

Steele Canyon High School Athletic Booster Club



By-Laws

Amended: August 13, 2013

BY-LAWS OF STEELE CANYON HIGH SCHOOL ATHLETIC BOOSTER CLUB

I. NAME

- A. The organization shall be known as the STEELE CANYON HIGH SCHOOL ATHLETIC BOOSTER CLUB.**

II. ADDRESS

- A. The business address of the Steele Canyon High School Athletic Booster Club will be 12440 Campo Road, Spring Valley, CA 91978.**

III. OBJECTIVE

- A. The objective of the Steele Canyon High School Athletic Booster Club is to promote and financially support all Steele Canyon High School (SCHS) sports teams, assist in the completion of facilities outlined in the Athletics Master Plan and advocate constructive, dedicated parental involvement.**

IV. MEMBERSHIP

- A. Membership of the Steele Canyon High School Athletic Booster Club shall be open to anyone wishing to aid in carrying out the objectives and purposes of this organization.**
- B. Membership shall be of four types:
 - 1. Basic**
 - 2. Silver**
 - 3. Gold**
 - 4. Platinum****

V. DUES

- A. Basic Membership \$25.00 per family.
Silver Membership \$100.00 per family
Gold Membership \$250.00 per family
Platinum Membership \$500.00 + per family**
- B. Membership period is July 1 – June 30 of each school year.**
- C. Annual dues may be increased in any subsequent year by a 2/3 vote of the Board.**

VI. ORGANIZATION

The Steele Canyon High School Athletic Booster Club, also called “Corporation” herein, is incorporated under the general non-profit laws of the State of California and Internal Revenue Service Non Profit 501 (3) (c), and is governed by the Board of Directors. The Board of Directors will consist of the elected officers.

VII. BOARD OF DIRECTORS

The Board of Directors will consist of the following officers: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, Concessions Director and Community Relations Director. Other members of the Corporation include the School Representative, School Athletic Director, Auditor and a Purchasing Manager. No officers shall hold the same position on the Board for more than two consecutive one-year terms, unless approved by a 2/3 vote of Board. Each designated Board of Directors position is allotted one vote. Attendance at general meetings and meeting of the Board of Directors is required.

- A. President:** The President shall be the chief executive and presiding officer of this corporation, and shall, subject to the majority vote of the Board, have general supervision, direction and control of the administration of the corporation affairs. He/she will be an ex officio member of all committees. He/she shall appoint a nominating committee at the general meeting in April.
- B. 1st Vice President:** In the absence of the President, the First Vice President shall perform the duties of the President. In addition, the First Vice President shall be the chairperson of membership rolls and recruiting, and shall be chairman of a standing membership committee. The First Vice President shall promote the continued growth of the organization by obtaining new members. An email distribution list of all booster club members is to be kept, shared with the Board and updated as needed. Finally, the First Vice President shall conduct any or all special and continuing membership campaigns as approved by the Board.
- C. 2nd Vice President:** The Second Vice President shall be the chairperson of Fundraising. The Second Vice President shall conduct a meeting no later than June to organize and plan various fund raisers throughout the coming school year.
- D. Secretary:** The Secretary shall keep or cause to be kept a book of minutes of all general meetings and meetings of the Board of Directors. Said Secretary shall obtain and have available Robert's Rules of Order at all Board and general meetings. The Secretary shall also maintain the Articles of Incorporation, the By-Laws and all correspondence of the Corporation. The Secretary shall ensure that each member of the Board is presented a copy of the By-Laws.
- E. Treasurer:** The Treasurer shall maintain full and complete accounts of the properties and Finances of Corporation. It is to be understood by all that all purchased items using Corporation finances are the property of the Steele Canyon High School Athletic Booster Club and spending of funds or distribution of items needs to be agreed to by majority vote of the Board. It shall be understood that items for sale can be sold at published list prices and selling at less than published list prices or giving product away requires a majority vote of the Board. The Treasurer shall prepare a monthly report of all income and expenditures to be presented at the general meetings. Treasurer shall submit for inspection all books and records of income and expenses on written demand, within five (5) days of demand. All funds raised for or donated for a specific purpose shall be kept in a separate or special account. All receipts may be specifically designated for the purpose intended. No funds donated for a specific purpose shall be disbursed except as approved by the Board of Directors and on checks signed by the Treasurer and one other elected officer. The Treasurer will be bonded in an amount deemed reasonable by the Board. The Corporation shall pay the premium for the bonding. The Treasurer shall cause to be prepared and filed all financial reports required by the State and Federal Government.

