

BYLAWS of the RAPID CITY CENTRAL BOOSTER CLUB

Adopted 6/12/2023

ARTICLE I – NAME

The name of this organization shall be RAPID CITY CENTRAL BOOSTER CLUB (RCCBC). Alternatively, it may be referred to as RC Central Booster Club or CHS Booster Club.

ARTICLE II – PURPOSE

The Rapid City Central Booster Club exists solely to support and enhance all curricular and extracurricular student programs and experiences, and to demonstrate financial and goodwill support of faculty and staff to create a community for students, parents, faculty, and staff within Rapid City Central High School. Thus, the Rapid City Central Booster Club will enhance school loyalty and spirit within the Rapid City community. Support includes providing financial support for the purchase of supplies/equipment above and beyond the available school budget; providing support on-site at activities; and to distribute scholarship funding directly to students. The Rapid City Central Booster Club will assist in recognizing and encouraging achievements in curricular and extracurricular programs. The Rapid City Central Booster Club will promote high standards of morality, citizenship, leadership, sportsmanship and ethics among school staff and participants. And, the Rapid City Central Booster Club will help promote and publicize the positive aspect of Rapid City Central High School.

ARTICLE III – STATUS

The Rapid City Central Booster Club is organized under the Rapid City Central Activities Office and, as such, is a school sanctioned club under the Rapid City School District. The club is organized for benevolent purposes and not that of a pecuniary profit. No part of any earnings of this club shall be used for the benefit of any private member or individual.

ARTICLE IV – MEMBERSHIP/VOTING/MEETINGS

Membership in Rapid City Central Booster Club is open to all parents and guardians of Central High School students, and guardians and parents of all students who will attend CHS in the future (South Middle School, North Middle School and East Middle School, and any open enrollment students); in addition, Booster Club membership is open to members of the public who want to support CHS and its students. Only parents and guardians are allowed to vote on items presented. Those present at regular meetings shall constitute a quorum.

An active member is defined as an individual who has participated in at least 4 meetings in the previous year as well as volunteered for at least one booster club sponsored event. If they are a new member, they will be considered active if they've participated in the most recent meeting.

Regular monthly meetings will take place at a day and time agreeable to the board members and active members. Any additional meetings will be at the discretion of the elected officers.

Annual membership fees will be set at the direction and discretion of the Rapid City Central Booster Club board of directors. Annual membership fees will be established no later than June prior to the start of the upcoming school year.

ARTICLE V – PROPERTY

Any and all property of the Booster Club shall not be used or operated outside of Booster Club Board Members knowledge. Loaning of property or equipment shall be at the discretion of the board and/or president or their designated alternate.

ARTICLE VI – BOARD OF DIRECTORS

The Board of Directors shall consist of the president, vice-president, secretary, treasurer and immediate past-president, membership coordinator, hospitality coordinator, communications coordinator, gear coordinator, post prom coordinator, Rushmore bowl co-chair and Rushmore bowl blitz night coordinator. The Executive Board of Directors shall consist of the president, vice-president, secretary and treasurer.

All members of the Board of Directors will be elected prior to the May meeting and begin serving at the following August meeting. Nominations of persons present may be made by any active member. The nominees must accept the nomination and be willing to serve. The nominees must be active members of The Booster Club, with a student in grades 6-12. The directors will be elected by a majority vote of active members present prior to and no later than the May meeting. Directors will serve a one-year term. Directors may be re-elected to serve consecutive terms.

The vice president will become the president the following year. If the vice president is unable to fulfill the office of president, an election will take place at the May meeting to fill this office for the coming year.

Vacancies that occur during a term shall be filled by an existing member, who is appointed by the Board of Directors.

ARTICLE VII – DUTIES OF DIRECTORS and COORDINATORS

President: Presides at all regular meetings, executive sessions and special meetings. Maintains the RCCBC email account. Prepares and distributes agenda for all meetings to board of directors and active members ahead of each meeting. Sends out timely notification of the next meeting

date, time and location. Coordinates the work of the directors and committees in order to meet Rapid City Central Booster Club objectives. Acts as liaison between Central High School, especially the Activities Director, Activities Office Secretaries, the Principal, and the Main Office Secretaries. Communicates the year's activities, approves annual budget, reviews and approves financials, including payments and disbursement of monies. Serves as a second signer in lieu of Treasurer. As needed, submits check requests with invoices and/or receipts for vendor payments or reimbursement. Appoints Bylaws Committee every four years. Performs other duties as necessary or assigned by the organization in order to maintain a consistent club, passing information to future directors, especially the future president.

