

# Brighton Bulldog Athletic Booster Club

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## MISSION STATEMENT

### Who We Are

The Brighton Bulldog Athletic Booster Club (Brighton Boosters) is a 501(c)(3) non-profit organization, whose mission is to promote community and parental involvement to enhance the Brighton High School (BHS) athletic experience. We support all athletic teams. The board is made up of volunteers who coordinate the numerous functions the Booster Club performs. We are the only all athletic parent organization at Brighton High School. All BHS parents and community members are invited and encouraged to join and participate. Come join the fun!

### What We Do

The Brighton Athletic Booster Club meets with community members, parents, teachers, coaches and administration to build and promote support for BHS athletics. The Booster Club operates concessions at select sporting events. The Brighton Boosters also provides two \$500 scholarships each academic year to one male and one female senior athlete, as nominated and voted up on the BHS Coaching Staff and Administration. Brighton Boosters organizes and holds fundraising events throughout the year to provide financial assistance for the student athletes and their respective teams.

# **BYLAWS**

Brighton Bulldog Athletic Booster Club (Brighton Boosters)

## **ARTICLE 1: Name**

The name of this organization is Brighton Bulldog Athletic Booster Club (Brighton Boosters).

## **ARTICLE 2: Purpose**

The Brighton Boosters is organized to promote community and parent involvement to enhance the BHS athletic experience. We support all athletic teams. The purpose of this organization is to meet with community members, parents, staff, coaches and administration to build and promote support for BHS athletics. We coordinate fundraising, including concessions for select home sporting events, meet with teachers and administration to support BHS athletes, offer two \$500 scholarships annually, and provide grants to coaches and teams. No Brighton Boosters project shall oppose the policies of School District 27J. The Brighton Boosters shall not discriminate, or promote any form of discrimination on the basis of race, gender, religion, national origin, age, handicap, sexual orientations, marital or veteran's status in any program, activity or service.

## **ARTICLE 3: Membership**

Membership shall be divided into two categories: Category 1: Regular Member (volunteer) which shall include all parents, guardians, and/or adult volunteers representing student athletes enrolled at Brighton High School, community members, the staff and administration of the school. Category 2: Voting members which consist of 2 representatives per sport appointed by the head coach. Each team is allocated two votes: 2 members or 1 member and 1 coach. Voting members are strongly encouraged to attend all meetings. If a voting member cannot attend, he/she must have an alternate in place appointed by the voting member. If he/she does not find an alternate, it is understood that in a voting situation, the team relinquishes its vote based on the absence. Eligibility for a vote to count, a sport must have regular representation by at least one member or coach, but no less than the meeting prior to a pending vote.

## **ARTICLE 4: Officers and Their Election**

The elected board shall consist of a President, Vice President, Secretary, and Financial Assistant (Treasurer). The treasury is managed by a CPA, and designated members. Terms are for two years with the President and Secretary terms expiring in the same year and the Vice President and Treasurer terms expiring the following year. Nominations are to be held every August with elections in September. Any member may nominate a current member as a candidate. Officers are elected by a majority vote of the voting members present. Additional nominees will be accepted from the floor. Starting in August, new voting members must be reappointed by the head coach.

## **ARTICLE 5: Duties of Officers**

Section 1: The President shall:

- A. Preside at all meetings of the Brighton Boosters and all Executive Board meetings.
- B. See that officers and committee chairpersons perform their duties.
- C. Take such actions as necessary to fulfill the provisions of all the motions passed at the monthly meetings.
- D. Appoint chairman of special committees subject to the approval of the board.
- E. Coordinate the work of the officers and committees of the Brighton Boosters.
- F. Be an ex-officio member of all committees.
- G. Be authorized to sign on the Brighton Boosters bank account.
- H. Be responsible for the general publicity of the Brighton Boosters meetings and activities including but not omitted to: notification of meetings to the local newspaper and/or the school call-out system and/or on the school website at least two weeks prior to the meeting and/or activity.
- I. Perform other duties as may be prescribed in these bylaws or assigned by this organization.
- J. President is a non-voting member unless the item on the table at an Executive Board meeting stands in a tie, then the vote of the President will be necessary to break the tie.

Section 2: The Vice President shall:

- A. Preside at all meetings in the absence of the President.
- B. Be the liaison with the Fundraising Committee for presenting fundraising projects to the Executive Board and this organization for approval, and be in direct communication with the appointed Fundraising Committee Chairperson.
- C. Be responsible for the publicity of fundraising projects in conjunction with the appointed chairperson.
- D. Be responsible for maintaining volunteer information and accurate, up to date log of volunteer support taking place at fundraising events.
- E. In the event the President resigns, the Vice President becomes President until the next election is held.
- F. Vice President is a non-voting member.

Section 3: The Secretary shall:

- A. Attend, record and submit minutes of all Executive Board and regular meetings of the Brighton Boosters. The presiding officer shall appoint someone to record minutes in the absence of the Secretary, who shall submit them to the Secretary within 48 hours of the meeting.
- B. Be responsible for keeping attendance records at Booster Club meetings, and submitting records to the Athletic Secretary as needed when volunteer members request to use their waived athletic fee benefit.

