

# **Steele Canyon High School**

## **Athletic Booster Club**



## **By-Laws**

**Amended: August 14, 2006**

**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 Rd., Spring Valley, Ca. 91978.

**III. OBJECTIVE**

- A. The objective of the Steele Canyon High School Athletic Booster Club is to promote and assist in any way possible all the athletic programs and student athletes at Steele Canyon High School.

**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 three types:
1. General Member
  2. Life Member
  3. Honorary Member

**V. DUES**

- A. General Membership \$25.00 per year per family, payable in September of each year. This may be increased in any subsequent year by a 2/3 vote of the board.
- B. Life Membership \$50.00 per family.  
Life Silver Membership \$100.00 – 249.00 per family  
Life Gold Membership \$250.00 - \$499.00 per family  
Life Platinum Membership \$500.00 + per family
- C. Honorary Membership – Any person of recognized achievement in the field of athletics, Scholarship or citizenship may be elected by the Steele Canyon High School Booster Board of Directors as an Honorary Member for life.
- D. For all purposes of membership voting, there shall be one vote per Membership including Family Membership.

**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. OFFICERS**

**The Officers will consist of the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary and Treasurer. The other members of the Board will be the Special Projects Director, the Concessions Director, Community Relations/Telephone Director and Auditor. No officers shall hold the same position on the Board for more than two consecutive one-year terms. Each designated Board of Directors position is allotted one vote. Attendance of Board Meetings 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 e-officio member of all committees. He/she shall appoint a nominating committee at the general meeting in March.
- B. 1<sup>st</sup> VP:** 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. Promote the continued growth of the organization by obtaining new members. Finally, conduct any or all special and continuing membership campaigns as approved by the Board.
- C. 2<sup>nd</sup> VP:** The Second Vice President shall be the chairperson of the Ways and Means Committee. Their specific duty shall be to conduct a meeting no later than June to organize and plan various fund raisers throughout the coming school year. They will work closely with the Special Projects Director
- 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 said club. The Treasurer shall prepare a monthly report of all income and expenditures to be presented at the regular meetings. Said Treasurer shall submit for inspection all books and records of income and expenses on written demand, within five (5) days of demand. A separate account shall be kept of all dues. 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. Special Projects Director:**

The Special Projects Director shall identify and establish major project goals and major fund raising events as requested by the Board. Research and apply for grants appropriate to Booster Club. This person will work closely with the Ways and Means Committee. They would also be the chairperson of any committee they might establish to work on projects and fundraisers.

**G. Concessions Director:**

The Concessions Director shall conduct a meeting no later than August to formulate plans for the coming year. Promote the sales of refreshments and sundry items at all events as sanctioned by the school. Purchase and distribution of concession food. Deposit all funds as directed by the Treasurer.

At the start of each season they 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.

**H. Community Relations/Telephone 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 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. An email distribution list of all booster club members is to be kept and updated as needed.

**I. School Representative (Advisor):**

Said representative shall be a member of the Steele Canyon Faculty, but will not be a member of the Board.

**J. Athletic Director:**

Shall be an Advisor to the Board, but will not be a member of the Board.

**K. Auditor:** Examine the financial records twice yearly, including periods ending December 31<sup>st</sup> and June 30<sup>th</sup>. Present audit report to the board no later than the March meeting for the December audit and September meeting for the June audit.

**VIII. ELECTION OF OFFICERS**

Except with respect to the elections at the initial organization meeting of the club, the election of officers and members of the Board of Directors shall be held at the regular meeting in May. 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 March general meeting. The nominating committee will present the slate nominees to the membership at the April general meeting. The Election shall be under the direction and control of the nominating committee. Introduction of officers will take place at the first meeting after election. It is suggested there be a joint meeting of the new and old officers and boards prior to the next regular meeting after the election. In the event of any vacancy of an officer or board membership 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 and August 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 September 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 board members present at any authorized meeting under these By-Laws shall be enough to conduct business for the club. All members shall be entitled to one vote.

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 members of the Board jointly, if deemed necessary. The members, in their call of a special meeting, shall state the reasons for said special meeting. This meeting may be held via phone conference call.

Unless otherwise specifically noted herein, Board Members shall be included in any vote of members.

## **X. RECALL OF ELECTED OFFICERS**

A request for recall of a member of the Board of Directors shall be in writing, signed by at least 51% of the current members.

At the next general meeting the proposed recalled member 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 position to state their position, as determined by the President or the 1<sup>st</sup> Vice President if the President is recalled.

Upon the conclusion of the discussion the membership will vote via secret ballot. The recall has to be approved by a 2/3 vote of the members 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 51% vote of the membership present, excluding the Board, or the majority vote of the Board at the general meeting where the request for Amendments is made. At the next general meeting a 2/3 vote of the members present including the Board will be required to approve the Amendment.

## **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. A committee chair if not already an elected Board member will have one 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. ACTIVITY REPRESENTATIVES**

**This section deleted.**

### **XIV. 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 Presidents designee shall be considered to have resigned.**

### **XV. 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 athletic events provides an important source of revenue for Booster Club.**

- 1. The Snack Bar Manager is appointed by the Concessions Director. He/she 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 stocking the Snack Bar with items for sale and making sure that stock levels are appropriate for each event.**
- 2. The Snack Bar is open during all home Varsity, Junior Varsity and Freshman football games or other athletic events as directed by the Steele Canyon High School Athletic Booster Club. Profits are divided as follows: 40% to the team working the concession (team must have three persons working to receive funds), and 60% to the Steele Canyon Athletic Booster Club general fund that supports all sports.**
- 3. One person in the Snack Bar at all times must be a member of the Booster organization.**
- 4. Snack Bar workers must be 14 years or older.**
- 5. Persons working in the Snack Bar must follow Health and Safety Rules posted in the Snack Bar.**
- 6. The Steele Canyon High School Athletic Booster Club may draw up another agreement as deemed necessary with other organizations.**
- 7. 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. 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, unless a greater amount is agreed to by a 2/3 vote of the Board.**
3. **The following items are not funded: Salaries for coaches or staff.**
4. **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: \_\_\_\_\_ Date: \_\_\_\_\_  
President

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
1<sup>st</sup> Vice President

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
2<sup>nd</sup> Vice President

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Secretary

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Treasurer

**Amended: 8/14/2006**