority of those present.
- 4) After adjournment, the new Board of Directors shall meet for the election of a Vice-President, Secretary and Treasurer.

ARTICLE VIII: BOARD MEETINGS

- 1) Board Meetings shall be held monthly except for July. The day and the week should be consistent if possible. The June meeting will be for committee organizational purposes and planning for the coming year, such as accepting a budget goal.
- 2) All meetings should include a review of the minutes from the previous meeting, presentation of a current financial report, reports from active committees, old and new business.
- 3) Meetings shall be presided over by the President. The Vice-President or Treasurer may preside in the absence of the President.
- 4) A special meeting may be called by the President.
- 5) A quorum shall be a majority of those present.
- 6) Directors are expected to attend all meetings. They may be excused beforehand by the President for reasons acceptable to the President.
- 7) Unexcused absences and/or excessive excused absences shall require that director be replaced for the good of the organization.

ARTICLE IX: FINANCES

- 1) The funds of this association shall be used to further the purpose expressed in Article II of this Constitution. They shall be disbursed only by the treasurer upon the approval of the Board of Directors by properly drawn warrant upon the deposits of the association.
- 2) The president of the association shall have the authority to authorize expenditures up to one hundred dollars (\$100.00) each month from the association's funds when it is not feasible to call a special meeting of the Board of Directors. A report of these expenditures shall be given at the next regular meeting.
- 3) This association is organized as a non-profit organization per section 501 (c) (3) of the Internal Revenue Code and no member shall have any legal or equitable ownership in any of its funds or property. In the event of the dissolution of this association, any funds or property remaining shall be turned over to the school's internal account for the sports.
- 4) All funds collected by the officers or members of the Board of Directors shall be deposited in an account approved by the Board.
- 5) The treasurer of the association shall pay by check all debts of the association within seven (7) days after receipt or on approval by the Board of Directors.
- 6) The treasurer of the association must be bonded in the amount set by the Board of Directors. The fee for the bond is to be paid for by the association. No bonding company report shall be made public to the Board of Directors or officers of the association.
- 7) All projects that require financial obligation of the club as proposed by the Head Coach will be presented to the Board of Directors by the coordinating vice-president, on the approved forms

as stipulated by the Board of Directors. This will be done at the May meeting in order for the newly elected Board of Directors to plan their budget for the following year. The budget shall normally be voted on at the June meeting. Budgets may be changed by a vote of the Board

8) Total expenditures cannot exceed approved total budgeted amount without the approval of the Board of Directors. No single item expenditure can exceed more than 5% of the budgeted amount for that item. Item is to be defined as those approved by the Booster Club, listed on the itemized request for funds form and submitted to the president of the Booster Club Board. Unused funds cannot be applied to other items without the approval of the Board of Directors.

9) An annual audit by one or more non-Board Members shall be required. The treasurer will be required to submit a detailed bi-annual financial report to the school principal with deadlines of December 31 and June 30 of each year. The incoming president and one other officer shall select an auditor or auditors. A formal letter by the auditor or auditors shall be standard procedure expressing the findings and filed in the records of the club.

ARTICLE X: AMENDMENTS

This Constitution may be amended at any annual meeting of the association by the affirmative vote of two-thirds (2/3) of the members, provided that any proposed change shall be presented for discussion and debate no later than the April meeting and that it be listed on the agenda for the annual meeting.

Revision approved and effective _____

Sample 2: Athletic Booster Constitution

CONSTITUTION _____ SCHOOL _____ BOOSTERS CLUB

ARTICLE I: NAME

The name of this organization shall be the _____.

ARTICLE II: PURPOSE AND FUNCTION

It is the purpose of the _____ Boosters Club is to encourage, support, and advance the _____ program of _____ School.

ARTICLE III: MEMBERSHIP

Membership shall be open to any person who subscribes to the purpose and function of the _____ Boosters Club.

ARTICLE IV: BOARD OF DIRECTORS

Section I: The affairs of the club shall be managed by a nine (9) member Board of Directors who shall comply with the Constitution and By-Laws of the _____ Boosters Club. The Head Coach for the school's team shall serve as the school's representative to the club and may also serve as an ex-officio member of the Board of Directors.

Section II: No member of the Board of Directors shall serve more than three (3) consecutive years, including the fulfillment of an un-expired term of a previous board member.

ARTICLE V: OFFICERS

The officers of the club shall be adult members and shall consist of the president, a vice-president, secretary and treasurer.

