

**Rochester High School  
Athletic Booster Club  
Bylaws**



## Table of Contents

<b>Name, Purpose, Policy.....</b>	<b>3</b>
<b>Membership and Voting .....</b>	<b>3</b>
<b>Meetings .....</b>	<b>3</b>
<b>Executive Board: Meetings, Descriptions.....</b>	<b>4</b>
<b>Executive Board: Nominations, Vacancies, Duties .....</b>	<b>5</b>
<b>Committees and Committee Chairs .....</b>	<b>6</b>
<b>Team Representatives &amp; Duties.....</b>	<b>7</b>
<b>Revenues and Expenditures.....</b>	<b>7</b>
<b>(Grants &amp; Scholarships)</b>	
<b>Amendments.....</b>	<b>8</b>
<b>Dissolving the Club.....</b>	<b>8</b>

I. **Name:**

Rochester High School Athletic Booster Club

II. **Purpose:**

Rochester High School Athletic Booster Club, hereinafter referred to as the "Club", is a nonprofit organization comprised of parents, coaches, and other civic-minded adults co-operating with the Administration and Athletic Director of Rochester High School, Rochester Hills, Michigan, to give financial support to all Rochester High School athletic programs. The Club will assist in identifying long and short-term needs for the athletic programs and assist with implementing fundraising for these needs. The Club will also be responsible for funding the Hall of Fame Committee and providing up to four (4) scholarships to Senior athletes at \$1000 each (See Section XI).

III. **Policy:**

The Club shall support the athletic program activities as approved by the Executive Board and/or the membership of the Club of Rochester High School by all means, at its disposal. However, the Club shall seek neither to direct the administration activities of the school as to the athletic program nor to control its policies.

IV. **Membership and Voting Rights:**

All adults that are interested in the activities of Rochester High School are eligible for membership. Annual membership cost will begin at a minimum of \$10.00 per individual, entitling that person to one vote per motion. Conversely, a minimum of \$25.00 per family entitles the family to two votes. The privilege of holding office, making motions, debating issues, and voting shall be limited to paid membership only. Members will be required to sign a register at membership meetings to provide voting eligibility. Voting by proxy is prohibited.

Every Head Varsity Coach should be a member of the Booster Club and is highly encouraged to attend meetings or be represented by a fellow coach/parent from that given program.

**Members Right to Privacy:** Any personal information gathered or requested by the Club is for the sole use of the Club and will not be made available to any other organization.

V. **Meetings:**

**Club meetings** will be conducted under Robert's Rules of Order. For the purposes of meetings, a quorum of the membership shall consist of 3 of the 5 Executive Board members

in addition to attending Booster Club members. Meetings of the membership of the Club will be held (at a minimum) in September, November, January, March, May, and June on the second Monday of the month. If a legal holiday or another event precludes the use of the second Monday, an alternate date will be determined by the Executive Board. Meeting dates for the following school year will be given to the building secretary by June 1<sup>st</sup>. All dates will be posted on the Rochester High School calendar and Booster Club website. In the event school is canceled the day of a scheduled meeting, the Booster Club membership shall meet the next available day at the normally scheduled time. Special meetings of the Club membership may be called at any time by the Executive Board by giving five days advance notice to all members.

**Executive Board Meetings:** Meetings of the Executive Board shall be set by the President as required for the proper and orderly conduct of business. For the purposes of meeting, a quorum shall consist of 3 of 5 members (or majority) of the Executive Board.

At least one Executive Board meeting shall take place between the June and September Club membership meetings. The Executive Board shall meet or communicate via telephone or electronic communication prior to every Club membership meeting. The President may call an emergency meeting of the Executive Board. In the absence of the President, the Vice-President can call the Executive Board into session for any emergency requiring immediate attention. If the majority of the Executive Board is not able to meet at an emergency session, a discussion of the issue may be conducted among all members of the Executive Board via telephone or electronic communication. Any decisions made at an emergency meeting will be decided by a simple majority of all members of the Executive Board. The decision will be communicated to the Club membership. Copies of the electronic communication vote will be available to the Club membership at the next Club membership meeting.

