

**Granite Bay High School
Touchdown Boosters Club
Policies & Procedures
2013**

1. **Purpose:** The purpose of the Granite Bay High School Touchdown Boosters Club (TDBC) is to benefit students participating on the Granite Bay High School Football teams by raising funds to support the high school football program and promoting community support and awareness.
2. **Affiliation:** The TDBC is affiliated with the Granite Bay High Boosters Association (Association) as a registered Association.
3. **Organization:** The TDBC will consist of a Board with Officers performing designated roles. The members are any parent or guardian whose child is a member of the GBHS Football team. The purpose of the Officers of the TDBC will be to coordinate the fundraising efforts of GBHS Football and to ensure that the financial obligations, as set forth in the annual budget, are met and to coordinate activities concerning the High School and the Community. The Board shall consist of the following officers: President, Vice-President/Director of Teams and Field Support , Secretary, Treasurer, Banner & Program Sales Director, Registrar, Grizzly Wear Director, and Grizzly Grill Director.
 - 1.1. Election and Term of Office: The officers of the TDBC shall be elected annually by majority vote by the Booster Club members. This will take place at the Annual Meeting or via email to the booster members. Vacancies may be filled at any board meeting or via email. There is no restriction on the number of consecutive terms that any officer may serve, however they need to be re-elected every year. An officer of the TDBC whose child is no longer a member on the football team will need to vacate his position as an officer of the TDBC.
 - 1.2. Vacancy: Any vacancy occurring among the elected officers shall be filled by a majority vote of the Booster club members.
 - 1.3. Resignation: Any Officer may resign at any time by giving written notice of such resignation to the President or Vice-President
 - 1.4. Removal: Any number of Officers may be removed, with or without cause, by the same vote that would have been necessary to elect them at the time of removal
 - 1.5. Officer duties and responsibilities
 - 1.1.1. *President:* The President shall represent the TDBC and is responsible for overseeing the program. The President is also responsible for the collection and tracking of funds for the Boosters account. The President shall have such other powers and perform such other duties as may be prescribed by the Board and these Bylaws.
 - 1.1.2. *Vice-President/Director of Teams and Field Support:* The main objective of the Director of Teams and Field support is to ensure that the main operations of the GBHS football program requiring parent participation run in a manner that supports the program objectives and the coaches, team parents, meal coordinators, players and parents are always informed of schedules, events, policies, protocols, deadlines, program needs, fundraising, staffing requirements, etc. that ensure an organized and informed football club.
 - 1.1.3. *Secretary:* The Secretary shall ensure the Board is informed of any current needs of the Club, the status of any outstanding issues, and any future items for consideration. The Vice President shall have such other powers and perform such other duties as may be prescribed by the Board and these Bylaws. The Secretary shall keep a permanent record of minutes of meetings of the GBBC. The Secretary shall record the time and place of holding, the proceedings and actions taken, and the names of Board members and members present. For Special meetings, the Secretary shall record how the meeting was authorized, the notice given and the names of the

- Board members and members present. The Secretary shall provide notice of meetings as described in the Bylaws and send copies of the minutes to the Board, members of record, and President of the Association. The Secretary shall certify all duly adopted Bylaws of the Board. Secretary shall coordinate with Web Coordinator that all pertinent information is recorded on the website and with Master Boosters. Also coordinate correspondence to sponsors, vendors and donors outside of what Director of Advertising does, manage all scrip accounts and keep the TDC contact list up to date and distributed. The Secretary shall have such other powers and perform such other duties as may be prescribed by the Board and these Bylaws.
- 1.1.4. Treasurer: The TDBC shall have a Treasurer responsible for collecting funds, tracking funds, maintaining financial records, and depositing funds in the appropriate accounts. The Treasurer shall provide a financial report at each Board meeting. The Treasurer is also responsible for processing check requests through the GBHS Boosters Account. The Treasurer shall interact with the Association to remain current on funding procedures. The Treasurers shall have such other powers and perform such other duties as may be prescribed by the Board and these Bylaws.
 - 1.1.5. Banner and Program Sales Director: This volunteer position involves securing Friday night football program ads and banner ad sponsorships. In this role, the volunteer will have contact with sponsors, advertisers and community members and will represent the Touchdown club as well as the GBHS football program. It is important to be very detail oriented, organized, timely, and able to meet organizations financial goals. Will need to coordinate with Program and Poster Coordinator to get art work for ads. Business cards, etc. for ads for program as well as any information that may be needed regarding ads so that program and poster can be compiled. Also responsible for collecting payment from advertisers/sponsors. Director will also need to coordinate the set up and take down of banners on Friday night's home games, as well as coordinate the distribution of the Varsity game poster.
 - 1.1.6. Registrar Director: Update and administer registration forms. Ensure that all players have completed the Touchdown Club registration forms, and are entered into the system. Attend freshman parent night (at end of spring camp) to provide information about registration for Touchdown Club and Top Gun. Oversee the registration process on camp sign up night (spring). Produce information sheet that gives key contacts, overview of fees, signup requirements, etc. Coordinate with Director of Team and Field Support to ensure that all stations needed for signups are staffed. Administer the Top Gun records (place in Alphabetical order by squad in a binder for coaches; Coordinate with team parents to update binders as necessary. Coordinate with the treasurer to ensure that all collections and records on the system are current. Coordinate with team parents to make final rosters for publication on picture day, and for game day programs. **Ensure that all players listed on the rosters to be published are registered into the touchdown club system. The registrar is the final sign off to publish the rosters.** Provide administrative support as needed for Jr. Grizzlies registration and sign up. This usually involves: sorting the registration forms in Alphabetical order placing in a binder and accepting the list of sign-ups from Jr. Grizzlies, and creating sign-up sheets on the night of check in.
 - 1.1.7. Grizzly Wear Director: This position is responsible for the overall operation of Grizzly wear. This is a fundraiser for the football program. The grizzly wear table will be open for all home games including playoffs (weather permitting), scrimmage, and Meet the Grizzlies. It should be stocked with up to date, appropriate grizzly wear to sell to public and maximize profits for the season. Pricing should be determined accordingly. Any logo on items should symbolize Granite Bay Football ("G" only- "GB" references the junior program). Track income and expenses and turn into treasurer and president after every Friday game (to include Thursday and Friday income and expenses). Inventory should be tracked and any items left over after the end of the season should be either sold to another club or kept for the following football season.

