

RIPON CHRISTIAN HIGH SCHOOL ATHLETIC BOOSTER CLUB  
BYLAWS - Revised September 2008

An Auxiliary Organization of The Ripon Christian Schools  
Organized December 1996

ARTICLE I - NAME

The organization shall be known as the Ripon Christian Athletic Booster Club ("Athletic Booster Club").

ARTICLE II – PURPOSE

The purpose of this organization is to encourage the advancement of interscholastic athletics at Ripon Christian Schools.

ARTICLE III – MEMBERSHIP

Membership is open to all supporters of Ripon Christian Schools.

ARTICLE IV – SUPERVISION

This organization is under the supervision of Ripon Christian Schools.

ARTICLE V – OFFICERS

Section 1. Officers. The officers shall be a president, vice-president, secretary, and treasurer.

Section 2. Nominations and Elections. At the November meeting, nominations shall be taken from the floor for the office of vice-president, secretary and treasurer. Elections will take place at the December monthly meeting. Officers shall be elected by a simple majority vote.

Section 3. Ballot Election and Term of Office. Officers will be elected by ballot for a term of one year or until a successor is elected. Officers take office at the January meeting. The office of vice president will automatically become president the following year.

Section 4. Vacancies. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, there will be an election for vice president. If there is a vacancy in any other office, members will fill the vacancy at the next regular business meeting.

ARTICLE VI – DUTIES OF OFFICERS

Section 1. President. The president, if present, shall be responsible for conducting the meetings, arranging the meeting date and time, call the meeting to order and handle all meeting procedures. The president shall have general supervision over the affairs of the club, shall appoint all committees, or if he/she delegates the responsibility of appointing members to a particular committee to some other officer, shall approve the

members so appointed; shall be an ex-officio member of every committee. The president shall have the ability to approve of disbursements made by the Booster Club; shall do and perform any and all other duties that properly belong to the office under usual parliamentary procedure. The president shall supervise all club activities.

Section 2. Vice President. The vice president shall perform the duties of the president in the president's absence; handle any necessary business unable to be completed by the president; conduct all business meetings when the president is not present. The vice president automatically becomes president the following year.

Section 3. Secretary. The secretary shall be responsible for maintaining a current list of members of the Athletic Booster Club; shall be responsible for sending all notices and agendas to the members. The secretary shall be responsible for keeping the minutes and maintaining a Minutes Book. The secretary shall conduct the correspondence of the organization and perform such other duties as may be assigned.

Section 4. Treasurer. The treasurer shall be responsible for all monies collected and disbursements made by the Athletic Booster Club and shall keep an accurate record of it. The treasurer shall report on the financial condition of the Athletic Booster Club at each regular meeting and at the Annual School Society Meeting.

Section 5. Standing Committee Chairperson. The Standing Committee Chairperson for:

- a. Dinner Committee
- b. Golf Committee
- c. Fireworks Committee
- d. Sports Program Committee
- e. Concessions Committee
- f. Turkey Sales Committee
- g. Senior Varsity Athlete Banquet Committee
- h. RC Apparel / Spirit wear Committee
- i. Athletic Booster Club Memorial Scholarship Committee

Shall conduct their business in their areas of interest to best facilitate and expedite the organization's objectives. Individual chairpersons of standing committees are to report to and be responsible to the President. Standing Committee Chairpersons are to solicit their help from general membership, and are requested to attend all board meetings. Chairpersons shall maintain a yearly handbook, which can be transferred to the next chairperson of the committee.

## ARTICLE VII – MEETINGS

Section 1. Regular Meetings. The members of the Athletic Booster Club shall meet regularly at 7:00 pm on the third Monday of each month at Ripon Christian High School or as designated by the Athletic Booster Club president, with proper notification to all members. All meetings shall open and close with prayer.

Section 2. Special meetings. The president may call a special meeting at any time by directing the secretary to provide notice to all members. Notice of such meeting should be provided by publishing the notification to all members and should include the date, place, time and purpose of such a meeting and shall be given not less than three days prior to the meeting.

Section 3. Quorum. The attendance of six (6) voting members shall constitute a quorum for the purpose of voting on any official action of the Athletic Booster Club.

Section 4. Rules of Order. All meetings shall be conducted according to standard parliamentary procedures.

#### ARTICLE VIII – EXECUTIVE BOARD

Section 1. Executive Board. The Executive Board shall consist of the officers (president, vice president, secretary and treasurer) that are elected by the Athletic Booster Club membership.