VI. **Executive Board:**

The Executive Board shall consist of:

The President

The Vice President

The Secretary

The Treasurer (or Co-Treasurers)

The Rochester High School Building Athletic Director (Permanent member)

- All elected positions serve a one-year term
- There is no limit to the number of terms an Executive Board Member may serve
- All officers MUST be paid members

- Must have a child in Rochester High School

### **Objectives**

1. To transact necessary business in the interval between membership meetings and such other business that may be referred to it by the Club membership.
2. To present an agenda at the regular Club membership meeting. Agenda items are due to the President seven days prior to Club membership meeting.
3. To prepare a budget for the school year and present it to the membership at the September Club membership meeting.
4. To approve expenditures of up to \$500 if an issue were to arise between Club membership meetings.

### **VII. Executive Board Nominations and Vacancies:**

A nominating committee consisting of at least two members shall be appointed by the Vice-President in March. Officer Elections shall be held at the June Club membership meeting. The nominating committee will present the name of one or more candidates for each office to be filled at the May meeting. The consent of each candidate must be obtained before his or her name is placed in nomination. Position of Treasurer may be filled with up to two candidates to serve as Co-Treasurers. Additional nominations may be made from the floor at the May and June Club meetings provided that the consent of each candidate has been obtained prior to placing his or her name in nomination. The newly elected officers shall take their positions immediately at start of fiscal year, July 1<sup>st</sup>. A vacancy occurring in the office during the school year shall be filled by a vote of the Club members at the next Club membership meeting. Two (2) unexcused absences by any Executive Board member will lead to immediate removal from office.

### **VIII. Duties of Officers:**

1. The President shall preside at all meetings of the Club and the Executive Board. The President shall call the Executive Board into session at any time needed to conduct business. The President shall be a member ex-officio of all committees and shall perform all other duties usually pertaining to the office.
2. The Vice President shall act as an aide to the President and shall perform the duties of the President, when absent. The Vice President shall be chairperson of the committee to review the By-Laws for the Club and present any corrections, additions, or deletions to the membership (See Section XII). The Vice President shall receive nominations for Executive Board positions from the Nominating Committee and present a slate of officers at the May Club meeting. The Vice President shall perform other duties assigned by the President and/or Executive Board.

3. The Secretary shall keep the correct record of all membership meetings of the Club and of the executive Board. The Secretary shall present a written copy of the previous meeting minutes. The Secretary shall issue any correspondence from the Club to other person(s) as directed by the President and/or Executive Board. The Secretary shall keep any correspondence for history purposes.

4. The Treasurer(s) shall receive all monies of the organization, keep accurate record of monies received and expended. A printed statement shall be presented at each Executive Board meeting and at each Club membership meeting. The Treasurer shall disburse funds as authorized by a vote of the Club membership or by a vote of the Executive Board in accordance with procedure outlined in Bylaw item XI Revenues and Expenditures. Treasurer shall work to maintain 501(c)(3) and ensure that insurance is paid and current

5. The RHS Athletic Director/Athletic Coordinator shall attend all meetings of the Athletic Booster Club and Executive Board meetings or give prior notice to the President in the event of a schedule conflict. The AD/AC acts as liaison between The Club and the RHS Administrators and the RHS coaches. The AD/AC orders all patches and awards for the Booster Club.

\*\* Executive Board members are expected to attend all Club meetings. In the event of an absence, the Board member must notify the President in advance. The President must notify the Athletic Director or another officer in advance. A written officer's report may be presented by another officer and is greatly appreciated by the membership.

#### **IX. Committees and Committee Chair/Representative Duties:**

- All terms are one year (except Concessions which may change with athletic season)
- There are no limits on how many terms a Chairperson serves
- All Chairs MUST be paid members
- Committee Chairs will report monthly to the Executive Board and/or the General Membership while their committee is active

1. **Concessions:** The Concession Chairperson(s) may rotate by season. The Chair(s) shall be responsible for the purchase of supplies for the stocking and maintenance of the concessions stand(s). The Chair(s) shall also be responsible for the scheduling and organization of the concession volunteers. The Chair and/or an Executive Board Officer of the Club will directly deposit monies from the concession stand(s) in the Club bank account. Concessions Chair(s) are responsible for organizing and tracking volunteers, including the amount of a Team's payout at the conclusion of each sports season.

2. **Membership:** The Membership Chairperson shall maintain a complete and current list of all annual members and may collect dues to be given to the treasurer for all deposits. The Membership Chairperson/Committee shall conduct ongoing efforts to recruit new members.

