

CONSTITUTION, BY-LAWS AND PROCEDURES

CONSTITUTION

Article I

Section 1: The name of this organization shall be the **RAMONA BULLDOG BOOSTER CLUB (AKA RBBC)**.

Section 2: This organization is organized exclusively for charitable purposes within the meaning of section 501 © (3) of the Internal Revenue Code.

Article II

Section 1: This organization was brought into being on the eleventh day of March 1992.

Section 2: This organization will meet the First Monday of each month at 7:00 P.M. unless it is determined that an alternate date is more appropriate.

Article III

Section 1: The purpose of this organization shall be to actively support the overall athletic and activities programs at Ramona High School of Ramona Unified School District.

Section 2: The objectives will be to fundraise, increase interest, loyalty, pride and attendance at athletic events & activities and to help make these programs as successful as possible.

Section 3: Should the RAMONA BULLDOG BOOSTER CLUB dissolve, any remaining funds and assets shall be transferred to the Ramona High School A.S.B. ATHLETICS/ACTIVITIES Account.

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section © (3) of the Internal Revenue Code (or corresponding section of any future tax code), or shall be distributed to the federal government, or to a state or local government, for public purpose. Any such assets not so disposed by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for the purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Section 4: Recipients of funds will not be discriminated against because of gender, race or religion.

Section 5: Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal Income Tax under section 501 (c) (3) of the Internal Revenue Code of 1986 (or corresponding provisions of any future United States Internal Revenue law).

Article IV

MEMBERSHIP

Section 1: This organization is a voluntary, non-profit club. The payment of dues and compliance with the constitution entitles any person to become a member of the RAMONA BULLDOG BOOSTER CLUB.

Section 2: The membership year of this organization is to run concurrently with the school calendar year. School Year is 7/1 thru 6/30.

Section 3: A member is eligible to vote after payment of dues.

Article V

GOVERNMENT

Section 1: The government of this organization shall be vested in a Board of Directors consisting of Seven ~~(7)~~ Directors are to be elected from the membership-at-large. Said elected officers shall be the President, Vice President, Treasurer, Secretary, Team-Parent / Membership Coordinator, Publicity Coordinator and Fundraising Coordinator.

Section 2: The Athletic Director will be liaison for Ramona Unified School District and a non-voting member.

Article IV

AMENDMENT

This constitution may be amended by two-thirds (2/3) vote of members in good standing in attendance at a regular meeting as prescribed by the Bylaws, Article VIII.

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BYLAWS

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Article I

MEMBERSHIP

Section 1: Membership is open to any resident of Ramona Unified School District, 18 years of age or older and is not a student at Ramona High School. Additionally, membership can be extended or denied to any person based upon a Condition of firm loyalty to Ramona and its athletic/activities program. Said person must be in accord with the purpose and objectives of this organization and by fulfilling the requirements of Article IV of this constitution.

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Section 2: Any Honorary member may be elected by a two-thirds (2/3) vote of active members present at any regular meeting. Honorary members are exempt from dues and may not vote or hold office.

Article II

CONTRIBUTIONS AND DUES

Section 1: Contributions, other than from annual individual memberships, shall be recorded as separated entries on the Treasurer's report. Contributions by any business or industry entitles the aforementioned to use the BULLDOG BOOSTER CLUB name in advertisements, so long as it is in keeping with the purpose and objectives of the organization and is not detrimental to the reputation or well-being of the club.

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Section 2: The voting membership fees shall be determined by the Board of Directors each school year and detailed in the procedures. The dues, payable on admission to membership, shall be for the balance of the school year. This fee will entitle contributor to be placed on a membership list.

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Section 3: Any contributions or dues collected by the organization or in the organization's name may not be used for the present benefit of any member of the organization.

Section 4: Bulldog Foundation Fund.

a. The purpose of this fund is to build a \$100K protected principle foundation, for which the yearly interest will be utilized to fund RHS Sport and Club activities.

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b. Protect Principle

I. Until the principle reaches \$10K, the fund can be housed within the general bank accountancy, managed by the board treasurer.

II. When amounts of principle exceed \$10K, the said principle is to be removed from the gernal savings account to a Certificate of Deposit (CD) for intervals of 1 year or greater.

III. Only principle available for withdrawal is that above \$90K

IV. to use principle, 80% of RBBC membership must pass with vote of 75%

c. Protect from misuse of interest

I. \$60K cap in 1 school year, any excess remains with the fund as added principle

II. Pay-out drops to 50% of available interest if either the district or school reduces the athletic department or activities budget by 5% and 75% if reduced by 10%.

