

RGHS ATHLETIC BOOSTERS



CONSTITUTION & BYLAWS

2021 – 2022

CONSTITUTION

Article I - Name of Organization

Section 1: The name of this organization shall be “River City Senior High School Athletic Boosters Club” (Club), and shall consist of an unlimited number of members, and shall not be dissolved while there are seven or more members. If the organization is dissolved, all remaining funds shall be transmitted to the River City Senior High School (RCHS) Athletic Department for the sole purpose of athletic scholarships.

Article II – Objectives

Section 1: The Club is organized for the purpose of giving support to all athletic programs, as sanctioned by the California Interscholastic Federation (CIF), at RCHS.

Section 2: This organization shall be non-political and non-profit; therefore, there shall be no distribution of gains or profits or payment of dividends to its members.

Article III - Powers

Section 1: The Club shall be the central governing body and shall have legislative and executive powers on all matters relating to the general interest and welfare of its members.

Section 2: The Club shall have the power to establish dues, to enter into contracts, to solicit contributions, to engage in fundraising

projects, and to make and enforce rules and regulations to govern itself on a local basis.

Section 3: A two-thirds majority vote of all active members present at any regular meeting shall be required for approval of Club business, including contracts.

Article IV - Membership

Section 1: Active Membership. Any adult interested in the welfare of RCHS may become an Active (voting) member of this organization provided that they:

1. Are enrolled and have paid their dues, and
2. Attend at least **7** of the regular and special meetings during the current booster year July through June, and

Note: Members volunteering at a Club-sponsored event (i.e. snack bar, parent night, etc.) shall be considered 'present'.

Note: Member may partner with one other Active member ("Secondary", as designated at time of enrollment) to meet attendance requirement. In the event that both Primary and Secondary Active members representing student athlete(s) account is present, only Primary member may vote. Primary member must be student athlete's parent/guardian.

3. Fulfill the volunteer hour requirement of at least **20 hours per** school year, and

Note: Member may partner with one other Active or Supporting member ("Secondary", as designated at time of enrollment) to meet volunteer hours requirement.

4. Conduct themselves in a manner representing the Club that is professional, in good taste and in the best interest of the Club. Harassment, threats, intimidation, or unsportsmanlike conduct will not be tolerated and may result in disciplinary action by the Club's Executive Officers.

Section 2: Supporting Membership. Any adult interested in the welfare of RCHS may become a Supporting (non-voting) member provided that they:

1. Are enrolled in the Club, and
2. Conduct themselves in a manner representing the Club that is professional, in good taste and in the best interest of the Club. Harassment, threats, intimidation, or unsportsmanlike conduct will not be tolerated and may result in disciplinary action by the Club's Executive Officers.

In order for a student to be considered under this category for the Booster Club scholarship, the parent/guardian of their student(s) **must have demonstrated exceptional commitment and dedication to the athletic program of RCHS.** Scholarships awarded under this category still require at least a two-thirds majority vote of all Active members present. This category is not a routine award and shall only be considered under special circumstances and at the discretion of the existing Executive Officers.

Section 3: Coach Membership. Any head varsity or JV coach at RCHS interested in the welfare of the athletes may become a supporting (non-voting) member provided that they:

1. Are enrolled in the Club,
2. Are interested in promoting the benefits of the Club to student athletes and to their parent/guardian,
3. Conduct themselves in a manner representing the Club that is professional, in good taste and in the best interest of the Club. Harassment, threats, intimidation, or unsportsmanlike conduct will not be tolerated and may result in disciplinary action by the Club's Executive Officers.

Section 4: Mid-Year Membership Enrollment. First-time Membership enrollments submitted between November – January are considered “mid-year” enrollments. Mid-Year enrollees are considered “Active” members provided that they:

1. Are enrolled and have paid their dues, and
2. Attend **all** regular and special meetings starting in January from the date of enrollment through end of school year, and
3. Fulfill the volunteer hour requirement of at least 20 hours per school year, and
4. Conduct themselves in a manner that is professional, in good taste and in the best interest of the Club. Harassment, threats, intimidation, or unsportsmanlike conduct will not be tolerated and may result in disciplinary action by the Club's Executive Officers.

This membership category is not a routine occurrence and scholarships shall be considered only under special circumstances and at the discretion of the existing Executive Officers.

Scholarships awarded under this category still require at least a two-thirds majority vote of all active members present.

Any individual joining at the **end** of the Club year (February or later) will not get credit for the current year but will be listed as a member for the upcoming year.

