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OUR MISSION STATEMENT

The primary objective of the Grain Valley Football Boosters Club is to raise funds to enhance the school's football program.

In doing so, the primary financial goal of the club is to coordinate meals for the team on home and away games and weekend film sessions.

Secondary goals include but are not limited to: sponsoring the season end banquet and attempting to fulfill any requests for needs made by the football coaching staff or school administration.

Volunteerism and fundraising are the foundation of the group, all in an effort to build community spirit around the football program in Grain Valley.

**GRAIN VALLEY HIGH SCHOOL
FOOTBALL BOOSTER CLUB CONSTITUTION
AND BYLAWS**

Grain Valley High School Football Booster Club

Grain Valley

Jackson

January 6, 2011

CONSTITUTION

Name

The name of this association is the Grain Valley High School Football Booster Club of Grain Valley, Jackson County, Missouri. It is a local unit organized under the authority of the Parents and Coaches of Grain Valley High School and the School board of Grain Valley School District.

Purpose

The Objective of the Grain Valley Football Booster Club is to provide support and encouragement for the athletic, academic and personal achievements of the members of the Grain Valley High School Football Team by volunteering time, contributing financial backing, and fundraising for the success of the team, currently and in the future.

Membership

Membership in the Grain Valley High School Football Booster Club shall be available to any individual who subscribes to the Objective of the Grain Valley High School Football Booster Club without regard to race, color, creed or national origin under such rules and regulations not in conflict with the provisions of these bylaws. Honorary membership may be made available to those wishing to make a monetary donation to the GV Football Boosters.

The director of athletics and the head football coach shall be members' ex-officio.

The principal of Grain Valley High School shall be an honorary member, x-officio.

No School District employees can be charged any fees.

Officers

The officers of this association shall consist of a president, one vice president, one vice president elect, one secretary, and one treasurer.

Each officer shall be elected for a term of one year upon approval by a majority vote of the general membership at the February meeting of the association.

Voting will be done by written ballot when requested.

No officer may serve more than 2 consecutive terms in the same position.

Standing (Event) Committees

The standing committees of the association shall be: fundraising, public relations, and banquet. These committees shall be chaired by a member from the general membership, or when necessary, by an officer.

The chairman of all standing committees shall present plans of work to the

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executive committee and no committee work shall be undertaken without the approval of the executive committee.

All committee chairpersons are responsible for reporting committee meeting minutes and updates to the Executive Committee at the monthly meeting or by email. In the interim, all communications will be reported to the Fundraising chairperson. Funds raised and or expenditures will be recorded and reported to the Fundraising Chair and Treasurer as it is collected and or spent, and at the monthly meeting. If an allocation of booster funds is necessary, they must follow the same purchasing guidelines as outlined in the bylaws. Requests for donations from members and the community to cover event costs are preferred to spending booster budget funds.

Fundraising Sub-Committees/Events: The Fundraising Committee will be subdivided into events. The Fundraising chairperson must be present at each committee meeting and will oversee all standing committees. The chairperson will be responsible for each committee's budget, and will be the approver of their purchases, making sure to follow the organization's purchasing guidelines (Request for Funds). Requests for donations from members and the community to cover event costs are preferred to spending booster funds. Each committee will keep record of received or expended funds and report to the Fundraising chair and Treasurer. The monies collected by each committee will be delivered to the Treasurer as it occurs.

All members are invited to participate in every event.

All monies raised from these events must be reported and deposited by the treasurer or designated officer at the end of the event.

Car Wash – This is an annual event that takes place prior to the last day of school (usually in May). Arrangements are made with the local car wash to use their facilities. The football team is requested by the coaches to participate. The cheer coach is also contacted by the PR/Communications Committee to request participation of the cheerleaders. All GVHS students who participate earn community service hours. Requests for supplies from the club are necessary to keep costs to a minimum.

Steak Dinner & Auction – This event in the past has been held in August, however, due to time constraints revolving around other events, may be scheduled for spring or cancelled. Local businesses and corporations are solicited for donations to be auctioned at this event. Quotes on food from the school district's food service department and/or other local sources are required. Requests for supplies from the club are necessary to keep costs to a minimum.

Fireworks – This event may be done with other groups such as GVAA, the High School Band, the Chamber of Commerce, or other clubs. A minimum of a three person committee is required to begin work in March planning this event. Permits with the City of Grain Valley and the State of Missouri are required.

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Operational inspections are required by the State before opening for business. The event starts at least three days before sales may start to get set up and pricing done. It requires 10 to 20 people a full day to unload and price merchandise. Security can be hired for non-retail hours. Fireworks ordering should be geared to older children because that is the age group we normally attract. Assortments competitively priced are the best sellers. Care should be taken to have schedules and agreements with other groups in written form and stating what is to be provided, by whom, accountability, and what will be earned.

