

**Falcon Athletic Booster Club  
By Laws**

**Catholic High School  
Huntsville, Alabama**

**PURPOSE**

The purpose of the Falcon Athletic Booster Club, hereinafter referred to as the Booster Club, is to support Catholic High School (CHS) athletic teams by raising funds, distributing money and materials to athletic teams, soliciting memberships, offering activities for members, promoting participation in athletics, encouraging attendance at athletic events, and assisting the Athletic Director and coaches.

**ORGANIZATION**

**1 MEMBERSHIP**

**1.1 Membership Eligibility**

- 1.1.1 Membership in the Booster Club is open to any CHS parent, CHS alumni or CHS alumni parent who supports the purpose of the Booster Club.
- 1.1.2 Membership in the Booster Club is available throughout the school year.
- 1.1.3 A membership begins on August 1<sup>st</sup> and ends on July 31<sup>st</sup> (this is to roughly coincide with the school year).
- 1.1.4 CHS faculty and staff are not eligible for membership in the Booster Club, except for those who are parents of current CHS students.

**1.2 General Membership**

General Membership in the Booster Club is obtained by completing and returning a membership form to the Booster Club's Recording Secretary.

**1.3 Premium Membership**

- 1.3.1 A Premium membership is extended to those who make a donation to the Booster Club.
- 1.3.2 Premium membership levels will be described on the membership form and are available to all prospective members.
- 1.3.3 The Officers shall approve the proposed Premium membership levels before the start of the school year.
- 1.3.4 There are no extra privileges given to Premium Members with respect to voting, office or stature within the Booster Club.

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### 1.4 Expulsion

- 1.4.1 A simple majority vote of the Booster Club's general membership is the only requirement necessary to expel a member of the Booster Club.
- 1.4.2 Expelled members are entitled to a prompt and full refund of their current year's premium donations.

### 1.5 Voting

- 1.5.1 Membership in the Booster Club extends to the whole family and each parent or guardian is encouraged to attend all meetings and functions. However, each family as specified on the membership form, is accorded only one vote.
  - 1.5.1.1 Family situations that require a separate membership will be handled by the Officers, in private, on a case-by-case basis.
  - 1.5.1.2 To be considered, for a separate membership, the family member should submit a separate membership form to the Recording Secretary with a short explanation of the request.
  - 1.5.1.3 The Officers will take up that request in private.
  - 1.5.1.4 The Recording Secretary will notify the applicant of the Officers' decision as specified in ~~2.5.1.4~~ Deleted: 2.5.4.2
- 1.5.2 Membership forms are required to be filled out and submitted to the Recording Secretary before voting rights are enabled in order to track voting eligibility.
- 1.5.3 Booster Club members who also serve as coaches are prohibited from voting on budget requests for their respective teams.

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### LEADERSHIP

## 2 OFFICERS

### 2.1 Eligibility

- 2.1.1 All members of the Booster Club are eligible to hold office.
- 2.1.2 No paid employee of CHS may hold a Booster Club office.

### 2.2 Term of Office

- 2.2.1 The Booster Club's Officers serve terms of 1 (one) year and may serve unlimited consecutive terms if so elected by the membership.
- 2.2.2 Each officer's term of office will begin June 1<sup>st</sup> and end on May 31<sup>st</sup> (officer's terms begin before membership terms, as specified in section 1.1.3, to allow for event planning during the summer).

### 2.3 Elections

- 2.3.1 Officer elections are held during the May general membership meeting.
- 2.3.2 The Nominating Committee provides a slate of candidates.
- 2.3.3 Members of the Booster Club's general membership may propose additional candidates during or before the May general membership meeting.
- 2.3.4 Uncontested Elections
  - 2.3.4.1 If no additional candidates are proposed by the general membership, the Nominating Committee's candidates may be approved, as a slate, by a simple majority vote of the general membership present.
- 2.3.5 Contested Elections
  - 2.3.5.1 If additional candidates are proposed, each office is voted on separately by the general membership.
  - 2.3.5.2 Uncontested candidates may be approved by a simple voice vote.
  - 2.3.5.3 A secret ballot will be used for each contested office.
  - 2.3.5.4 A simple majority vote of the general membership present is required to elect each new officer.

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### **2.4 Replacement**

- 2.4.1 Any Booster Club Officer, who finds that he or she is unable to attend meetings, or unable to fulfill his or her responsibilities, should retire from his position.
- 2.4.2 The Booster Club's Officers may act to replace non-participating Officers at its discretion.
- 2.4.3 Any vacant office shall be filled at the next general membership meeting.

