

**Chino High Sports Booster Club**  
**BY-LAWS (Amended October 2012)**

**Article I**

**Name**

**Section 1:**

This organization shall be known as the Chino High School Sports Boosters Club. Also known as: "Sports Boosters."

**Article II**

**Mission Statement and Purpose**

**Section 1: Mission Statement:**

"The Chino High School Sports Booster are Committed to Supporting and Recognizing the Needs and Achievements of all Sports Teams"

**Section 2: Purpose**

The purpose of the Sports Boosters is to promote athletic activities at Chino High School and to support and enhance the athletic program and its teams through public relations, fundraising and special events in a manner consistent with school policy and these bylaws in an atmosphere consistent with the educational philosophy of the school community. All activities of the Sports Boosters shall be conducted in such a manner as to comply with the rules and regulations of the Chino Valley Unified School District (CVUSD) and Chino High School.

**Article III**

**Objectives**

**Section 1: The objectives of this club shall be:**

- A. To encourage cooperation between the people of Chino Valley and surrounding communities, the faculty of Chino High School, the students of Chino High School, and the school board in all phases of athletics.
- B. To help promote and support the athletic programs of Chino High School through recognition of teams and team members.
- C. To foster and promote good will and fraternal spirit among the members.



- D. To promote and encourage better attendance to all sports activities by the parents, friends of athletes, the students and faculty of Chino High School.
- E. Develop an organization with an active and involved membership that is concerned with the total athletic program and all of its participants regardless of sex, race, socio-economic status or chosen sports activity.
- F. Provide supplementary financial support for the various athletic activities at Chino High School.

## **Article IV**

### **Membership and Fees**

#### **Section 1:**

Membership in this club shall be open to any and all individuals, families, and businesses interested in its purposes and objectives of the Sports Boosters.

#### **Section 2:**

When a membership application has been completed and membership dues have been paid; members shall have the right to hold office as duly elected, to vote upon matters at all general meetings.

#### **Section 3:**

A membership fee, established by the Executive Board, shall accompany each application for membership and shall become the property of the Sports Boosters. The Sports Boosters may elect to establish multiple classes of membership providing varying membership privileges based on the amount of the membership fees established for each such class or other criteria. (Refer to current membership form)

#### **Section 4:**

Any personal information gathered or requested by the Sports Boosters is for the sole use of the Sports Boosters and will not be made available to any other organization.

#### **Section 5:**

Members may be terminated by resignation or action of the Executive Board by a two-thirds vote of those present at any duly constituted Board meeting. The Executive Board shall have the authority to discipline, suspend, or terminate the membership of any Member, when the conduct of such person is considered detrimental to the best interests and objectives of the Sports Boosters. The Member shall be notified of such meeting, informed of the general nature of the reasons, and given the opportunity to appear at the meeting to show evidence that the reasons are not correct or true.

## **Article V**

### **Officers**



**Section 1:**

The officers of the club shall be a President, Vice-President, Secretary, Treasurer and Parliamentarian.

- A. Election: The officers shall be elected by a majority of the voting membership present at the April general meeting.
- B. Nominations: The President, with the concurrence of the Executive Board, shall present a slate of nominees (who have agreed to serve) for positions of officers with reasonable notice prior to the April general meeting. Additional candidates may be nominated from the floor at the April general meeting.
- C. Only current members in good standing will be allowed to vote. Ballots will be provided to members prior to voting through membership roster verification. Voting will be by secret ballot. Absentee or proxy voting will not be allowed.

**Section 2:**

Each officer shall be a paid member in good standing.

**Section 3:**

The officers shall take office and enter upon official duties beginning June 1<sup>st</sup> of each year through May 31<sup>st</sup> of the following year. The term is one fiscal year, June 1 through May 31. An individual may not serve in the same elected capacity for more than 2 consecutive terms. It is requested that the outgoing officers assist through July 4<sup>th</sup>.

**Section 4:**

Any vacancy in any office of the Sports Boosters may be filled for the unexpired portion of the term by majority vote of the Executive Board present at a meeting of the Executive Board called for such purpose. If any officer is absent or unable to perform the duties assigned to that office, the Executive Board may delegate the powers and duties of that office, during the period of such absence or disability, to another person.

**Section 5: The duties of the officers shall be as follows:**

- A. **The President** shall be the executive officer of the club and shall preside over all meetings of the Sports Booster Club
  - a. The President shall be an ex-officio member of all standing and special committees.
  - b. Prepare the agenda for all Executive Board and General Membership meetings and ensure agenda is posted no less than 24 hours prior to the meeting for knowledge of those interested.
  - c. Appoint standing committee chairpersons with the concurrence of the Executive Board.



