

# **FREDERICA ACADEMY BOOSTER CLUB**

## **Constitution and By-Laws**

### **Article I      NAME**

The name of this organization shall be the Frederica Academy Athletic Booster Club (“Booster Club”).

### **Article II     PURPOSE**

- Section 1    The purpose of this organization is to provide positive and cooperative support, school spirit, and resources for Frederica Academy’s student-athletes, coaches, administrators, families, and athletic fans and supporters as it relates to the school’s interscholastic athletic programs and its efforts to fulfill the school’s mission, “to maximize the potential of each student and to prepare every student for college and adult life through the development of mind, body, and spirit.
- Section 2    Special emphasis will be placed upon supporting interscholastic athletic programs and promoting school spirit and sportsmanship.
- Section 3    Support is to be provided in the form of volunteers working at athletic or other FA community events to provide a service to the school’s student-athletes, administration, faculty, coaches, and other athletic supporters or campus event participants, spectators, or attendees.
- Section 4    Support may also involve collaborating with the school’s Advancement Office to develop and promote Booster Club membership programs, fundraisers (e.g. Booster Club Golf Tournament), and other donor needs and support.
- Section 5    Responsible for dispensing, distributing, selling, and supervising all Booster Club activities including gate admission, athletic concessions, and spirit wear sales.
- Section 6    Collaborates with the Athletic Director and Advancement Office on protecting the integrity of the school’s athletic visual identity as it relates to licensing and spirit wear initiatives.

### **Article III    BOOSTER CLUB MEMBERSHIPS**

- Section 1    The Booster Club President, Athletic Director, and Advancement Director will develop a proposed membership program for the following school year and will present it to the Booster Club Board at its May or June meeting for consideration and approval.
- Section 2    Booster Club Memberships must be renewed annually and are effective July 1 to June 30 in alignment with the FA and FA Booster Club fiscal years.

#### **Article IV BOOSTER CLUB BOARD MEETINGS**

- Section 1 Regular Board Meetings of the Booster Club shall be set by the officers; generally, there will be one meeting per month or at the discretion of the President and Athletic Director.
- Section 2 A quorum shall consist of those voting members present at the meeting.

#### **Article V BOOSTER CLUB OFFICERS AND EXECUTIVE COMMITTEE**

- Section 1 Officers of the Booster Club shall be the President, Vice President, Treasurer, and the Immediate Past President.
- Section 2 The President, Vice President, Treasurer, Immediate Past President, Athletic Director, and Head of School (or designee) will serve as members of the Executive Committee.
- Section 3 Officers will serve one-year terms and will be elected by the Booster Club Board at the April or May meeting for the following school year. The Executive Committee will serve as a Nominating Committee and will be responsible for proposing a slate of officers each year.
- Section 4 Once elected, the Executive Committee will meet in May or June to establish the officer role sort and operational framework for the upcoming year.
- Section 5 The President, in consultation with the Executive Committee, will recruit and appoint Booster Club Board Members to serve as coordinators for the following functional roles: Volunteer Operations, Concession Operations, and Spirit Wear Operations. Other coordinators may be appointed at the discretion of the Booster Club President in consultation with the Executive Committee.

#### **Article VI BOOSTER CLUB BOARD MEMBERSHIPS**

- Section 1 Booster Club Board Members will serve two-year terms, which are renewable.
- Section 2 The Executive Committee will serve as a nominating committee for prospective and incumbent Board member (members who are in the second year of a term) nominations. Nominations will also be accepted by any Board member.
- Section 3 A slate of new Board members will be elected each April or May and additional nominations may be considered anytime during the year with a majority vote.

#### **Article VII FINANCIAL**

- Section 1 The Booster Club's fiscal year shall align with Frederica Academy's fiscal year (July 1 – June 30).

- Section 2 Booster Club financials must be presented and reviewed at each Booster Club Board meeting.
- Section 3 The Booster Club will subscribe to sound financial and business practices in all transactions and financial activity. The Athletic Director and President or Treasurer will work closely with the school's Business Office to carefully process and record all financial transactions. All Booster Club financial activity will be subject to the school's annual audit.
- Section 4 Funding requests from Booster Club Board members, coaches, team parents, administrators, or other stakeholders should be directed to the President or Athletic Director.
- Section 5 Expenditures less than \$250 must be approved by the Booster Club President and the Athletic Director.
- Section 6 Expenditures between \$250 and \$1,000 must be approved by a majority of the Executive Committee.
- Section 7 Expenditures over \$1,000 must be approved by a majority of the Board.
- Section 8 Recurring expenses (e.g. bus travel, fundraising expenditures, etc.) should be approved at the beginning of the year, but do not require ongoing review beyond disclosure as part of the financial statements presented at each Booster Club Board meeting.
- Section 9 The Booster Club President, Booster Club Treasurer, Head of School, and Director of Advancement are on the chart of authority to sign Booster Club checks in accordance with the Booster Club's approval protocols. Two signatures are required on checks in the amount of \$5,000 or more.
- Section 10 All Booster Club fundraising activity should be coordinated with the Advancement Office.

## **Article VIII RULES OF ORDER**

- Section 1 In the absence of any provision in the Constitution and By-Laws, all meetings of the Booster Club Board shall be conducted according to parliamentary procedures as set forth in Roberts Rules of Order.