

Bylaws for the  
Cotter Athletic Booster Club

**Article 1 - Mission Statement**

*Section 1. Name*

The name of this organization shall be the Cotter Athletic Booster Club, and hereinafter be referred to as the Club or Booster Club.

*Section 2. Mission Statement*

The mission of the Booster Club is to financially support and enhance athletic activities for all Cotter students.

*Section 3. Description*

The Cotter Athletic Booster Club is comprised of Cotter parents that work together to support Cotter School's athletic programs. The Club shall continue to build a strong group of volunteers to enhance, strengthen, and supplement the athletic programs through the support of raising funds for the financial needs of the program.

**Article 2 – Club Initiatives**

*Section 1. Fund Raising*

There are five initiatives that are a source of funds for the Booster Club:

1. C-Club membership program;
2. Sport picture program and business sponsors;
3. Concession stand;
4. Rambler Card program;
5. Apparel program

*Section 2. School Spirit*

The sixth initiative is to create an appropriate and spirited atmosphere for the athletic programs. To accomplish this, the Club has the following requests of the school community:

1. Be a part of a parent community;
2. Assist with team dinners;
3. Be a respectful spectator/fan;
4. Participate in the five fundraising initiatives in Section 1.

*Section 3. Program Support*

The Cotter Athletic Booster Club provides funding for uniforms, scoreboards, banners, and many other needs that help the athletic department continue to have quality athletic programs. See Article 3 - Financials for more information.

*Section 4. Committees*

A member of the Booster Club shall chair each of the five (5) initiatives. Additional committees may be formed as necessary throughout the operating year to address needs as determined by the Booster Club.

## **Article 3 - Financials**

### *Section 1. Operations*

The operating year for the Booster Club shall coincide with Cotter Schools' fiscal year of July 1 - June 30.

### *Section 2. Coach Apparel*

The Booster Club will reimburse \$50/coach for apparel at the beginning of each season.

### *Section 3. Wall Hangings*

The Booster Club will pay for vinyl pictures (varsity team and senior) to hang around campus to improve school spirit.

### *Section 4. Acquisition Requests*

Any head coach with requests beyond normal consumables (nets, balls, jerseys, etc.) shall present their request in person to the Booster Club. The request will require a majority vote to be approved,

### *Section 5. Team Building Activities*

The Booster Club will support approved team-building activities for two (2) activities per year per varsity team. Both the Activities Office and the Booster Club reserve the right to refuse any requests.

### *Section 6. Parent's Night*

The booster club will work with parent reps to assist in funding parent night recognitions up to \$75 per sport per season.

### *Section 7. School Involvement*

Approval from Cotter Schools is required for any purchases over \$10,000.

## **Article 4 - Membership**

### *Section 1. Qualification*

Membership is open to all Cotter parents who desire membership. All members of the activities office shall automatically be considered advisory members of the Club.

### *Section 2. Voting members – Rights and Responsibilities*

Voting members will consist of elected officers and all members of the Club with the exception of the Activities Director and Assistant Activities Director. The members shall have the right and responsibility to attend meetings and events sponsored by the Booster Club, the right to vote for officers, serve on committees, and be nominated and elected to office. Voting members shall also review and approve the annual budget and one-time disbursements, approve proposed policies, and approved amendments to these bylaws.

### *Section 3. Meetings*

The Booster Club shall meet on the first Wednesday of every month at 5:30 pm. Additional business or special meetings may be held as necessary. If more information is needed before a vote can be cast, and a decision must be made prior to the next scheduled meeting, then the Club can agree to finalize the vote via email. The Club reserves the right to reschedule meetings with the majority approval of the Club members.

#### *Section 4. Chairs*

Each chairperson is expected to report the status of their committee at the monthly meeting. If the chairperson needs additional help or has special requests, he/she shall make these needs known during the monthly report or sooner as necessary.

#### *Section 5. Coaches*

All coaches are welcome to attend each Club meeting. Coaches do not have voting rights for their own requests, however, if coaches are qualified Club members (ie: Cotter parent), they are eligible to vote on other requests.

### **Article 5 - Officers and their Elections**

#### *Section 1. Officers*

The officers of this organization shall include a President, Vice President, Secretary, and Treasurer. Co-Officers will be accepted.

#### *Section 2. Officer Expectations*

Officers are expected to keep a thorough record of all aspects of their position and present all related material in an orderly fashion to the next person to take over their position.

#### *Section 3. Elections*

Open nominations will be accepted at each May meeting for potential officer selections. If current officers wish to continue in their position with the Club, they are also allowed to self-nominate. In the event that more than one person is interested or nominated for the same position, the Club members in attendance will hold an election.

#### *Section 4. Term*

Club members and Officers are limited to serving for the length of time that they have a Cotter student in grades 7-12.

#### *Section 5. Resignations/Vacancies*

Any resignations or vacancies in officer positions will be handled during the month immediately following the resignation/vacancy in the same fashion as the elections.

### **Article 6 - Duties of Officers**

#### *Section 1. President*

The President shall coordinate the work of officers and committees and preside at all meetings. The President shall organize and run the Rambler Cards as a fundraiser for the Booster Club.

#### *Section 2. Vice President*

The Vice President shall perform all duties as assigned by the President and, in the absence of the President, shall perform the duties of the President. The Vice President shall organize and run the business sponsorships as a fundraiser for the Booster Club and organize Sponsor Nights for Football and Basketball.

### *Section 3. Secretary*

The Secretary shall keep the minutes of the proceedings of the meetings and have these minutes posted on the Cotter Athletic Booster portion of the website. The Secretary shall see that all notices are duly given in accordance with these bylaws, and shall perform all duties incident to the office of Secretary and other duties as assigned by the President. The Secretary shall organize and run the sport picture program as a fundraiser of the Booster Club.

### *Section 4. Treasurer*

The Treasurer shall have charge of and be responsible for all funds of the organization in accordance with Cotter policies. The Treasurer shall present a written financial report at each meeting and have this financial report loaded to the Cotter Athletic Booster section of the website. The Treasurer will also be responsible for providing other financial reports upon request.

### *Section 5. Activities Office*

The members of the Activities Office will serve in an advisory capacity to the Club and serve as a liaison with the Cotter School coaches, staff, and administration.

## **Article 7 - Bylaws Amendment**

Each year, all Club members present at the June meeting will review the bylaws. These bylaws may be amended at any meeting by a majority vote of the members present.