### **2.5 Elected Officers - Authority and Responsibilities**

#### **2.5.1 President**

- 2.5.1.1 The President convenes and conducts the Booster Club's general membership meetings and any working meetings required of the Officers.
- 2.5.1.2 The President prepares and publishes a meeting agenda in advance of each meeting.
- 2.5.1.3 The President coordinates the work of the officers and committee chairs, and communicates with the CHS Athletic Director to manage the Booster Club's business between meetings.
- 2.5.1.4 The President shall notify members and coaches of decisions that directly affect them.
- 2.5.1.5 The President serves on the Nominating Committee.

#### **2.5.2 Vice President**

- 2.5.2.1 The Vice President performs the duties of the President when the President is unavailable.
- 2.5.2.2 The Vice President is in charge of invitations to Booster Club membership and other solicitations of new members.
- 2.5.2.3 The Vice President is responsible for defining and gaining approval of Premium membership levels.
- 2.5.2.4 The Vice President assists each coach or team representative in preparation of a budget for the school year.
- 2.5.2.5 The Vice President coordinates with each coach to ensure a team representative is selected.
- 2.5.2.6 The Vice President shall create and maintain a list of those durable goods purchased by the Booster Club.

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2.5.2.7 The Vice President shall notify the CHS Athletic Director, and other pertinent CHS staff members, of any and all durable goods purchased by the Booster Club, so that they may be entered into the CHS inventory.

2.5.2.8 The Vice President is the Booster Club's Parliamentarian.

2.5.2.8.1 As Parliamentarian, the Vice President shall have a thorough knowledge of the Booster Club's by laws.

2.5.2.8.2 As Parliamentarian, the Vice President shall bring a copy of the current by laws to each Booster Club meeting.

2.5.2.8.3 As Parliamentarian, the Vice President shall notify the chair of any Booster Club meeting when a motion is not in keeping with the by laws.

2.5.2.9 The Vice President serves on the Nominating Committee.

### **2.5.3 Treasurer**

2.5.3.1 The Treasurer receives and disburses funds at the direction of the Booster Club's general membership through motions approved by a simple majority of those members present.

2.5.3.2 The Treasurer presents and explains the budget to the general membership after it is finalized by the officers.

2.5.3.3 The Treasurer reviews each un-budgeted expense request and reports back to the general membership as to whether or not the request falls inside the purchase guidelines as specified in 6.3.

2.5.3.4 The Treasurer manages and maintains custody of the bank accounts.

2.5.3.5 The Treasurer reports on the Booster Club's financial status at each meeting, to include account balances for the general fund, each individual athletic team, other fund raising activities and all unexpended allocations.

2.5.3.6 The Treasurer serves on the Nominating Committee.

### **2.5.4 Recording Secretary**

2.5.4.1 The Recording Secretary records the minutes of each meeting capturing:

- Attendance,
- Votes,

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- Decisions,
- Action Items,
- The Treasurer's Report,
- Budget Requests
- And other noteworthy items.

- 2.5.4.2 At each meeting, the Recording Secretary reads a summary of the minutes of the previous meeting and makes corrections as required.
- 2.5.4.3 The Recording Secretary archives the corrected minutes on CD and stores them in the CHS Library.
- 2.5.4.4 The Recording Secretary collects any and all pertinent documents and records from Booster Club sponsored events and archives such documents in the CHS Library.
- 2.5.4.5 The Recording Secretary manages all aspects of Booster Club Membership to include:
- 2.5.4.5.1 Maintaining a current membership list.
  - 2.5.4.5.2 Collecting membership forms and generating membership lists.
  - 2.5.4.5.3 Using membership lists to record votes during Booster Club meetings.
  - 2.5.4.5.4 Tracking which members made Premium Member donations, what the donation level was and making the members aware of the perks that are available to them.
  - 2.5.4.5.5 Providing updated lists of Premium Members to events where said members may receive perks due to their donations to the Booster Club.
- 2.5.4.6 The Recording Secretary serves on the Nominating Committee.

### **2.5.5 Correspondence Secretary**

- 2.5.5.1 The Correspondence Secretary handles all correspondence with and for the Booster Club's membership.
- 2.5.5.2 The Correspondence Secretary prepares outgoing correspondence for the Booster Club including, but not limited to, letters of appreciation to: Golf Tournament participants; Golf Tournament sponsors; Golf Tournament donors; or supporters of other Booster Club events.

