

Falcon Athletic Booster Club

By-Laws

Vacaville Christian Schools

Vacaville, California

Revised January 16, 2020

Purpose

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

Article I – General Membership

1.1 Membership

1.1.1 Any current VCS family, alumni or alumni's VCS family, or indirect family members of a VCS student in VCS athletics can be a member of the VCS Athletic Booster Club.

1.1.2 Membership in the Booster Club is available throughout the year.

1.1.3 A membership year begins on August 1st and ends on July 31st to roughly coincide with the school year.

1.2 Voting Process

1.2.1 The below members of the booster club will have the ability to vote on action items discussed at the Booster Club meetings.

- A. President
- B. Vice President
- C. Treasurer
- D. Secretary
- E. Events Coordinator
- F. Communications Officer Marketing Officer
- G. Member Services Coordinator

H. Member at Large

1.2.2 A quorum of the Booster Club Officers shall consist of at least three (3) of the five (5) officers in attendance.

1.2.3 The executive officers of the Booster Club can hold electronic meetings through email, Skype, Facetime, or by conference call, where a quorum is still required to hold a vote. *Please help me here with 1.2.2. and 1.2.3...*

Article III – Officers

2.1 Eligibility

2.1.1 Booster Club Officers must be a member of the Booster Club.

2.1.2 All current members of the Booster Club are eligible to hold office.

2.1.3 Members from the same family / same household are not eligible to service as Booster Club Officers at the same time.

2.2 Term of Office

2.2.1 The Booster Club's Officers serve terms of one year and may serve up to 4 consecutive terms if so elected by the membership.

2.2.2 Each officer's term of office will last one year, with transition occurring at the June Booster Club meeting of each year. The officer's terms begin before the membership's 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 is responsible for creating a slate of candidates to be considered and is made up of the Booster Club Officers.

2.3.3 Members of the Booster Club may propose additional candidates during or before the May general membership meeting.

2.4 Voting Procedure

2.4.1 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.

2.4.2 If the candidates are not approved as a slate, each office shall be voted on separately by the general membership.

2.4.3 Uncontested candidates may be approved by a simple voice vote.

2.4.4 A secret ballot will be used for the voting for each office in a contested election.

2.4.5 A simple majority vote of the general membership present is required to elect each officer.

2.5 Replacement

2.5.1 Booster Club Officers who are unable to fulfill the responsibilities of the position for any reason including not attending official meetings may be dismissed with the action of the remaining officers and/or a majority of the membership.

2.5.2 Any vacant office shall not be filled until the next general membership meeting with the nomination of at least one candidate to fill the office.

2.6 Elected Officers – Authority and Responsibilities

2.6.1 President

2.6.1.1 The President convenes and conducts the Booster Club's general membership meetings and any working meetings required of the Officers.

2.6.1.2 The President prepares and publishes a meeting agenda in advance of each meeting.

2.6.1.3 The President coordinates the work of the officers and committee chairs, and communicates with the VCS Athletic Director to manage the Booster Club's business between meetings. (refer to Article 4)

2.6.1.4 The President serves on the Nominating Committee.

2.6.2 Vice President

2.6.2.1 The Vice President performs the duties of the President when the President is unavailable.

2.6.2.2 The Vice President manages all aspects of Booster Club Membership.

2.6.2.3 The Vice President is in charge of invitations to Booster Club membership and other solicitations of new members.

2.6.2.4 The Vice President coordinates with the Secretary to keep a current membership list.

2.6.2.5 The Vice President serves on the Nominating Committee.

2.6.3 Treasurer

2.6.3.1 The Treasurer receives and allocates funds upon the recommendation of the Booster Club's general membership and in line with the bylaws.

2.6.3.2 The Treasurer provides a review of the Booster Club annual budget to the general membership.

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

2.6.3.4 The Treasurer manages and maintains custody of all Booster Club transactions.

2.6.3.5 The Treasurer reports on the Booster Club's financial status at each meeting and to include account balances.

2.6.3.6 The Treasurer serves on the Nominating Committee.

2.6.4 Secretary

2.6.4.1 The Secretary records the minutes of each meeting capturing:

- A. Attendance
- B. Votes
- C. Decisions
- D. Action Items
- E. The Treasurer's Report
- F. Budget Requests
- G. Any other noteworthy items

2.6.4.2 The Secretary shall notify members and coaches of decisions that directly affect them.

2.6.4.3 At each meeting, the Secretary presents the minutes of the previous meeting and makes corrections as required.

2.6.4.4 The Secretary collects all pertinent documents and records from Booster Club sponsored events and archives such documents in the VCS Library and on the VCS Booster Club page of the VCS website.