Article V – Scholarship Criteria for RCHS Athletic Boosters Club Scholarships

What is a Booster Club scholarship? It is the goal of the RCHS Athletic Booster Club to recruit and retain parents/guardians of student athletes as 'members' for the entire duration of the student athlete's academic and athletic participation at RCHS. The Club will provide scholarships to student athletes of Active Club members upon completion of criteria. Scholarship eligibility is verified and tracked on a year-for-year basis (such as freshman through senior year), and award is presented during the student athlete's graduating year. The maximum number of years allowable for a Booster Club scholarship is 4 years.

Criteria: Scholarships are awarded to eligible graduating student athletes based on the number of years their parent/guardian maintained Active Club membership eligibility, whether the parent/guardian is an Active member during the student athlete's graduating year, and the criteria detailed in this Article.

Student Athlete

- Has maintained scholastic standing of at least a 2.0 grade point average during Club membership;
- Has participated on an RCHS athletic team (CIF sanctioned) each year of Club membership;
- Has participated on an RCHS athletic team (CIF sanctioned) during graduating year;

- Has earned at least two varsity athletic letters (not exclusive to RCHS).
 - Exceptions to this requirement include:
 - student athlete that graduates in 3 years;
 - Junior who plays in JV rather than Varsity;
 - in these circumstance(s), student athlete must have earned one varsity letter;
- Has demonstrated school/community respect and good sportsmanship;
- Plans to attend college or trade school following graduation from RCHS or plans to enlist in the Armed Forces (must show proof of active military status);
- Has submitted a letter of eligibility

Member – Parent/Legal Guardian

Parent/legal guardian must be an Active RCHS Club member in good standing (as described in the Constitution under Article IV – Membership) during each year of scholarship eligibility, AND

- Parent/legal guardian must be an Active member during the student athlete's graduating year.
- Scholarship eligibility for Supporting/Mid-Year members will be based on the recommendation of the Executive Board and determined at the discretion of the Club.

The scholarship awards will be presented at the annual Senior Awards Night. Scholarship funds must be claimed within two years of graduation or award will be forfeited. Award is split into two separate components:

1. First half of scholarship is available upon presentation of proof of registration and receipt of payment for the first semester (or quarter) of college or trade school of choice.

2. Second half of the scholarship is available after proof of completion of first semester (or two (2) quarters) and proof of registration and receipt of payment for second semester (or 3rd quarter) classes.

Article VI - Officers

Section 1: The Executive Officers of the Club shall consist of a President, Vice President, Secretary, Treasurer, Membership Chairperson, Publicity/Fundraising Chairperson, Snack Bar Co-Chairpersons, Sergeant-at-Arms, and a Volunteer Coordinator. The Executive Officers may also include the current RCHS Athletic Director as a non-voting member.

Executive Officers may meet prior to the general meetings to review the agenda presented by the President and may also convene for special circumstances to handle any pending Club business. As referenced under Article III Section 1 of the Constitution, the Club shall be the central governing body and shall have legislative and executive powers on all matters relating to the general interest and welfare of its members.

Section 2: Nominations for officers shall be taken at the regular April meeting. Officers shall be elected at the annual May meeting by a majority vote of those Active members in attendance. The term of office shall be for one year. Transition of power and knowledge to be conducted in June/July of that year. On the first Wednesday in August, elected officers will assume duties.

Section 3: Eligibility for executive office shall require Active membership in the Club. Candidates or nominees must be present at the time of the election. If no Active members express interest, then the nominating committee shall look at recruiting a Supporting Club

member. In the event that there is no interest from either an Active or Supporting member in holding an Executive Officer position then the nominating committee shall look at recruiting any incoming members for a position.

Section 4: With the exception of the President, any vacancy of Executive Office shall be filled by a majority vote of all Active members.

Section 5: If the office of the President becomes vacant, it shall be filled by the Vice President. A new Vice President shall be elected by a majority vote of all Active members. In the event that the Vice President does not wish to permanently fill the vacancy, the Vice President will assume the position temporarily while the Executive Officers search for a candidate. The Executive Officers will bring to vote a suitable candidate at the next general meeting. After the candidate is voted in by Active membership, the Vice President shall resume their role.

Article VII- Committees

Section 1: The Club President shall appoint all committees and designate such committee chairpersons as may be necessary to carry on the objectives, function, and business of the Club.

Article VIII-Meetings

Section 1: A meeting of Club members shall be held annually in May to elect officers.

Section 2: Regular meetings of the Club shall be held monthly to obtain financial statements, reports, and any other business of

concern to the Club. The Club conducts 10 regular monthly meetings during the year: August, September, October, November, December, January, February, March, April, and May (two meetings may be held in May as needed).

