

FRIENDS OF CONVAL ATHLETICS

BYLAWS

ARTICLE I - NAME

The name of this organization shall be Friends of Conval Athletics (“FCVA”).

ARTICLE II - PLACE OF BUSINESS

FCVA’s initial place of business shall be at Contoocook Valley Regional High School, Route 202 North, Peterborough, NH 03458.

ARTICLE III - PURPOSE

The purpose of FCVA shall be to foster a spirit of cooperation and support among the Conval student athletes and the broader community through development of a variety of fundraising and other efforts which better the opportunities available to our participating athletic programs.

ARTICLE IV - POWERS

FCVA is empowered to raise and receive money and other property by gift, device, subscription, dues, fundraising activities, concession sales and other legal means and to expand and contribute the funds so raised and do all things necessary or desirable to carry out the purpose set forth in Article III of these Bylaws.

ARTICLE V - MEMBERS

Members of FCVA shall include:

- Any person who is a parent or legal guardian of a Contoocook Valley Regional High School student who participates in or anticipates participating in at least one sport during the current academic year and who either requests to be recognized as a Member or who attends the Annual Meeting,
- Any coach or assistant coach for the current academic year officially recognized as such by the Athletic Director,

- Employees of the school district,
- Residents of the school district at least eighteen years of age, or
- Any other person recognized as such following a separate Executive Board vote on a case-by-case basis, such vote to be completed at the Board meeting most immediately following an expression of interest in such designation by any such person
- The Executive Board retains the right to exclude from membership any otherwise eligible person to be decided by majority vote of Officers present at any Executive Board meeting.

Members shall be responsible for electing Officers and advising the Executive Board as solicited by the President.

ARTICLE VI - OFFICERS

Officers. The Officers shall consist of a President, a Vice President, a Treasurer, a Secretary, a Volunteer Chair, a Fundraising Chair, a Communications Chair, a Concessions Chair and such other Officers as the Executive Board may choose to elect. There shall be at least five and no more than eleven Officers at any time. All Officers are expected to attend all Executive Board and Annual Meetings as much as is practicable, with teleconference or similar methods recognized as acceptable forms of participation.

- (a) **Election.** The Officers and the at-large members shall be elected by a majority of the voting membership present at the Annual Membership Meeting held annually in May. All elected Officers must be current members of the organization.
- (b) **Nominations.** The President, with concurrence of the Executive Board, shall present a slate of nominees (who have agreed to serve) for positions of Officers. Additional candidates may be nominated from the floor at the Annual Membership Meeting.
- (c) **Terms of Office.** Each Officer shall be elected to a one-year term of office coinciding with FCVA's fiscal year beginning 8/1 through 7/31 of the following year. An individual may not serve in the same capacity for more than four consecutive terms, with the exception of Treasurer, which is for no more than six consecutive terms.
- (d) **Team/Sport Representation.** Each sport shall be represented by no more than two Officers at any time, with male and female teams of the same sport counting as distinct for this purpose. For clarity, should an Officer have a child who participates in more than one sport, or more than one child participating in different sports, that Officer may define their participation in FCVA through the sport of their choosing.

- (e) Vacancy. The President, with the approval of the Executive Board, shall appoint any Officer vacancy, other than the Presidency. A vacancy in the office of the President shall be filled by a majority vote of the Executive Board at their first meeting after the vacancy occurs.
- (f) Removal of Officer: An Officer may be removed from the Board within their current term by two-thirds vote of the Executive Board at a Board Meeting.

Duties of Officers.