1.1.8. *Grizzly Grill Director:* This position is responsible for the overall operation of the grizzly snack bar and grill. This is a fundraiser for the football program. The grizzly snack bar and grill will be open for all home games including playoffs, scrimmages and Meet the Grizzlies. It should be stocked with necessary food, drink, and snacks appropriate for the game, weather and attendance in order to maximize profit potential. May include barbecuing hot dogs, hamburgers, ordering pizza, hot baked potatoes, and any other items that could maximize profit. Keep inventory and prepare for end of season- do not over purchase- plan appropriately. Track income and expenses and turn into treasurer and president after every Friday game (to include Thursday and Friday income and expenses). Coordinate with food vendors as needed. Keep snack bar organized, clean, and secured (other clubs have access to snack bar). Also will coordinate with on-site fundraising vendors.

(For more information on positions, please refer to the Granite Bay Football website).

4. **Committees:** Committees shall serve at the pleasure of the Board under such rules and regulations as the Board may approve. Each Committee chair will be responsible for recruiting Committee members as necessary. Each Committee chair shall report to the Board at each meeting on the activities of the respective Committee.

1.1. Fundraising Committee: There shall be various fundraising Committees established from time-to-time by the Board. The Committees will have the purpose of planning and conducting special events or fundraising drives.

1.2. Other Committees: The Board may create additional Committees as needed.

1.3. Team Reps: Each team: Varsity, JV, and freshman shall have a parent representative that will function as a liaison to their specific teams.

5. **Meetings:**

1.1. Annual Meeting: The Annual Meeting of the TDBC Board shall be held in February. Officers of the TDBC for the next year will be elected at the Annual Meeting. Election of the candidates shall be by simple majority of the current Board. Votes may be cast by e-mail. In addition to the Annual Meetings, the President will present the preliminary Budget for the TDBC to the parents of the Football teams.

1.2. Regular Meetings: Regular meetings consisting of the officers of the TDBC shall be held a minimum of 10 times per year and will be called by the President. The agenda and notification of the meeting shall be supplied to the officers a minimum of five (5) days prior to the meeting via email. The President will lead the meeting. In his/her absence, the Vice-President will lead the meeting.

1.3. Special Meetings of officers

1.1.1. Special meetings may be called by any of the officers

1.1.2. Notice of special meetings shall be given to all officers a minimum of three (3) days prior to the meeting by either email or telephone

1.4. Action in Lieu of a Meeting: Any Board action required or permitted to be taken by the Board may be taken without a meeting if all members of the Board shall consent to such action in writing via email.

1.5. Quorum: A quorum will consist of a minimum of four (4) officers.

1.6. Vote of Officers: Each officer of the TDBC is entitled to one (1) vote. Motions shall pass by a simple majority of the quorum, unless a higher percentage is specified. In the event of a tie, the President will break the tie.

6. **Funds:**

1.1. The Association shall maintain a separate account for the TDBC.

1.2. The Treasurer will be responsible for fulfilling his/her duties, as previously described, for the TDBC account. The President shall be one of the authorized signatories for disbursements from this account.

1.3. The TDBC will be responsible for fulfilling its annual financial obligations. The financial obligations will be based on the budget approved by the board.

- 1.4. The TDBC will maintain an account reserve sufficient as determined by the Board annually to meet the expected financial obligations for the TDBC for the next year's season.
- 1.5. Budget: The Board shall convene a special meeting on or before March 1st of each year to approve the annual budget of estimated income and expenditures and to establish the account reserve for the TDBC account. The board will seek input from the coaches and team member families in developing this budget. **No expense shall be incurred in excess of budgetary appropriations without prior approval of the Board.**
- 1.6. Requesting of Funds: The process for the requesting of funds will be set forth in procedures established by the board from time to time.
- 1.7. Approval of expenses incurred in excess of budgetary appropriations: The TDBC Treasurer, Vice-President, and President must approve Requests for funds not contained in the approved Annual Budget.

7. General By-laws:

- 1.1. Rules: Robert's rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by these By-laws or by other specific rules of procedure adopted by the Board.
- 1.2. Amendments: These By-Laws may be amended only by the affirmative vote of two-thirds (2/3) of the Officers present and voting at any meeting at which quorums of Officers are present. No action shall be taken to amend any By-Law unless written notice of the proposed amendment(s) shall have been given to all Officers and Members of record at least five (5) days prior to the meeting.

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