

**Raptor
Activities
Booster Club**
in support of
**Silver Creek
High School**

rev August 2022

Raptor Activities Booster Club Bylaws

Article I. Name

The name of this club or organization is the Raptor Activities Booster Club ("RABC").

Article II. Purpose & Function

The purpose of this club is to provide positive support for Silver Creek High School ("SCHS") athletics and activities by:

Section 1: Developing community support for SCHS athletics and activities through involvement with the community, both within the school and within the broader Longmont community.

Section 2: Coordinating, organizing, approving, and running fundraising efforts (including solicitation of sponsorships and donations) to support the financial requirements to enable RABC to support athletics and activities.

Section 3: Identifying and fulfilling needs within SCHS and specifically SCHS athletic and activity programs. This is accomplished by:

- Purchasing items to benefit and support school-sponsored athletics and activities;
- Providing a source of volunteers for the RABC-supported and approved school-sponsored events; and
- Planning and coordinating activities approved by RABC

Section 4: Developing positive support and involvement with any and all feeder programs to SCHS.

Section 5: Supporting, where financially possible and approved by the Board, the students of SCHS by:

- Supporting student and athletes in district-sponsored activities not available at SCHS; and
- Supporting students and athletes in state, all-state, or higher activities, competitions, or events.

Article III. Restrictions

Section 1: It is not the purpose of RABC or any of its agents under any circumstances to interfere with the administration of SCHS or the coaching staff assigned to Silver Creek's many athletic and activity programs.

Section 2: It is not the purpose of RABC or any of its agents to attempt to exert undue influence on the administration of SCHS or the coaching staff assigned to Silver Creek's many athletic and activity programs.

Article IV. Club Organization

Section 1: Membership in RABC is open to any interested person who subscribes to the purpose and function of RABC regardless of age, race, color, creed, or religion.

Section 2: Membership in RABC will be defined as any individual who contributes to benefit RABC. Contribution shall include, but are not limited to, monetary donations – individual or corporate, in-kind donations, volunteering, or donation of goods.

Section 3: Membership does not bring any voting privileges.

Section 4: The Board shall manage the affairs of RABC. The Board shall comply with the Bylaws of RABC. One member of the SCHS Administrative Team shall be in attendance at the meetings of RABC. The Board may delegate to one (1) or more persons (including any member) such authority and responsibility as the Board may deem advisable, including to officers.

Section 5: Officers of RABC will be elected or re-elected once annually as specified in Article V. RABC Board positions include: President, Vice President, Secretary, Treasurer, and Past-President/Past-Vice President (if applicable, as a Past President/Past-Vice President is not required). Terms for each Board position are one (1) year. Each position has a minimum of one individual or a maximum of two individuals (acting as "co-officers").

Section 8: No Board Member shall receive any compensation for services performed in such capacity.

Article V. Meetings & Quorum

Section 1: At least two (2) regularly scheduled meetings shall be held annually. One Annual meeting shall be held in April for the purpose of electing officers to

the RABC Board. The second Annual meeting shall be held in August to kick-off the school year and to promote membership.

Section 2: Regular Monthly meetings shall be held, where possible, on a monthly basis during the school year. The schedule for these meetings shall be determined by the RABC Board.

Section 3: Notice of Annual and Monthly meetings shall be considered to have been given upon publication of the announcement in the Silver Creek weekly blog, on the RABC website, and by email.

Section 4: Meetings will be conducted upon call of a President or at least one officer in two (2) of the four (4) remaining RABC Board positions.

Section 5: The RABC President may call a Special meeting. Any three (3) members may also request a Special meeting. Notice of Special meetings should be published in the Silver Creek weekly blog, on the RABC website, and by email.

Section 6: Each Board Member/Officer shall have one (1) vote. Additionally, one (1) Representative designated by each activity ("Team Designee") shall have one (1) vote on any matters voted on by RABC. (Collectively "Voting Representative").

Section 7: A majority of the members of the Board shall constitute a quorum for transacting business at any meeting.