Meetings are not typically held during June/July.

Section 3: A special meeting of the Club may be called by the President. Notice of special meetings shall specify the purpose of the meeting.

Section 4: Executive Officer meetings may be called at the discretion of the President for the purpose of conducting Club business.

Article IX Amendments

Section 1: Any article or section of this constitution may be amended or repealed, and any new article or section be added thereto by a two-thirds majority vote of Active members present at the Annual meeting of the Club.

Article X- Adoption of Constitution

Section 1: This Constitution shall become effective immediately upon its adoption by a two-thirds majority vote of the Active members.

- Adopted on September 12, 1978
- Amended May 6, 1998
- Amended April 4, 2007
- Amended April 7, 2010
- Amended May 2, 2012
- Amended May 1, 2013
- Amended May 6, 2015

- Amended April 16, 2018
- Amended April 3, 2019



BYLAWS

Article I - Dues

Section 1: Dues for Active membership shall be set and voted upon by the members at the annual meeting each year. A year shall start at the first Club meeting in August.

Article II – Membership Conduct

Section 1: Members shall conduct themselves in a manner that is professional, in good taste and in the best interest of the Club. Harassment, threats, intimidation, or unsportsmanlike conduct will not be tolerated and may result in disciplinary action by the Club's Executive Officers.

Article III- Duties of Executive Officers

Section 1: President. The President shall preside at all meetings of the Club, enforce observance of the Constitution and Bylaws, and conduct the Club according to parliamentary procedure. The President shall be a member of all Club committees. The President, in general, has such powers to perform such other duties as may be designated.

Section 2: Vice President. The Vice President shall assist the President in the performance of their duties and conduct meetings in their absence. The same rules to govern apply to the Vice President as are applied to the President. The Vice President shall maintain communications with and oversee all Club committees, regularly

monitor and maintain the Club email account, and respond to email inquiries as needed.

Section 3: Secretary. The Secretary shall maintain a complete and accurate record of each meeting, (including members in attendance), and keep all documents and correspondence. The Secretary shall maintain the official correspondence of the Club. The Secretary shall be custodian of the Club Constitution and Bylaws and official books, records, and papers, excluding financial records. The Secretary shall maintain/renew Club insurance annually as required by the WUSD. The Secretary shall work with the Treasurer to ensure compliance with Federal, State, or local laws and regulations, including annual food permit renewal, non-profit status, etc. to keep the Club in good standing.

Section 4: Treasurer. The Treasurer shall maintain adequate and correct records and accounts of the property and business transactions of the Club, collect and receive all money, and disburse same when authorized by the members, which is available for review. All transactions shall be accountable at each meeting. The Treasurer shall give financial reporting at all regular meetings. All checks are to be signed by the Treasurer and countersigned by the President or in their absence by the Vice President. The Treasurer shall ensure the Club uses good accounting practices. All money generated from snack bar sales, fundraisers, membership, etc., should be collected, counted, and deposited in a timely manner. Funds must be counted and verified by two people whose signatures should both be recorded on the verification sheet/record book. The Treasurer shall work with the Secretary to ensure compliance with Federal, State, or local laws and regulations, including annual food permit renewal, non-profit status, etc. to keep the Club in good standing.

Section 5: Membership Chairperson. The Membership Chairperson shall keep a Club membership register showing the names of all members with addresses and telephone numbers, establish and maintain current membership enrollment records (Active and Supporting), dispense information to all members, issue membership cards, and provide copies of the same to the Secretary. The Membership Chairperson shall work with the Volunteer Coordinator to maintain all members' email contact information and issue email meeting reminders to all Club members. The Membership Chairperson shall work with the Publicity/Fundraising Chairperson and Volunteer Coordinator to organize, staff, and promote all membership events. These events include, but are not limited to, Back to School nights, Orientations, Parent Sports Nights, etc.

Section 6: Publicity/Fundraising Chairperson. The Publicity/Fundraising Chairperson shall maintain and promote the Club through various media outlets (ex. print, tv/radio, Boosters' website and social media, etc.), organize and conduct sponsorship outreach efforts, provide regular updates to the Executive Officers regarding efforts and upcoming events, and other related duties as may be required. The Publicity/Fundraising Chairperson shall work with the Membership Chairperson and Volunteer Coordinator to organize, staff, and promote all membership events. These events include, but are not limited to, Back to School nights, Orientations, Parent Sports Nights, etc.