III. No money is to be utilized for basic maintenance of infrastructure (i.e., maintaining the grass fields, lighting, etc.)

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d. Acceptable uses of interest generated

I. To fund the RBBC grant process

II. To fund capital projects at RHS. However, there must be a 50% participation towards the total cost of the project by the district, the school and/or other fund raising entities.

III. Seed money for other RHS student activities

IV. Other RBBC fund raising activities

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Article III

GOVERNMENT

Section 1: The Board of Directors shall have control and management of this organization, subject to the will of the members. Funds of the organization shall be withdrawn with two (2) of the following signatures; The Treasurer, President, or Vice President of the organization. The Board of Directors may use the aforementioned funds for legitimate Club business or for the advancement of the Club to a maximum of three hundred dollars (\$300.00) over budgeted amounts. Such expenditures shall be reported to the members at the next regular meeting.

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Section 2: If any vacancies occur in any office, it shall be filled by vote of the Board of Directors, such appointees to serve until the next regular election and until successors are duly elected and installed.

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Section 3: Any motions brought before the general meeting will be decided by a simple majority vote of those members present. Non-budgeted expenditures, except as authorized in Section 1, Article III above, must be approved by a majority of Directors present as well as a simple majority of members present.

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Article IV

ELECTIONS AND TERMS OF OFFICE

Section 1: The decision when an election is to be held is to be determined by the Board of Directors. The Annual election meeting of the organization shall be held at first meeting in June

Section 2: Annual election of officers. The President shall appoint approve a nominating committee chairperson. The chairperson shall appoint two additional people to make a committee of three. The committee shall choose one person from the RAMONA BULLDOG BOOSTER CLUB in good standing for each office to be filled, with the approval of that person. If no member in good standing will accept, nominations will be open to interested persons. The committee chairperson shall report their nominations to the RAMONA BULLDOG BOOSTER CLUB on the day of the elections. The President shall ask for nominations from the floor for each office. Nominations from the floor need not be seconded. If there are no nominations from the floor for a specific office, the vote may be by hand count. If there are nominations from the floor, the vote must be by ballot. A simple majority wins. The nominating committee shall count the votes and report the tally to the President. The Secretary must keep the ballots until the winners are completely verified. If as person on the nominating committee is to be a candidate, that person shall be replaced on the committee.

Section 3: At the aforementioned election, members receiving the largest number of votes on their respective ballots, for the vacancies to be filled, shall be declared elected.

Section 4: The President officer shall refrain from voting unless it is necessary to cast a tie-breaking vote.

Section 5: Only members of this organization shall be eligible to hold office.

Section 6: The term of office for the President and President elect shall be for two year. The President Elect shall assume the duties of the President upon completion of the one year term as President elect. The term of office for the Vice President, Secretary, Treasurer, Team Parent/Membership Coordinator, Publicity Coordinator and Fundraising Coordinator shall be for two years. All terms of office shall commence on July 1st.

Section 6: All elected officers shall serve a term of two years. All terms of office shall commence on July 1st. To stagger the terms of office, elections for the positions of PRESIDENT, Secretary, Team Parent/Membership Coordinator shall be held in odd number years. President Elect Election for the position of President Elect shall be held every year.

Article V

MEETINGS

Section 1: The biannual ANNUAL election meeting of the organization shall be held at the time aforementioned in Article IV, Section 1.

Section 2: The organization shall hold regular meetings on the first Monday of each month at 7:00 P.M. unless it is determined that an alternate date is more appropriate. The number of the meetings to be no less than ten annually.

Section 3: Special meetings of the Board of Directors may be called by the President. These meetings shall be open to all members.

Section 4: All meetings held by this organization shall be governed by the Robert Rules of Order.

Article VI

QUALIFICATIONS AND DUTIES OF ELECTED BOARD MEMBERS

(Each position must have access & ability to work with basic computers and computer software.)

Section 1: President

a. The President shall preside at all meetings of the Board of Directors and the organization. The President shall direct the affairs of the organization in line with RAMONA BULLDOG BOOSTER CLUB Constitution and Bylaws.

Section 2: Vice President

a. The Vice President shall assume the duties of the President in his/her absence. The Vice President shall assume any duties of the President, which are delegated to him/her by the President.

