

CONSTITUTION & BYLAWS
Analy High School
Boosters Club

ARTICLE I- NAME

The name of the organization shall be “Analy High School Boosters Club”, a California non-profit corporation, hereinafter referred to as AHSBC. California corporate ID #3504370 and Tax ID# 46-0880790, under Internal Revenue Code 509 (a) (2), for educational, charitable organizations.

ARTICLE II – PURPOSE

The purpose of the AHSBC, as a non-profit organization, shall be to support amateur athletic opportunities, competition and sportsmanship, to develop the youth of today into good citizens of the future by providing spirit, enthusiasm, model behavior and financial support for the athletics and athletic related programs of Analy High School. The club will perform these duties in accordance to and in cooperation with the school administration, by appropriate means that do not interfere or conflict with the athletic or academic policies of the school or its administration and faculty. The AHSBC will directly support Analy High School Athletics and related programs via our annual grant program. Up to 100% of the profits raised by the AHSBC shall be directed to Analy athletics and related programs.

ARTICLE III – MEMBERSHIP

Any person interested in supporting the Athletic Programs of Analy High School shall, upon evidence of a financial donation to AHSBC parent support organization or a contribution of time in support of Analy High School may become a member of the AHSBC.

Section 1: Contribution of time shall be defined as regular attendance at Board meetings plus active participation in fundraisers or committees in the past 12 months.

Section 2: AHSBC members, including all officers and Board members, shall serve in a voluntary capacity and shall not expect, demand or make cause for financial support in the form of wages, either monetary or in the form of property.

ARTICLE IV – OFFICERS

Elected officers of the AHSBC shall be President, Vice President, Secretary, Treasurer, Concessions Director, Membership Director, Director of Spirit Wear, Facilities Director, Volunteer Director/Team Rep Coordinator, Web Director, and Director of Fundraising. Additional officers may be created as needed. Officers shall be limited to two (2) consecutive one-year terms in the same office, unless otherwise approved by the Board.

Section 1: The President shall appoint committee chairpersons and members as necessary to the AHSBC and its purpose.

ARTICLE V – BOARD OF DIRECTORS

The Board of Directors of the AHSBC shall be the officers listed in Article IV plus the Principal of Analy High School (or the Principal's designated representative) and the Athletic Director of Analy High School and/or a representative of the Analy faculty. The Board of Directors is made up of a minimum of 6 members.

In addition to the purpose stated in Article II and the duties stated in Article VI, each Board member shall:

- A. Attempt to find new and fun ways to raise funds for AHSBC.
- B. Assist in established fundraising events by networking for donations.

ARTICLE VI – DUTIES OF THE OFFICERS/BOARD OF DIRECTORS

Section 1. The President shall:

- A. Preside over all meetings of the AHSBC Board of Directors and AHSBC general membership.
- B. Prepare an agenda for all meetings.
- C. Co-Sign (as needed) all checks issued by the Treasurer.
- D. Cast the deciding vote in case of a tie.
- E. Chair the budget committee.
- F. Actively recruit incoming officers.
- G. Create additional committees.
- H. Serve as the representative to the Analy Education Foundation.
- I. Work to create Analy Business Partnerships in the local community.
- J. Coordinate with the Analy Webmaster and school administration to communicate and promote AHSBC mission and information.

Section 2. The Vice President shall:

- A. Assist the President.

- B. Preside over AHSBC meetings in the President's absence.
- C. Be an ex-officio member or liaison (by virtue of office) of all committees.
- D. Assume the office of the President in the President's absence.
- E. Maintain a file of written reports explaining procedures and outcomes of all tasks undertaken by Directors and Chairpersons for the use by subsequent Directors and Chairpersons.
- F. Co-sign (as needed) all checks issued by the Treasurer.

Section 3. The Secretary shall:

- A. Keep official minutes of AHSBC Board Meetings.
- B. Handle correspondence, as directed by the President and Board of Directors.
- C. Assist in preparing an agenda for all meetings.
- D. Co-sign (as needed) all checks issued by the Treasurer.
- E. Publicize activities and meetings (communications).
- F. Assist in maintaining an accurate list of all members.