Section 4: The Financial Assistant (Treasurer) shall:

- A. Have custody of all the funds for the Brighton Boosters account in a separate off campus account, which is subject to audit.
- B. Sign on the bank account. The bank account will have two (2) board members authorized on the Brighton Boosters accounts.
- C. Be responsible for depositing funds.
- D. Treasurer will keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts, and cancelled checks for five (5) years, and ITS records and the federal tax ID number information for the Brighton Boosters.
- E. Treasurer shall make disbursements as authorized by the President, Executive Board of the Brighton Boosters.

- F. Treasurer shall present a financial statement which shall be filed for audit every Executive Board and general meeting or at other times when requested by the Executive Board.
- G. The CPA firm of the Executive Board's choosing shall prepare and file all necessary/required IRS tax forms and returns.
- H. Hold a Brighton Boosters Sam's Club or Costco card.
- I. Provide cash boxes for the concession stands. At the end of the event, cash boxes will be picked up by the Chairperson of Concessions and deposited in the safe in the BHS Athletics Office.
- J. Responsible for holding, maintaining and checking the incoming mail.
- K. Keep all application records to the State of Colorado.

## **ARTICLE 6: Executive Board**

Section 1: The Executive Board shall consist of the officers of the Brighton Boosters. Each officer shall have only one vote at Executive Board meetings.

Section 2: The duties of the Executive Board shall be to:

- A. Transact necessary business in the intervals between general meetings and such other business as may be referred to by the Brighton Boosters.
- B. Create standing and special committees.
- C. Approve the plans of work of all officers and committee chairpersons and obtain the necessary approval from the Principal and/or administration before implementation.
- D. Fill vacancies of officers or chairpersons.

## **ARTICLE 7: Meetings**

Section 1: Regular meetings

- A. Brighton boosters meetings will be held on the second Monday of each month for September - August.
- B. Meetings are held on campus but may be held off campus if needed. School administration must be notified of all on campus meetings.
- C. The President and Vice President can conduct virtual meetings. Formal votes can be solicited within the virtual meeting and tracked with virtual voting technology if the circumstances require it.

Section 2: An annual election of officers shall be held at the regular meeting in September.

## **ARTICLE 8: Standing and Special Committees**

Section 1: Standing Committees

- A. Concessions
- B. Fundraising (per event)
- C. Sponsorship
- D. Apparel

Section 2: Only designated team representatives shall be eligible to serve in an elective or appointed committee.

Section 3: The President shall be a member ex-officio of all committees.

Section 4: The Chairperson is responsible to report all committee activities at the monthly board meetings. The Chairperson is a voting member. In the absence of a chairperson, the head coach will appoint a temporary chair who will vote on his/her behalf. The term of each chairperson shall be one (1) year.

## **ARTICLE 9: Fiscal Year**

The fiscal year of the Brighton Boosters shall begin the fifteenth (15th) of June and end on the fourteenth (14th) of June.

## **ARTICLE 10: Parliamentary Authority**

The rules contained in the current edition of Roberts Rules of Order shall govern the Brighton Boosters in all cases in which they are applicable and in which they are not in conflict with these bylaws.

## **ARTICLE 11: Amendments**

Section 1: The bylaws may be amended by majority vote, provided notice of the proposed amendment(s) was given at the previous meeting and voted on at the following meeting.

Section 2: The bylaws must be revised prior to the next meeting and distributed to the officers at the following meeting.

## **ARTICLE 12: Expenditures**

No part of the net earnings of the Brighton Boosters shall benefit or be distributed to its members, trustees, officers or other private persons, except that the Brighton Boosters shall be authorized and empowered to pay reasonable compensation for services rendered to make payments and distributions in furtherance of the purposes set forth. All donations require a simple majority approval of the members present at the meeting. Awarding of two \$500 scholarships each academic year shall be presented to one male and one female senior athlete, as nominated and voted upon by the BHS coaching staff and administration. Any coach or administrator, who is the parent or guardian of an eligible senior athlete is disqualified from voting on the portion of the ballot (male or female) where their athlete is a candidate. The scholarships are paid directly to the student athletes' college of choice within one (1) year of graduation unless special arrangements have been made on a case by case basis.

## **ARTICLE 13: Social Media**

The Brighton Boosters subscribes to a page on Facebook under the name Brighton High School Booster Club. The intent of this page is for communicating Brighton Boosters activities and ALL sporting events and happenings. Athletes, their families, coaches, officers, and any other person interested in the goals and happenings of the athletics at BHS are welcome to follow this page, or any additional social media accounts created for the Brighton Boosters. All posts should be made in a positive, supporting and encouraging manner. Any derogatory or inappropriate posts will be immediately removed and the party asked to unsubscribe to this Facebook page or any Brighton Boosters social media account.

## **ARTICLE 14: Dissolution**

Upon dissolution of this organization, assets shall be distributed to all creditors with outstanding balances, including distributions to athletic teams who have earned funds through concessions, etc. Once all debts have been fully satisfied, any remaining balance shall be evenly distributed to all athletic team accounts.