- (a) President. The President shall oversee all FCVA operations and responsibilities, including but not necessarily limited to:
 - (1) Schedule all meetings, produce agendas and chair all FCVA meetings
 - (2) Guide policy to remain equitable to participating sports in proportion to their contribution to the success of FCVA and its purpose
 - (3) Communicate with School District staff and Board Members
 - (4) Direct the efforts of other Officers
- (b) Vice President. The Vice President shall perform all of the duties of the President in his/her absence and shall be responsible as the primary liaison for Member communications to the Board.
- (c) Secretary. The Secretary shall keep a record of all the proceedings of the organization, compile and distribute materials for Executive Board and Annual Member Meetings, and shall maintain copies of all regulatory, tax and similar records as required for FCVA.
- (d) Treasurer. The Treasurer shall:
 - (1) Maintain accounting principles and practices
 - (2) To the degree practicable, develop methodologies and records to track relative individual sport contributions to the overall mission of FCVA
 - (3) Make disbursements from the general fund and shall pay expenses over \$200 as approved by the Executive Board
 - (4) Make disbursements from the general fund and shall pay reasonably incurred expenses of under \$200, informing the Executive Board of such expenditures at Board Meetings
 - (5) Provide monthly financial reports to the Executive Board
 - (6) Coordinate establishment, compile and produce all financial and related reports required by State or Federal regulatory agencies as well as filing and maintenance of similar records as required by FCVA
 - (7) Share information and copies of all regulatory, tax and similar record as required for FCVA with the secretary
- (e) Volunteer Chair. The Volunteer Chair shall head the Volunteer Committee and coordinate staffing and support activities for fundraising activities, implement and coordinate participant reporting as established by the Treasurer and/or the Executive Board and assist Fundraising Chair in event development and administration.

- (f) Fundraising Chair. The Fundraising Chair shall head the Fundraising Committee and implement and manage fundraising and related activities as agreed upon the Executive Board, work with the Treasurer to develop financial controls for each activity and report of each activity to the Executive Board.
- (g) Communications Chair. The Communications Chair shall coordinate all efforts to promote FCVA activities both within the membership as well as the broader community. This shall include promotion of fundraising activities as well as other duties as defined by the Executive Board.
- (h) Concessions Chair. The Concessions Chair shall coordinate with the Volunteer Chair and the Treasurer in order to maintain the various FCVA concessions locations.

ARTICLE VII – EXECUTIVE BOARD

Executive Board.

- (a) The Executive Board shall consist of all Officers of FCVA and shall be responsible to act on behalf of FCVA in the management of the business affairs of the organization, except for matters decided by a vote in the Annual Membership Meeting, and
- (b) The district Athletic Director and High School Principal shall serve as non-voting members of the Executive Board with the purpose of providing advice and guidance on all matters under FCVA consideration

Duties of Executive Board. The Executive Board shall:

- (a) Approve the expenditure of all general funds over \$200 per request
- (b) Approve the creation and dissolution of all necessary Committees and Chairpersons
- (c) Set the time and date of the Annual Membership Meetings and give members timely notification
- (d) Approve goals, review operating plans and organizational goals annually (Internal Controls checklist, FCVA Operational budget and Conflict of Interest Statement)
- (e) If action on behalf of FCVA is necessary before it is reasonable to convene the Annual Membership Meeting, the President shall take such action based on the majority vote of the Executive Board. A report of the action taken shall be made at the next Annual Membership Meeting
- (f) Approve original or amendments of FCVA by-laws.

ARTICLE VIII - STANDING COMMITTEES

Standing Committees. Standing Committees are those required to function throughout the year. Chairpersons shall be the applicable Officer as elected during the Annual Membership meeting or, if required, appointed by the President. Standing Committees and their primary functions follow. Standing Committee Chairpersons shall recruit as many members as necessary to accomplish the responsibility of the Committee. The Chairperson shall also keep a historical file of the year's proceedings, financial records, vendor contacts, etc., for turnover to his/her successor. At the end of each fiscal year, these committee records should be turned over to the Executive Board for subsequent assignment to the Committee Chairperson successor.

Fundraising Committee The Fundraising Committee shall determine, develop, organize and implement all fundraising activities of FCVA. Fundraising activities shall be approved by the Executive Board prior to implementation.

Volunteer Committee. The Volunteer Committee shall be responsible for generating and organizing volunteer assistance in support of fundraising and other endeavors of FCVA.

ARTICLE IX - MEETINGS

Annual Membership Meeting. The Annual Membership Meeting shall be held in May of each year unless otherwise specified by the Executive Board. Any change to the Annual Membership Meeting date, time or location shall be announced a minimum of two weeks in advance of the proposed change.

Voting at the Annual Membership Meeting. Members shall be eligible to vote on FCVA matters as determined by the Executive Board at the Annual Meeting provided they are (i) in attendance at the time of each vote, or (ii) provide their vote on any matter to the Vice President in writing prior to the vote, in which case the Vice President will submit each such vote on members behalf and submit member's written verification to the Executive Board.