ARTICLE VI: MEETINGS

Section I: Two (2) regularly scheduled meetings shall be held annually. An annual meeting shall be held in May and a membership meeting in September.

Section II: Meetings other than the two (2) yearly meetings will be conducted upon call of the president or any five (5) members of the Board of Directors.

ARTICLE VII: AMENDMENTS

These Articles of the Constitution may be amended at a meeting of the membership by a two-thirds (2/3) affirmative vote of the adult members present and voting, provided due notice of the proposed amendment(s) has been given in writing to all members at least seven (7) days previous to the meeting.

Sample: Booster Club By-Laws

BY-LAWS OF THE _____ SCHOOL _____ BOOSTERS CLUB

ARTICLE I: MEMBERSHIP

Section I: Qualifications

- 1) Persons who subscribe to the purpose and function of the _____ Boosters Club.
- 2) Annual dues for membership shall be ____ dollars for family membership and ____ dollars for single membership.

Section II: Representation

Each adult member is entitled to one vote when personally in attendance at meetings of the club.

ARTICLE II: BOARD OF DIRECTORS

Section I: Number and Term of Office

The business and operation of the club shall be managed and controlled by a board of nine (9) directors who shall be elected by a plurality vote of the members at the annual (May) meeting. Three (3) directors shall be elected each year for a term of three (3) years, except at the first election year (20__), when the terms shall be determined as a result of a draw once the Board has been elected. The draw for the first year shall be, three for a term of three (3) years, three for a term of two (2) years and three for a term of one (1) year.

Section II: Vacancies

In case of any vacancy on the Board of Directors, a successor to hold office for the un-expired term shall be elected by the members at the following meeting.

Section III: Meetings

Board of Director's meetings shall be held at the time and place called by the president.

Section IV: Quorum

A majority of the directors present at a scheduled meeting shall constitute a quorum for the transaction of business.

ARTICLE III: OFFICERS

Section I: Officers

The officers shall be elected by the Board at a meeting of the Directors following the annual (May) meeting. The Board, from their number, shall elect for the ensuing year, a president, vice-president, secretary and treasurer.

Section II: Vacancies

In case of a vacancy of any office, this vacancy shall be filled by the Board of Directors.

Section III: Duties

- 1) The President:
 - a) Shall preside at all meetings of the club and of the Board of Directors.

- b) Shall personally represent the club or appoint a delegate where representation is deemed advisable.
 - c) Shall appoint committees and committee chairs.
 - d) Shall effect compliance with the rules, regulations, and policies of the Bay District School Board and _____ High School Athletic Department.
- 2) The Vice-President:
 - a) Shall have such powers and perform such duties as may be delegated to him/her by the president.
 - b) In the absence or disability of the president, he/she shall perform the duties and exercise the powers on the president.
- 3) The Secretary:
 - a) Shall keep the minutes of all meetings of the Board of Directors
 - b) Shall keep such other records as directed by the Board of Directors.
 - c) Shall sign with the president, or with the vice-president, all contracts in the name of the club.
 - d) Shall perform all the duties usually incident to the office of secretary, subject to the control of the Board of Directors.
- 4) The Treasurer:
 - a) Shall keep the financial records of the club, collect dues, pay bills on approval of the Board of Directors, and have custody of all funds and property of the club.
 - b) Shall perform all the duties usually incident to the office of the treasurer, subject to the control of the Board of Directors.
 - c) Shall be bonded as prescribed by the Board of Directors.

ARTICLE IV: FINANCE

The funds are to be deposited in a bank approved by the Board of Directors and may be withdrawn on the signature of the treasurer and president or vice-president.

ARTICLE V: FISCAL YEAR

The fiscal year of the Booster Club shall begin July 1 and end June 30.

ARTICLE VI: BASIC POLICIES OF OPERATION

The following are also policies of the club.

- 1) The club shall be non-political and non-sectarian.
- 2) 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.
- 3) The organization shall not directly or indirectly participate or intervene (in any way, including the publishing or distribution of statement) in any political campaign on behalf of or in opposition to, any candidate for public office.

4) Persons representing the organization shall make no commitments that bind the organization, unless authorized by the Board of Directors.

5) In the event of the dissolution of the club, its assets shall be distributed to the internal school account for the sport of _____ and in accordance with the non-profit status provided by the Internal Revenue Code as from time to time amended.

ARTICLE VII: AMENDMENTS

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

ARTICLE VIII: PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall be the authority on all questions of procedure not specifically stated in the Constitution and By-Laws.