Section 4. The Treasurer shall:

- A. Receive and deposit all monies in the name of the AHSBC in an FDIC SPIC institution in Sebastopol selected by the Board.
- B. Pay all bills approved by the organization and keep an accurate record of all receipts and disbursements in an audit-able manner.
- C. Issue all checks and forward them to the President, Vice President or the Secretary for co-signature.
- D. Forward a list of all receipts, disbursements and current bank balances to the Board at every monthly meeting.
- E. Prepare Quarterly and Yearly Income Statements and Actual-vs.-Budget Statements.
- F. Receive an income statement showing revenue received and expenses incurred from each fundraising committee.
- G. Engage the services of an accountant annually to review the books of AHSBC and prepare the annual Federal and State returns. In addition, the accountant must verify in writing to the AHSBC Board that they have reviewed the AHSBC books and that the books accurately display the accounting of AHSBC funds.

Section 5. The Concession Director(s) shall:

- A. Purchase all supplies for concessions operated by the AHSBC.
- B. Communicate with the Volunteer Director/Team Rep Coordinator and the Boosters Board to ensure concession volunteer workers are scheduled.
- C. Oversee concession operations and instruct concession volunteers as to their duties.

Section 6. The Director of Fundraising shall:

- A. Coordinate all aspects of fundraising events
- B. Direct committee with regard to tee sponsors, donations, raffles & volunteers.
- C. Provide reports and updates to AHSBC Board as needed.
- D. Act as the AHSBC contact with the business community for Solicitations of financial and material support.
- E. Ensure that Thank You letters are sent to sponsors and corporate donors.
- F. Coordinate the sales and creation of ad signs when appropriate.

Section 7. The Membership Director shall:

- A. Conduct annual and ongoing membership drives.
- B. Coordinate printed materials promoting AHSBC membership.
- C. Collect annual dues and fees.
- D. Be responsible for the printing and distribution of all membership cards.
- E. Maintain an accurate list of all members.
- F. Actively solicit membership from Analy alumni and the general community.

Section 8. The Volunteer Director/Team Rep Coordinator shall:

- A. Coordinate with the Concessions Director(s) and Athletic Director to supply parent volunteer for all Booster Club events (i.e. Registration, orientation, concessions, event volunteers).
- B. Conduct initial outreach to all parent volunteers as indicated on AHSBC membership forms collected by the Membership Director.
- C. Serve as Senior Team Representative and promote active participation of and communicate duties to Team Representatives.
- D. Create and maintain a tracking system for volunteers to sign up for activities

Section 9. The Principal of Analy High School (or the appointed representative) shall:

- A. Act as the liaison between the AHSBC, Analy High School Staff and the District Administration.

Section 10. The Director of Spirit Wear shall:

- A. Purchase and organize "Official" Analy High School Spirit Wear to be sold at any and all event deemed appropriate by the AHSBC Board.
- B. Maintain and report out inventory, expenses and income at all regularly scheduled AHSBC meetings. This information should be coordinated with the Treasurer each month.

Section 11. The Athletic Director shall:

- A. Act as the liaison between the AHSBC and the coaching staffs of all

- Analy High School sports.
- B. Present the annual budget block grant request and report on how these funds are used to support the Analy Athletic Department.

Section 12. The Facilities Director shall:

- A. Coordinate with the Concessions Director(s), Volunteer Director, and Analy High School personnel to maintain and service all relevant properties and equipment utilized by the AHSBC.
- B. Coordinate and track facility access in coordination with the Athletic Director

Section 13. The Spring Golf Tournament Director shall:

- A. Coordinate all aspects of annual Golf Tournament.
- B. Direct committee with regard to tee sponsors, donations, & volunteers.
- C. Provide reports and updates to AHSBC Board as needed.