General Meetings. General Meetings shall be as determined by the Executive Board and reasonable notice will be provided to the Membership. Meetings shall be open to all interested persons.

Meetings of the Executive Board. Meetings of the Executive Board may be called by the President at any time. Notice of the date, time, and place of Executive Board meetings shall be furnished to each Executive Board member by the Secretary by mail, telephone, messenger, or other reasonable means at least twenty-four hours in advance of the meeting unless the time, date, and place of the meeting has been previously fixed by vote of the Executive Board, or unless waiver of notice of the meeting has been signed by every Executive Board member and filed with the Secretary.

Meetings by Telephone or Similar Communications. Members of the Executive Board may participate in a meeting by means of conference telephone, electronic mail, or similar communications equipment by means of which all Officers participating in such meeting shall constitute presence in person by such director at such meeting.

Quorum. At least fifty percent (50%) of the Executive Board members then in office shall constitute a quorum in the case of a meeting of the Executive Board; and a majority of those present at a meeting, and entitled to vote, shall decide any matter properly brought before the meeting.

ARTICLE X – PARTICIPATING SPORTS

Any sports team’s participation in FCVA is voluntary to be decided by that sport, with notice of interest communicated to FCVA Vice President in writing by the coach or similar representative of each sport. Unless granted an exception by the Executive Board, enrollment shall take place at the beginning of each fiscal year for interested sports. Any sports team that has joined FCVA and is operating at Contoocook Valley Regional High School which wishes to participate in fundraising and similar supportive endeavors for their teams must participate through the processes and procedures defined by FCVA unless granted a written waiver by FCVA and approved by the Athletic Director.

Participating Sports:

Basketball (boys)	2014
Basketball (girls)	2014
Unified Basketball	2017
Cross Country	2014
Field Hockey	2014
Golf	2019
Lacrosse (boys)	2014
Lacrosse (girls)	2014
Soccer (boys)	2014
Soccer (girls)	2014
Softball	2015
Spirit	2014
Track (indoor/outdoor)	2014
Tennis (boys)	2018
Volleyball	2014
Wrestling	2014

Grandfathered fundraisers as of May 2014:

Alpine: Crotched Mountain Ski pass sale (last held 2012)

Basketball: Alumni Tournament

Nordic: Concessions for Winter ski meets

Track: Spring Fling 5K run

Spirit: 3 car washes, Yankee candle sales (fall), Selling beads at football games, Hosting Spirit Competition (fall), Baby Sitting Night (winter), Cheer camp (winter), Money Calendar (winter)

ARTICLE XI – SEPARATION FROM FCVA

Teams who participate through FCVA and subsequently wish to disassociate from FCVA and establish a separate organization of comparable purpose may only do so with Executive Board approval through majority vote. At such time FCVA, with approval of the Athletic Director, shall have sole discretion as to disposition of any funds associated, in whatever form, with that specific team.

ARTICLE XII - FISCAL YEAR

The fiscal year of FCVA shall be the twelve-month period ending July 31 of each year. Annual financial reports shall be based on this twelve-month period.

ARTICLE XIII – CONFLICT OF INTEREST POLICY

FCVA will maintain a written Conflict of Interest Policy as approved by the Executive Board.

ARTICLE XIV - DISSOLUTION

Should FCVA cease to operate as a legal entity, all of the funds will be distributed equitably as determined by the Executive Board to all participating sports then supported by FCVA.

ARTICLE XV - AMENDMENTS

These Bylaws may be amended by two thirds vote of the Executive board at any annual, scheduled or special meeting called for the purpose of acting upon a proposed amendment, provided that no such amendment shall become effective until it has been approved at the Annual Membership Meeting.

ARTICLE XVI - FINANCIAL/CREDIT CARD POLICY

FCVA will maintain a written Financial/Credit Card Policy as approved by the Executive Board.

The undersigned President, Vice President, Treasurer, Secretary, Volunteer Chair, Fundraising Chair, and Communications Chair, hereby certify that the foregoing Bylaws were duly adopted at a meeting duly called and held on the _____ day of _____, 20__.

PLEASE PRINT YOUR NAME

YOUR SIGNATURE

President

Vice President

Treasurer

Secretary

Volunteer Chair

Fundraising Chair

Communications Chair

Concessions Chair