Section 3: President Elect

a. The President Elect position is a training position, without board member standing or authority. b. The President Elect will assume the position of President, at the end of the current presidents term.

Section 4: Secretary

a. The Secretary shall keep records of attendance. b. The Secretary shall keep minutes of meetings of the Club and Board of Directors.

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c. The Secretary shall conduct all correspondence as directed by the President or other officers serving the President.

d. The Secretary shall keep Robert Rules of Order.

Section 5: Treasurer

a. The Treasurer is to keep records of all accounts and handle all funds according to instructions from the President and Board of Directors.

b. The Treasurer shall prepare a financial statement at the end of the fiscal year to be kept as a permanent record.

c. The "Books" of the Treasurer shall be kept open for inspection at all times.

d. Bonding the Treasurer shall be at the discretion of the Board of Directors.

Section 6: Team Parent / Membership Coordinator

a. The Team Parent Coordinator will be the main liaison for the RBBC and the parent representatives for the various teams and organizations.

b. Securing membership, Keeping a current roster.

c. Creating/Maintaining Alumni Data Base

d. Recruiting volunteers/oversee committee for membership activities

Section 7: Publicity Coordinator

a. Responsible for maintaining and updating the RAMONA BULLDOG BOOSTER CLUB website, at the direction of the President

b. Responsible for coordinating marketing activities targeted at enhancing attendance for on campus events.

c. Responsible for working with other elected board functions, for the purpose of marketing activities and maximizing desired results.

Section 8: Fundraising Coordinator

a. Responsible for coordinating all fundraising efforts

Section 10: Board of Directors. The Board of Directors will supervise all affairs of the Club, and will determine matters that should be brought before the entire membership for its consideration.

a. In the absence of the President and Vice President, any member of the Board of Directors may preside at either a meeting of the Board of Directors or a meeting of this organization.

b. Any member of the Board of Directors being absent for three (3) scheduled meetings, without a legitimate excuse, must be dropped from the Board of Directors. Each member of the Board shall be advised at least seventy-two (72) hours in advance of a specially scheduled meeting.

c. The President may ask for the resignation of or dismiss any board member.

Article VII

COMMITTEES

Section 1: The board of directors shall determine the committees deemed proper and necessary to fulfill the objectives and purpose of this organization.

Section 2: All necessary chairpersons shall be selected by the appropriate Officer and approved by the President.

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

Article VIII

AMENDMENTS

Section 1: The Constitution and Bylaws may be amended at any regular meeting, provided that notice of the text of the Amendment is given to the membership at the previous regular meeting, with a majority vote.

Section 2: The Procedures may be amended at any regular meeting, with a majority vote.

Article IX

This Constitution became effective the eleventh day of March, 1992 by vote of the membership at large.

DECLARATION OF ADOPTION

The above bylaws were adopted in their entirety by the RAMONA BULLDOG BOOSTER CLUB on March 11, 1992, April, 2007

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Procedures

Season Tickets

I. Preferred seating:

- a. These are defined as seats specifically assigned to an individual for a full season of an individual sport or a single event
- b. For football, full season tickets are \$75 per seat and single game tickets are \$15 per game.
- c. For all sports, season tickets provide pre-paid entry to all regular season games only. Season tickets do not cover admission to CIF or special events
- d. For football, money generated from sales of season tickets are to be divided as follows:
 - i. 50% to Ramona Bulldog Booster Club, 50% football until the Ramona Bulldog Booster Club reaches \$5000.00. Any money generated after this goes 100% to football.

II. Season Admission Pass:

- a. Season Pass admission cards are defined as a general admission card that is sold to individuals. The price paid for the card covers the admission to the regular season events for the sport designated. The card does not cover admission to CIF or special event.

Snack Bar

I. Proceeds:

- a. The money generated at snack bar locations, run by the Ramona Bulldog Booster Club, is to be submitted to the treasurer no later than 3 days before the next General Board Meeting. This will allow the treasurer to effectively update financial accounting of income and expenses, before each monthly General Board Meeting.
- b. Money will be divided to organizations in the following percentages:
 - i. 20% the Ramona Bulldog Booster Club
 - ii. 20% to the host activity
 - iii. 60% to the group providing the labor

II. Labor:

- a. The host event group has the first right of refusal to provide labor to each event
- b. Only adult volunteers may be allowed to work in the snack bar. Not student or minor (under 18 yrs) are allowed to work in the snack bar.