- d. Appoint and/or dissolve all other committees as required, with the concurrence of the Executive Board.
- e. Serve as the primary spokesperson for the Sports Boosters, except as otherwise specified.
- f. Have an official signature card on file with the bank utilized to manage the funds of the Boosters and have electronic access to said accounts.
- g. Sign contracts, checks, and disbursements, subject however, to the approval or ratification of the Executive Board.
- h. He/She shall perform such other duties as usually pertain to the office of President.

**B. The Vice-President:**

- a. In the absence of the President shall preside at all meetings of the Sports Booster Club.
- b. The Vice-President shall coordinate the work of the committees.
- c. Have an official signature card on file with the bank utilized to manage the funds of the Sports Boosters and have electronic access to said accounts.
- d. The Vice-President shall also perform such other duties as usually pertain to the office, or as may be assigned him/her by the President.

**C. The Secretary:**

- a. Shall keep the records, minutes and agendas of the Sports Booster Club.
- b. Keep a record of all proceedings of the General Membership meetings of the Sports Booster Club.
- c. All minutes, agendas and treasurer reports from General meetings as well as a record of the decisions of the Executive Board shall be kept in a regular bound Secretary's book which is to be the legal record of the Boosters (which shall be present at all General Member Meetings). A summary of the decisions made in these meetings should go out to the general membership each month.
- d. Prepare a list of all unfinished business for the use of the Board.
- e. Keep current copy of the bylaws.
- f. The Secretary shall submit a report at any time the President and/or the Executive Board may require.
- g. Have an official signature card on file with the bank utilized to manage the funds of the Boosters and have electronic access to said accounts

**D. The Treasurer:**

- a. Shall receive all funds paid to Sports Boosters and shall deposit the same in the official depository and shall disburse same on the order of the Executive Board.
- b. The Treasurer accounts and books shall at all times be open to the inspection of the President and/or Executive Board and any authorized auditors.
- c. The Treasurer shall make a report at any time the President and/or the Executive Board may require.



- d. Maintain a complete set of books of account in accordance with generally accepted accounting principles and practices; maintain an accurate record of deposits and expenditures of the Sports Boosters.
- e. Administer the Sports Boosters Banking Account
- f. Report the amount of money available in the general fund and encumbered funds at each monthly General Membership Meeting. The monthly financial reports shall include an accurate representation of the Sports Boosters funds.
- g. Have an official signature card of file with the bank utilized to manage the funds of the Sports Boosters and have electronic access to said accounts.
- h. Make an annual financial report to the Sports Boosters which includes gross receipts and disbursements for the year.
- i. Prepare and file the Sports Booster's tax returns.
- j. Ensure that all financial records are completed by June 1<sup>st</sup> of each year.
- k. Sign checks with the President, or any duly authorized officer.

**E. Parliamentarian:**

- a. Advise the Executive Board on bylaws and keep updated amendments to bylaws as approved by the Sports Boosters.
- b. Conduct an annual review of the bylaws and recommend any changes.
- c. Advise the Executive Board on parliamentary procedures.
- d. Oversee election vote and tallying.
- e. Monitor the discussion time during Sports Booster meetings.
- f. Enforce Robert's Rules of Order at Sports Booster meetings.
- g. Ensure the Sports Booster Bylaws are posted on the Sports Booster website and made available to Sports Booster members.

**Article VI**

**Nominations and Elections**

**Section 1:**

**Election:**

The officers shall be elected by a majority of the voting membership present at the April general meeting.

**Section 2: Nominations:**

The President, with the concurrence of the Executive Board, shall present a slate of nominees (who have agreed to serve) for positions of officers with reasonable notice prior to the April general meeting.

Additional candidates may be nominated from the floor at the April general meeting.

**Section 3:**



Only current members in good standing will be allowed to vote. Ballots will be provided to members prior to voting through membership roster verification. Voting will be by secret ballot. Absentee or proxy voting will not be allowed.

## **Article VII**

### **Executive Board**

#### **Section 1:**

The Executive Board shall consist of the Officers, the Chino High School Principal and the Athletic Director.

- A. The Principal and Athletic Director shall serve as non-elected, ex-officio Non-voting members whose primary function is to serve as an advisor to school related matters.

#### **Section 2:**

The Executive Board shall meet at the call of the President.

#### **Section 3:**

A simple majority constitutes a quorum necessary to carry on any business meeting.

## **Article VIII**

### **Meetings**

#### **Section 1:**

There shall be a general membership meeting four (4) times a year. This is a minimum; it is preferred to have meetings monthly.