Vice president: Serves as a substitute for the president when the president cannot be present, otherwise acts as assistant to the president, being fully aware of all the duties, activities and obligations of the president, as written above. (This is important for taking the president's role the following year.)

Secretary: Accurately records the minutes and attendance at all meetings. Maintains a copy of all minutes, voting, committee reports, and correspondences in a binder for storage and historical record. Has on file a current copy of the Bylaws and current list of all active members. Performs other duties as assigned by the directors.

Treasurer: Shall maintain custody of all the funds of the organization. Will keep books of accounts and records including bank statements, receipts, budgets, invoices, paid receipts, and canceled checks. Shall hand all of these records off to the next secretary as all records must be maintained for seven years. Makes disbursements as authorized by the president, directors and organization in accordance with the ongoing budget. Issues and serves as the primary authorized signer on all checks. Presents a detailed financial statement at all meetings and any other time as requested. Completes any financial forms for the club or school as required. Reviews and verifies all financial requests have validity and makes recommendations on how best to handle financial issues and maintain budget. Purchases and supervises purchases for Post Prom, Senior Breakfast and other special events. Works with Gear Chair to ensure gear payments and budget. Prepares and issues scholarship funds per protocol. Performs other duties as assigned by the directors.

Membership/Volunteer Coordinator: Recruits and employs others to recruit members. Sets up membership recruiting at events, speaks at parent meetings, utilizes Rapid City Central High School communication methods to reach additional parents/guardians. Recruits and employs others to recruit volunteers for specific events. Ensures safety of students and volunteers as much as possible. Confirms and communicates with volunteers the key details in order for events to run smoothly. Helps supervise volunteers at large events. Perform other duties as prescribed by the directors.

Hospitality Coordinator: Organizes food service for approved events. Purchases food items and seeks reimbursement from the treasurer. Requests volunteers and assistance as necessary to

ensure the event is successful. Follows proper food safety guidelines. Performs other duties as requested by the directors.

Communications Coordinator: Responsible for updating and maintaining the RCCBC website and social media pages. Solicits updates from club, school and faculty to post to pages. Posts information about upcoming events, activities and meetings. Posts information for volunteer requests. Coordinates photo taking and posting as appropriate. Sends out correspondence as requested by the board of directors or president. Distributes the monthly meeting minutes to all directors and active members for review within five days of the meeting. Performs other duties as requested by the directors.

Gear Coordinator: Recruits members to assist in selling gear. Works with the treasurer on gear budget, ordering and payment of invoices. Works with the treasurer to deposit monies made from gear sales. Uses discretion and creativity in ordering new gear for sales. Keeps an accurate gear inventory. Completes an annual inventory of gear.

Midco Rushmore Bowl Committee Co-Chair: Works actively throughout the summer with the Co-Chair from Stevens High School to plan and facilitate all aspects of the Midco Rushmore Bowl.

Midco Rushmore Bowl Blitz Night Coordinator: Plans and coordinates pre-sales of tickets for the Midco Rushmore Bowl. Plans and implements Blitz Night. Blitz Night includes distributing packets of tickets to students from clubs who will go out and do pre-sales. Works with a committee to effectively achieve high sales that night. Works to coordinate distribution of tickets and accurate return of unsold tickets and money.

Post-Prom Coordinator: Plans and prepares the Post Prom Committee members for the event. Prepares agendas for Post Prom meetings and distributes ahead of time to committee members. Supervises all aspects of Post Prom including the following and their coordinators: fundraising and budget, games, volunteers, food, music, working with the school and security, hiring of performers or talent, prize distribution, budget, set up and take down, thank you notes.

ARTICLE VIII – BYLAWS

A current copy of the Bylaws will be made available to all directors and active members at the August or September meeting. Bylaws will be updated every four years by a committee appointed by the president and will be reviewed and approved by directors and active members. Deviation from these Bylaws can occur in an unforeseen circumstance only after directors have gone into executive session and have come to a unanimous decision.

ARTICLE IX – INDEMNIFICATION

The Rapid City Central Booster Club may indemnify any person according to the provisions of SDCL sections 47-23-29.

ARTICLE X – EXONERATION FROM PERSONAL LIABILITY

The directors, officers, members and volunteers of Rapid City Central Booster Club shall not, as such, be liable on the obligations or liabilities of the Rapid City Central Booster Club as permitted by law.

ARTICLE XI – DISSOLUTION

On dissolution of the Rapid City Central Booster Club, any funds remaining shall be used for the benefit of Rapid City Central High School educational needs and activities. Elected directors shall be responsible for determining the final appointment of any Rapid City Central Booster Club funds.