

**ARTICLE I: NAME OF THE ORGANIZATION:**

This organization shall be known as the Concord High School Athletic Boosters Club (CHSABC).

**ARTICLE II: OBJECT AND PURPOSE**

Section 1: A non-profit organization for supporting and encouraging the athletic activities being conducted at Concord High School.

Section 2: To encourage participation of students in the athletic programs or athletic supporting units, by giving suitable recognition to supporting units or individual students during the current year.

Section 3: To bring to the parents and the community, a better understanding of athletic activities at Concord High School.

Section 4: To encourage all parents of high school students and other interested adults or alumni to become members of this organization and to take an active part in all club activities.

Section 5: To conduct suitable recognition events as the need arises and with the approval of the Board of Directors.

Section 6: All awards will be subject to California Interscholastic Federation (C.I.F.) standards.

**ARTICLE III: MEMBERSHIP (3 membership classifications)**

Section 1: Active – Any adult who has paid regular membership dues. These members have voting rights.

Section 2: Alumni – Any graduate of Concord High School. These members shall not have voting privileges.

Section 3: Honorary – For those the club had voted in because of their work or support. They shall not have voting privileges.

Section 4: Memberships may be revoked for good cause from this club by two-thirds vote of the members present at a general membership meeting; after a hearing is held by the Executive Board of Directors.

Section 5: Any alumni or honorary member may become a voting member by payment of membership dues.

**ARTICLE IV: DUES**

Section 1: Dues will be per family on a tiered system per the current school year. Dues will be subject to change by a two thirds quorum vote by the board. The following levels of membership is available:

- Platinum - \$250
- Gold - \$100
- Silver - \$75
- Bronze - \$50

**ARTICLE V: OFFICERS**

Section 1: The officers of this organization shall consist of:

- President
- Vice President
- Secretary
- Treasurer
- Crab Feed Chair
- Membership Chair

- Communications Chair
- Awards Chair

There shall be a Board of Directors consisting of the eight to ten elected officers and up to twenty (20) other members who are elected or appointed to represent the sports programs listed below.

Non-voting members from Concord High School shall be:

- Athletic Director
- Leadership Liaison
- Site Administrator
- Varsity Head Coaches

<u>Boys Athletic</u>	<u>Girls Athletics</u>	<u>Co-Ed Athletics</u>
Football	Volleyball	Swimming/Diving
Basketball	Basketball	Wrestling
Soccer	Soccer	Track
Baseball	Softball	Cross Country
Tennis	Tennis	Special Olympics
Water Polo	Water Polo	Sideline Cheer
Golf	Golf	Competitive Cheer
Volleyball	Lacrosse	

**ARTICLE VI: ELECTION AND TERMS OF OFFICERS**

Section 1: Nomination and election of officers will be held at the spring General Membership meeting.

Section 2: Officers and members of the Board of Directors shall serve a term for a period of one year – June 1 to May 31<sup>st</sup>.

Section 3: Vacancies may be filled by the Board of Directors.

Section 4: Each Head Coach or the Athletic Director will appoint or elect a sport representative.

**ARTICLE VII: DUTIES OF THE BOARD**

Section 1: Dues of the board shall be determined by the Board and ratified by the majority vote of the active membership present at meeting.

Section 2: Monies collected by the board shall be kept in a bank designated by the Board. A detailed list of membership and accounts shall be submitted to the Board on a quarterly basis. All checks shall contain double signatures and shall be signed by the President and Treasurer, or in their absence, the Vice President or a board designee. The board designee shall be selected by a two thirds quorum vote by the board.

Section 3: Absence from three consecutive board meetings shall constitute a resignation, subject to review by the Board.

**ARTICLE VIII: DUTIES OF THE PRESIDENT**

Section 1: Preside over the meetings of the Board of Directors.

Section 2: Supervise the affairs of the organization and its activities including coordination of team representatives.

Section 3: Be a designated co-signer of checks and purchase orders.

Section 4: Develop an activities calendar in coordination with the Principal or designated school representative. The calendar shall be presented for approval by the Board for the

upcoming year.