Membership Dues

I. Membership

- a. Membership payment will not be accepted unless the proper fund and documentation are also provided.

II. Membership cost:

- a. Annual Individual membership is \$20
 - i. includes 1 fall DAWG TAG
 - ii. Is for 1 credit towards Grant Process
- b. Annual Family membership is \$50
 - i. Is for 2 individual members
 - ii. Is for 4 credits towards Grant Process
 - iii. includes 2 fall DAWG TAGS
- c. Lifetime membership is \$100
 - i. includes 1 fall DAWG TAG the first year of membership.
 - ii. Is for 1 credit towards Grant Process
- d. Annual Business membership is \$250
 - i. includes 1 fall DAWG TAG
 - ii. Is for 1 credit towards Grant Process

III. Membership proceeds

- a. The time period for determining membership proceeds will be July 1st to June 31st.
- b. The money generated from membership dues is to be divided as follows:
 - i. If a group achieves a 100% membership representation, as compared to the number of rostered group participants, 50% of the membership money generated by that group is placed into that groups account The remaining 50% remains in the Ramona Bulldog Booster Club general fund.
 - ii. If a group achieves less than 100% membership representation, as compared to the number of rostered group participants, 20% of the membership money generated by that group is placed into that groups account The remaining 80% remains in the Ramona Bulldog Booster Club general fund.

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iii. The money allocations will be determined after completion of the grant process.

DAWG TAGS

I. Proceeds an allocations

- a. The group selling DAWG TAGS will receive 75% of money generated from the sale of DAG TAGS.
- b. 25% of proceed from DAWG TAGS sales by any group will be placed in the Ramona Bulldog Booster Club general fund
- c. 100% of money generated from DAWG TAGS sold by the Ramona Bulldog Booster Club, meaning without any specific group designation, will be placed in the Ramona Bulldog Booster Club general fund

RBBC Grant Process Guidelines

- I. The Grant process shall be initiated at the January General Board Meeting.**
- II. The grant application deadline will be on a date in March, with determination of grant allocations announced at the April General Board meeting.**
- III. The grant pool will be detailed in the Presidents budget and announced not later than the September General Board meeting.**
- IV. Groups with, but the grant funded will be used to make the account current, prior to further allocations.**
- V. Groups with outstanding loans greater than <\$1000 are not eligible for the Grant process**
- VI. Grant process qualifying guidelines are as follows:**
 - a. The head coach or club advisor must be a current member of the RBBC
 - b. At least 50% of the team or club participants must have parents as current members of the RBBC
 - c. The head coach or club advisor (or parent representative) must attend must attend at least 6 of 12 yearly RBBC board meetings
 - d. The team or club must have a minimum of 2 RBBC member representatives actively participating in a minimum of 2 RBBC fundraising projects, during the grant year.

VII. Grant allocations

- a. For those teams and clubs that meet the qualifications to apply for a portion of the grant pool, it is required that all grant applications be accompanied by proper quotations, detailing the total costs of items to be purchased (including tax and shipment). No additional monies will be made available, after grants have been approved. The proportional criteria for dividing the available funds will be as follows:
 - i. Those teams and clubs with >85% to 100% of the team or club participants having parents as current members of the RBBC, are eligible for 100% of the divided funds.
 - ii. Those teams and clubs with >65% to 85% of the team or club participants having parents as current members of the RBBC, are eligible for 75% of the divided funds.
 - iii. Those teams and clubs with 50% to 65% of the team or club participants having parents as current members of the RBBC, are eligible for 50% of the divided funds.

Deposit and General Fund Requests

- I. Deposits must be accompanied by the proper deposit form. The deposit form is posted on the RBBC web-site at www.rbbclub.net.**
- II. General Fund Requests must be accompanied by the proper Fund request form. The fund request form is posted on the RBBC web-site at www.rbbclub.net.**
- III. The purpose and account designation of funds provided to the RBBC for deposit must be clearly stated. If not clearly stated, the funds will be placed in the club/sport general account.**
- IV. Funds deposited for transportation will only be distributed at the request of and to the RHS Athletic Director and shall only be used for transportation.**

Procedures Revision Control

- I. Revision 1.0**
- II. Date: May XX, 2009**
- III. Signature of President:**

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Section 5: 1st Vice President

a. Duties assigned by President.

b. Head of Assigned Committees

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Tim Buzbee, President Gina Jimenez

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