



Crofton High Cardinal Club

CROFTON HIGH SCHOOL ATHLETIC BOOSTERS

BY – LAWS

ARTICLE I

Name and Purpose

- Section I This organization is officially known as the Crofton High Cardinal Club, Inc. and shall be referred to as the Cardinal Club.
- Section II The Cardinal Club’s mission is to foster an environment that inspires student-athletes, coaches, parents and the Crofton community to collectively create a positive and spirited atmosphere for all AACPS sanctioned Crofton HS student-athletes. Established in July 2021, the Cardinal Club is a 501c3 organization. The Cardinal Club invites you to join as a financial contributor and to support our efforts to make the Crofton HS athletic program the gem of the Crofton community!
- Section III All Crofton High School athletic teams sanctioned by Anne Arundel County Public Schools (AACPS) are represented by the Cardinal Club. Teams are permitted to do their own fundraising but are not permitted to establish mini booster clubs. Club teams do not receive any benefits from the Cardinal Club. This includes non-sanctioned athletic club teams at the school and the participation of sanctioned teams participating in summer or winter leagues, for example.

ARTICLE II

Active Booster Membership

Crofton High Cardinal Club, Inc.

C/O Crofton HS Athletic Dept. | 2291 Davidsonville Rd. | Gambrills, MD 21054

Email: croftonhighcardinalclub@gmail.com | Web: <https://crofton-athletic-boosters-membership.cheddarup.com>



Crofton High Cardinal Club

- Section I Anyone interested in paying the annual dues and working to improve the athletic programs at Crofton High School is eligible to be a member of the Cardinal Club.
- Section II Eligibility will include the payment of dues. See.....ARTICLE III.
- Section III An active member who is present at the general monthly meeting is eligible to vote in the general election for officers and elected board members.
- Section IV General Business decisions will be made after a vote by the executive board and athletic director. Members in attendance at the general meeting can give feedback prior to the vote.

ARTICLE III

Dues

- Section I Yearly dues shall be determined by the Executive Board. These dues will be set on, or before, June 30 of each year.
- Section II Dues means the amount required to be paid annually during each school year (July 1st through June 30th). The payment of dues allows a member to participate, including voting as outlined in Article II, Section III, for the school year in which the dues are paid. Classes of membership are denoted by the amount of dues paid during the school year.

ARTICLE IV

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Officers

- Section I The elected officers (Executive Board) of the Cardinal Club shall be President, Vice-President, Secretary, and Treasurer.
- Section II It shall be the duty of the President to preside at all General and Executive meetings. It shall also be the duty of the President to appoint all the committees' chairmen and shall be the Chairperson of the Fundraising committee.
- Section III The Vice - President shall assume the duties of the President in the President's absence and shall be the Chairperson of the Membership Committee.
- Section IV It shall be the duty of the Secretary to keep records of all meetings and maintain communication with the members through email. In the absence of both the President and Vice President, the Secretary shall preside over the meetings.
- Section V The Treasurer shall have custody of all funds of the Athletic Boosters which shall be deposited in a special account in a bank approved by the Board. Expenditures shall be made upon authorization of a majority of members at any meeting. Checks may be signed by the Treasurer, with the exception of checks in amounts exceeding \$2,000, which must be countersigned by the President. The Treasurer will pay all authorized vouchers and to maintain up-to-date financial records.
- Section VI Other members of the voting board shall include the Athletic Director of Crofton High School and present committee chairs and team liaisons

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Section VII The Executive Board shall have full power to transact all business of the Membership which may arise and require action at any time between General monthly meetings.

Section VIII Team Liaisons – Each athletic team shall designate one parent to serve as the team liaison. This parent will share Cardinal Club information with the other parents and keep them up-to-date on fundraisers and other projects run by the Athletic Boosters.

ARTICLE V

Nominations

Section I Nominations for Executive Board Officers and Committee Chairpersons shall be nominated at the April General Meeting. The nomination period will be open for no less than four (4) weeks prior to the meeting.

Section II It is understood that the candidates have been notified and consent their nomination.

