

# **Fremont High School Athletic Boosters Bylaws**

## **Adopted on June 2, 2017**

### **Article I. Name**

- Section 1      This organization shall be known as Fremont Athletic Boosters.
- Section 2      Fremont Athletic Boosters is a non-profit volunteer run organization. Our tax id # is 94-3273167.

### **Article II. Purpose**

- (a) To conduct fundraising activities that raise money to support and bridge the Fremont High School athletic budget. Funds are raised through concession sales, member donations, sponsor donations, spirit wear sales and other events.
- (b) To build community for all Fremont athletics. This is accomplished by cultivating a volunteer base, supporting school spirit and enhancing the fan experience by offering concessions at team events when viable.
- (c) To facilitate recognition of Fremont Athletes and coaches by sponsorship of the Varsity Letter "F" and supporting annual athletic recognition.

### **Article III. Authorities**

- Section 1      This organization shall be governed by its bylaws. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Fremont Athletic Boosters in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Fremont Athletic Boosters may adopt.

### **Article IV. Meetings**

- Section 1      The schedule of meeting dates for September - May will be presented by the President at the August meeting for approval by membership. Meeting dates will be posted on our website.
- Section 2      The Fremont Athletic Boosters Board shall attend all regular meetings, in addition to a June board meeting. The June meeting shall be the in-coming board with an invitation to the out-going board.
- Section 3      A quorum at any meeting is six board members.

### **Article V. Nominations & Recruitment of Board Members**

Section 1 It is the shared responsibility of all active board members to recruit new board members.

Section 2 At the regular meeting held in March, a Nominating Committee of three members with at least one board member shall be presented by the President. It shall be the duty of this committee to nominate candidates for the offices to be filled at the May meeting. The Nominating Committee shall report on their progress at the April meeting. Before the election at the May meeting, additional nominations from the floor shall be permitted.

## **Article VI. Membership**

Section 1 All parents, alumni, and friends of Fremont High School Athletics are eligible for membership.

Section 2 Membership shall be constituted by the submission of membership fees in any amount, but not less than \$10 and shall have voting rights.

## **Article VII. Officers of the Board**

Section 1 The elected officers of the Fremont Athletic Boosters Board shall be the President, Vice President, Secretary, Treasurer, Membership Coordinator, Concession Coordinator, Sponsorship Coordinator and Spiritwear Coordinator.

Section 2 These slate of board members shall be elected at the May meeting to serve for a term of one year beginning with June meeting.

Section 3 School Appointed positions (Administration & Athletic Director) are considered Officers of the Board but are not elected positions.

## **Article VIII. Duties of Officers**

Section 1 The President shall:

- (a) Preside/conduct at all meetings of the body.
- (b) Appoint any special committees as needed.
- (c) Be main point of contact for Athletic Boosters with school administration.
- (d) Attend seasonal parent/athlete team meetings, school wide meetings (i.e. back to school, orientation) and other school meetings invited by the administration to promote parent membership in the Athletic Boosters.
- (e) Appoint officers if seat is vacated for any reason.
- (f) Coordinate the Athletic Awards program with the Athletic Director including the invitees and coaches' awards.

- (g) Proactively reach out to coaches via the seasonal coaches meetings to inform them of Boosters benefits.
- (h) Actively recruit new board members.

Section 2 The Vice President/Volunteer Coordinator shall:

- (a) Serve as an assistant to the President and in the absence or inability of the President to serve, shall perform the duties of that office.
- (b) Cultivate parent volunteer base to staff concessions at events.
- (c) Coordinate scheduling of all parent and/or student volunteers for sponsored concession events (football, basketball, track, etc.). Send reminders as needed.
- (d) Facilitate relationship with ASB to supplement volunteer students as needed.

Section 3 The Secretary shall:

- (a) Attend monthly meetings, take minutes and distribute to members before next meeting.
- (b) Update and keep current Athletic Boosters information on school website, including current bylaws, meeting dates and events.
- (c) Post minutes on website.

Section 4 The Treasurer shall:

- (a) Present proposed budget at June meeting.
- (b) Make all payments authorized by Athletic Boosters Board in a timely manner.
- (c) See that all deposits and checks have the appropriate paper trail by using the correct forms before issuing a check or making a deposit.
- (d) Get cash banks for all events requiring them; set and review cash handling procedures.
- (e) Maintain all the financial records and have them available for inspection upon request.
- (f) Balance the checkbook at the close of every month once the bank statement has arrived and update the budget sheet accordingly.
- (g) Work with a tax preparer to ensure timely filing of all taxes and related documents.

Section 5 The Membership Coordinator shall:

- (a) Handle all aspects of membership.
- (b) Update membership section on website as needed.
- (c) Provide membership fees to the Treasurer in a timely manner.
- (d) Create and distribute all forms, lists, and payment associated with membership.

- (e) Maintain a current list of paid members to be available at all meetings.
  - (f) Work with members to process any matching funds from the member's workplace.
- Section 6      The Concession Coordinator shall:
- (a) Facilitate shopping for all concessions events.
  - (b) Work with Volunteer Coordinator to train all volunteer staff for concessions. Facilitate set up of all concessions events.
  - (c) Maintain stock in both Gym and Field concessions stands during required seasons. Facilitate set up of stands before each event and shut down after each event.
  - (d) Maintain accurate inventory. Work with the board to direct pricing, maintain appropriate profit margins on items being sold and testing of new items.
  - (e) Facilitate set up of concessions stands at the beginning of a season and the shut down at end of a season or school year.
  - (f) Work with a committee of volunteers to facilitate concessions tasks if needed.
- Section 7      The Sponsorship Coordinator shall:
- (a) Solicit sponsorships to include former sponsors and to seek and develop new sponsors.
  - (b) Coordinate sponsor publicity to include, but not limited to, banners and website information.
- Section 8      The Spiritwear Coordinator shall:
- (a) Coordinate ordering, selling, marketing and distribution of all spiritwear.
  - (b) Provide all payments to Treasurer in a timely manner.
- Section 9      Fremont Administration - Appointed by FHS Principal
- (a) Advocate for student body.
  - (b) Liaison to administration and school principal.
  - (c) Ensure compliance to school policies.
- Section 10     Fremont Athletic Director (AD) - Appointed by FHS Principal
- (a) Allocate funds for the seasonal team grants.
  - (b) Coordinator of annual athletic recognition event.
  - (c) Coordinate and approve team requests.