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- 2.5.5.3 The Correspondence Secretary maintains electronic files for both incoming and outgoing correspondence and stores archived versions of this correspondence on CD in the CHS library.
- 2.5.5.4 The Correspondence Secretary maintains the Booster Club By-Laws.
  - 2.5.5.4.1 The Correspondence Secretary maintains records of proposed and approved Amendments to the Booster Club By-Laws.
  - 2.5.5.4.2 The Correspondence Secretary ensures that the Booster Club By-Laws, as posted to the Booster Club's web pages, are current and accurate.

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### 3 EX-OFFICIO MEMBERS

#### 3.1 Principal

- 3.1.1 The CHS Principal may consult with the Booster Club's Officers as an ex-officio member of the Booster Club.
- 3.1.2 The CHS Principal may not cast votes as a member of the Booster Club.

#### 3.2 Athletic Director

- 3.2.1 The CHS Athletic Director may consult with the Booster Club's Officers as an ex-officio member of the Booster Club.
- 3.2.2 The CHS Athletic Director may not cast votes as a member of the Booster Club.
- 3.2.3 The CHS Athletic Director serves as a liaison between the Booster Club and the CHS Administration and between the Booster Club and the CHS coaches.
- 3.2.4 The CHS Athletic Director communicates with the President with respect to Booster Club business meetings and analyzes needs for each sport and presents these needs to the Booster Club.

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## **4 STANDING COMMITTEE CHAIRS**

### **4.1 General Requirements**

- 4.1.1 The Booster Club's Officers shall appoint the positions specified below, and others as the need arises.
- 4.1.2 These positions should be filled no later than September.
- 4.1.3 Any Booster Club member may submit names for consideration of the positions specified below.
- 4.1.4 Any Booster Club member not already serving the Booster Club in an elected capacity is eligible to fill any of these positions.
- 4.1.5 These positions will be held for a term of 1 (one) year.
- 4.1.6 There is no limit to the number of consecutive terms a Booster Club member may serve in one of these positions.
- 4.1.7 The Booster Club's Officers shall move to fill vacancies at the next meeting.

### **4.2 Fundraising Coordinator**

#### **4.2.1 Approval**

- 4.2.1.1 The Fundraising Coordinator shall ensure that each fundraiser gains the approval of the CHS principal before starting a team specific fundraiser.

#### **4.2.2 Coordination**

- 4.2.2.1 The Fundraising Coordinator works with the team representatives to track which teams are planning fundraisers and works to avoid potential conflicts.
- 4.2.2.2 The Fundraising Coordinator works with teams to ensure that the proper CHS logo and colors are used.

### **4.3 Concessions and Gate Chairperson**

- 4.3.1 This is a revolving position based on each sport's requirements.
- 4.3.2 Duties include the following minimum activities:
  - 4.3.2.1 Scheduling parents to staff the concession stand.

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- 4.3.2.2 Scheduling parents to staff the gate.
- 4.3.2.3 Purchasing supplies.
- 4.3.2.4 Collecting concession receipts and providing same to the Treasurer.
- 4.3.2.5 Collecting gate receipts and providing same to the CHS Athletic Director.

### **4.4 Golf Tournament Chairperson**

**4.4.1** Manages all aspects of the annual FABC Golf Tournament. This includes at a minimum the following:

- 4.4.1.1 Setting the date for the tournament,
- 4.4.1.2 Selecting and reserving the golf course,
- 4.4.1.3 Recruiting volunteers,
- 4.4.1.4 Coordinating and selling sponsorships,
- 4.4.1.5 Arranging for sponsorship signs,
- 4.4.1.6 Coordinating with the course pro to establish the rules of play,
- 4.4.1.7 Establishing the value for participation and sponsorships, in conjunction with the Officers,
- 4.4.1.8 Coordinating the collection of funds with the Treasurer,
- 4.4.1.9 Reporting the progress of each of the above to the Booster Club,
- 4.4.1.10 Coordinating with and providing input to the Correspondence Secretary to generate thank you letters for donors, sponsors and players in the golf tournament.