Section III The completed slate is to be presented at the General April meeting and NO other nominations from the floor, at the April meeting, will be accepted.

Section IV The election of the Executive Board Officers will be during the General May meeting, but also may be held online. To be duly elected, the individuals must receive a plurality of those in eligible to vote. For eligibility see ARTICLE II Section III.

Section V No member shall hold more than one office at a time and no member shall be eligible to serve more than two consecutive terms

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in the same office unless determined by a unanimous vote by the Executive Board. Terms have been established as two year terms.

Section VI In the event of an office becoming vacant for any reason, the vacancy shall be filled by the nomination and election of an active member at the first meeting thereafter, to serve until the next annual election of Officers.

ARTICLE VI

Meetings

Section I General meetings will be held from September to June. These meetings will take place at Crofton High School and will be announced two weeks prior to each meeting. If meetings are not allowed in person we will meet virtually. It is anticipated that there will be at least four (4) meetings each year.

Section II The President can call Executive Board meetings as needed, in addition to those set forth in these By-Laws.

Section III Each Executive Board member is required to attend all the Executive and General meetings.

ARTICLE VII

Order of Business

1. Call to order

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2. Vote on prior meeting minutes
3. Crofton High School administration report
4. Athletic Director report
5. Treasurer's report
6. Committee reports
7. Old or unfinished business
8. New business
9. Discussion
10. Adjournment

ARTICLE VIII

Committees

- Section I Concession Stand Committee – The concession stand manager and committee will manage the Concession Stand, volunteers, product and profit. The manager, in coordination with the Secretary, will schedule teams to manage the stand during games, playoffs and special events. The manager will coordinate sales profits with the Treasurer and keep an inventory of stock.
- Section II Spirit Wear/Merchandise Committee – The Spirit Wear/Merchandise Chairperson and committee will keep up-to-date inventory of spirit wear, including sizes, type, style, and color. The Chairperson will provide invoices for the Treasurer to ensure payment to spirit wear company.
- Section III Membership Committee – The Membership Committee will be chaired by the Vice President. The Chairperson will develop an Excel

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spreadsheet of all members and send copies to the Secretary. At the beginning of each season, the committee may run a membership incentive contest to encourage parents to join. For example, team with the highest percentage of membership wins a team dinner.

Section IV Events committees –

1. Bull Roast - The Cardinal Club sponsors a Bull Roast each year. This fundraiser requires participation from all athletic teams in the form of selling tickets, providing donations for silent auction, and volunteers for the event.
2. Golf Tournament - The Cardinal Club sponsors a Golf Tournament each year. This fundraiser requires participation from all athletic teams in the form of recruiting players, providing donations for silent auction, and volunteers for the event.

Section V Community Event committee – The Cardinal Club will sponsor at least one community event where the majority of the event is paid for by the Cardinal Club. An event, such as a Family Outdoor Movie for example, would meet this criteria when the Cardinal Club provides the movie and popcorn and families could purchase food at vendors provided by the Cardinal Club or otherwise.

Section VI Fundraising Committee – The Cardinal Club will partner with the community and seek to raise funds for the organization via the following:

1. Corporate Sponsorship: The Cardinal Club will work with the AD and Administration to develop a corporate sponsorship program that allows our local business partners to donate to the

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organization and receive tangible credit for their support via a school approved signage program.

2. Online Raffle Contest: The Cardinal Club will host no more than 4 (quarterly) online raffles to raise funds for the organization. We will partner with local business and seek donations for high value raffle prizes.
3. Annual Mulch Sale: The Cardinal Club will host an annual Spring Mulch Sale to raise funds for the organization. We will partner with a local supplier for mulch, take preorders and arrange for delivery and distribution of Mulch on pick up day. There will be a separate sub-committee chair for the annual mulch sale.

ARTICLE IX

Athletic Boosters /School Official Relationships

Section I All requests for funds from the Cardinal Club should be submitted by the coach directly to the Athletic Director, in writing. The Athletic Director will then evaluate the feasibility of the request and discuss with the Executive Board, should the request be viable. The Executive Board will then meet to discuss the request and the Cardinal Club President will advise the Athletic Director of its decision. Should the request be a minor funding request a decision could be made to move forward immediately; however, if the request is material in nature it will be brought to the members at the next meeting. In order to be eligible for funds, coaches must attend one general membership meeting during their season.