Boot Blocks – Boot blocks are held whenever immediate funds are needed. A permit must be approved and issued by the City of Grain Valley to schedule this event. Intersections at Eagles Parkway and Sni-Bar and Eagles Parkway and Buckner Tarsney are the prime locations for the boot blocks. Only a booster member is allowed to accept the donations, however, it is crucial that the football team is visible in this effort, helping to promote community involvement. Participating members and players are required to wear safety vests.

50/50 – There shall be at least 2 people in charge of this fundraiser, and at least 4 members assisting at every home game. 50/50 raffle ticket sales will begin 1 hour prior to game time, and resume during half time. At completion of ticket sales, the 50/50 chairpersons and the treasurer will meet in the press box to count monies and draw the winning ticket. The number of the winning ticket will be announced during 3rd quarter. The containers, tickets, and 50/50 ledger will be stored in the press box. The money will be the responsibility of the treasurer and handled accordingly.

Fan Board – Solicitations for the fan board must be completed prior to the first home game of the season. This includes completion of the signs by the vendor and placement on the board. This committee is responsible for personal phone calls or email/mail communication to past season fan board participants. Arrangements for payment will be determined by the committee and the treasurer.

Corporate Sponsorships/Advertising – The main goal of this committee is to build a foundation for funds from a source outside the club's membership. This committee will coordinate its advertising and corporate sponsorships with the Athletic Director to prevent duplication or overlapping of donations to the School District. Efforts will be made to communicate with the PR/Communications committee to ensure the advertiser/sponsor has warranted media publication.

Tailgate – A non-fund raising event. This event is the last day of pre-season varsity practice. The team and their families, coaches and their families, and all booster members and their families are invited. The committee will organize the menu, t-shirt design (approved by the head football coach and costs approved by the Treasurer) and t-shirt distribution, and assist the Food Committee

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in collection of meal payments. Requests for supplies from the club are necessary to keep costs to a minimum.

Jamboree – This is a school sponsored event, date determined by the Athletic Director, usually the Friday prior to regular scheduled season games. The Jamboree is a non-fund raising event. The boosters will provide water and a snack to all teams participating at the Jamboree. Coordination with the cheer coach is necessary to include participation of the cheerleaders. Requests for decorations from the club are necessary to keep costs to a minimum. If the meet the team portion is considered, events at the field can be done such as punt, pass, and kick. A tug of war can be done for offensive and defensive lineman. Various other simple tests can be added as needed to engage all players. No player can receive any prize other than recognition because of MSHSAA rules. This should be a fun and engaging event.

Homecoming – A non-fund raising event. Date determined by the Athletic Director. Pre-parade and game time festivities will be coordinated by this committee and approved by the Athletic Director. To include free hot/cold beverages and a food item for pre-parade, provided by donations from the club. A face painter will be contracted for pre-parade and pre-game, with monies being divided equally between them and the boosters. Game time festivities include 50/50 and any additional items approved by the executive committee. Requests for supplies from the club are necessary to keep costs to a minimum.

Senior Night – This is a school sponsored event. Date is the last home game of the season. The boosters' role in Senior Night is to make sure that every senior football player is recognized by their family. It is the responsibility of the senior parents/family to organize and provide visible recognition of the player determined by the senior parent football group. The senior parent football group will also purchase a gift of appreciation for each senior cheerleader. This isn't a booster sponsored event. The boosters assist the senior parent football group upon request.

Banquet – This is a school sponsored event, date to be determined by the Athletic Director and Head Football Coach. The boosters' role in the football banquet is to provide food and/or decorations for all in attendance, and recognize the senior football players. Anything else must be approved and coordinated with the Athletic Director and Head Football Coach. Requests for decorations from the club are necessary to keep costs to a minimum.

Public Relations/Communications - Promote the club's activities through available media, such as but not limited to, newspapers, radio, website manager and any other means the committee deems appropriate. Communicate with businesses in the community and promote community involvement. Possible activities to include Eagle Flag sales and Paint the Town Blue.

Audit Committee – The audit committee shall consist of the

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Executive Committee and 4 other volunteer members of the booster organization. They will review all revenue and expenditures and the annual financial report. The budget shall include approximate revenues from fundraising events (including the fan board), all expenditures including annual licensing from previous year's purchases, permits, insurance, funds necessary to operate any/all fundraising events, and approved purchases for the football program. All purchases will follow the purchasing guidelines outlined in these bylaws and the school board policy.

Executive Committee

The Executive Committee shall consist of the officers of the association, the head varsity football coach, a representative from each grade level, and the standing committee chairmen. The members of the Executive Committee shall serve until their successors are elected or appointed. The duties of the Executive Committee shall be:

- a. To transact necessary business in the intervals between association meetings and such other business as may be referred to it by the association.
- b. To create committees, other than the standing committees, as deemed necessary to carry on the work of the association.
- c. To approve the plans of work of all committees.
- d. To present a report at the regular meetings of the association.

Meetings

At least eight regular meetings of this association shall be held during the school year.

