



**Denver North Booster Club
Policies and Procedures**
Established 4/2024
by Booster Club Founders Board

1. Robert's Rules of Order will be followed.
2. Booster Club Policies and Procedures will require a $\frac{2}{3}$ Board vote in order to be amended.
3. The Booster Club Board will collaborate and take recommendation(s) from the Advisory Board. The Advisory Board will consist of the following:
 - a. North Principal or Principal Designee
 - b. North Director of Athletics
 - c. Current North Head Coach
4. Election to the Booster Club Board will be conducted on a yearly basis by application to the Executive Board and an approval of $\frac{2}{3}$ majority vote by the sitting members.
5. The Booster Club Executive Board will be made up of 3 to 15 members.
 - a. 1/3 people appointed by the Alumni Association.
 - b. 1/3 North Parents or Community Members.
 - c. 1/3 people appointed by the Advisory Board.
6. The Booster Club Executive Board will have 4 Officer Positions. Each position will serve a 2 year term. Two positions will have an initial term length of 1 year.
 - a. President
 - b. Vice President*
 - c. Treasurer
 - d. Secretary*
7. All fundraised dollars will be deposited into the Booster Club checking account with the exception of program specific camps run by individual programs. Camp revenue will be allocated to the program that ran the camp.
8. The Booster Club Board will disperse funds based on the recommendation of the Advisory Board, unless there is a compelling circumstance or insufficient funds that would require modification to the recommendation.

9. The Booster Club budget will be broken down into the following categories after expenses (Board Insurance/CPA/administrative costs):
 - a. Rollover Funds - 5%
 - b. Operational Funds (program specific) - 45%
 - c. Major Projects/Capital Improvements - 35%
 - d. Requests - 15% (up to 5% allocated for clubs/activities to be voted on by the Board)

10. In order for Head Coaches to spend their allocated funds, they will need approval from the Director of Athletics. The Director of Athletics will provide a financial report to the Board at every Board Meeting.

11. Committees must be approved by the Executive Board. Committee chairs must be members of the NHS Booster Club.