2.6.4.5 The Secretary is responsible for collecting membership forms and generating membership lists.

2.6.4.6 The Secretary shall use membership lists to ensure only Booster Club members vote during Booster Club meetings.

2.6.4.7 The Secretary shall provide updated lists of members to events where said members may receive perks due to their donations to the Booster Club.

2.6.4.8 The Secretary serves on the Nominating Committee.

2.6.5 Events Coordinator

2.6.5.1 All committee chairs report to the Events Coordinator.

2.6.5.2 The Events Coordinator works with the Athletic Director to advertise upcoming events and solicit help.

2.6.5.3 The Events Coordinator serves on the Nominating Committee.

2.6.5.4 The Events Coordinator oversees the arrangement of all Booster Club activities.

2.6.5.5 The Events Coordinator researches and creates events for school spirit, improved sense of community, and campus integration.

2.6.5.6 The Events Coordinator is responsible for the communication both verbally and written to the VCS community of upcoming events; in coordination with the marketing department and Athletic Director.

2.6.5.7 The Events Coordinator is responsible for approving all advertising, brochures, pamphlets, fliers, and ticket production for all Booster Club events; in coordination with the Booster Club Executive Officers.

2.6.6 Marketing Officer

2.6.6.1 The Marketing Officer is responsible for creating and posting all weekly newsletter, emails, GroupMe posts, social media posts.

2.6.6.2 The Marketing Officer works directly with school administration to include the Athletic Director to monitor and oversee notices.

2.6.6.3 The Marketing Officer oversees the posting of all social media and holds the administrative role for all social media platforms.

2.6.7 Member Services

2.6.7.1 The Member Services person is responsible for gathering new members, keeping contact information updated and for communicating with families regarding membership.

2.6.7.2 The Member Services person may attend events to share the Booster Club information and to represent the Booster Club to potential new families.

2.6.7.3 The Member Services person will keep current new member packets and written information.

Article III – Ex-Officio Members

3.1 High School Principal

3.1.1 The VCHS Principal may consult with the Booster Club's Officers as an ex-officio member of the Booster Club.

3.1.2 The VCHS Principal may not cast votes as a member of the Booster Club.

3.2 Athletic Director

3.2.1 The VCS Athletic Director will consult with the Booster Club's Officers as an ex-officio member of the Booster Club.

3.2.2 The VCS Athletic Director may not cast votes as a member of the Booster Club.

3.2.3 The VCS Athletic Director serves as a liaison between the Booster Club and the VCS Administration and between the Booster Club and the VCS Coaches.

3.2.4 The VCS Athletic Director communicates with the President with respect to Booster Club business meetings and analyzes needs for each sport. The Athletic Director is expected to present these needs to the Booster Club.

3.2.5 The VCS Athletic Director must submit a complete request for Booster Club funds for the school year at the June Booster Club meeting (or when the school's

budget has been finalized). Adjustments to the annual budget may be requested by the Athletic Director throughout the year.

3.3 VCS Board Member Liaison

3.3.1 The Board Member Liaison gives updates to the VCS School Board in regard to upcoming events, plans, activities, Booster Club members, etc.

3.3.2 The Board Member Liaison is a non-voting executive officer of the Booster Club.

3.3.3 The Board Member Liaison may participate on any committee but shall not chair a committee.

Article IV – Committees – *I took out the word “chairs” to allow this Section (Article IV) to cover the full gamut of “Committees”, thus allowing section 4.2 to be the new section of “4.2 Committee Chairs”. Thoughts??*

4.1 General Requirements

4.1.1 The Booster Club’s Officers shall appoint chairs for all committees.

4.1.2 Any Booster Club member may submit names for consideration of the positions specified below.

- A. Snack Shack Committee
- B. Banquet Committee
- C. Special Events Committee
- D. Fundraising Committee

4.1.3 Any Booster Club member not already serving the Booster Club in an elected capacity is eligible to fill any of these positions.

4.1.4 A chair position may be held until the end of the current school year.

4.1.5 The Committee Chairs serve terms of one year and may serve up to 4 consecutive terms if so elected by the membership.