## **Article IX**

### **Committees**

#### **Section 1:**

All committee members shall be appointed by the President with the concurrence of the Executive Board and be subject to removal by him/her with the approval of the Executive Board.

- A. Each committee shall be responsible to the President and Executive Board and make such reports as the President and/or the Executive Board direct.

#### **Section 2:**

Additional committees shall be formed as necessary.

## **Article X**

### **Revenue**

#### **Section 1:**



Revenues from other sources other than dues may be raised as recommended by the Executive Board.

## **Article XI**

### **Amendments**

#### **Section 1:**

Any amendment to these by-laws may be adopted by two-thirds (2/3) vote of the memberships present at any meeting of the club, provided a written notice of the proposed amendment shall have been given to the members at least two (2) weeks prior to the meeting.

## **Article XII**

### **Fiscal Year**

#### **Section 1:**

The Fiscal Year for the Booster Club will be from June first (1<sup>st</sup>) thru May 31. This means that the close of the Fiscal Year will be on May 31<sup>st</sup> of each year.

## **Article XIII**

### **Participation Guidelines**

#### **Section 1:**

Attachment #1 to our By-Laws, are to be given to all Chino High School Coaches. This is to indicate what we would like them to do for us, and what we would do for them in return.

#### **Section 2:**

Activities is defined as athletics in which the Chino High School Unified School District fields a team with Chino High School students and shall be eligible for funding by the Sports Boosters and shall require a Sport representative. The Chino High School Athletic Department shall be eligible for funding and shall be represented by the Athletic Director. Finally, due to the nature of their activities in direct support of the athletic programs, Cheerleading shall also be eligible for funding and shall require a sport representative.

#### **Section 3:**

Each sports team head coach or advisor shall be present or have a designated team representative present at each General Membership Meeting. Each sport or team shall at all times have a designated parent or guardian representative (the Sport Representative) to serve as a spokesperson for that sport in all matters coming before the Sports Boosters, whether related to that particular sport or otherwise.

#### **Section 4:**

The Sport Representative shall be selected by the head varsity coach of each sport, who shall notify the Executive Board of his or her designated Sport Representative and any changes or substitutions occurring during the membership year.

#### **Section 5:**

A person may serve as the Sport Representative for more than one sport, and shall be entitled to cast a single vote for the sport(s) he/she represents.



**Article XIV**  
**Dissolution Clause**

**Section 1:**

The property of this organization is irrevocably dedicated to charitable purposes and not part of the net income or assets of this organization shall ever inure to the benefit of any director, officer or member thereof or to the benefit of any private person.

**Section 2:**

Upon the dissolution or winding up of the organization, its assets remaining after payment, of all debts and liabilities of the organization shall be distributed equally to all active athletic teams and other Booster clubs having an encumbered fund with the Sports Boosters.

**Article XV**  
**Political Limitations**

No substantial part of the activities of this organization shall consist of carrying on propaganda, or otherwise attempt to influence legislation, and the organization shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office.

**Article XVI**  
**Internal Revenue Requirement**

**Section 1:**

The Sports Booster Club is to be a nonprofit organization for nonprofit purposes and the individual members are not to derive profit there from.

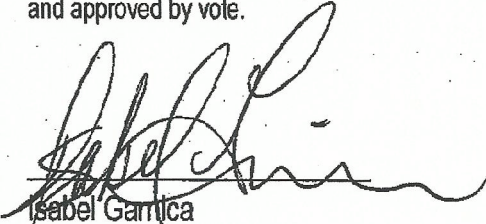
**Section 2:**

This organization is organized exclusively for charitable purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an organization contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law.)

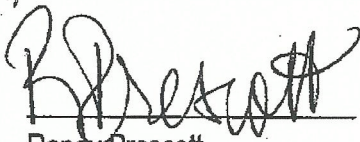


The Articles of the Chino High School Sports Boosters Club were reviewed and amended by the Executive Board and General Members present at the October General Meeting. All amendments were motioned and approved by vote.



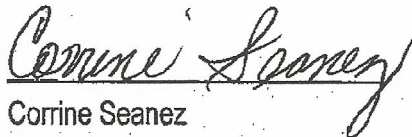
Isabel Garrica

President 2012/2013 School Year



Renay Prescott

Vice-President 2012/2013 School Year



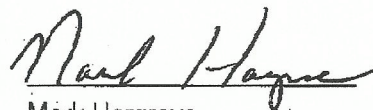
Corrine Seanez

Treasurer 2012/2013 School Year



Heather Huisar

Secretary 2012/2013 School Year



Mark Hargrove

Parliamentarian 2012/2013 School Year