- F. Concessions Director:** The Concessions Director shall conduct a meeting no later than August to formulate plans for the coming year. The Concessions Director shall promote the sale of refreshments and merchandise at all events as sanctioned by the school. The Concessions Director shall determine whether a Purchasing Manager is necessary and if deemed necessary shall solicit nomination of said Director which will not be considered a member of the Board of Directors. The Concessions Director shall (if appropriate) work in conjunction with the Purchasing Manager to keep the inventory of refreshments adequately stocked. The Concessions Director shall deposit all funds as directed by the Treasurer. The Concessions Director shall acquire and maintain a food handlers' card and the cost to maintain such certification shall be financed by the Corporation if needed.

At the start of each season the Concessions Director shall inspect and recommend improvements or alterations required for efficient operation of the concession stands. These potential expenditures shall be brought before the Board for approval.

- G. Community Relations Director:** Shall concentrate upon building a community awareness and support for the organization's goals and programs. They shall be responsible for writing, editing, and distributing any Steele Canyon High School Athletic Booster Club information for publication. They will work with other members of the Steele Canyon High School Athletic Booster Club and school system to ensure adequate media coverage of all appropriate activities.
- H. School Representative (Advisor):** Said representative shall be a member of the Steele Canyon Faculty, but will not be a member of the Board.
- I. Athletic Director:** Shall be an Advisor to the Board, but will not be a member of the Board.
- J. Auditor:** The Auditor shall examine the financial records twice yearly, including periods ending December 31st and June 30th. The Auditor shall present audit reports to the board no later than the March general meeting for the December audit and September meeting for the June audit. The Auditor is not a member of the Board.
- K. Purchasing Manager:** The Purchasing Manager shall work in conjunction with the Concessions Director to keep the inventory of refreshments adequately stocked to support concession and merchandise sales. The Purchasing Manager must maintain and submit required documentation for purchases and expenditures as deemed necessary by the Treasurer. If the Concessions Director elects to not designate a Purchasing Manager, the responsibilities of the Purchasing Manager will be the responsibility of the Concessions Director.

VIII. ELECTION OF OFFICERS

Except with respect to the elections at the initial organization meeting of the club, the election of the Board of Directors shall be held at the regular meeting in June. Election shall be by a majority of members present at said election. The nominating committee shall make nomination, with open nominations from the floor allowed. The nominating committee will consist of at least three members and shall be appointed at the April general meeting. The nominating committee will present the slate nominees to the membership at the June general meeting. The Election shall be under the direction and control of the nominating committee. Introduction of Board of Directors will take place at the first meeting after election. It is suggested there be a joint meeting of the new and old Boards prior to the next regular meeting after the election. In the event of any vacancy of a Board of Director between elections, said

vacancy shall be filled by appointment, and approval, by the majority of the Board of Directors.

IX. MEETINGS

There shall be a general meeting of the membership each month, except July or at any other time so designated by the Board as a general meeting with a minimum of forty-eight (48) hours advanced notice. At the August meeting it shall be decided what day of each month the meetings will be held that school year. In order that business may be transacted at said meetings, a vote of the majority of the Board present at any authorized meeting under these By-Laws shall be enough to conduct business for the Corporation.

All meetings authorized under these By-Laws shall be held at Steele Canyon High School or at another place designated by the Board of Directors by majority vote; provided however, if any such meeting is to be held off-campus, then due notice (forty-eight hours) of the date, time and place shall be given to the membership, except for special meetings.

Special meetings of the Board may be called from time to time by the President, or by any two officers jointly, if deemed necessary. The officers, in their call of a special meeting, shall state the reasons for said special meeting. This meeting may be held via phone conference call. In the event that a business matter needs to be decided in advance of an upcoming Board meeting, an online vote can be initiated. This requires that one Board officer submits an email to the Board of Directors and states the nature of the business. The business matter can be approved when a majority of the Board approves of the business matter. The online voting of the business matter is to be entered in the minutes of the next official general meeting.

X. RECALL OF ELECTED OFFICERS

A request for recall of an officer of the Board of Directors shall be in writing, signed by a 2/3 vote of the Board of Directors.

At the next general meeting the proposed recalled officer will be given the opportunity to present his/her position in opposition to his/her recall. A reasonable time will be given to the recalled officer to state their position, as determined by the President or the 1st Vice President if the President is recalled. With a 2/3 vote of the Board of Directors, it can be determined that the recall is to be done via open or closed session.

Upon the conclusion of the discussion, the Board of Directors will vote via secret ballot. The recall must to be approved by a 2/3 vote of the Board of Directors present.

XI. BY-LAW AMENDMENTS

A request for amendment of the By-Laws must be made by a member at a general meeting. Said requests for amendments shall need a 2/3 vote of the Board of Directors for the Amendment to pass. Amendment requests will be announced at the next general meeting.