Section 2. Special Meetings. The executive board at their discretion to conduct business necessary to the operation of the Athletic Booster Club may call special meetings. All business transacted requires adoption by a majority of the entire executive board. The Executive Board may approve expenditures up to and including \$500.00 must have the majority approval.

#### ARTICLE IX – COMMITTEES

Section 1. Committees. The following committees shall be standing committees and the President shall appoint the chairperson of each.

RC Athletic Booster Club Rib & Chicken Dinner Committee – This committee will promote and coordinate the activities of the annual fundraiser.

RC Athletic Booster Club Annual Golf Tournament Committee – This committee will promote and coordinate the activities of the annual fundraiser.

4<sup>th</sup> of July Fireworks Booth Committee – This committee will promote and coordinate the activities of the annual fundraiser.

RC Athletic Booster Sports Program Committee – This committee will coordinate the promotion of ad sales, team pictures and printing of the sports program for distribution at Ripon Christian High School sports events.

Concessions Committee – This committee will coordinate scheduling of volunteers, purchasing of stock, sales at sports events and accountability of monies to the treasurer.

November Frozen Turkey Sale Committee – This committee will coordinate the purchasing and sales of turkeys of the annual fundraiser.

Senior Varsity Athlete Sports Banquet Committee – This committee will coordinate the activities of the annual banquet for senior student athletes who have participated in at least one varsity sport during their high school career, parents and RCS coaching staff participating in all sports.

RC Apparel / Athletic Spirit Wear Committee – This committee will coordinate the purchasing and sales of spirit wear (t-shirts, polo's, jackets hats) throughout the school year at sporting events.

Athletic Booster Club Memorial Scholarship Committee – This committee will coordinate the application and interview process for the \$500.00 scholarship award to a male and female athlete.

## ARTICLE X – FINANCES

Section 1. Income. Financial income shall be derived from donations and fund raising projects. All fundraising and special projects shall be approved by the membership at the regular monthly meetings.

Section 2. Deposits. All funds are to be deposited in a bank approved by the Executive Board and shall be withdrawn on the signature of any two of the following officers: Treasurer and President. The Athletic Director Sports Fund shall be withdrawn upon the signature of the Athletic Director or Treasurer.

Section 3. Athletic Director Sports Fund. Prior to August 1<sup>st</sup> of each year, the Athletic Booster Club will provide funds to be deposited in a sub account for the purchase of start up equipment and uniforms for each individual sport. Each sport will receive up to \$500.00 to be used in this manner. The funds are to be dispersed by the Athletic Director who will give a report at each monthly meeting. When an individual sport has reached their limit, the athletic director and/or coach can make further requests to the Athletic Booster Club for approval. An additional \$100.00 per sport will be deposited in this fund to be used for athletic awards for varsity teams at the end of each season.

Section 4. Athletic Department Requests. From time to time the Athletic Director will submit requests for items that will benefit the school athletic programs. This request is for consideration by the Athletic Booster Club and should include only those items that are not covered by the annual Athletic Department budget. Most fees would be covered by the school athletic department budget and not given consideration for Athletic Booster Club approval. Consideration will be given to the following area of requests; sports equipment, facility enhancements, team uniforms, coaching shirts, and coaching clinics. The Athletic Director and Treasurer will monitor the schedule for replacing team uniforms.

Section 5. Payment Approvals. All expenditures shall be approved by the membership at the regular monthly meetings. The expenditures shall be assigned a Purchase Order number to designate authorized payment approval by the Athletic Booster Club. Exceptions to this would be the treasurer should pay bills incurred during the course of a profit-making project, which had prior approval by the Standing Committee Chairman or Athletic Booster Club Members. The Standing Committee Chairman shall be required to give a financial update of the Fundraiser or Project to the Athletic Booster Club. A "Request for Payment" voucher must accompany all payment approvals.

## ARTICLE XI – AUDITING

The President shall appoint 2 people to audit the Treasurer's books at the end of the fiscal year.

## ARTICLE XII – AMENDMENTS TO THE BYLAWS

Any proposed changes to the Bylaws must come from the Executive Board and shall be submitted to the membership thirty (30) days prior to being acted upon. All amendments shall require a two-thirds (2/3) majority vote.

## ARTICLE XIII – DISSOLUTION

In the event the Athletic Booster Club dissolves, all funds and records will be turned over to the Society for Christian Instruction of Ripon, California.