## **Article IX. Voting**

- Section 1      All board members in attendance at monthly board meetings shall be entitled to one vote. This includes FHS appointed Athletic Director and Administration. Vote by proxy shall not be allowed.
- Section 2      All current members in attendance at a regular meeting shall be entitled to one vote. Vote by proxy shall not be allowed.

## **Article X. Committees**

- Section 1     Auditor shall:
- (a)     Audit the Treasurer's books annually in the summer and submit a report to the Athletic Boosters Board in the fall, no later than September.
- Section 2     Hall of Fame Coordinator shall:
- (a)     Work with FHS Administrator(s) and other members of HOF Selection Committee to select inductees and HOF date. Work with Principal in notifying inductees via a hard copy letter.
  - (b)     Lead the HOF Event Committee in organizing the dinner, awards and silent auction fundraising events.
- Section 3     Other committees may be formed based on need.

## **Article XI. Team & Student Representation**

- Section 1     Each Fremont athletic team will be invited to have a coach or parent representative attend the monthly Athletic Boosters meeting during their season.
- Section 2     The Team Representative (Team Rep) is welcome to attend the Athletic Boosters meeting.
- Section 3     Through Team Representatives we hope to build more community for all Fremont Athletics.
- Section 4     The ASB student athletic representative(s) will be invited to attend monthly meetings to act as a liaison between Athletic Boosters and the student body.

## **Article XII. Requests for Funding**

- Section 1     The Treasurer will present a proposed budget at the June meeting for the board's approval. In this budget the following categories will be identified as funds available to support athletics.
- (a)     FHS Athletic Director Grants (Fall, Winter, Spring)
  - (b)     FHS Team Grants
- Section 2     *FHS Athletic Director Grants (Fall, Winter, Spring)*. The purpose of these categories is a seasonal fund for the AD's discretion to use as they see most needed to support athletics in the respective seasons. Bills to be paid should be brought to monthly Athletic Boosters meetings for approval and with a FHS Athletic Boosters Funding Request Form attached. Athletic Boosters should communicate to the AD at the start of the academic year the seasonal amounts for planning purposes. Funds ideally should be spent each season and not carried over to next season.

- Section 3 *FHS Team Grants.* The purpose of these grants is to allow any Athletic team to make a funding request to support their program. This request for funds must be presented in writing using the FHS Athletic Boosters Funding Request Form. The following approvals (signatures and emails) must be secured in this order, 1) Coach, 2) Athletic Director. Then the team representative (or coach) will present the funding request to the Athletic Boosters.
- (a) Requests below current authorization limit may be approved by the President and any additional board member.
  - (b) All requests for funding above authorization limit must be approved by majority vote of eligible board members prior to the purchase of the item. No proxy voting. Partial funding may be granted.
  - (c) Team funding request should be represented by team representation at the Athletic Boosters meeting. Athletic Director or administrative designee cannot make this team funding request.
  - (d) Purpose of this process is to build more support for Athletic Boosters from individual teams, coaches and parents.

### **Article XIII. Travel Reimbursement Guidelines**

- Section 1 Pending available funds, Athletic Boosters will assist with travel costs incurred by those individual FHS athletes and coaches or FHS teams who qualify for regional or state level competition. The board will approve travel costs for teams and coaches only.
- (a) This budget category will be identified as Qualifying Athletic Travel.
  - (b) Receipts should be attached to the FHS Athletic Boosters Reimbursement Form for reimbursement and given to the Treasurer (ideally a monthly meeting).
  - (c) Typically reimbursement will be given for trips more than 100 miles distance each way. Reimbursement for lodging, mileage and food can be considered.
  - (d) Up to \$250 per individual (participant or coach).
  - (e) Up to \$1000 per team.
  - (f) Travel reimbursement requests above these guidelines should be made at the next Boosters meeting, if this is not possible, direct to the Athletic Boosters President for consideration.

### **Article XIV. Changes to the Bylaws**

- Section 1 These Bylaws may be amended at a regular meeting by a two-thirds vote of all present members. Proposed changes shall be distributed in writing at least fifteen (15) days prior to the meeting at which the

amendment is to be considered. It is recommended that the board review the bylaws every two years.

### **Article XV. Dissolution of the Association**

Section 1 In the case of dissolution of the Fremont Athletic Boosters, all assets (funds and equipment) will become the property of Fremont High School.

### **Article XVI. Sample FHS Athletic Boosters Reimbursement Form**

Section 1 This form may be used to reimburse volunteers for costs incurred on behalf of the Fremont Athletic Boosters. Most frequently used for reimbursement for food purchased for concessions. Form also to be used for reimbursement for Qualifying Athletic Travel. Electronic copy of current form will be posted on school website.

### **Article XVII. Sample FHS Athletic Boosters Funding Request Form**

Section 1 This form may be used for both the Athletic Director grant requests and team grant requests. Electronic copy of current form will be posted on the school website.