Section II Use of Concessions – The concession property will be operated by the Cardinal Club for all events at the school. In the event another

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organization is authorized to use the concession property for a fundraising event, they will pay a fee to the Cardinal Club equal to 10% of their sales. The fee may be reduced, to allow for situations where a fee may be desired but at less than 10% or waived if circumstances warrant, by the majority vote of the Executive Board.

ARTICLE X

Amendments

Section I These by-laws were approved by the Board of Directors in July of 2021. Subsequently, amendments have been approved as follows:

Amendment 001: October 12, 2022 (Approved)

Cardinal Club Elected Officer Duties

President

- Preside at all General and Executive meetings.
- Ex-officio member of all committees.
- Appoint the committee chairmen.
- Fundraising Committee Chair

Vice President

- Assume the duties of the President in the President's absence.
- Membership Committee Chair

Secretary

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- Keep the minutes at the meetings
- Email minutes to members
- Email meeting reminders to members
- Assume the duties of the President if the Vice President is not available
- Distribute meeting minutes to the membership after each general membership meeting.
- Work with the Concession Stand Manager to schedule teams.

Treasurer

Overall

- Maintain the organization's 501c3 tax status with the IRS to allow donors to deduct contributions and exempt it from federal taxation.
- Remain in good standing with the State of Maryland to allow the organization to solicit charitable contributions and exempt it from state taxation on the income.

Weekly

- Concession expenses – Monitor timely information with respect to disbursements and receipts in the bank account, statements, and monthly reconciliation.

Monthly

- Prepare a monthly report of results compared to the approved budget. Attend the meetings to present the report and answer questions. Reconcile the cash accounts (general operating, special and money market).

Quarterly

- As applicable, file and pay sales taxes to the State of Maryland.

Annually

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- Work in tandem with the President to develop a budget for the upcoming year which is presented and approved at the first Board meeting.
- File a Form 990 EZ, or other appropriate form, with IRS for our fiscal year ending June 30.
- File a copy of the tax return noted above with the State of Maryland.
- Update the organization's registration with the Office of the Secretary of the State of Maryland Division of Charitable Organizations.
- Complete and file a personal property tax return with the Maryland Department of Assessments and Taxation.

Other Considerations

- Ensure signature cards are updated and mail addresses for bank accounts.
- Maintain on-line access to bank accounts to permit transfer funds as needed

Committee Chairs

Fundraising

Overall

- Develop an annual fundraising plan based on multiple revenue streams and submit the Treasurer by September 1st. (prior to the first general meeting)
- Submit fundraising programs to the administration for scheduling to avoid duplicative efforts of other clubs at the school.

Corporate Sponsorship

- Foster and build relationships with community business partners and seek corporate sponsorships from them.
- Generate revenue from the sale of signage at the sports fields and stadium and gymnasium scoreboards.

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- Seek corporate sponsors for our annual signature events (Bull Roast & Cardinal Classic Golf Tournament).
- Work with AD and administration to keep signs updated, current and in line with the approved policy.

Online Raffles

- Plan no more than 4 annual raffles.
- Work with community partners where appropriate to sponsor raffles
- Develop an assortment of high value / high demand products to raffle
- Work with the Treasurer to develop a POS system to capture raffle sales.
- Work with social media coordinator to advertise all raffles 30-60 days
- Work with social media coordinator to advertise / post all winners

Mulch Sale

- Coordinate a spring mulch sale annually (March / April)

Concession Stand Manager

Overall

- Manage the Concession Stand, volunteers, product and profit
- Schedule teams to manage the stand during games for fundraising events
- Schedule Boosters members to manage stand during playoff and special events
- Coordinate sales profits with Treasurer
- Ensure there is enough inventory for the menu
- Inventory stock for purchasing/shopping /coordinate a shopping list with the buyer
- Approximately 300 hours total of volunteer work spread out over the school year. On average about 5 – 10 hours per week.