Section 5: The President shall vote only when there is a tie vote.

#### **ARTICLE IX: DUTIES OF THE VICE PRESIDENT**

Section 1: The Vice President should be the representative of an underclass person.

Section 2: Preside over meetings in the absence of the President.

Section 3: Complete the term of President should the President be unable to complete his/her term of office.

Section 4: Be designated co-signer of checks and purchases in the absence of either the President or Treasurer.

Section 5: Shall automatically be eligible to be nominated for election to the position of President.

#### **ARTICLE X: DUTIES OF THE SECRETARY**

Section 1: Maintain a copy of these bylaws as amended or otherwise altered to date.

Section 2: Maintain a book of minutes of all meetings of the Board and the General meetings. If applicable, meetings of the committees.

Section 3: See that all notices are duly given in accordance with provisions of these by-laws.

Section 4: Be the custodian of the records of the organization.

Section 5: Provide sign-in sheets at each meeting; track each sport to ensure participation at meetings.

Section 6: Send correspondence, as may be directed by the President, Vice-President, Treasurer, or the Board of Directors.

#### **ARTICLE XI: DUTIES OF THE TREASURER**

Section 1: Have charge and custody of and be responsible for all funds of the organization. Deposit all such funds in the name of the organization in the bank designated by the Board.

Section 2: Receive and give receipt for monies due and payable to the Boosters Club from any source whatsoever.

Section 3: Disburse or cause to be disbursed, the funds of the organization as may be directed by the Board, taking proper vouchers for such disbursements.

Section 4: Keep and maintain adequate and correct amounts of the organization's business transactions including online transactions as well as accounts of its assets, liabilities, receipts, disbursements, gains and losses reports at each meeting.

Section 5: Maintain and track funds collected from the use of PayPal. Provide President, VP, Treasurer detailed accounts.

Section 6: Exhibit at all reasonable times, the books of account and financial records.

Section 7: Submit annual proposed budget to September General membership meeting for approval.

#### **ARTICLE XII: DUTIES OF THE CRAB FEED CHAIR**

Section 1: Coordinate and manage the Annual Crab Feed along with the Silent and Live Auction.

Section 2: Provide updates to the Board on planning activities, requesting approval of funds as needed.

Section 3: Develop budget, provide final Income/Expense Statement.

Section 4: Ensure team splits from baskets are recorded with Treasurer.

### **ARTICLE XIII: DUTIES OF THE FUNDRAISING CHAIR**

- Section 1: Research, implement and coordinate fundraising for CHSABC.
- Section 2: Provides updates to the Board on planning activities, requesting approval of funds as needed.
- Section 3: Develop and maintain budget. Collect funds, deposit and provide detailed accounting to the President, VP and Treasurer.

### **ARTICLE XIV: DUTIES OF THE MEMBERSHIP DIRECTOR**

- Section 1: Maintain team rosters with names, addresses, phone numbers and email addresses.
- Section 2: Maintain a membership list containing the names, address, phone numbers, email addresses of each and any member, their membership level and type of payment received.
- Section 3: Collect funds, deposits and provide detailed accounting to the President, VP and Treasurer.

### **ARTICLE XV: DUTIES OF THE COMMUNICATIONS CHAIR**

- Section 1: Send correspondence, meeting reminders, etc., as may be directed by the President, Vice President, Treasurer or the Board of Directors, the entire membership, team reps, coaches and the three non-voting members, or as specifically directed.
- Section 2: Maintain website and all social media accounts, keeping data and technical services current.
- Section 3: Prepare and send via email to all members and parents of student-athletes (including non-members) general announcements as directed by the President, VP, Treasurer or the Board.
- Section 4: Prepare and distribute Monthly Newsletter. Deadline for submittals for the newsletter is the 25<sup>th</sup> of each month, and is to be distributed by the 5<sup>th</sup> workday of the following month. Solicit news if necessary, from Team Reps, Coaches or other resources as needed.