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**5 TEAM REPRESENTATION**

**5.1 Team Representatives**

- 5.1.1 Each athletic team at CHS must designate a team representative to act as a liaison between the Booster Club and the coaches.
- 5.1.2 Team representatives act as conduits between the coaches and the Booster Club to identify specific needs requiring Booster Club financial assistance.
- 5.1.3 Team representatives ensure their respective teams participate in the Booster Club's various activities.
- 5.1.4 Participation in the Booster Club's general fundraising activities is required of all teams to ensure adequate funding of those team's future needs.
- 5.1.5 Team representatives work with the coach and the Booster Club's Vice President to present a budget, for review and approval, to the Booster Club.
- 5.1.6 Team representatives are to attend the Booster Club's general membership meetings and support the overall goals of the Booster Club.
- 5.1.7 Team representatives serve for one (1) year and may serve consecutive terms.
- 5.1.8 Representatives must include the following sports:

- |                            |                             |
|----------------------------|-----------------------------|
| Cheerleading (Fall)        | Girl's Volleyball (Fall)    |
| Boy's Cross Country (Fall) | Girl's Cross Country (Fall) |
| Boy's Basketball (Winter)  | Girl's Basketball (Winter)  |
| Boy's Swim Team (Winter)   | Girl's Swim Team (Winter)   |
| Boy's Soccer (Winter)      | Girl's Soccer (Winter)      |
| Boy's Baseball (Spring)    | Girl's Softball (Spring)    |
| Boy's Golf (Spring)        | Girls Golf (Spring)         |
| Boy's Tennis (Spring)      | Girl's Tennis (Spring)      |

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## FINANCIAL ACTIVITIES

### 6 FUNDRAISING, BUDGETING & DISBURSEMENTS

#### 6.1 General Fundraising

- 6.1.1** Fundraising for the Booster Club's general fund may include, but is not be limited to, premium membership dues, Booster Club Golf Tournament profits, lunch item sales, spirit wear sales and or any other fundraising activity voted on by the membership.
- 6.1.2** These funds will be disbursed by the Treasurer to be used for CHS athletic teams as directed by the Booster Club.

#### 6.2 Team Specific Fundraising

- 6.2.1** The Treasurer will maintain separate accounting for athletic teams engaged in team specific fundraising.
- 6.2.2** All funds raised by a team will be deposited in the Booster Club's general checking account until requested for disbursement by that specific athletic team.

#### 6.3 Budget Process & Purchase Limitations

- 6.3.1** The Booster Club officers shall meet during the summer and after the profit from the golf tournament is determined to create the yearly budget.
- 6.3.2** The Booster Club budget planning process shall consider requests from the CHS coaching staff, the CHS Athletic Director and review historical budget data to allocate funds across the following categories:
- Savings
  - Contingency
  - Programs
    - Cookout
    - Athletic Banquet
    - Awards & Recognition
    - Feeder School Outreach
  - Uniforms (new, replacement and additional as recommended by the CHS Athletic Director)
  - Balls & Equipment
- 6.3.3** Budget requests must be submitted in writing, itemized and with enough detail to stand alone without further explanation.
- 6.3.4** Anything purchased with Booster Club funds on behalf of the CHS Athletic program, ultimately becomes the property of CHS.

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### **6.3.5 Uniforms**

6.3.5.1 Booster Club uniform purchases will be limited to the following:

- One home jersey, shorts and/or pants and socks,
- One away jersey, shorts and/or pants and socks,
- Baseball hats or visors,
- Warm-ups (in lieu of suits) and caps for swimmers,
- Polo shirts for golfers,
- Shells (top and skirt) for cheerleaders,
- Screen printing and/or embroidery of the school logo, mascot and numbering.

6.3.5.2 Parents are expected to provide:

- Sweats or warm-ups (see the exception noted in 6.3.5.1) of any kind,
- Letter jackets,
- Any weather related gear,
- Gloves or shoes/cleats of any kind,
- Underwear of any kind, to include sliding pants, compression shorts, sports bras, jock straps, cups,  $\frac{3}{4}$  length under shirts, bodysuits, under armor, bloomers, etc,
- Pads,
- Sports bags of any kind

**6.3.6** CHS provides funding for all expenses relating to coaches, trainers, game officials, fields and, facilities, transportation, insurance, tournaments and medical/trainer supplies.

### **6.4 Disbursements**

#### **6.4.1 General Fund Disbursements**

6.4.1.1 Authorization to disburse Booster Club funds rests with the following Booster Club officers and CHS Administration officials:

- President,
- Vice President,
- Treasurer,
- CHS Principal.

6.4.1.1.1 The Booster Club operates in an ancillary capacity with CHS, thus the assets of the Booster Club are important to the operation of CHS athletics. To protect the assets of the Booster Club, the CHS Principal's name shall appear on the Booster Club's bank accounts. This provides an added layer of protection for the Booster Club's assets.

