

**CALVIN CHRISTIAN HIGH SCHOOL ATHLETIC BOOSTER CLUB**  
An Auxiliary Organization of Calvin Christian School of Escondido

**BYLAWS – Approved June 3, 2013**

**ARTICLE I – NAME**

The organization shall be known as the Calvin Christian High School Athletic Booster Club (“ABC”).

**ARTICLE II – PURPOSE**

We believe that athletics help develop discipline, character, communication, and sportsmanship skills that are consistent with a Christian worldview. We strive for excellence in athletic performance because God calls us to do our very best to bring him glory and honor. The goal to have winning programs does not supersede the call to excel in the areas of sportsmanship and character. We believe the ABC should model and promote the principles of the CIF’s Ethics in Sports and Pursuing Victory With Honor.

The purpose of the ABC is to support the high school athletic program at Calvin through spiritual, physical and financial assistance. The ABC will generate and receive revenue to cover non-salary expenses of the athletic program. These expenses include uniforms, equipment, referee fees, tournament fees, and other related expenses.

Coaches’ and trainers’ salaries and facility maintenance expenses are covered by the school, not from the ABC budget.

Although capital improvements are not the responsibility of the ABC, the ABC may consider capital contributions toward athletic facility improvements when sufficient fund balance is available.

**ARTICLE III – MEMBERSHIP**

Membership is open to all parents and supporters of students enrolled in Calvin Christian School.

**ARTICLE IV – OFFICERS**

**Section 1. Officers.** The officers shall be a president, vice president, secretary, treasurer, and past president. The officers shall comprise the Executive Committee. The Athletic Director will also serve on the Executive Committee as an ex officio non-voting member.

**Section 2. Nominations and Elections.** Nominations and elections will take place at the annual ABC meeting in May. Nominations will be taken from the floor for the office of vice president, secretary and treasurer. Officers shall be elected by a simple majority vote.

**Section 3. Term of Office.** Officers shall be elected for a term of one year or until a successor is elected with exception of treasurer which shall be a two-year term. The vice president will become president the following year. The president will become past president the following year.

**Section 4. Vacancies.** If there is a vacancy in the office of president, the vice president will become the president. If there is a vacancy in any other office, the president will appoint a member to fill the unexpired term subject to Executive Committee approval.

#### **ARTICLE V – DUTIES OF OFFICERS**

**Section 1. President.** The president shall have general supervision over the affairs of the ABC. He/she will be responsible for calling and conducting meetings of the general membership and Executive Committee. The president shall appoint other committees as needed and will act as the liaison between the ABC and the school.

**Section 2. Vice President.** The vice president shall perform the duties of the president in the president's absence. The vice president automatically becomes president in the following year.

**Section 3. Secretary.** The secretary shall be responsible for taking minutes at ABC meetings and supplying a copy of the previous meeting minutes at all Executive Committee meetings. The secretary will also assist to conduct correspondence of the ABC.

**Section 4. Treasurer.** The treasurer shall handle the finances of the ABC. He/she will be responsible for all monies collected and disbursements made by the ABC and will keep accurate records of both. The treasurer will report on the financial condition of the ABC at each regular meeting.

**Section 5. Past President.** The past president shall serve as an advisor for the ABC and will help identify future potential candidates for the Executive Committee.

#### **ARTICLE VI – COMMITTEES**

**Section 1. Executive Committee.** The Executive Committee shall consist of the officers and the Athletic Director who shall serve as an ex officio non-voting member. The Executive Committee is the final decision making body of the ABC. The Executive Committee shall have the power to conduct the business of the ABC.

**Section 2. Other Committees.** Other committees will be appointed as necessary to assist with fundraising and other activities of the ABC. Committees may include the Golf Tournament Committee, Concessions Committee, and other committees as necessary.

## ARTICLE VII – MEETINGS

The ABC annual meeting will take place in May during which the officer positions will be approved. Notice of the annual meeting will be published in the Monday Bulletin and on the Calvin website at least two weeks in advance. Other meetings of the ABC or the Executive Committee may be called throughout the year at the discretion of the president.

## ARTICLE VIII – OPERATING POLICIES AND PROCEDURES

**Section 1. Fiscal Year.** The fiscal year of the ABC shall be July 1 to June 30.

**Section 2. Revenue.** Revenue for the ABC shall be derived from a variety of sources, including but not limited to the following:

- a) Sports Fees. An annual fee is assessed to all athletes for the year which covers all sports the athlete chooses to participate in.
- b) Ticket Sales. Admission fees are charged at varsity football and basketball games.
- c) Concessions. Food and beverages are sold at sporting events.
- d) Apparel Sales. Calvin apparel is available for purchase.
- e) Fund Raising Events. The major fund raising event is the Crusader Classic Golf Tournament which is traditionally held in October.

**Section 3. Deposits.** All funds shall be deposited in a bank approved by the Executive Committee and shall be withdrawn on the signature or electronic approval of two officers: the treasurer and president.

**Section 4. Expenditures.** All expenditures shall be part of the approved budget or approved by the Executive Committee. Exceptions to this would be the treasurer should pay bills incurred during the course of a fund-raising event. All major purchases (items over \$5,000) shall require three competitive quotes. Such major purchases shall also be approved by the School Superintendent.

**Section 5. Annual Budget.** An annual budget shall be approved by the Executive Committee before July 1. The budget will be developed in such a way that it can be displayed by line item categories (e.g., uniforms, referee fees, tournament fees, etc.) and by sport. The annual budget may not be amended without the approval of the Executive Committee.

**Section 6. Athletic Department Sports Fund.** The ABC may provide funds to be deposited in a sub-account to be used by the Athletic Department for routine expenditures on items that are included in the approved budget. All expenditures should be recorded in a sports fund sub-ledger along with supporting receipts. The sub-ledger will be available for review by the treasurer and/or Executive Committee. The Athletic Director will provide a report on the status of expenditures at each Executive Committee meeting. The sports fund may not be co-mingled with any other fund(s).

**Section 7. Asset Inventory.** An inventory shall be maintained by the treasurer for all assets purchased by the ABC that includes the date of purchase and cost. A fixed asset register will be maintained for all capital expenditures greater than \$500.

**Section 8. Records.** The ABC, with the support of the treasurer and secretary, shall keep complete and accurate records of ABC proceedings. All books and records may be inspected by any ABC member.

**Section 9. Audits.** The president shall appoint a person to review the sports fund sub-ledger quarterly and two people to review the treasurer's books at the end of the fiscal year. Bank statements and other financial records shall be made available to Calvin Christian School upon request for auditing purposes.

#### **ARTICLE IX – AMENDMENTS TO THE BYLAWS**

These bylaws may be amended from time to time as deemed necessary to accomplish the purpose of the ABC by the affirmative vote of a majority of those present at any duly called meeting of the ABC, provided that notice of the proposed amendment was submitted at a previous meeting.

#### **ARTICLE X – DISSOLUTION**

In the event the ABC dissolves, all property, funds and records will be turned over to Calvin Christian School.