

ACALANES BOOSTER'S CLUB

ACALANES HIGH SCHOOL
LAFAYETTE, CALIFORNIA

BY - LAWS

ARTICLE I

NAME

Section 1. The name of this organization shall be the "Acalanes Booster Club" hereinafter referred to as "Club".

ARTICLE II

OBJECTIVES AND POLICIES

- Section 1. The objectives of the Club shall be to promote:
- (a) Athletics and School Spirit;
 - (b) Family involvement in the Acalanes High School athletic program;
 - (c) Community awareness of the Acalanes High School athletic program;
 - (d) Additional financial support to improve the athletic program.
- Section 2. The Club shall be non-sectarian, non-partisan, and non-commercial.
- Section 3. The Club shall not seek to direct the athletic activities nor to control the educational policies of the school.
- Section 4. Funds raised by the Club will be used to support the athletic trainer and all the athletic programs of Acalanes High School, including cheer.

Section 5. An Annual Budget shall be presented by the Appropriations/Allocations Committee to the Executive Board, and approved by the Executive Board no later than at the June regular meeting or as soon as practicable. The budget may be amended by the Executive Board at a subsequent regular meeting, upon a showing of good cause. The budget shall include, but is not limited to, the following components:

- (a) Ordinary operating income and expenses for the Boosters' Club;
- (b) An individual income and expenses account for each active sport, including the spirit squad ("Sport Account" e.g., Girls Volleyball Sport Account, Cross-Country Sport Account, etc.); and,
- (c) Other income and expenses anticipated.

Section 6. Expenditures:

- (a) Ordinary operating expenses approved by the Executive Board in the Annual Budget, as it may be amended from time to time, may thereafter be paid by the Treasurer as due, upon the authorizing signatures of any two officers.
- (b) Allocations from an individual Sport Account approved by the Executive Board in the Annual Budget, as it may be amended from time to time, may thereafter be paid by the Treasurer upon request from that Sport, upon the authorizing signatures of the Sport Representative and Coach to Boosters plus either the Booster President or the Boosters Vice President, and either Principal or Athletic Director.
- (c) Any other expenditures must be reviewed and approved by the Executive Board, in order to be paid by the Treasurer.

Section 7. The President may, at his/her discretion, recognize motions from the floor for emergency expenditures of funds.

ARTICLE III

MEMBERSHIP

- Section 1. Anyone interested in the objectives of the Club may become a member of the Club by being enrolled and paying membership dues and have all the privileges of membership.
- Section 2. Members of the faculty and coaching staff shall be honorary members of the Club.

ARTICLE IV

OFFICERS

- Section 1. The Officers shall consist of:
- President
 - Vice - President
 - Secretary
 - Treasurer
 - Assistant Treasurer (Upon consent of a majority of the other officers.)
- The Principal and Athletic Director shall each be honorary officers.
- Section 2. The term of office of the Officers shall be one year unless voted on for a longer term not exceeding two years total.
- Section 3. No person shall hold the same office more than two consecutive years, without a vote by the Club Executive Board.
- Section 4. The President, with the approval of the Executive Board at its March meeting, shall appoint a Nominating Committee composed of three members of the Executive Board.
- (a) Members shall be chosen to ensure proportional representation of all active sports.
 - (b) Its function shall be to prepare a slate of candidates for the elective offices.
- Section 5. The annual election shall be held at the regular meeting in May. The newly elected officers shall be installed in June.

ARTICLE V

DUTIES OF OFFICERS

- Section 1. The President shall preside at all meetings. He/she shall appoint the chairpersons of all committees and shall be an ex-officio member of the same. He/she shall temporarily fill any vacancy occurring until the next regular Executive Board meeting.
- Section 2. The Vice-President shall assist the President and shall assume all duties of the President in his/her absence. He/she shall be a member of the Appropriations/Allocations Committee and review and report on all funding requests.
- Section 3. The Secretary shall keep the minutes of all meetings, and shall have charge of all records and files of the Club.
- He/she shall be responsible for notifying members of all Club meetings.
- He/she shall be responsible for Club correspondence under the direction of the President unless otherwise directed by the President.
- Section 4. The Treasurer shall collect and receive all money and disburse same when authorized by the Executive Board. He/she shall keep an accurate financial record and shall render a monthly report at all regular meetings.
- (a) Authorized checks shall be signed by the Treasurer unless the Treasurer is unavailable, in which case the President and the Vice-President are authorized to sign the checks.
 - (b) Brokerage account shall be monitored by the Treasurer. The President, Vice President, Treasurer and Secretary shall be authorized to place orders on the account, and to execute any instrument incidental to the account and to act on behalf of the Acalanes Booster Club. Any stock donated to Boosters shall initially be held in the brokerage account and sold immediately upon receipt or as soon as practicable. The proceeds of any sale of stock shall be sent to the Boosters Treasurer within 30 days of such sale.
 - (c) An Auditor approved by the Executive Board shall examine the books of the Treasurer as soon as possible at the end of the school year. He/she shall submit a written report of that audit to the Executive Board at the first Executive Board meeting in September.