4.1.6 The Booster Club’s Officers shall fill any committee chair vacancy as soon as possible.

4.2 Committee Chairs

4.2.1 Snack Shack Committee Chair

4.2.1.1 The Snack Shack Committee Chair maintains each snack shack's inventory.

4.2.1.2 The Snack Shack Committee Chair schedules coverage for the snack shacks.

4.2.1.3 The Snack Shack Committee Chair purchases food and snack supplies after ensuring the funds are available.

4.2.1.4 The Snack Shack Committee Chair trains volunteers to work, set-up, tear-down, and clean the snack shack.

4.2.1.5 The Snack Shack Committee Chair is responsible for ensuring a snack shack is available at all home games for Basketball, Football, Volleyball, all Tournaments, and VCJF.

4.2.1.6 The Snack Shack Committee Chair must have completed the food handler's training. The Snack Shack Committee Chair will also ensure another individual is also trained and certified in food handler's training.

4.2.1.7 The Snack Shack Committee Chair works with the VCS kitchen staff, Denise Sedam, to ensure proper cleaning and storage meets the appropriate standards.

4.2.1.8 The Snack Shack Committee Chair ensures the Sign-Up Genius is updated and monitored.

4.2.2 Banquet Committee Chair

4.2.2.1 The Banquet Committee Chair works with coaches and team representatives and Athletic Director to schedule end of the season banquets.

4.2.2.2 The Banquet Committee Chair creates and maintains a banquet checklist to ensure all teams receive a quality banquet.

4.2.2.3 The Banquet Committee Chair maintains decorations for teams to borrow for their banquets.

4.2.2.4 The Banquet Committee Chair has a contact list for caterers, engravers, and gift suppliers.

4.2.2.5 The Banquet Committee Chair has a list of venues and researches new locations.

4.2.2.6 The Banquet Committee Chair is responsible for coordinating the VCS Athletics Gala.

4.2.3 Special Events Committee

4.2.3.1 The Special Events Committee Chair plans kick-off events for the sports teams, playoff events, tail-gates, and rallies recognizing teams' accomplishments. They are to ensure that 7-10 events are held each year.

4.2.3.2 The Special Events Committee Chair works with the Athletic Director and Events Coordinator to advertise and solicit help.

4.2.3.3 The Special Events Committee Chair handles all planning, including but not limited to activities, food, and drinks.

4.2.4 Fundraising Committee Chair

4.2.4.1 The Fundraising Committee Chair commits to a minimum of one off-campus fundraiser each quarter.

4.2.4.2 The Fundraising Committee Chair coordinates fundraisers with the marketing department and the Athletic Director.

4.3 Ad Hoc Committees

4.3.1 Ad Hoc Committees may be formed by the Booster Club President as needed provided there is no conflict with any standing committee.

4.3.2 Ad Hoc Committee chairs will be appointed by the Booster Club President.

4.3.4 Any member of the Booster Club is eligible to be a member of an Ad Hoc Committee.

Article V – Team Representation

5.1 Team Representatives

5.1.1 Each of the athletic teams at VCS must designate a team representative to act as a liaison between the Booster Club and the coaches. These include but are not limited to:

- A. Baseball
- B. Men's Basketball
- C. Women's Basketball
- D. Cheerleading
- E. Men's Cross Country
- F. Women's Cross Country
- G. Football

- H. Golf
- I. Men's Soccer
- J. Women's Soccer
- K. Softball
- L. Swimming & Diving
- M. Men's Track
- N. Women's Track
- O. Women's Volleyball
- P. Men's Volleyball
- Q. Wrestling
- R. VCJF

5.1.2 Team representatives act as conduits between the coaches and the Booster Club to identify specific needs with which the Booster Club may be able to help.

5.1.3 Team representatives encourage their representatives to participate in the Booster Club's various activities.

5.1.4 Team representatives work with the coaches and the Athletic Director to develop and present a budget for review and approval to the Booster Club.

5.1.5 Team representatives are expected to attend the Booster Club's general membership meetings and support the overall goals of the Booster Club.

5.1.6 Team representatives serve for one year and may serve consecutive terms.

5.1.7 Team representatives shall not be a paid employee of VCS or an independent contractor paid by VCS.

Article VI – Fundraising, Budgeting, and Disbursements

6.1 General Fundraising

6.1.1 Fundraising for the Booster Club's class fund may include, but is not limited to, concession item sales, spirit wear sales, and/or any other fundraising activity approved by the membership.

