

Green Mountain High School As 1 (GMHS As 1) Football Boosters Inc. By-Laws

Overview

The Green Mountain High School As 1 (GMHS As1) Football Boosters Inc. (AKA Booster Club) is a group of members, consisting of parents and community members who support the Green Mountain High School (GMHS) Football program.

The booster club's goal, in cooperation with the athletic department, school administration, and student athletes, is to help provide the tools necessary to compete at the highest levels and graduate our student athletes with the best possible experience.

The booster club will maintain an annual budget. The majority of this revenue comes in special fundraisers. Our investment in student athletes covers such areas that are identified on an annual basis. As the participation in the football program grows, so must our commitment.

The Green Mountain High School As 1 (GMHS As1) Football Boosters Inc. shall have regularly scheduled meetings called by the President.

Article I

Name

The name of the organization shall be Green Mountain High School As 1 (GMHS As1) Football Boosters Inc.

Article II

Purpose

Section 1: The purpose of this Booster Club is to:

Cooperate with the athletic department, school administration, and students of Green Mountain High School to promote and support inter-scholastic football and related activities.

Increase school spirit and sportsmanship among students, faculty, staff, administration, parents, and the Green Mountain community at large.

Foster and promote the general welfare of student athletes.

Raise money and promote the general welfare through various activities deemed proper to support the purposes of the club.

Do nothing to violate the rules of the CHSAA or any other scholastic organization or association which GMHS is a member.

The Club shall operate in full support of the school president, athletic director and coaches at GMHS. At no time should the Club make recommendations or become involved with the day-to-day operations of the school athletic programs. At no time will it be the organizations purpose to interfere with the policies, methods, eligibility requirements, or other practices of the GMHS athletic department or administration.

- Section 2: This organization shall be non-profit, non-sectarian and non-partisan.
- Section 3: This organization shall not seek to direct the activities of the coaches or to control their policies, either collectively or individually.
- Section 4: This organization may cooperate with other organizations and agencies in actively promoting football, provided they make no financial nor manpower commitments which bind our members.
- Section 5: All operating funds shall be kept in a checking account in the name of GMHS As1 Football Boosters Inc. Signature permission on the account shall be the President, Vice-President and Treasurer. The account shall be held at a local financial institution. Individual player account funds shall be kept in a segregated account under the same name with a designation of "Player Accounts". Signature permission of the account shall be the President, Vice-President and Treasurer. This account shall be held at the same local financial institution as the operating account.
- Section 6: The GMHS As1 Football Boosters Inc. operating account shall not be allowed to drop below \$1500 during the course of operations.
- Section 7: Contract signing authority is limited to the President or the President's designee.

Article III

Location

The location of the Booster Club shall be at Green Mountain High School in Lakewood, Colorado.

Article IV

Booster Club Year

The business shall run from January 1st until December 31st annually.

Article V

Membership

Membership in the Booster Club is open to parents/guardians of members of the Green Mountain High School Football Team and other individuals who wish to support the Green Mountain High School Football Team. All members must be in good financial standing with the City of Lakewood.

Article VI

Meetings

General membership meetings will be held at the Green Mountain High School at a frequency determined by the Booster Club Officers. Notice of these meetings will be posted on the Green Mountain Football website (greenmountainfootball.org) and sent out via email.

Special meetings may be called by the Head Coach, President, or upon request of the members. Written or electronic notice of the date, time, place and purpose of such special meetings shall be given no later than three days prior to the scheduled meeting.

Each member has one vote. A quorum shall be three (3) officers. No official act may be taken or voted upon unless a quorum is present. Decisions shall be made by a majority vote of the members present (a quorum having been established).

The agenda for all meetings of general members shall include:

1. Reading of the minutes of the preceding meeting
2. Treasurer's report
3. Office/Committee Reports
4. Old and Unfinished Business
5. New Business

Article VII

Elections and Term

Elections for new Officers will be held during the first meeting of the business year. Nominations must be made by at least 2 members at least one month prior to the meeting and must have the consent of the nominee. Emergency elections may be held immediately considering a vacancy of any elected position. Each position is an annual position and needs to be voted on the following year. The term limits are four (4) years for a single position.

Election of new Officers shall be by a simple majority of votes cast. The Secretary will administer the election and record the results in the minutes.

Any and all of the Officers may be removed for cause by majority vote of the members.

Article VIII

Officers/Executive Board Members

Section 1: The **Executive Board** shall consist of the officers of the organization and the Head Coach (or one representative to act on his/her behalf).

The Executive Board shall meet when called. Special meetings may be called by the President or by a majority of the elected officers.

The outgoing Executive Board and the newly elected officers shall have a combined meeting within six (6) weeks of election so as to provide an orderly transfer of responsibility.

Section 2: The duties of the Officers are detailed below:

The President shall preside and lead meetings of the Officers and the general members. The President may create committees as he/she deems necessary and appoint a chairperson for each committee.

The Vice President shall act as an aide to the President, act as President in the absence of that officer, advise, support and communicate with all the standing committees, and oversee maintenance and compliance of

by-laws.

The Secretary shall record and keep the minutes of all meetings of the executive board and the general membership and have custody of and maintain all permanent records of club affairs other than those entrusted to the Treasurer. The Secretary shall also preside over annual elections of Officers.

The Treasurer shall receive all monies of the booster club and disburse authorized funds upon proper authorization, write, sign and issue checks, maintain bank accounts, and prepare and present financial reports at each general meeting.

The Webmaster shall be responsible for all correspondence of the booster club via electronic means, , serve notice of general meetings and update all required information on the website.

The Fundraiser shall be responsible for the coordination and organization of all booster club fundraisers as well as presenting fundraising reports at each general meeting.

Section 3: The duties of the Executive Board are as detailed below:

- To transact necessary business in the intervals between general membership meetings.
- To approve the plans of the project committees
- To prepare an informal record of discussions of Executive Board meetings
- To prepare an annual budget for membership approval
- To oversee fundraising activities

Article IX

Budget and Finance

A budget reconciliation shall be prepared by the Officers/Executive Board and presented to the members no later than March 1st.

The Treasurer will issue checks consistent with the approved budget. Unbudgeted expenses must be approved by a majority of the members present at the vote. Any check over \$2500 will require two signatures to be valid.

Requests for funds or purchases shall be submitted in writing to the booster club. The

Treasurer shall issue and retain forms for requisition.

All revenues of the booster club will be used strictly to further the purpose of the booster club and football team in a manner consistent with an adopted budget or the expressed wishes of the voting membership.

A separate account for Player Fundraising will be kept individually per player for which funds can be used for registration in portions of the football program such as weightlifting camps, summer camps, but not the enrollment into sports programs owed to Jefferson County.

A separate account will be kept for general fundraisers and the monies in that account shall be used to the enhancement and improvement that benefits all players equally and the football program in general.

Any money raised through the booster club fundraising activities for the Football Team shall only be used for the purposes of Football Team participation. No monies will be refunded to Players for any reason.

Article X

Parliamentary Authority

Roberts Rules of Order shall govern the conduct of the booster club meetings.

Article XI

Amendments

The by-laws may be adopted, amended or repealed by the Executive Board and put to a vote of the general membership. A majority vote will carry the amendment. A notice of vote must be announced by the secretary at least one week prior to the actual vote.

Article XII

Indemnification

Group agrees to indemnify, defend and hold harmless the City of Lakewood, Green Mountain High School Football Team and its officers, and coaches from and against any

and all demands, claims, and damages to persons or property, losses and liabilities, including reasonable attorney's fees, arising out of or caused by its group or its attendees' negligence or willful misconduct.