3. **Bylaws Committee:** A committee comprised of no less than three Club members, including the Vice President, will review the bylaws annually, and present changes/additions/corrections to the General Membership.

4. **Middle School Representative:** The Middle School Representative acts as Booster liaison with the Rochester High School (RHS) feeder middle schools (Reuther, West and any private schools) to schedule middle school nights for middle school students at the high school. The Middle School Representative works with middle school Athletic Director (AD) and RHS AD to coordinate events and prepare flyers and notices for events to be distributed to main offices at middle schools. If possible, the Middle School Representative attends PTSA meetings to pass on information to the organization regarding the high school booster and athletic events, attends middle school events at the high school (8th grade parent orientation, 9th grade parent orientation) to encourage Booster participation.

5. **The Alumni Representative:** The Alumni Representative acts as a Booster Liaison with the Alumni. The Alumni Representative will begin building and then maintaining an athletic alumni database and assist the Athletic Director in producing an alumni newsletter twice a year and help maintain alumni connections through social media (Facebook, Twitter, etc.).

6. **The Fundraising Chair/Committee** will plan, organize, and advertise fundraising events for the Club. They will also be responsible to coordinate volunteers to staff events.

#### **X. Individual Team Parent Representatives and their Duties:**

Individual Team Parent Representatives will not be Executive Board Members.

Each program will have one (1) Team Parent Representative who is not a current Executive Board Member.

Duties include, but are not limited to:

- attend membership meetings
- act as an agent for the coach to the Booster Club
- be the liaison and enhance communication between the team coach & the team regarding Booster activities

#### **XI. Revenues and Expenditures:**

All funds accumulated shall be deposited in the Club bank account. Funds shall be used only as described under Bylaws item II. Purpose.

Expenditures, more than \$100, shall be authorized by a vote of the Club membership. In the event that authorization of an expenditure of more than \$100 but less than \$500 is

required prior to a regularly scheduled Club membership meeting, the Executive Board may authorize the expenditure by a majority vote at an Executive Board meeting. If the Executive Board is not able to meet, the President may conduct a telephone or electronic communications vote in accordance with the procedures outlined in Bylaw item V. Meetings.

**The Athletic Director** will purchase standard awards (letters, certificates, patches and plaques) for the current school year with approval of the Club Membership. The Athletic Director will keep the Club Treasurer apprised of the expenditure on a monthly or seasonal basis to assure that funds are available.

- **Grants** Requests for funds by coaches must be approved by the Rochester High School Athletic Director prior to submission to the Club membership. Coaches are responsible for submitting a written proposal AND attending the next Membership Meeting to present the request in person. Once approved by the Club membership, requests must be acted upon within 90 days or previously approved timeline including a completed RHS Athletic Boosters reimbursement form and with appropriate receipts given to the Treasurer. The Rochester High Athletic Director will be responsible for tracking the completion of approved requests

- **Scholarships** Each Spring a committee will review the Scholarship applications which are provided by the RCS Foundation. Up to FOUR - \$1,000 scholarships shall be awarded to graduating Seniors who display integrity, leadership, are involved in community service and represent RHS well.

Must be a Rochester High School graduating senior, must be a letter winner of a Varsity sport, must have a 2.5 cumulative GPA, and award must be applied toward continuing education. The application essay should include how participation in RHS athletics impacted the student.

Application forms and procedures are collected through the RCS Foundation and can be found on the RCS website.

<http://www.rochester.k12.mi.us/pages/5040/scholarship-information>

**The Booster committee for selection includes:**

- \* 2 non-senior parent members (including one Board member)
- \* 1 coach
- \* 1 RHS staff member
- \* RHS Athletic Director

**The Point system includes:**

\*40 points for application with letters of recommendation, student involvement on campus as an athlete and in the community

\*30 points for the student's essay –content, grammar, passion, and message

\*20 points – Volunteer/Community Service

\*10 points - Family Booster involvement (membership, concessions, events, etc.)

**XII. Amendments:**

These By-laws may be amended or added to at any regular Club membership meeting of the Club by a majority vote of the members present provided that notice of the proposed amendment(s) has (have) been given at a previous meeting.

**XIII. Dissolving the Club:**

Should the Club be dissolved, all assets shall revert to a Rochester High School Athletic Department account to benefit Rochester High School student athletes.