6.4.1.1.2 The Booster Club's tax exempt status is a direct result of this subordinate relationship to CHS.

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6.4.1.2 Any amount disbursed over two thousand dollars (\$2,000.00) requires 2 signatures from those authorized in 6.4.1.1.

6.4.1.3 Any authorized funds not expended within six (6) months are de-committed and returned to the general fund.

### **6.4.2 Team specific disbursements**

6.4.2.1 Only the team's designated representative or coach may request disbursement of that team's funds.

6.4.2.2 Team specific funds are spent in accordance with the team's wishes.

### **6.4.3 Emergency Disbursements**

6.4.3.1 The Booster Club's Officers may authorize a disbursement of up to five hundred dollars (\$500) for an unplanned event or other need as requested by a team's designated representative, providing said request falls under the rules of what is normally purchased by the Booster Club.

6.4.3.2 This type of disbursement may only be authorized when it is determined by the Booster Club's Officers to be urgent in nature.

6.4.3.3 The Booster Club Treasurer shall move for ratification of said disbursement by the Booster Club's general membership at the next Booster Club meeting.

6.4.3.4 Should said disbursement fail to be approved by the Booster Club's general membership, the team is liable for the expenditure.

## **6.5 Funding Protocol**

6.5.1 Each coach, or designated team representative, must submit a budget to the Booster Club in the timeframe specified in 6.3.1 for planning purposes.

6.5.2 General fund expenditure requests that are not contained in the budget must be:

6.5.2.1 Submitted by the team's designated representative to the Booster Club President for inclusion on the agenda for the next general membership meeting;

6.5.2.2 Submitted by the team's designated representative to the CHS Athletic Director;

6.5.2.3 Approved by the CHS Athletic Director as a valid request of the Booster Club.

6.5.2.4 Reviewed by the Booster Club Treasurer as specified in 2.5.3.3;

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6.5.2.5 Considered by the Booster Club's general membership for no less than 30 days before becoming eligible for a vote.

### **6.6 Club Sports**

- 6.6.1** Because club sports at CHS may not always consist entirely of CHS students, club sports are treated differently and may be operated separately from AHSAA sanctioned teams.
- 6.6.2** Subsequently, club sports may choose to be exempt from team specific fundraising rules as specified in 6.2.
- 6.6.3** Coaches and participants on club teams are encouraged to participate in all Booster Club activities.

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## OPERATIONS

### 7 NOMINATING COMMITTEE

#### 7.1 Makeup

7.1.1 The Nominating Committee consists of the President and any two other Booster Club Officers.

#### 7.2 Responsibility

7.2.1 The Nominating Committee performs its work in the following areas:

7.2.1.1 The Nominating Committee solicits and vets willing Booster Club members in April from the pool of general members in good standing, to stand as a slate of candidates, for the annual election by the general membership.

7.2.1.2 The Nominating Committee identifies replacement officers due to vacancies occurring prior to the normal expiration of a term.

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### 8 AMENDMENTS

#### 8.1 General Amendments

**8.1.1** The following procedure is required to approve a proposed amendment to these by-laws:

- 8.1.1.1 Proposed amendments to these by-laws must be described and announced to the membership at least 30 days in advance of a planned vote,
- 8.1.1.2 Proposed amendments to these by-laws will be discussed in an open forum at a general membership meeting before coming to a vote.
- 8.1.1.3 Proposed amendments to these by-laws must be approved by a two thirds majority of the membership present at a general membership meeting.

#### 8.2 Emergency Amendments

- 8.2.1** In case of emergency, the Officers, by a 3/4 vote of those Officers present, may temporarily set aside a portion of these by-laws.
- 8.2.2** Any time the by laws are set aside, a full explanation must be recorded in the meeting minutes.
- 8.2.3** Any action resulting from this vote must be recorded in the meeting minutes.

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## 9 MEETINGS

### 9.1 General Membership Meetings

- 9.1.1 The Booster Club will typically meet monthly while school is in session.
- 9.1.2 Monthly meetings may be cancelled if there is no business to be conducted.

### 9.2 Executive Meetings

- 9.2.1 In the absence of a monthly meeting, the Officers may hold an executive meeting, if necessary.
- 9.2.2 Executive meetings are open to all Booster Club members.

### 9.3 Transitional Meetings

- 9.3.1 A transitional meeting should be held in June (after the election) where the retiring officers hand over their responsibilities to the new officers.