ARTICLE VII- FINANCE

Section 1. The fiscal year for AHSBC shall begin on the first day of July and end on the last day of June.

Section 2. The AHSBC account books shall be audited annually on or before the last day of June each year and upon change of the Treasurer.

Section 3. An accountant at the request of any member may perform an independent audit of AHSBC account books providing the requesting member pays for any and all costs for the audit.

Section 4. All requests for financial support by any element of the Analy High School athletic, academic, or extra-curricular program shall be coordinated through and presented by the Analy High Athletic Director and the Analy Principal for the consideration of the Board.

Section 5. Contracts shall not be entered into and indebtedness shall not be incurred without the majority vote of the entire Board.

Section 6. In emergency situations, the President may authorize up to \$500.00 in expenditures between board meetings, upon notification and consultation with the Vice President and Treasurer. On such occasions, the Board must approve the expenditure(s) at its next regular meeting.

ARTICLE VIII – MEETINGS

Section 1. The AHSBC Board shall meet monthly on a regularly scheduled basis as determined by the incoming officers each year. All meetings shall be

publicized and open to the general membership. The Board or the President may hold additional Board meetings on an as-needed basis as determined. A quorum of Board members must be present at all meetings for the Board or membership to conduct business.

Section 2. A quorum shall consist of a majority of the AHSBC Board (4 or more members).

Section 3. The AHSBC Board shall conduct all business in an open and forthright manner in keeping with the purpose of the organization. All AHSBC members shall strive to treat others with respect and cooperation in keeping with the purpose of the organization.

Section 4. Each Board member shall have equal voice and vote at any Board meeting. Only one vote is allowed per Board position. Board members must be present to vote and no proxy votes shall be accepted.

Section 5. Providing there is a quorum, a majority vote of the Board members present is required to pass motions, unless otherwise noted.

Section 6. In the event of a tie, the President shall call a revote.

Section 7. A vote of at least two-thirds of the entire Board is required to recall an officer. A vote of at least two-thirds of the entire Board is required to revise the Constitution and Bylaws.

Section 8. Where procedural questions arise, Robert's Rules of Order shall govern the meetings of the organization.

ARTICLE IX – ELECTIONS

Officers of AHSBC shall be elected by the membership at a Board meeting in the spring and shall serve for a period of one (1) year, which will coincide, with the fiscal year as defined in Article VII, Section 1.

Section 1. The President shall appoint a nominating committee at a Board meeting in the spring for purpose of selecting candidates to fill officers positions. The committee shall place into nomination all consenting candidates. Further nominations may be made up to the time that votes are cast at a future meeting.

Section 2. Election of officers shall take place only when a quorum, as defined in Article VIII, Section 2, is present. A majority vote of the general membership present is required to elect officers.

Section 3. The first Board meeting in July shall include the incoming and outgoing members of the Board.

Section 4. The President shall fill a vacancy of any office during the elected year through appointment, with the approval by majority of the general membership present.

Section 5. Any officer may be recalled at any meeting, provided that each officer and member of the Board is sent a written notice of such a vote at least ten (10) days prior to the meeting. Two-thirds majority vote of the entire Board is necessary to recall an officer.

ARTICLE X – AMMENDMENTS

The Constitution and Bylaws of the AHSBC shall be made available in AHSBC members, and any other interested parties, upon request.

The Constitution and Bylaws of the AHSBC may be amended, repealed, revised or altered in whole or part with the following method. Once the amended or revised Constitution and Bylaws draft has been written, an attempt must be made to notify all members that a vote will take place at the next Board meeting. Such notice shall be a minimum of 30 days and two-thirds majority vote of the entire Board is necessary to approve the Constitution and Bylaws.

ARTICLE XI- APPROVAL

The aforementioned Constitution and Bylaws have been reviewed and approved as amended by the AHSBC for the use effective December 12, 2016.

AHSBC Board Member

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AHSBC Board Member

AHSBC Board Member

AHSBC Board Member

Analy High School Principal

AHSBC Board President