Article VI: Duties of the Officers

The officers, as members of the Board, of RABC will be the governing body of RABC with the following duties:

- Develop a plan consisting of the activities and programs to be supported by RABC.
- Develop a budget detailing the monies required to fund the planned activities and programs of RABC.
- Carry out the functions and purpose of RABC.
- Approve activities and programs that are under the purview of RABC.
- Approve financial expenditures of sports and activities that are under the purview of RABC.
- Review annually the Bylaws
- Oversee the various operating committees within RABC and work closely with the committee chairpersons.

Section 1: Duties of the President

The President of RABC is responsible for the general operation of the club and directly oversees the other officers within the club. The President will run general membership meetings and will schedule meetings regularly throughout the calendar year.

Section 2: Duties of the Vice-President

In the absence or disability of the President, the Vice-President shall perform the duties of the President, following all standard operating procedures of RABC. The Vice-President will maintain communication with committees and committee heads.

Section 3: Duties of the Secretary

The Secretary shall keep and record accurate written minutes from all meetings of RABC. The Secretary will compose the general membership meeting Agenda prior to the monthly meetings. The Secretary will be the main source of communication to the members of RABC. The Secretary shall be responsible for maintaining an accurate, written directory of members. The Secretary shall maintain close communication with the Athletic Director's office at SCHS.

Section 4: Duties of the Treasurer

The Treasurer shall be responsible for the collection of donations and monies that become a part of RABC. The Treasurer shall receive and deposit the club funds intact in a designated local bank. Disbursement of club funds shall be made only upon approval (by simple majority) of the officers at any meeting. Purchases for more than \$300 require the signature of the Treasurer and one other authorized officer of RABC. The Treasurer is responsible for assisting the Board in creating and maintaining the RABC budget to support planned activities and programs. The Treasurer will provide a financial report for the scheduled meetings and maintain precise records of all deposits and expenses. The Treasurer is also responsible for filing taxes, scheduling outside audits (as required by the District), and maintaining the non-profit status of RABC.

Section 5: Duties of the Past President and/or Past-Vice President, if applicable

A Past-President or Past-Vice President is not required. However, where applicable, the Past-President is the last President of RABC after the completion of a normal term. The Past-VP is the last VP after the completion of a normal term. The Past-President and/or Past-VP serve in an advisory role to the Board. The Past-President and Past-VP may be asked to vote on all decisions made by the current officers of RABC.

Article VII: Election of Officers

Section 1: Nominations for the offices with expiring terms will be held at a regular meeting prior to April. Elections will be held in April of each school year.

Section 2: Any member of RABC who is in good standing shall be eligible for office.

Section 3: Officers shall be elected for a 1-year term and no officer shall serve more than four (4) consecutive terms in the same office unless voted on by the Voting Representatives and accepted by the officer. Terms shall be aligned with RABC's defined fiscal year.

Section 4: Should an officer resign before new elections are held; the President may appoint a member in good standing of RABC to temporarily assume the duties of the resigned office. Following this appointment, the President shall direct the Secretary to publish notice that a Special Election to fill the vacancy will be conducted at the next regular meeting.

Section 5: A quorum of ten (10) percent of Voting Representatives must be present at the Annual April meeting to hold the election in-person.

Section 8: Officers may be removed from office by a majority vote of Voting Representatives in a regular meeting at any time. Vacancies in the elected office(s) will be filled by a Special Election at the next regular meeting with prior notice to the members.

Article VIII: General Operating Procedures

Section 1: RABC's fiscal year shall be July 1-June 30. RABC will hold general meetings monthly at a set day and time as designated by the Board, at SCHS or via a virtual platform if required by current health and safety issues. The Board of RABC shall meet prior to the next scheduled general meeting at a date, time, and location to be determined by the Board. The Board can cancel meetings with one (1) week prior notice published.