Amendments and Repeals

This Constitution or Bylaws or any part thereof may be amended or repealed by a two-thirds (2/3) affirmative vote of the general membership in attendance at two consecutive general membership meetings, provided notice of the proposed amendment or repeal has been given to all members via a meeting announcement, voicemail, email, or webpage posting.

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BYLAWS

Membership

- a. A member in good standing (see Code of Ethics form) of this association is one who abides by these bylaws, and has attended at least one meeting.
- b. The membership of this association shall be from April 1st through March 31st.
- c. The association shall conduct an annual enrollment of members by the Secretary prior to the first game. But persons may be admitted to membership at any time.
- d. The privilege of voting, debating, introducing motions, and holding a position on the executive committee shall be limited to members who have been members in good standing of the association at least 15 days. (See Code of Ethics form)

Nominations and Elections

Only those individuals who have been a member in good standing for 15 days shall be eligible for nomination.

- a. The officers of this association shall be elected by a majority vote.
- b. The vote will be written only when more than one member is nominated to the same office or when a request has been made by the members.
- c. Officers shall assume their official duties at the close of the end of season banquet and shall serve one year or until successors are elected.
- d. Any vacancy of an officer shall be filled for the unexpired term by a member elected by a majority vote of the remaining members of the executive committee. Notice of such election having been given to the general membership by the secretary. In the instance of the President's office being vacant, the Vice President Elect shall fill that office.
- e. Officers shall deliver to their successors all official material no later than January 15th or ten days following the election of their successors.

Duties of Officers

- a. The president shall serve as the liaison to the football coaching staff and athletic director; shall preside at all meetings of the association and the executive committee; shall perform such duties as may be prescribed in these bylaws or assigned to him/her by the association or by the executive committee; and shall coordinate the work of the officers and committees of the association. The president shall lead all monthly booster meetings, officer meetings, and standing committee meetings when necessary. Communications with the membership list in regards to meetings, events, and any other information deemed necessary, unless designated to another officer. The president shall verify that the club operates within all laws as well as the guidelines of the Grain Valley School District.
- b. The vice president and vice president elect shall act as aides to the president and shall perform the duties of the president in the absence or inability of that officer to serve; shall oversee at least two standing committees, reporting on them in the absence of a chairman at both executive committee meetings and general membership meetings; shall perform any other duties assigned to him/her by the association or the executive committee.

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- c. The secretary shall record the minutes of all meetings of the association and of the executive Committee; shall have a copy of the approved bylaws, and a membership list available at every meeting; shall be the custodian of all official records pertaining to the current school year; and shall conduct all business correspondence including permits, licenses, donation letters, and reports for such.
- d. The treasurer shall have custody of all funds of the association; shall keep an accurate record of receipts and expenditures; follow the organization's purchasing guidelines (Request for Funds); shall propose an annual budget to the general membership by the April meeting; is responsible for reissuing of all licenses, permits, and tax reporting; shall payout local funds in accordance with the approved budget as authorized by the association; shall present a financial statement of accounts at every meeting of the association and other times when requested by the executive committee. All checks shall require two signatures, one of the treasurer and one of another executive committee member. The association's accounts shall be audited annually when deemed necessary by an audit committee, which shall submit its report at the March meeting of the club. The fiscal year of this association shall begin on April 1st and end on March 31st. It will be the same as the membership year. The treasurer will oversee the collection of meal monies, which includes contacting any family who is delinquent in payment. The Food Committee chair will provide the treasurer with a list of paid and no paid players for meal payment, along with monies collected. Only the treasurer is responsible for contacting those families who are delinquent in payment and will make arrangements for collection. If it is determined that the family should be considered a hardship, only the treasurer and president are privy to this information. The treasurer will also oversee the 50/50 Committee, which includes presence during the counting of 50/50 money and drawing of the winning ticket. The 50/50 ledger must be signed by the 50/50 chairperson and the treasurer. The booster club's portion of 50/50 money will be handed to the treasurer at the end of the count and promptly deposited on the next business day or by night deposit.

Meetings

- a. The regular meetings of the club shall be held on the first Tuesday of the month at 6:30pm.
- b. The president may change the date and time with a notice given to the general membership at least two weeks in advance.
- c. The annual meeting for the purpose of electing officers will be in February.
- d. An average number of members in attendance to current year meetings shall constitute a quorum for elections and all other voting. This will be the majority.
- e. All agenda items must be submitted in writing or via email to the president and secretary at least one week prior to the general meeting.

Basic Policies

The association shall be noncommercial, nonsectarian, and nonpartisan. Criticism of individual teachers, students, administrators or coaches shall not be tolerated in open meetings. The club will dissolve when and if Grain Valley Football Team no longer exists or at any time that the coaches or parents deem it to be in the best interest of the team and club. If the club dissolves, all money left in the Grain Valley Football Booster Club account will be turned over to the Grain Valley High School's General Fund to be used at the discretion of the school's administration.