Section 7: Snack Bar Co-Chairpersons. The Snack Bar Co-Chairpersons shall oversee the running of the snack bar, inventory, purchase the supplies necessary for the snack bar to operate, coordinate the setup and cleanup, and closing of the snack bar. The Snack Bar Co-Chairpersons shall ensure that a

majority of volunteers in the snack bar are Booster Members. The Snack Bar Co-Chairpersons shall equally share and fulfill the duties and responsibilities for the operations of the snack bar. The Snack Bar Co-Chairpersons must work closely with the Volunteer Coordinator to confirm volunteer staffing for snack bars and may coordinate a snack bar committee as deemed appropriate.

Section 8: Sergeant-at-Arms. The Sergeant-at-Arms shall maintain order and facilitate each Club meeting to ensure productive and appropriate contributions and communications.

Section 9: Volunteer Coordinator. The Volunteer Coordinator shall be responsible for coordinating volunteers, in conjunction with the designated Chairpersons, for all fundraising needs, including the scheduling of snack bar workers. The Volunteer Coordinator shall: maintain accurate online volunteer email listings for all members (SignUpGenius), regularly monitor member volunteer sign-ups, and must provide advance notice to the Executive Officers and Club members, if volunteers are needed. The Volunteer Coordinator shall work with the Membership and Publicity/Fundraising Chairpersons to organize, staff, and promote all membership events. These events include, but are not limited to, Back to School nights, Orientations, Parent Sports Nights, etc. The Volunteer Coordinator shall work with the RCHS Athletic Director to finalize/update sport schedules and other volunteer opportunities, including but not limited to Parent Handbook events and Coach meetings, in accordance with the Memorandum of Understanding (MOU).

Section 10: Athletic Director. The Athletic Director shall be included in Executive Officers and Club meetings to maintain an open line of communication between the Club and the Athletic Department at RCHS. The Athletic Director shall provide timely information to the

Club as requested, such as: finalized sports schedules, grade point averages, previous season's team roster count, etc. The Athletic Director shall work with the Volunteer Coordinator to finalize/update sport schedules and other volunteer opportunities, including but not limited to Parent Handbook events and Coach meetings, in accordance with the MOU.

Article IV- Meetings

Section 1: Meeting Dates. The Club shall meet regularly the first Wednesday of each month. A special meeting of the Club shall be held whenever called by the President. The annual meeting shall be the first Wednesday in May of each year (should scheduling changes occur it will be under the discretion of the President to decide meeting date). Transition of power and knowledge to be conducted in June/July of that year. On the first Wednesday in August, elected officers will assume duties.

Section 2: Voting. A majority of the members of the Executive Officers shall constitute a quorum for the transaction of business. Any action or decision favored by the majority of the Active members present, a quorum also being present, shall be deemed the action or decision of the Club. The Active members have the right to voice and vote at all meetings with the exception of the Annual Meeting. Voting eligibility at the Annual Meeting shall be determined based on the individual member's ability to fulfill the requirement of attendance at least seven (7) of the current year's meetings.

NOTE: In the event that both Primary and Secondary Active members representing student athlete(s) account are present, only Primary member may vote. (See Constitution Article IV – Membership)

Article V - Committees

Section 1: Committees may be established by the President and shall consist of a minimum of three members. All committees shall take minutes and present at general Booster meetings. Each committee shall develop, possess and maintain a handbook and guidelines describing the committee's roles, responsibilities, and applicable historical information. A single copy of each committee handbook shall be provided to the Executive Officers annually.

Article VI-Parliamentary Procedures

Section 1: Robert's "Rules of Order" shall be the parliamentary authority over all meetings.

Section 2: Order of Business. Conduct of the meetings of the Club shall be in the following order:

- A. Call to order, by the Presiding Officer.
- B. Reading of the Minutes of the previous meeting, by the Secretary
- C. Communication Updates
- D. Treasurer's Report
- E. Reports from Committees
- F. Unfinished Business
- G. New Business
- H. Adjournment

Article VII - Amendments

Section 1: These Bylaws may be amended or repealed, and any new article or section may be added thereto by a simple majority vote of

those Active members present at any regular meeting. A period of one month shall be required before a proposed amendment may be voted upon.

Article VIII -Adoption

Section1: Adoption of these Bylaws shall be accomplished by a simple majority vote of those Active members present at any regular meeting.

Section 2: These Bylaws shall become effective immediately upon adoption.

- Adopted on September 12, 1978
- Amended May 6, 1998
- Amended April 4, 2007
- Amended May 5, 2010
- Amended May 1, 2013
- Amended May 6, 2015
- Amended April 16, 2018
- Amended April 3, 2019