

Back the Pack (BTP) Football Booster Club

By-Laws

2020

Article I

Objectives

Section 1

The objective of Back the Pack (BTP), Woodcreek High School (WHS) football booster shall be:

- a) to promote positive experiences for players, coaching staff, and community
- b) to advance the welfare and raise the standards of all student athletes
- c) encourage character education in athletics and academics
- d) assist the WHS Football program, which includes players, coaches, administration and school community
- e) to provide the resources needed to enhance the Football Program's and players' experiences
- f) supply the means necessary to maintain extra coaches, supplies and events not supplied by the Roseville Joint Union High School District
- g) coordinate and fund various activities for the program as a whole
- h) all players shall benefit from the efforts of the Boosters. No part of the association's net earnings will insure to the benefit of any individual.

Section 2

In accordance with Sec 501-2-930 of the federal revenue code, the association shall operate as a non-profit educational organization providing a supervised program of competitive sports activities. No part of the net earnings of the booster shall insure to any private stockholder or individual.

Principal Office

The principal office for the transaction of business of the BTP Booster Club shall be Woodcreek High School, 2551 Woodcreek Oaks Boulevard, Roseville, CA 95747, in the county of Placer.

Article II

Membership

Section 1

Any person sincerely interested in active participation of the objectives of the booster club may become a member. A person shall not be required to be affiliated with any other group or organization to qualify as a member of the club.

Section 2

There shall be the following classes of members:

- A. **PLAYER MEMBERS:** Any player meeting BTP requirements and regulations shall be eligible to participate, but shall have no rights, duties, or obligations in the management of the property of the booster club.
- B. **PARENT OR GUARDIAN MEMBERS:** Those persons having one or more athlete participating in the booster club. Membership also includes adults without participating athletes who may be granted membership under policies established by the BTP Board of Directors. Membership privileges are extended to matters that are placed before the general membership for consideration.
- C. **COACH MEMBERS:** These persons having an interest in coaching football may apply for Coach Membership. Coach Members must meet the requirements and regulations established by BTP.
- D. **BOARD MEMBERS:** Those persons having an interest in managing the affairs of BTP and who meet the requirements and regulations established by BTP may apply for Board Membership.

Section 3

Membership in the association may be terminated. The board of directors, by a 2/3 vote of those present at any duly constituted meeting, shall have the authority to terminate the membership of any member whose conduct is considered detrimental to the goals and objectives of BTP.

Article III

Board of Directors

Section 1

The management of the property and affair of BTP shall be vested in the Board of Directors.

The Executive Board of Directors shall consist of the office of: President, Vice President, Secretary, and Treasurer and has the authority to make decisions as needed.

The Administrative Board of Directors shall consist of the office of: Snack Bar Coordinator, Equipment Manager, Apparel Coordinator, Sponsorship/Fundraising Coordinator, Event Coordinator, Varsity Team Parent Coordinators (1 Senior Class and 1 Lower Class), Junior Varsity Team Parent Coordinator, Freshman Team Parent Coordinator, Web Master, Public Relations Coordinator and Varsity Head Coach.

Section 2

The Board of Directors shall be voted into office, by a majority vote of the Booster Club Officers, at the December meeting.

Terms of the board of directors are annual, commencing January 1st and ending December 31st, but may be terminated by resignation or by a 2/3 majority vote of the board of directors for conduct detrimental to the welfare of BTP.

Vacancies on the Board of Directors occurring by resignation or termination shall be filled by a majority vote of the Board of Directors or by President Appointment with confirmation of the current board.

Section 3

The Board of Directors reserves the right to discipline, suspend or revoke any membership of the club in accordance with the procedure set forth in Article II, Section 3.

Section 4

All matters concerning the policies and operation of BTP shall be decided by a vote of the Board of Directors. The majority of those present at a duly constituted meeting shall carry no motion without a favorably vote. By definition, a duly constituted meeting may be scheduled or unscheduled. Each member of the board shall be entitled to cast one vote on any business matter. The club president shall vote only in the event of a tie.

Section 5

The duties of the executive board shall be as follows:

President: Administrative leader of the booster club. Attends all main booster club meetings. Participates with the main booster club on voting in all new rules for the main booster sub-clubs. May be voted into main booster sub-club committees. Organizes and facilitates monthly BTP meetings. Acts as a liaison between the main booster club and BTP. Responsible for coordinating and informing the main booster club as well as sub-

clubs of football events. Approves vendors for home football games. Assists with all activities as needed throughout the football season. President and/or designee (s) is responsible for all money collected. Signatory on bank account.

Vice President of Football: Oversees the creating of the Annual Program with the help of the high school faculty member. Oversees the Photographer for team pictures and Senior night pictures. Assists with the theme game nights. In the absence of the President, the Vice President assumes the President's duties. Assists with all activities as needed throughout the football season. Responsible for all social media.

Treasurer: Responsible for BTP's finances. Pays all bills and keeps booster club's financial records. Reports monthly treasurer report at each BTP meeting. Sets up cash boxes for each home game. Makes deposits timely. Submits monthly paperwork to the Main Booster Club and quarterly for tax reporting purposes. Responsible for assisting with counting the money at the end of each home game. Assists with all activities as needed throughout the football season. Signatory on bank account.