XII. COMMITTEES

Special Committees:

The Board may, by resolution passed by a majority of the Board in office, designate one or more committees, each committee to consist of two or more members of the organization. Committee Chairs will be appointed by the Board as needed by majority vote. Any such committee, to the extent provided in the resolution of the Board, shall have and may exercise the powers as delegated by the Board in the management of the business and affairs of the committee.

XIII. RESIGNATIONS

- A. Any officer, or committee chairperson, may resign by submitting, in writing, to the Board, the effective date and reason for said resignation.**
- B. Any officer, or committee chairperson, who misses three (3) consecutive meetings without prior approval of the President or the President's designee, shall be considered to have resigned.**

XIV. BOOSTER CLUB SNACK BAR OPERATING PROCEDURES

The Steele Canyon High School Athletic Booster Club will operate all snack bars on campus unless otherwise directed by the school staff. Operation of the Snack Bar during school sanctioned events provides an important source of revenue for Booster Club.

- A. The Concessions Director is responsible for opening and closing the snack bar for all events and advising groups of appropriate staff levels for each event. He/she is responsible for ensuring adequate stock of Snack Bar with items for sale and making sure that stock levels are appropriate for each event.**
- B. The Snack Bar is open during all home Varsity, Junior Varsity and Freshman football games or other school sanctioned events as directed by the Steele Canyon High School Athletic Booster Club. 25% of the snack bar sales are paid to the team covering the assigned shift. The team must provide a minimum of 4 adults and 4 students, unless otherwise instructed by Concessions Director, to receive funds. After expenses the remainder of snack bar proceeds will be deposited into the Steele Canyon Athletic Booster Club general fund.**
- C. A shift at the Snack Bar consists of Snack Bar Prep, Full Coverage of the Snack Bar during Open Hours, Closing and Clean-up. A team needs to confirm the time of their assigned shift with the Concessions Manager. A Snack Bar shift includes clean-up and a team must recognize that clean-up can take upwards of 2 hours after the school event ends.**
- D. Not abiding by the requirements as listed could/may potentially forfeit a team's proceeds (or a portion of the proceeds) from the fundraising amount.**
- E. One person in the Snack Bar at all times must be a member of the Board of Directors of the organization.**
- F. Snack Bar workers must be 15 years or older.**
- G. Persons working in the Snack Bar must follow Health and Safety Rules posted in the Snack Bar.**
- H. The Steele Canyon High School Athletic Booster Club may draw up another agreement, as deemed necessary, with other organizations.**
- I. Snack Bar Funds shall be managed under the procedures set forth by the Treasurer and Auditor.**

XVI DISBURSEMENT OF FUNDS:

A. General Requests

- 1. Requests for funds are to be made by member groups via the official application form available from any Steele Canyon High School Athletic Booster Club Board Member or as a download from the website. Requests for funding require written notification and approval of the Head Coach.**
- 2. The Steele Canyon High School Athletic Booster Club will provide matching funds up to 50% of the cost of the desired item or service on approved requests (not to exceed \$2,500), unless a greater amount is agreed to by a 2/3 vote of the Board.**
- 3. A team may seek uniform funding every three years. No more than 50% of the uniform costs will be considered for funding. A maximum amount of the funding request is set at \$2,500. Only items that can be re-used each year can be considered for funding requests. A team is defined as a Freshman, Junior Varsity or Varsity team. A 2/3 vote of the Board is required for approval of uniform funding.**
- 4. Funding requests should include a minimum of two competitive quotes when appropriate.**
- 5. Unless otherwise agreed, it is preferred that payment for funding requests is paid directly to the vendor selected by the Corporation.**
- 6. Salaries cannot be funded by the Corporation.**
- 7. To be considered for funding requests, each Team must have a Team Representative attend general meetings during their sport season.**
- 8. The Corporation may serve as “the Bank” for Team fundraisers. Requests for Bank services require written notification and approval of the Head Coach. Bank services require completed form available from a Steele Canyon High School Athletic Booster Club Board Member or as a download from the website. A 2/3 vote of the Board is required for approval of the Corporation to act as “the Bank” for a Team fundraiser.**
- 9. Funding requests shall be considered in light of the Corporation’s objectives and be approved by a majority of the Board, except as otherwise noted in Item XVI A.2 above.**

By-Laws Approved By:

Approved: _____
President

Date: 8/13/2013

Approved: _____
1st Vice President

Date: _____

Approved: _____
2nd Vice President

Date: 8/13/13

Approved: _____
Secretary

Date: 8/13/13

Approved: _____
Treasurer

Date: 13-AUG-2013

Approved: _____
Community Relations Director

Date: 8/13/13

Approved: _____
Concessions Director

Date: 8/13/13

Amended: 8/13/2013