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Weekly

- Send out reminder emails to the team contacts for concession stand duty, ensure the teams have enough support/people to run the stand smoothly
- Oversee the running of the concession stand during the games
- Provide the petty cash to start up the stand at the beginning of the event
- Double count the profits with a second person to ensure accuracy and then deposit profit. Contact Treasurer on the deposit amounts after each game.
- Orient volunteers to the concession stand stations (pretzels, dogs, candy) and their procedures
- Open and close the stand according to procedure
- Keep a running list of the teams and sign – in volunteer sheet.
- Keep a running list of products needed and forward information to the buyer

Monthly/Quarterly Sports Season

- At the beginning of the sports season, make sure all game events are covered by Crofton Sports teams to run each event. Fill in holes in the schedule with Booster members as necessary.
- Finalize the profit and expenditures from the stand at the end of the season on an Excel spreadsheet and forward it to the Treasurer for review.
- Transition the stock and supplies from outdoor stand to indoor stand to outdoor stand each year.

Spirit Wear Coordinator

- Keep up-to-date inventory of spirit wear, including sizes, type, style, and color.
- Meet with vendors to review products and develop assortments
- Order spirit wear as needed

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- Provide invoices for the Treasurer to ensure payment to spirit wear company
- Suggest new products for Athletic Boosters to sell

Membership

- Develop Excel spreadsheet of all members and send copies to the Secretary
- At the beginning of each season, run membership incentive contest to encourage parents to join. For example, team with the highest percentage of membership wins team dinner.

Bull Roast Coordinator

- Confirm date with Athletic Director and/or School Administration
- Plan event – Venue, etc
- Arrange for ticket distribution
- Solicit businesses for donations for silent auction (letters and emails)
- Pick up / organize donations as they come in
- Coordinate silent auction baskets from each team
- Advertise ticket sales on social media
- Arrange for band/DJ
- Set up volunteer list for money wheel and liquor wheel (coaches)
- Set up volunteer list for hourly raffles and set up for event (parents)
- Purchase large item for raffle (Yeti cooler, iPad, etc)
- Contact Sports Memorabilia person to set up auction items

Golf Tournament Coordinator

- Plan event with local golf course
- Confirm date with Athletic Director and/or School Administration
- Create flyer and distribute on social media

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- Solicit businesses for tee box signs
- Get signs created
- Plan special fundraiser holes (closest to pin, longest drive, etc.)
- Communicate with golf course for food choices, number of foursomes and special fundraiser holes
- Coordinate volunteers for beginning of event (check-in, distributing goody bags, selling mulligans, 50/50 raffles)

Meet the Coaches Night/Back to School Night Coordinator

- Confirm dates for Meet the Coaches night and Back to School night with Athletic Director or School Administration
- Provide AD with Cardinal Club content for the presentation one week prior
- May sell apparel and give cash/checks to Treasurer or other board member to deposit in bank
- Ensure Corporate Sponsorship recognition.
- Provide opportunity for families to sign up for membership

Community Event Coordinator

- Confirm date with Athletic Director and/or school administration
- Confirm screen rental (viewing on baseball outfield)
- Choose a movie that is appropriate for the audience (family friendly?)
- Coordinate with concession stand manager to open concession stand on movie night
- Invite food trucks to set up in the parking lot
- Invite all Crofton area feeder schools
- Order popcorn (or get donation) from movie theatre
- Order glow necklaces/bracelets to give out during movie
- Plan games/activities for students/children to do before the movie (cornhole, Kan Jam, face painting, etc)

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Team Liaison

General Duties:

- Attend Cardinal Club meetings if possible (if you know what Boosters is doing, you can share the information with your team)
- Promote Cardinal Club membership to your team
- Share Cardinal Club news and updates with team parents
- Schedule concessions as a fundraiser for your team
- Coordinate volunteers for concessions
- Coordinate donations from your team for the Bull Roast silent auction basket
- Promote sales of Bull Roast tickets
- Communicate need for volunteers at all Cardinal Club events
- Work with coaches to plan Senior Night and other team activities

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