Secretary: Takes minutes at BTP meetings. Keeps minutes binder. Circulates minutes to board members after each meeting. Assists with all activities as needed throughout the football season.

Section 6

The duties of the administrative board of directors shall be as follows:

Snack Bar Coordinator: Responsible for managing the snack bar and food services for all home games and special events. Coordinates purchases, set up and supervises snack bar works. Works with the Woodcreek Jr. Timberwolves president to coordinate the use of the shared facility. Acts as liaison with other sub-club booster programs for use of snack bar. Assists with all activities as needed throughout the football season. Responsible for adhering to the allotted budget.

Equipment Manager: Responsible for ordering all equipment that pertains to the football program. Ordering of all first aid equipment for football. Maintains records of all certification of football helmets and shoulder pads. Organize the required equipment certification. Maintain and organize equipment shed. Responsible for equipment handouts and returns. Maintains inventory of all equipment. Assists all three head coaches with the ordering of the end of the year plaques. Assists with all activities as needed throughout the football season. Responsible for adhering to the allotted budget.

Apparel Coordinator: Responsible for the coordination and set up of all booster club apparel items. Position includes ordering and sales of apparel items such as T-shirts, sweatshirts, hats, etc. Responsible for setting up and tear down of apparel table at various BTP events and all home games. Maintains apparel inventory, purchases and sales records. Assists with all activities as needed throughout the football season. Responsible for adhering to the allotted budget.

Sponsorship/Fundraising Coordinator: Responsible for obtaining and recording sponsor information for booster club and tax purposes. Ordering and presentation of sponsorship plaques. Follow through of all sponsor aspects including banners, thank you letters, tax donation receipts, etc. Assist Vice President with the BTP annual program. Assists with all activities as needed throughout the football season.

Events Coordinator: Responsible for the coordination of all fundraisers. Meeting with the vendors and coordinating the event. Responsible for set-up and clean-up including getting all permits if they are needed. Assists with all activities as needed throughout the football season.

Freshman Team Parent Coordinator: Notify players of Athletic Packets and physical due dates. Set up table at the “Pride of the Pack” meeting for the high school, usually late February or early March. Responsible for collecting the registration information for each player. Maintain a data base with player information. Responsible for collecting orders spirit packs. Collect any camp registration forms that are needed. Act as liaisons between parents and BTP Board. Ensuring all communications reaches parents. Assists with all activities as needed throughout the football season.

Junior Varsity Team Parent Coordinator: Notify players of Athletic Packets and physical due dates. Responsible for collecting the registration information for each player. Maintain a data base with player information. Responsible for collecting orders for spirit packs. Collect any camp registration forms that are needed. Act as liaisons between parents and BTP Board. Ensuring all communications reaches parents. Assists with all activities as needed throughout the football season.

Varsity Team Parent Coordinators: There shall be 2 varsity team parents, one for the senior class and one for the lower classmen. Both are responsible for collecting the registration information for each player. Notify players of Athletic Packets and physical due dates. Maintain a data base with player information. Responsible for collecting orders for spirit packs for the football players. Act as liaisons between parents and BTP Board. Ensuring all communications reaches parents. Assists with all activities as needed throughout the football season.

Web Master: In charge of updating web site and all social media as directed by the Vice President.

Public Relations Coordinator: Serves to support, communicate and promote activities, events, and the team at large on identified communication mediums, such as, but not limited to, social, public and digital.

Article IV

Meetings

Section 1

Nominations for a Board of Director's position will be held once a year in November. General membership meeting will be held once a year in December. The purpose of the December general membership meeting shall be to inform the membership of the financial status of the association, inform the membership of the status or changes in league affiliation, approve by-law changes, provide the membership the opportunity to vote on nominated candidates in the next Board of Directors. In order to be nominated for a board of director position, the candidate must have attended at least one of the monthly meetings from January through October, with the exception of the Freshman Team Mom position. The candidate must attend the November nomination meeting unless a sitting board member is a proxy for the potential candidate.

- A. The BTP Board of Directors has the ability to override Article IV Section 1, by a majority vote, within the current by-laws to make exceptions when needed to better BTP and the Football program.

Section 2

Regular meetings of the board will be held the second Wednesday of each month starting at 6:30p.m. in the Teacher's Lounge at the high school. On months that the school is closed, meetings shall be held at Legends at Woodcreek Golf Course or other mutually agreed location. All regularly scheduled board meetings shall be opened to the membership at large. Unscheduled, special open or closed meetings or workshops may be called by the president at any time. President has authority to make changes to day, time and location with 24-hour notification.

Section 3

Notice of all meetings shall be posted on our website at www.woodcreekfootball.info

Section 4

A majority of the members of the Board of Directors shall constitute a quorum and a quorum shall be necessary to conduct any business at a meeting of the Board of Directors.

Section 5

Roberts Rules of order shall govern the proceeding of all meetings except where such rules conflict with the by-laws of the club.

Article V

Other Matters

Section 1

BTP by-laws may only be changed by a majority vote of the general membership at the December general meeting.

Section 2

All Booster sub-clubs must adhere to the WHS main booster club by-laws in order to be allowed to use the tax exempt status and insurance benefits. Booster sub-clubs must pay an annual fee to the WHS main boosters based on a percentage of team rosters at the beginning of the football season.