

Caprock Academy High School & Middle School

Booster Club By-Laws

- I. Name
 - a. The name of the organization shall be the Caprock Academy High School and Middle School Booster Club. Thus referred to in this document as, “the Club.” A not-for-profit organization under the auspices of the Caprock Academy Board of Directors.
- II. Purpose
 - a. The club is a not-for-profit organization serving as the auxiliary fundraising arm for the Caprock Academy High School and Middle School Athletics and Activities. As such its purpose is to:
 - i. Fundraise for the ongoing operational costs of extracurricular athletics and activities.
 1. The following athletics and activities are considered as extracurricular
 - a. All CHSAA endorsed athletics, activities and events or organizations that feed into CHSAA athletics and activities
 - b. School sponsored clubs/organizations:
 - i. NHS/NJHS
 - ii. HS Cross Country
 - iii. HS Soccer
 - iv. HS Volleyball
 - v. MS Volleyball
 - vi. MS Boys and Girls Basketball
 - vii. HS Girls and Boys Basketball
 - viii. HS Track
 - ix. MS Track
 - x. Knowledge Bowl
 2. Any or club or activity that wishes to apply for booster club sanctioning must do the following:
 - a. Approval requires a letter of request stating the purpose of the organization, how the organization fits into and supports the structure of the current Booster Club groups, and proposed fundraising activities.
 - b. This proposal shall be submitted to the Booster Club President for review with the Booster Club Board.
 - ii. Fundraise for club activities.
 - iii. Fundraise for larger capital projects designed to benefit the entire student body.
 - iv. Promotion of school spirit and community interactions.
 - v. Scholarship fund- for participation in activities- ensure every student can participate outside of monetary concern

- vi. Third party revenue
- b. Allocation of funds
 - i. Spring clearing house meeting
 - 1. At the April Booster Club Meeting, all sanctioned groups will meet to discuss budget needs with the board.
 - ii. To apply for funding outside of the normal process, organizations must:
 - 1. Submit a proposal to the Booster Club President, stating the immediate need of the requested funding.
 - 2. The Booster Club President will then convene with the Board members to review the request.
 - iii. There will be several opportunities to participate in fundraising activities (i.e. volleyball games, basketball games, golf tournaments, sponsorships). Organizations that work these events will get priority consideration, once all basic needs of the member organizations are met.
 - iv. Items priority
 - 1. Durable items
 - 2. Consumable items
- III. Membership
 - a. Membership shall consist of any community member that is in good standing, having paid the annual membership dues as set by the club.
 - b. Membership will be limited to private citizens, company and corporate membership is prohibited for voting purposes and conflict of interest concerns. Corporate membership will be provided with recognition through advertising in programs and gym banners.
- IV. Voting Members
 - a. Voting Members will be designated representatives (1 from each activity) and the officers of the club.
 - b. Members who are an integral part of an organization will recuse themselves from any vote that involves that organization.
 - i. The student body representative will have the ability to vote any and all issues given that they are representing the voice of the student body.
 - c. A majority of Board members will constitute a quorum.
 - d. In absence of a quorum, the present Board of Directors will execute an executive decision based on the best information available.
- V. Board of Directors of the club
 - a. The Board of Directors will serve without pay and consist of seven members, hereby referred to as the board. Members of the board will consist of a President, Vice-President, Treasurer, Secretary, Athletic Director, two at-large members and one student body representative.
 - b. Eligibility requirements are as follows:
 - i. An understanding of the club's mission statement
 - ii. A desire to promote positive activities for Caprock Academy students.

- c. Board members shall serve a two-year term and may be reelected if nominated as such, with a maximum service for four years.
- d. Mid-term vacancies shall be filled by the board with the recommendation of any board member.
- e. Board members are elected at the annual April meeting, by the voting members, providing an existing board member has properly nominated.
- f. Officers will consist of a President, Vice-President/Treasurer (VP/T), Secretary, CAHS Athletic Director, two at-large members and one student body representative (either the student body president or appointee).
 - i. The President shall preside at all club meetings, appoint committee chairs, generate meeting agendas, and perform other duties associated with the office.
 - ii. The Vice-President/Treasurer shall assume the duties of the President in case of absence. The Vice-President/Treasurer shall keep records of the club budget, budget goals, prepare financial and tax documents as necessary, work closely with CA financial personnel to reconcile financial reports, and report club finances at each meeting.
 - iii. The VP shall also assist the President in keeping the club meetings on schedule and timely.
 - iv. The Secretary shall be responsible for the minutes of the club's meetings, archive all approved minutes and distribute copies of minutes within one week of the last meeting to all board members and parent representatives. The Secretary shall also be responsible for correspondence to supports and provide booster club content to the school for newsletters.
 - v. The CAHS Athletic Director will report any new rules or regulations directed by CHSSA, state or federal agencies and act as a liaison between the club and the Caprock Academy Board of Directors.
 - vi. At-Large board members will attend each board meeting. They will assist in the decision making process and execution of the decisions and must be members in good standing with the Club.

VI. Method of Raising Funds

- a. Event fundraising opportunities:
 - i. Sponsorship and advertising
 - 1. Program advertising
 - 2. Gymnasium Advertising
 - 3. Sponsorship recognition
 - ii. Event Entertainment and promotion:
 - 1. Halftime and intermission fundraisers
- b. Third Party facility access revenue
- c. Booster Club Membership Fees
 - i. Schedule

1. Bronze \$250 - Admission for two (2) adults into all high school CHSAA home sporting events for the current school year, and advertisement in the fall and winter sports program.
2. Silver \$500 – Includes Bronze level, plus 2’x4’ sponsorship banner in the gym for the current school year.
3. Gold \$1000 – Includes both Bronze & Silver levels but will include a three (3) year advertisement in the fall and winter sports program and a three (3) year 4’x4’ sponsorship banner in the gym.

d. Apparel

- i. Point-of-Sale Spirit wear sales

VII. Meetings

- a. Regular Club meetings shall be scheduled based on the need and the availability of the Board.

VIII. Financial Management

- a. The financial accounts shall be setup as follows:
 - i. Booster Club General Fund
 - ii. Booster Club Athletics
 1. High School Athletics
 - a. Volleyball
 - b. Soccer
 - c. Cross Country
 - d. Track & Field
 - e. Girls Basketball
 - f. Boys Basketball
 - g. NHS/NJHS
 - h. Knowledge Bowl
 2. Middle School Athletics
 - a. Volleyball
 - b. Track & Field
 - c. Girls Basketball
 - d. Boys Basketball
 - iii. Booster Club Activities