Section 2: To ensure the alignment of the goals and philosophy of SCHS and the RABC, the President of RABC will meet with the Athletic Director of SCHS either in person, by phone, or email at a date and time agreed upon by them each month prior to the general meeting.

Section 3: The monies raised by RABC will be maintained in a separate checking account, deposited in a local bank ("Booster Club Account") for use as dictated by the officers of RABC.

Section 4: Team Funds. Funds raised for specific activities or programs as approved by the officers of RABC will be allocated exclusively for the approved activity or program and will be disbursed by check upon request by the Team Designee and coach/leader and after submitting proper documentation with signatures and approval.

Section 5: General RABC Funds. Monies raised through fundraising efforts will be available to RABC for disbursement through team/activity accounts and the General Fund account for approved disbursements.

Section 6: Expenditures from the Raptor Activities General Fund included on the annual budget will be deemed approved upon approval of the annual budget. Purchases made within the budget will be reported at the next general meeting in the Treasurer's Report. All expenditures of RABC that exceed or are anticipated to exceed \$500 must first have at least two (2) price quotes to ensure competitive pricing. It is recommended that local Longmont businesses are given preferential opportunity to submit bids.

Section 7: Non-budgeted purchases made from the RABC General Fund will require prior approval of the Board of RABC and Voting Representatives. Non-budgeted General Fund Requests will be presented at the specified general meetings for discussion and deliberation by those present and voted upon by the Board of Directors and Voting Representatives.

Section 8: All teams and activities supported by RABC may request a General Fund Disbursement. General Fund Requests require approval of the parent representative and the coach/leader. Requests must be reviewed with the Athletic Director of SCHS and must include two (2) price quotes to ensure competitive pricing. General Fund requests should be given to a Board Member on or before the date specified on the General Fund Request form. Requests will be presented at the specified general meeting by the Team Designee and/or the coach/leader for discussion and deliberation by the general membership. If the request is non-budgeted the voting will follow.

Section 9: A priority-needs list will be developed by the RABC Board, members, Silver Creek coaching staff, activity and program sponsors, and the SCHS Athletic Director.

Section 11: To ensure alignment of long-range plans and Title IX compliance, athletic purchases must receive approval from the SCHS Athletic Director.

Section 12: RABC shall be non-political and non-sectarian.

Section 13: The name of the organization or the names of the members in their official capacities shall not be used in connection with a commercial concern or

with any partisan interest or any purpose not appropriately related to the objectives of the organization.

Section 14: The organization shall not directly or indirectly participate or intervene (in any way, including publishing or distribution of statements) in any political campaign, on behalf of or in opposition to any candidate for public office.

Section 15: Persons representing RABC shall make no commitments that bind the organization, unless authorized by the officers of RABC.

Section 16: No team, club, or other party may use the RABC 501(c)3 status or license without the prior authorization of the RABC Officers. Requests and permission must be given in writing or by e-mail and can only be used for purposes that support the team or club and are compatible with the mission of RABC. The purpose of this requirement is to ensure that the RABC complies with applicable state and federal use and reporting rules.

Section 17: Regarding monies deposited with RABC by individual clubs and activities, RABC is acting in the role of a Nominee and receives no financial gain from these funds. In that regard, the RABC is not responsible for the collection of sales or other applicable taxes, but is responsible for IRS reporting of any revenues and payment of applicable taxes.

Section 18: All SCHS athletics and activities will be included in RABC and therefore will be given the opportunity to have a Team Designee. Any team or activity that no longer wants to participate within RABC will communicate as much to the Board and will withdraw any remaining funds in their account, if applicable.

Article IX: Dissolution

In the event of the dissolution of RABC, pursuant to the Colorado Non-Profit Corporation Act, all assets, after payment of just and legal debts, shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of RABC was located at the time of dissolution.

Article X: Amendments

These Bylaws may be amended at any meeting by a two-thirds affirmative vote of the Voting Representatives, provided due notice of the proposed amendment(s) has been

given in writing to all Voting Representatives of RABC at least seven (7) days prior to the meeting.