6.1.2 These funds will be disbursed by the Treasurer to be used for VCS athletic teams as approved by the Booster Club and in accordance with 6.4.1.

6.1.3 Participation in the Booster Club's general fundraising activities is required of all teams that receive funds from 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 must be deposited in a VCS approved account. This is an account, or class fund, set up through the school's controller's office.

6.3 Budget Process & Purchase Limitations

6.3.1 The Booster Club officers shall meet during the summer to review the amount of funds generated during the school year. This information will be used in determining the amount of funding available for the following school year.

6.3.2 The Booster Club budget planning process shall consider requests from the VCS coaching staff, the VCS Athletic Director and historical expenditures to develop a plan to allocate funds across the following categories:

- A. Savings
- B. Contingency
- C. Programs
- D. Athletic Banquet
- E. Awards & Recognition
- F. Feeder School Outreach
- G. Uniform (new, replacement and additional as recommended by the VCS Athletic Director)
- H. Balls & Equipment

6.3.3 Budget requests must be submitted in writing, two (2) weeks prior to next regularly scheduled meeting. Budget requests must be itemized and with enough detail to stand-alone without further explanation.

6.3.4 Anything purchased with Booster Club funds on behalf of the VCS Athletic program, ultimately becomes the property of VCS.

6.4 Disbursements

6.4.1 Class Fund Disbursements

6.4.1.1 Authorization to disburse Booster Club funds rests with the following Booster Club Officers and VCS Administration officials, and must have signatures from the President, Vice President, Treasurer, or Secretary:

- A. President
- B. Vice President
- C. Treasurer
- D. Secretary
- E. Events Coordinator

- F.
- G. VCS Finance Administrator
- H. VCS Head of School

6.4.1.3 The Booster Club's tax-exempt status is a direct result of this subordinate relationship to VCS.

6.4.1.4 Any amount disbursed requires 4 signatures from those authorized in Section 6.4.1.1 one of which must be the VCS Finance Administrator.

6.4.1.5 Any allocated funds not expended during the school year are unallocated and returned to the Booster Club's class 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 may be expanded at the discretion of the team's coach and/or designated representative.

6.4.3 Emergency Disbursements

6.4.3.1 The Booster Club's Officers may authorize a disbursement of up to five hundred (\$500) for an unplanned event or other need as requested by VCS or team's designated representative, providing said request falls under the rules of what is normally purchased by the Booster Club. An email vote may take place in order to ensure the items are purchased in a timely manner.

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.

6.5 Funding Protocol

6.5.1 Each coach, or designated team representative, must submit a budget request to the Booster Club through the VCS Athletic Director at the beginning of the school year for planning purposes.

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

6.5.2.1 Submitted by the team's designated representative or coach 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 VCS Athletic Director.

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

6.5.2.4 Reviewed by the Booster Club Treasurer as specified in Section 2.6.3.3.

Article VII – Nominating Committee

7.1 Responsibility

7.1.1 The Nominating Committee consists of all current Booster Club Executive Officers.

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

7.1.2.1 The Nominating Committee solicits 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.

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

Article VIII – Amendments

8.1 General Amendments

8.1.1 The following procedure is required to approve a proposed amendment to these bylaws:

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 the July membership meeting.

Article IX – Meetings

9.1 General Membership Meetings

9.1.1 The Booster Club will meet throughout the year.

9.1.2 Meetings will be held quarterly, with exception of meetings listed in in Section 9.4.1. Meetings will be held more often if necessary.

9.2 Executive Meetings

9.2.1 An executive meeting is one that consists of a quorum of Booster Club Officers.

9.2.2 In the absence of a monthly meeting, the officers may hold an executive meeting, if necessary.

9.2.3 Executive meetings are open to all Booster Club Officers.

9.3 Transitional Meetings

9.3.1 A transitional meeting should be held in September following the election of officers, during which the retiring officer hand over their responsibilities to the new officers.

9.4 Mandatory Meetings

9.4.1 Of the twelve (12) monthly scheduled general membership meetings, the following four (4) shall be considered mandatory:

- A. July – Budget Review
- B. April – Membership Recruiting, Nomination
- C. May – Officer Elections
- D. September – Membership Transition