ARTICLE VI

EXECUTIVE BOARD

- Section 1. The Executive Board members shall consist of the Officers, a Representative for each of the sports currently active, including a Representative of the cheer, and standing committee chairpersons.
- (a) Each active sport (e.g., Girls Lacrosse, Boys Basketball, etc.), including the cheer, shall designate a Representative to represent that sport on the Executive Board. Each active sport shall have one vote on the Executive Board, although at the discretion of a particular sport a second person may share that sport's Representative position on the Executive Board (e.g., a Varsity person and a JV person may share that sport's Representative position, with a total of one vote between the two of them to cast on behalf of that sport).
- Section 2. The duly elected Officers shall have general charge and control of the affairs, funds and property of the Club. They shall present to the Executive Board all proposed major activities for ratification.
- Section 3. Vacancies, with the exception of the elected Officers, shall be filled by appointment of the President. Any vacancy occurring in an elective office shall be filled by the Executive Board.
- Section 4. The Executive Board shall hold regular monthly meetings from August through June. Special meetings may be held at the discretion of the Officers or upon written request of ten (10) Executive Board members. Voting by e-mail may also occur upon request by the President or a majority of the Board Officers. Notice of all meetings shall be conveyed to the Executive Board at least one week prior to the meeting. At the June meeting the outgoing Officers shall meet with and instruct the incoming Officers.
- Section 5. Each individual member of the Executive Board (see Article VI, section 1, above) present shall have a vote on matters before the Executive Board. No member of the Executive Board shall have more than one vote.
- Section 6. Eight (8) members of the Executive Board present, which shall include at least two Officers, shall constitute a quorum.
- Section 7. At each meeting, the next regular meeting shall be announced by the President and recorded into the current minutes.

ARTICLE VII

STANDING COMMITTEES

- Section 1. The following Standing Committees may be appointed by the President as needed:
- (a) Appropriations/Allocations Committee shall consist of the President, the Vice-President, Treasurer and at least three other Executive Board members or more as the President determines.
 - (b) The Membership Chairperson.
 - (c) The Publicity Chairperson.
 - (d) Bash Chairperson
 - (e) Merchandise Chairperson
 - (f) Corporate Sponsorships Chairperson.

ARTICLE VIII

DUES

- Section 1. Annual dues for members shall be fixed from time to time by the Executive Board.

ARTICLE IX

RULES OF PROCEDURE

- Section 1. Robert's Rules of order, revised edition, shall govern the procedure of the Club in all cases not covered by these By-Laws and in which there is no inconsistency with these By-Laws.

ARTICLE X AMENDING THE BY-LAWS

Section 1. These By-Laws may be amended by a two-thirds vote of the Executive Board members present at any regular meeting, providing notice shall have been given at the previous regular meeting.

ARTICLE XI

DUTIES OF COMMITTEES AND SUBCOMMITTEES

1. The Appropriations/Allocations Committee shall gather information and prices on purchase requests and suggested projects. They shall report to the Executive Board their findings and recommendations. The Chairperson of this committee shall be appointed by the President. Meetings shall be scheduled at the discretion of the Chairperson, as necessary. The Appropriations/Allocations Committee shall meet in May and thereafter as needed, to consider all funding requests received by May 31 for the coming school year. Approval of funding requests shall be according to majority vote of the Executive Committee at the June regular meeting. Executive Board approval of funding requests may be amended by majority vote of the Board at a subsequent regular meeting, upon a showing of good cause.
2. The Membership Chairperson shall encourage all parents of Acalanes students to become active members of the organization and shall keep an accurate and up-to-date roster. He/she also shall be in charge of the membership drive at Don's Day.
3. The Publicity Chairperson shall arrange for suitable publicity covering all the activities of the Club.
4. Special committees shall be appointed by the President, with the approval of the Executive Board, which shall designate their powers and the term of the committee's appointment.

SUBCOMMITTEES

1. Subcommittees shall be appointed by the President or his or her designee, with the approval of the Executive Board, which shall designate their powers and the term of the sub committee's appointment.

CERTIFICATE OF SECRETARY

I certify that I am the duly elected and acting Secretary of Acalanes Boosters' Club; and that these By-Laws, consisting of seven pages, are the By-Laws of this Club as amended and adopted by the Executive Board on May 5, 2014..

Executed on June 1, 2014 at Lafayette, California.



Sue Thoren , 2014, Secretary