### **ARTICLE XVI: DUTIES OF THE AWARDS CHAIR**

- Section 1: Solicit monthly "Athlete of the Month" recipients from Varsity Coaches. Publicize selected student -athletes.
- Section 2: Assist teams in obtaining their End of Season Awards provided by the CHSABC.
- Section 3: Coordinate Year-End Awards and the Annual Scholarship Award.
- Section 4: Assist as needed with other awards or recognitions.

### **ARTICLE XVII: DUTIES OF THE TEAM REPRESENTATIVES**

- Section 1: Team Representative shall serve as the link to their designated sport, by promoting and providing coaches, parents and players with information regarding membership and Booster Club activities. As a voting Board member, Team Representatives shall attend general Board Meetings. Team Representatives or an appointed representative shall also attend General Membership meetings.
- Section 2: Responsible to work with the head coach to provide Team Rosters to CHSABC, request team funds and annual allocation from CHSABC. Provide detailed accounting of Team

Deposits to the President, VP, and Treasurer.

Section 3: Team Representatives shall work with all levels of their sport to ensure themed baskets are provided for the Annual Crab Feed and Silent & Live Auctions.

#### **ARTICLE XVIII: BOARD MEETINGS**

Section 1: Meetings will be held on the day and time of which will be determined as necessary by the President of the Board with a minimum of four (4) times per year.

Section 2: The President as required will call Board meetings. Special meetings may be called by the President as necessary and with the approval of the Board.

Section 3: Quorum – Five (5) Board members present at meetings shall constitute a quorum. If a quorum is not present; the items shall be tabled until the next membership or special meeting.

Section 4: All motions approved by 2/3 of the Board members present shall pass. The President shall vote only when there is a tie vote.

#### **ARTICLE XIX: GENERAL MEETINGS**

Section 1: A minimum of four (4) general membership meetings shall be held during the school year.

#### **ARTICLE XX: AGENDA ITEMS**

Section 1: Board Meeting Agenda Topics

1. Welcome/Introductions
2. Approval of Minutes of previous meeting
3. Financial Matters (approve Treasurer's Report, non-budgeted invoices, team allocations)
4. Committee & Administrator reports
5. Old Business
6. New Business
7. Roundtable
8. Adjournment

Section 2: General Meeting Agenda Topics

1. Welcome/Introductions/Team Reports
2. Approval of Minutes of previous meeting
3. Financial Matters (provide Treasurer's Report, approve requests for CHSABC funds)
4. Committee & Administrator reports
5. Old Business
6. New Business
7. Roundtable
8. Adjournment

#### **ARTICLE XXI: DISBURSEMENT OF CHSABC FUNDS**

Section 1: Request for items shall be submitted in writing to the Board of Directors by Athletic Director, Team Representative or Head Coach of sport at least two (2) weeks prior to general meeting.

Section 2: The Board shall review the request for approval. Payment must be approved by fifty-one percent (51%) of the Board members in attendance at which the request is reviewed.

Section 3: Expenditures of \$150.00 or more must be approved by 2/3 of the Board members in attendance at which the request is reviewed.

Section 4: STATE CHAMPIONSHIP or EQUIVALENT: A member of the Concord High Athletic Booster Club may submit a request for reimbursement for travel expenses of an athlete who competes in a state or equivalent competition.

- a. The requestor must be a booster member.
- b. The request can be up to \$500 per team, per season
- c. The submission will be taken under advisement if the situation requires it.

#### **ARTICLE XXII: AUTONOMY**

Section 1: It shall be the policy of the Athletic Boosters Club that individual sport groups be permitted autonomy in raising and disbursing monies exclusive of the general fund-raising functions of the Athletic Boosters Club.

#### **ARTICLE XXIII: COMMITTEES**

Section 1: Will be formed as determined by the Board.

#### **ARTICLE XXIV: AMENDMENTS**

Section 1: The by-laws may be amended as follows:

- a. Proposed amendments shall be submitted in writing to the President of the Executive Board for review of the Board
- b. The amendment must be approved by a two thirds quorum vote by the Athletic Boosters Board.

Section 2: Once submitted, the amendment may not be changed by a resolution from the floor; it must be rewritten and presented for approval as contained in Section 1 of this article.