

**Ralston Valley High School**  
**Mountain Bike Team Booster Club**  
**Bylaws**

**Article I – Name**

This organization shall be known as the Ralston Valley Mountain Bike Team Booster Club, hereinafter referred to as RV MTB Booster Club.

**Article II – Mission Statement**

The RV MTB Team Booster Club exists to support the Ralston Valley Mountain Bike Team. It provides supplementary and necessary financial support to all levels of the RV Mountain Bike Team while creating a tradition of excellence which exemplifies Ralston Valley student athletes and coaches. The RV MTB Booster Club supports and encourages athletic and academic excellence, as well as good sportsmanship toward teammates, coaches, officials, volunteers, parents and opposing teams. The RV MTB Booster Club promotes school spirit for the Ralston Valley Mountain Bike Team through parental involvement and community leadership.

**Article III – Objective**

The RV MTB Booster Club operates for the public purpose of raising fund for the Ralston Valley High School Mountain Bike Team, while promoting athletic and academic excellence, school spirit and good sportsmanship. In accordance with Section 501(c)(3) of the Internal Revenue Code, the RV MTB Booster Club shall operate exclusively as a non-profit organization. No earnings shall directly benefit any individual; no substantial part of its activities aims to carry on propaganda, or attempts to influence legislation; and no activities participate and/or intervene in any political campaign on behalf of any candidate for public office.

**Article IV – Authority**

All activities and actions of the RV MTB Booster Club are subject to guidelines and regulations set forth by the Colorado High School Cycling League (CHSCL) and Jefferson County Public Schools collectively referred to as the “Rules”. The RV MTB Booster Club is under the jurisdiction of the Ralston Valley High School Principal, Activity Director but CHSCL and Jefferson County Public Schools are solely responsible for the Rules.

**Article V – Membership**

All parents and guardians of RV Mountain Bike Team riders are eligible and encouraged to become active members of the RV MTB Booster Club. Membership in the RV MTB Booster Club is available without regard to race, color, creed, national origin, religion, sexual orientation or gender to individuals who subscribe to the objectives and mission as set forth above (see articles II and III). All parents and/or guardians are encouraged to attend general membership meetings (aka team/parent meetings) and participate in RV MTB Booster Club functions and activities. Parents and guardians are further

encouraged to support the RV MTB Booster Club by participating in fundraising, making voluntary donations, volunteering at races and supporting the RV Mountain Bike Team.

#### Article VI – Officers and Their Election

- A. The Board – The officers of the RV MTB Booster Club shall consist of at least one president, one secretary, and one treasurer. All officers must be RV MTB Booster Club members to be eligible to serve on the RV MTB Booster Club board. The board will have at minimum 2 parent/guardians, 2 coaches and up to four student rider members.
- B. Nominating – Nominations and/or self-nominations for officers of the RV MTB Booster Club shall be communicated to the incumbent president in-person, via email, or made from the floor of a RV MTB Booster Club membership meeting. Only persons who have consented to serve if elected, shall be nominated for or elected to officer positions.
- C. Elections – Board members shall be elected by ballot at a Membership meeting or via email survey. Elections will occur at the last membership meeting of the year. A simple majority of the votes cast is required for the election. The persons receiving the highest number of vote will be elected. In the event of a tie, a ballot with only the tied candidates will be used.
- D. President – The president will be the official spokesperson for the organization and will provide regular communication to the RV MTB Booster Club membership. The President provides leadership, sets policy and is the person to whom the Head Coach is financially accountable. The President develops meeting agendas, chairs meetings and encourages the Board's role in strategic planning. The President appoints coordinators of committees, in consultation with other Board members. The President discusses issues confronting the RV MTB Booster Club with the Head Coach and helps guide and mediate Board actions concerning RV MTB Booster Club priorities and governance. The President monitors financial planning, financial reports and plays a leading role in fundraising activities.
- E. Secretary – The Secretary will keep and make available the minutes of the Board meetings. The Secretary will monitor the organization's mail and correspondence, and distribute such as appropriate. The Secretary maintains records of the board and ensures effective management of the RV MTB Booster Club's records.
- F. Treasurer – The Treasurer will be the primary financial officer of the RV MTB Booster Club. This includes collecting, depositing and properly reporting all fees and other sources of income or contributions received by the organization, preparing reports and financial statements as required by law and/or the Board. The Treasurer administers fiscal matters, and shall manage or direct custody of all RV MTB Booster Club funds. The Treasurer shall keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and cancelled checks for the previous two (2) years and the current year.
- G. Assumption of Duties – New officers shall assume official duties in January and shall serve a term of one year. Board member terms are not limited to one year, but Board members must be re-elected. Outgoing officers shall prepare and relinquish all records pertaining to their office at this time.
- H. Committee Coordinators – The Board may authorize committees for specific events and/or activities, and the Board will approve coordinators of each committee. Committee coordinator responsibilities are set forth below and each will report to the Board. The Board may authorize additional coordinator roles as necessary to achieve the ongoing responsibilities and goals of the RV MTB Booster Club.

## VII – Meetings

- A. Board Meetings – The RV MTB Booster Club Board shall hold meetings as necessary, and scheduled by the RV MTB Booster Club President. Times and dates of meetings shall be published on the RV MTB Booster Club team calendar and social media with reasonable notice of not less than 2 days. If the RV MTB Booster Club board meeting requires rescheduling or cancellation, reasonable email, phone and/or text notice shall be provided.
- B. Membership Meetings - There will be a minimum of two (2) membership meetings per calendar year (January – December). Special meetings of the entire RV MTB Booster Club membership (aka parent/rider/coach meeting) may be called by the President or by a majority of the RV MTB Booster Club Board, providing reasonable notice of not less than one (1) week.
- C. Voting – Voting on items by the board may occur in person, via email, or electronic voting application. Each board member may have one vote. Voting by the RV MTB Booster Club membership on items may be done in person, simple majority of the votes cast is required for approval of the item, or voting may take place via an electronic voting application.

## VIII – Amendments

These bylaws shall be reviewed and/or revised as necessary, but not more than five (5) years from the previous revision date. The RV MTB Booster Club Bylaws may be amended at any regular meeting of the RV MTB Booster Club Board, provided a quorum is present and passed by a majority vote.

## IX – Dissolution

In the event of dissolution, the RV MTB Booster Club shall, after paying or making provisions for the payment of all liabilities, dispose of all RV MTB Booster Club assets to the Ralston Valley Mountain Bike Team account, a non-profit entity administered by the financial secretary for Ralston Valley High School.